# 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 |
|---|---|
| **Fiscal Year** | Type the fiscal year in the YYYY format. |
| **From Month** | Type the starting month of the fiscal year in the MM format. |
| **From Year** | Type the calendar year of the starting year in the YYYY format. |
| **To Month** | Type the ending month of the fiscal year in the MM format. |
| **To Year** | Type the calendar year of the ending year in the YYYY format. |

❑ Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Retrieve** | The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |
| **Print** | Click to print the Fiscal Year report. Review the report |
| 🗑 | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**. |

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