Regional Settings
Your Microsoft Windows regional settings will influence how your date/time, numeric, and currency data types appear when you apply formatting options. Windows supports a variety of languages, plus currency and date/time formats for the countries/regions that use those languages.

For example, you might use forward slashes to enter a date value for a Date/Time field (for example, 8/29/2006), but when you apply the General Date display format, it may or may not display the forward slashes, depending on the regional settings for Windows.

This principle also applies to numeric and financial data. You can enter currency amounts that use the English pound symbol (£), but Access may display those values in euros, because that is the currency symbol selected for Windows.

Regional settings for Sage VIP on Windows 10
Open Region and Language by clicking the Windows button, click on Settings, click on Time & Language.

Click on Region and Language. Click on Additional date, time & regional settings.
Click on **Change date, time of number formats**

Click on **Additional settings**…

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**Language**
- Add a language
- Change input methods

**Region**
- Change location
- Change date, time, or number formats

**Date and Time**
- Set the time and date
- Change the time zone
- Add clocks for different time zones

**Formats**
- **English (South Africa)**

**Date and time formats**
- **Short date:** yyyy/MM/dd
- **Long date:** dd MMMM yyyy
- **Short time:** h:mm tt
- **Long time:** h:mm:ss tt

**Examples**
- Short date: 2016/07/26
- Long date: 26 July 2016
- Short time: 9:42 AM
- Long time: 9:42:11 AM
**Numbers tab:**

- **Decimal symbol:** must be a full stop not a comma.
- **Digit grouping symbol:** must be a space.
- **Negative sign symbol:** must be a minus not anything else e.g. brackets used in United States.
- **List separator:** must be a comma.
- **Measurement system:** must be metric.
- **Use negative digits:** must be never.