

## Regional Settings

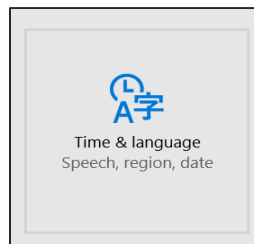
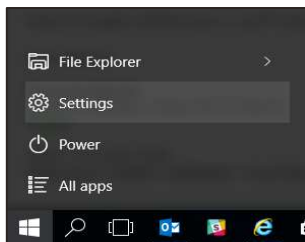
Your Microsoft Windows regional settings will influence how your date/time, numeric, and currency data types appear when you apply formatting options. Windows supports a variety of languages, plus currency and date/time formats for the countries/regions that use those languages.

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.

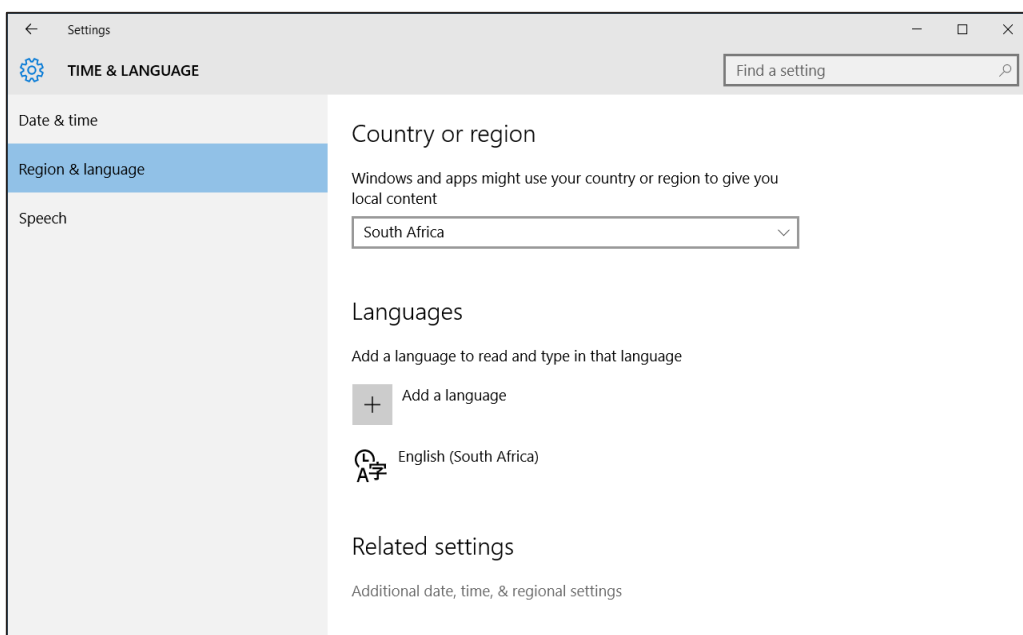
This principle also applies to numeric and financial data. You can enter currency amounts that use the English pound symbol (£), but Access may display those values in euros, because that is the currency symbol selected for Windows.

## Regional settings for Sage VIP on Windows 10

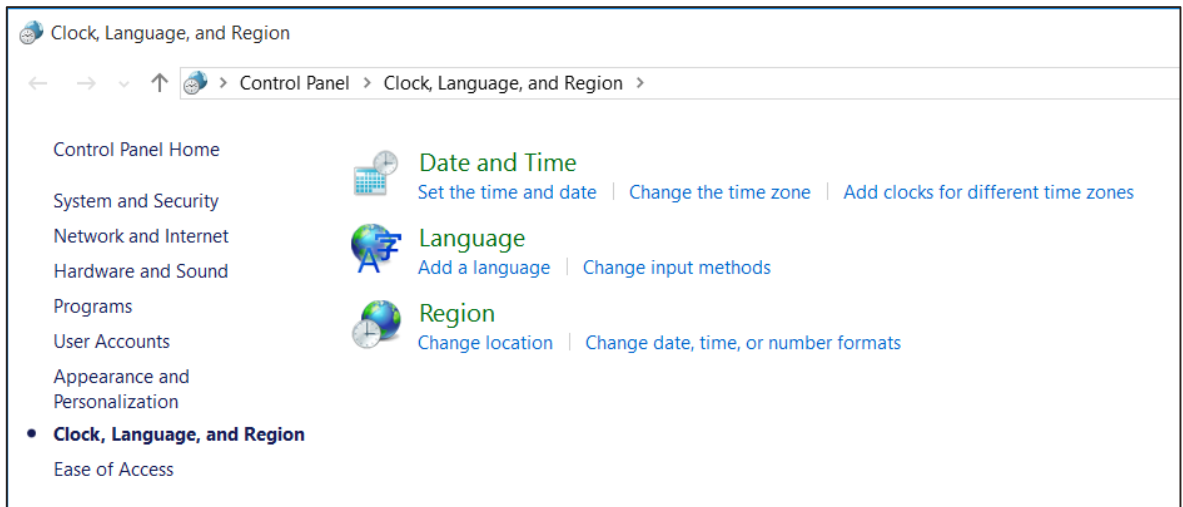
Open Region and Language by clicking the **Windows** button , click on **Settings**, click on **Time & Language**.



