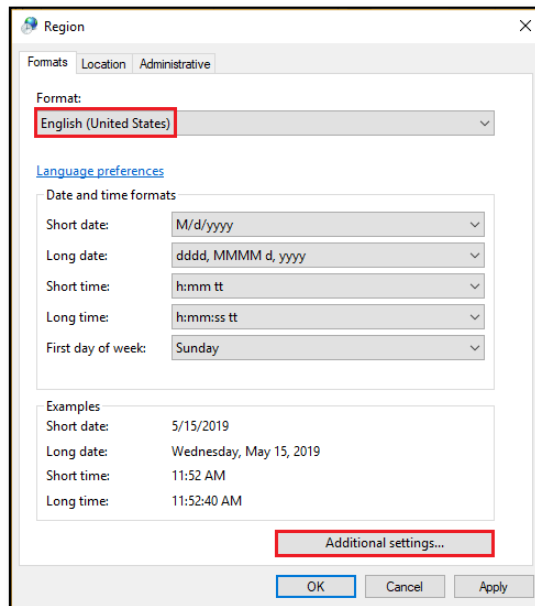
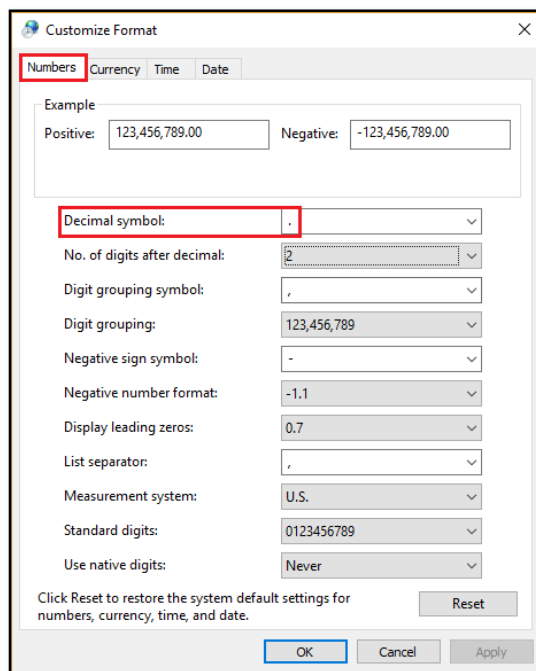


RECOMMENDED LOCAL WORKSTATION AND SERVER REGIONAL SETTINGS FOR SAGE EVOLUTION - SETUP PROCEDURE

1. Close Sage Evolution on the local workstation PC/server
2. Go to **Control Panel | Region (Region and Language)**
3. Change the Format option below to **English (United States)** (or English United Kingdom) and then click the **Additional Settings** button below.



4. On the **Numbers** tab ensure the **Decimal Symbol** field is set to a full stop (.) and not a comma (,) symbol



5. On the **Currency** tab, select **R** as the symbol (or your specific local country currency symbol)

Customize Format

Numbers **Currency** Time Date

Example

Positive: R123,456,789.00 Negative: -R123,456,789.00

Currency symbol: R

Positive currency format: R1.1

Negative currency format: -R1.1

Decimal symbol: .

No. of digits after decimal: 2

Digit grouping symbol: ,

Digit grouping: 123,456,789

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

Reset

OK Cancel Apply

6. Still on the **Currency** tab, ensure the **Decimal Symbol** field is set to a full stop (.) and not a comma (,) symbol

Customize Format

Numbers **Currency** Time Date

Example

Positive: R123,456,789.00 Negative: -R123,456,789.00

Currency symbol: R

Positive currency format: R1.1

Negative currency format: -R1.1

Decimal symbol: .

No. of digits after decimal: 2

Digit grouping symbol: ,

Digit grouping: 123,456,789

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

Reset

OK Cancel Apply

7. On the **Date** tab, enter a short date format of either **dd/MM/yyyy** or **yyyy/mm/dd** with no other formats allowed on this setting (e.g. m/dd/yy). Also use a / separator symbol and nothing else.

The screenshot shows the 'Customize Format' dialog box with the 'Date' tab selected. The 'Short date' format is set to 'yyyy/MM/dd' and the 'Long date' format is set to 'dd MMMM yyyy'. The 'Calendar' section shows 'When a two-digit year is entered, interpret it as a year between: 1930 and 2029' and 'First day of week: Monday'. The 'OK' button is highlighted with a blue border.

Customize Format

Numbers Currency Time **Date**

Example

Short date: 2019/05/15

Long date: 15 May 2019

Date formats

Short date: yyyy/MM/dd

Long date: dd MMMM yyyy

What the notations mean:
d, dd = day; ddd, dddd = day of week; M = month; y = year

Calendar

When a two-digit year is entered, interpret it as a year between:
1930 and 2029

First day of week: Monday

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

Reset

OK Cancel Apply

8. When done, save all changes by clicking the OK button above.
9. Open the Evolution company and test if your initial problem has been resolved.