Discover how to define the dates for the financial period of your library funds. Financial periods are user definable units of time, usually a financial year. However there can be several smaller financial periods to accommodate reporting needs. Alternatively, if financial periods / reporting are irrelevant to your organisation then simply define a single financial period over a long period of time, e.g. 10 years.

Create a financial period

1. Go to **Funds>Financial Periods**.
2. Click **New Record in Context**.
3. Enter a **Short and Long Description** e.g. for the current financial year.
4. The Start Date defaults to the End date of the previous financial period on the system. This can be changed.
5. Enter an **End Date** in the correct format 01-JUL-2009.

Next combine the Account(s) you have created with the correct Financial Period to create Account Instances that you can place Orders against.