Define Date and Numeric Formats for Mail Merge Fields

Format Merge Fields Using Mail Merge Switches

To format a merge field:

1. In the template document, while the merge field is selected, do the following to display the field code:
   - Press Shift + F9 on Windows.
   - Press Fn + Shift + F9 on Mac.
2. Remove "\*MERGEFORMAT" from the field code.
3. Enter the switch in the field code. For example:
   1. Original field code: `{MERGEFIELD myObject.myField \*MERGEFORMAT}`
   2. Updated field code: `{MERGEFIELD myObject.myField \# ###,###,###,#00.0}`
4. Update the field:
   - Press F9 on Windows.
   - Press Fn + F9 on Mac.

To format a numeric merge field, use the \# switches. For example, to display a currency field as "$125.23", the merge field should be defined as `{MERGEFIELD myObject.myField \# $#,##0.00}`.

To format a date merge field, use the @ switches. For example, to display a date field as "03/30/2010", the merge field should be defined as `{MERGEFIELD myObject.myField @ MM/dd/yyyy}`.

To generate billing documents with specific currency symbols, you must create separate billing document templates for each currency and include the MERGEFORMAT using examples described in the following table. See [How do I handle Multi-currency in Zuora](https://knowledgecenter.zuora.com/CB_Billing/IA_Invoices/Creating_a_Custom_Invoice_Template/B_Define_the_Format_for_Date_and_Number_Fields) for more information.

### Date and Numeric Format Examples

The following table includes formatting examples for the date and number types mail merge fields.

<table>
<thead>
<tr>
<th>Field Format</th>
<th>Merge Field Syntax</th>
</tr>
</thead>
<tbody>
<tr>
<td>To use standard date formatting: 10/26/2012</td>
<td><code>{MERGEFIELD Invoice.InvoiceDate}</code></td>
</tr>
</tbody>
</table>
Field Format

To use simple date formatting: 20121026

{MERGEFIELD Invoice.InvoiceDate \@ yyyyMMdd}

To use text date formatting: OCT 2012

{MERGEFIELD Invoice.InvoiceDate \@ MMM yyyy}

To use standard percentage formatting: 0.08

{MERGEFIELD TaxItem.TaxRate}

To use percentage symbol formatting: 8%

{MERGEFIELD TaxItem.TaxRate \# ##%}

To specify a label for a quantity: 3.0000kg

{MERGEFIELD Usage.Quantity \# ,##0.0000kg}

To specify a symbol for a currency: €12,13.8

{MERGEFIELD Invoice.Total \# €#,0.0}