



Modulus Technical Note # 60 - *Preparing for Year 2000*

(Amended 8/11/99)

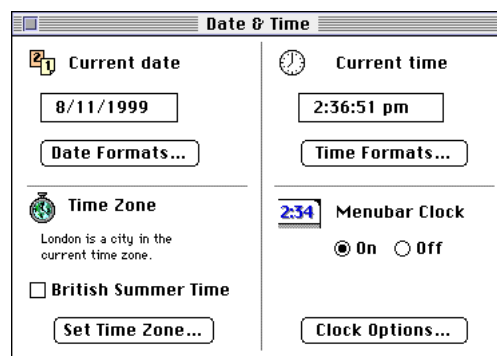
This Technical Note outlines the steps that should be completed before the end of 1999 in order to ensure that, as far as Modulus is concerned, the transition to the year 2000 is as seamless as possible. These steps can be completed in any order.

1. Your computers' clocks should be adjusted to show four digits in the year. This should be done for all machines on which Modulus is used. Note: as a result of this change, some dates may not be fully visible on screen. This is purely a display problem and is nothing to be worried about: the display area for dates will be slightly enlarged in future versions of Modulus.

To adjust your computers' clocks, follow this process—

Macintosh

From the Apple menu, open the Date and Time Control Panel. The following window opens—

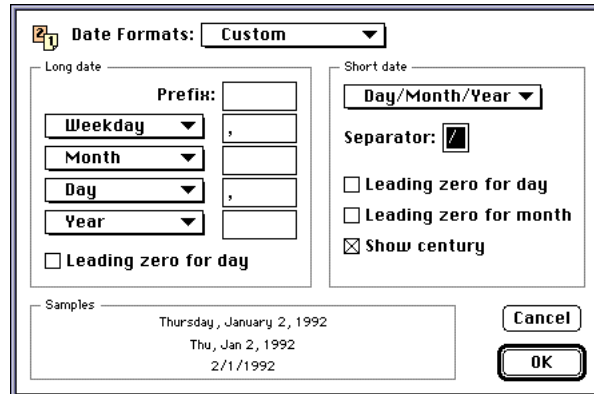


In the top left section entitled "Current Date", click the [Date Formats...] button. The following window opens—



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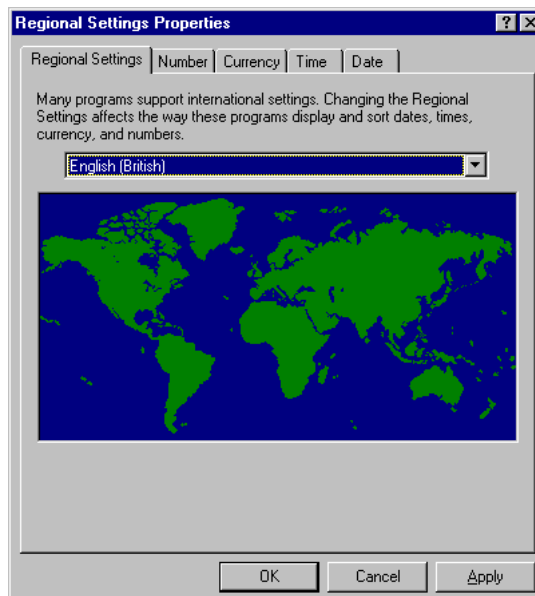
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Click the 'Show century' option so that it contains a cross, as shown in the illustration and click [OK].

Windows 95/98

From the Start menu, select 'Settings' and 'Control Panels'. When the 'Control Panels' folder is opened, double-click 'Regional Settings'. The following window opens—



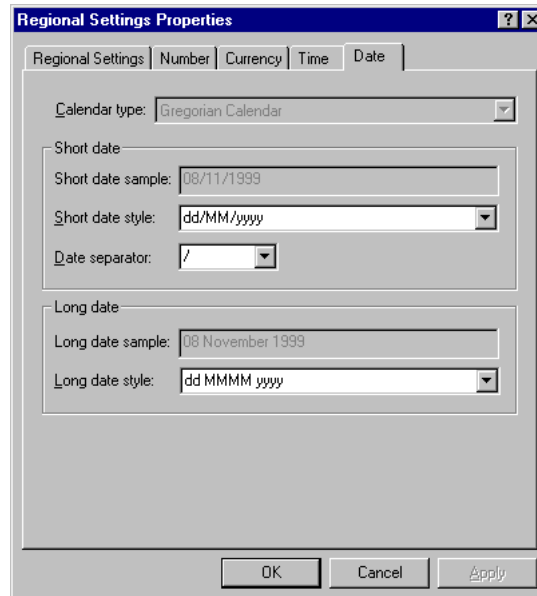
Click the [Date] tab—

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Ensure the Short Date Style is set to show four digits in the year ('yyyy'), as shown in the illustration and click [OK].

2. Get into the habit of typing four digits for the year in all dates. For example, instead of typing "19/8/99", you should now type "19/8/1999". This will become important in the year 2000, because Modulus may not interpret "1/1/00" correctly (it will interpret "1/1/2000" correctly).

3. Most users have followed the recommended Modulus procedure of using accounting periods whose codes are in the format yy/mm (e.g. 99/08 for August 1999). For year 2000 compatibility, these codes should be changed to the yyyy/mm format (e.g. 1999/08). This should be done before the beginning of the year 2000. To do this, you should first upgrade to Modulus 4.1, which allows seven-character period codes (previous versions were limited to five characters). Then, referring to Technical Notes 50 (Y2K Update) and 54 (VAT Return Failure after Y2K), run the procedure to convert past period codes to the yyyy/mm format, wherever they occur.

4. Once the year 2000 has begun, extra care should be taken when running the end of year routine. While the procedure itself is year 2000 compliant, the defaults offered for the start and end periods of the next financial year are not. Simply change these defaults to the correct periods and proceed.

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