



## Fiscal Year - BAM2200



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## Asset Management > Tables > Fiscal Year

This page is used to define the month and year ranges for each fiscal year. The first fiscal year entry should be defined for the earliest in-service date for an asset as these entries are used by the program to calculate depreciation for all capital assets.

### Notes:

The preceding fiscal year must exist or be added to the table in order to complete the end-of-year process.

Be sure to add all of the necessary years to complete your latest depreciation date.


## Add a fiscal year:

☐ Click **+Add** to add a row.

Field	Description
<b>Fiscal Year</b>	Type the fiscal year in the YYYY format.
<b>From Month</b>	Type the starting month of the fiscal year in the MM format.
<b>From Year</b>	Type the calendar year of the starting year in the YYYY format.
<b>To Month</b>	Type the ending month of the fiscal year in the MM format.
<b>To Year</b>	Type the calendar year of the ending year in the YYYY format.

☐ Click **Save**.

## Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	Click to print the Fiscal Year report. <a href="#">Review the report</a>
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .