



## Fiscal Year - BAM2200



# Table of Contents

<b>Fiscal Year - BAM2200</b>	i
<b>Fiscal Year - BAM2200</b>	1



# Fiscal Year - BAM2200

## 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>	<p>Click to print the Fiscal Year report.</p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.</p> <p>Click <b>X</b> to close the report window. Some reports may have a <b>Close Report, Exit</b>, or <b>Cancel</b> button instead.</p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>