1. **Formatting Dates**

|  |  |  |  |
| --- | --- | --- | --- |
| **Function** |  | **Function** |  |
| **Field as is – no formatting** | ~1~ | **d#f[999]#MM/dd/yyyy** | ~d#f[1]#MM/dd/yyyy~ |
| **d#f[999]#MMM-dd-yyyy** | ~d#f[1]#MMM-dd-yyyy~ | **d#f[999]#MMMM-dd-yyyy** | ~d#f[1]#MMMM-dd-yyyy~ |
| **d#f[999]#dddd, dd MMMM yyyy** | ~d#f[1]#dddd, dd MMMM yyyy~ | **d#f[999]#dddd, MMMM dd, yyyy** | ~d#f[1]#dddd, MMMM dd, yyyy~ |
| **d#f[999]#MMMM dd** | ~d#f[1]#MMMM dd~ | **d#f[999]#yyyy MMMM** | ~d#f[1]#yyyy MMMM~ |
| **d#f[999]#dd/MM/yyyy** | ~d#f[1]#dd/MM/yyyy~ | **d#f[999]#dd/MM/yy** | ~d#f[1]#dd/MM/yy~ |
|  |  |  |  |
|  | | | |
| **Dates using Server Date - today** | | | |
| **Date from word itself** | 12/6/2023 | **d#today#MM/dd/yyyy** | ~d#today#MM/dd/yyyy~ |
| **d#today#MMM-dd-yyyy** | ~d#today#MMM-dd-yyyy~ | **d#today#MMMM-dd-yyyy** | ~d#today#MMMM-dd-yyyy~ |
| **d#today#dddd, dd MMMM yyyy** | ~d#today#dddd, dd MMMM yyyy~ | **d#today#dddd, MMMM dd, yyyy** | ~d#today#dddd, MMMM dd, yyyy~ |
| **d#today#MMMM dd** | ~d#today#MMMM dd~ | **d#today#yyyy MMMM** | ~d#today#yyyy MMMM~ |
| **d#today#dd/MM/yyyy** | ~d#today#dd/MM/yyyy~ | **d#today#dd/MM/yy** | ~d#today#dd/MM/yy~ |
| **d#today#dd.MM.yyyy** | ~d#today#dd.MM.yyyy~ | **d#today#dd.MM.yy** | ~d#today#dd.MM.yy~ |
|  | | | |
| **Dates with Times** | | | |
| **Field as is – no formatting** | ~1~ |  |  |
| **d#f[999]#MM/dd/yyyy hh:mm:ss tt** | ~d#f[1]#MM/dd/yyyy hh:mm:ss tt~ | **d#f[999]#dd/MM/yyyy hh:mm:ss tt** | ~d#f[1]#dd/MM/yyyy hh:mm:ss tt~ |
| **d#f[999]#MM/dd/yyyy hh:mm tt** | ~d#f[1]#MM/dd/yyyy hh:mm tt~ | **d#f[999]#dd/MM/yyyy hh:mm tt** | ~d#f[1]#dd/MM/yyyy hh:mm tt~ |
| **d#f[999]#MMMM dd hh:mm:ss tt** | ~d#f[1]#MMMM dd hh:mm:ss tt~ | **d#f[999]#yyyy MMMM hh:mm:ss tt** | ~d#f[1]#yyyy MMMM hh:mm:ss tt~ |
| **d#f[999]#dd/MM/yyyy hh:mm:ss tt** | ~d#f[1]#dd/MM/yyyy hh:mm:ss tt~ | **d#f[999]#dd/MM/yy hh:mm:ss tt** | ~d#f[1]#dd/MM/yy hh:mm:ss tt~ |

When using in your template, surround the function with ~’s

1. **Converting Number to Words**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **FormatN(f[999],$)** |  | **FormatN(f[999],N)** |
| 1 | ~179~ | ~=FormatN(f[179],$)~ | ~191~ | ~=FormatN(f[191],N)~ |
| 2 | ~180~ | ~=FormatN(f[180],$)~ | ~192~ | ~=FormatN(f[192],N)~ |
| 3 | ~181~ | ~=FormatN(f[181],$)~ | ~193~ | ~=FormatN(f[193],N)~ |
| 4 | ~182~ | ~=FormatN(f[182],$)~ | ~194~ | ~=FormatN(f[194],N)~ |
| 5 | ~183~ | ~=FormatN(f[183],$)~ | ~195~ | ~=FormatN(f[195],N)~ |
| 6 | ~184~ | ~=FormatN(f[184],$)~ | ~196~ | ~=FormatN(f[196],N)~ |
| 7 | ~185~ | ~=FormatN(f[185],$)~ | ~197~ | ~=FormatN(f[197],N)~ |
| 8 | ~186~ | ~=FormatN(f[186],$)~ | ~198~ | ~=FormatN(f[198],N)~ |
| 9 | ~187~ | ~=FormatN(f[187],$)~ | ~199~ | ~=FormatN(f[199],N)~ |
| 10 | ~188~ | ~=FormatN(f[188],$)~ | ~200~ | ~=FormatN(f[200],N)~ |
| 11 | ~189~ | ~=FormatN(f[189],$)~ | ~201~ | ~=FormatN(f[201],N)~ |
| 12 | ~190~ | ~=FormatN(f[190],$)~ | ~202~ | ~=FormatN(f[202],N)~ |

**Additional Tests Cases:**

Using the formatted number in a sentence ~=FormatN(f[189],$)~

Using the formatted number in a paragraph ~=FormatN(f[189],$)~ to see if the reformatted number comes out in the document being created by exact forms plus!

Using the formatted number in a sentence ~=FormatN(f[189],N)~

Using the formatted number in a paragraph ~=FormatN(f[189],N)~ to see if the reformatted number comes out in the document being created by exact forms plus!

Compensation. The total compensation payable to Service Provider for Services under this Work Order will not exceed ~=FormatN(f[189],$)~ (~189~ USD), including ~=FormatN(f[189],$)~ (~189~ USD) in direct compensation to Service Provider and ~=FormatN(f[189],$)~ (~189~ USD) in pass-through costs.

Compensation ~=FormatN(f[189],$)~ Keep typing to test ~=FormatN(f[189],$)~ (~189~ USD)

**Justified Alignment**

Using the formatted number in a sentence ~=FormatN(f[189],$)~

Using the formatted number in a paragraph ~=FormatN(f[189],$)~ to see if the reformatted number comes out in the document being created by exact forms plus!

Using the formatted number in a sentence ~=FormatN(f[189],N)~

Using the formatted number in a paragraph ~=FormatN(f[189],N)~ to see if the reformatted number comes out in the document being created by exact forms plus!

Compensation. The total compensation payable to Service Provider for Services under this Work Order will not exceed ~=FormatN(f[189],$)~ (~189~ USD), including ~=FormatN(f[189],$)~ (~189~ USD) in direct compensation to Service Provider and ~=FormatN(f[189],$)~ (~189~ USD) in pass-through costs.

Compensation ~=FormatN(f[189],$)~ Keep typing to test ~=FormatN(f[189],$)~ (~189~ USD)

**Compensation.**  The total compensation payable to Service Provider for Services under this Work Order will not exceed ~=FormatN(f[180],$)~ (~181~ USD), including ~=FormatN(f[182],$)~ (~183~ USD) in direct compensation to Service Provider and ~=FormatN(f[180],$)~ (~181~ USD) in pass-through costs.