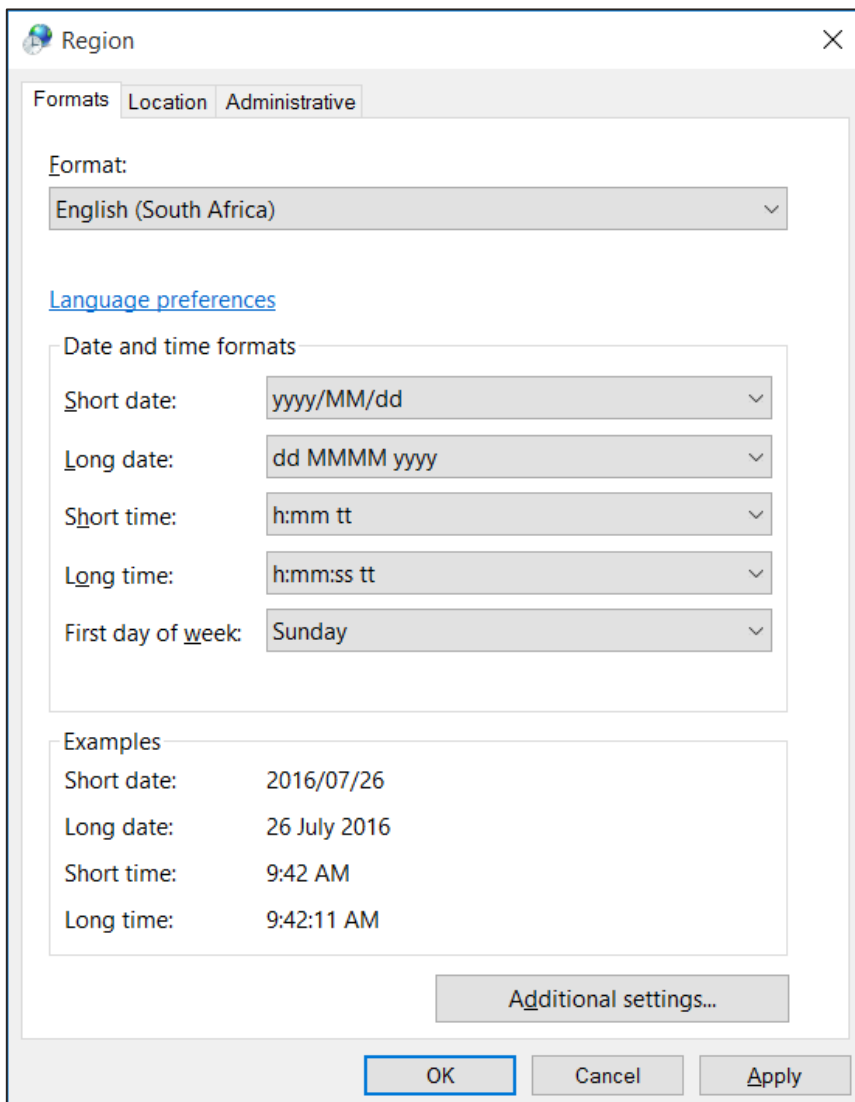
Click on **Region and Language**. Click on **Additional date, time & regional settings**.



Click on **Change date, time of number formats**



Click on **Additional settings...**



## Numbers tab:

Customize Format

Numbers Currency Time Date

Example

Positive: 123 456 789.00 Negative: -123 456 789.00

Decimal symbol: .

No. of digits after decimal: 2

Digit grouping symbol:

Digit grouping: 123 456 789

Negative sign symbol: -

Negative number format: -1.1

Display leading zeros: 0.7

List separator: ,

Measurement system: Metric

Standard digits: 0123456789

Use native digits: Never

Click Reset to restore the system default settings for numbers, currency, time, and date.

Reset

OK Cancel Apply

- **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.