


# 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 for the school district. The first fiscal year entry should be defined for the earliest in-service date for an asset. These entries are used by the program to calculate depreciation for all capital assets.

## Create 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** | Retrieve data.<br>The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |
| **Print** | Print the Fiscal Year report.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click to go back one page.<br>Click to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click to save and print the report in PDF format.<br>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.<br>Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |

| | |
|---|---|
|  | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |


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