

General Information

How to Get the Date & Time to Appear Correctly in Excel Exports

There will be 3 columns available for every date field.

- “xxxxx Date” will show only the date in mm/dd/yy format.
- “xxxxx DateTime” will show the date and time in “mm/dd/yy hh:mm” format.
- “xxxxx Time” will show only the time in “hh:mm:ss” format.
 - Here is an example screen shot:

Received DateTime	Received Date	Received Time
6/19/2007 11:18 AM	6/19/2007	11:18:44 AM
8/3/2008 9:54 AM	8/3/2008	9:54:25 AM
11/12/2007 2:45 PM	11/12/2007	2:45:27 PM
11/25/2007 9:00 PM	11/25/2007	9:00:15 PM
9/9/2008 2:43 PM	9/9/2008	2:43:09 PM
9/9/2008 2:30 PM	9/9/2008	2:30:27 PM
9/9/2008 2:29 PM	9/9/2008	2:29:53 PM
9/12/2008 3:06 PM	9/12/2008	3:06:15 PM

When exporting a grid to Excel, the DateTime column requires additional formatting in Excel to display correctly. This appears to be an Excel issue that Envio cannot work around.

- to export the DateTime column, an Excel macro can be created that does the formatting, and can then be reused when an export is done. Here’s what needs to be done in Excel to format the exported DateTime columns.
- Screen shot of Envio master list with a DateTime column:

Receipt #	Supplier Name	Receive DateTime	Receive Date	Receive Time	Load #	Pallets In	Pallets Out
B383	Bush Produce Company	2/18/2014 10:04 AM	2/18/2014	10:04:02 AM	B383	0	
B380	Cam Carpenter	1/23/2014 7:37 AM	1/23/2014	7:37:33 AM	B380	0	
B379	ASEX Growers - USA	12/9/2013 9:29 AM	12/9/2013	9:29:30 AM	B379	0	
B378	ASEX Growers - Mexico	11/12/2013 4:47 PM	11/12/2013	4:47:32 PM	B378	0	
B377	ASEX Growers - USA	11/12/2013 4:38 PM	11/12/2013	4:38:53 PM	B377	0	
B371	Bush Produce Company	9/18/2013 9:57 AM	9/18/2013	9:57:10 AM	B371	0	
B370	Bush Produce Company	9/18/2013 9:54 AM	9/18/2013	9:54:57 AM			
B369	Bush Produce Company	9/18/2013 9:49 AM	9/18/2013	9:49:55 AM			

- After exporting to a .xls file, it comes into Excel like this.

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	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Recei	Supplier	Receive	Receive	Receive	Load	Pallets In	Pallets	Pallets Out	Temp	Temp	Received Qty	
2	B383	Bush Produce	10:04 AM	#####	10:04:02 AM	B383	1/0/1900	0	1/0/1900			0.00	
3	B380	Cam Carpenter	7:37 AM	#####	7:37:33 AM	B380	1/0/1900	0	1/0/1900			0.00	
4	B379	ASEX Growers - USA	9:29 AM	#####	9:29:30 AM	B379	1/0/1900	0	1/0/1900	#####	#####	242.00	
5	B378	ASEX Growers - Mexico	4:47 PM	#####	4:47:32 PM	B378	1/0/1900	0	1/0/1900			2.00	
6	B377	ASEX Growers - USA	4:38 PM	#####	4:38:53 PM	B377	1/0/1900	0	1/0/1900			3.00	
7	B371	Bush Produce Company	9:57 AM	#####	9:57:10 AM	B371	1/0/1900	0	1/0/1900			7.00	
8	B370	Bush Produce Company	9:54 AM	#####	9:54:57 AM							6.00	
9	B369	Bush Produce Company	9:49 AM	#####	9:49:55 AM							5.00	
10	B368	Bush Produce Company	10:23 AM	#####	10:23:32 AM							10.00	
11	B367	Bush Produce Company	8:28 AM	#####	8:28:30 AM	B1128	1/0/1900	0	1/0/1900			370.00	

- Note that all the columns are too narrow, so first we widen the columns. Observe that the DateTime column is showing only the time, and appears to have lost the Date.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Recei	Supplier Name	Receive DateTime	Receive Date	Receive Time	Load #	Pallets In	Pallets	Pallets Out	Temp	Temp	Received Qty	
2	B383	Bush Produce Company	10:04 AM	2/18/2014	10:04:02 AM	B383	1/0/1900	0	1/0/1900			0.00	
3	B380	Cam Carpenter	7:37 AM	1/23/2014	7:37:33 AM	B380	1/0/1900	0	1/0/1900			0.00	
4	B379	ASEX Growers - USA	9:29 AM	12/9/2013	9:29:30 AM	B379	1/0/1900	0	1/0/1900	#####	#####	242.00	
5	B378	ASEX Growers - Mexico	4:47 PM	11/12/2013	4:47:32 PM	B378	1/0/1900	0	1/0/1900			2.00	
6	B377	ASEX Growers - USA	4:38 PM	11/12/2013	4:38:53 PM	B377	1/0/1900	0	1/0/1900			3.00	
7	B371	Bush Produce Company	9:57 AM	9/18/2013	9:57:10 AM	B371	1/0/1900	0	1/0/1900			7.00	
8	B370	Bush Produce Company	9:54 AM	9/18/2013	9:54:57 AM							6.00	
9	B369	Bush Produce Company	9:49 AM	9/18/2013	9:49:55 AM							5.00	

- If we click into one of the DateTime cells, Excel recognizes it as a DateTime value in the Excel workline area:

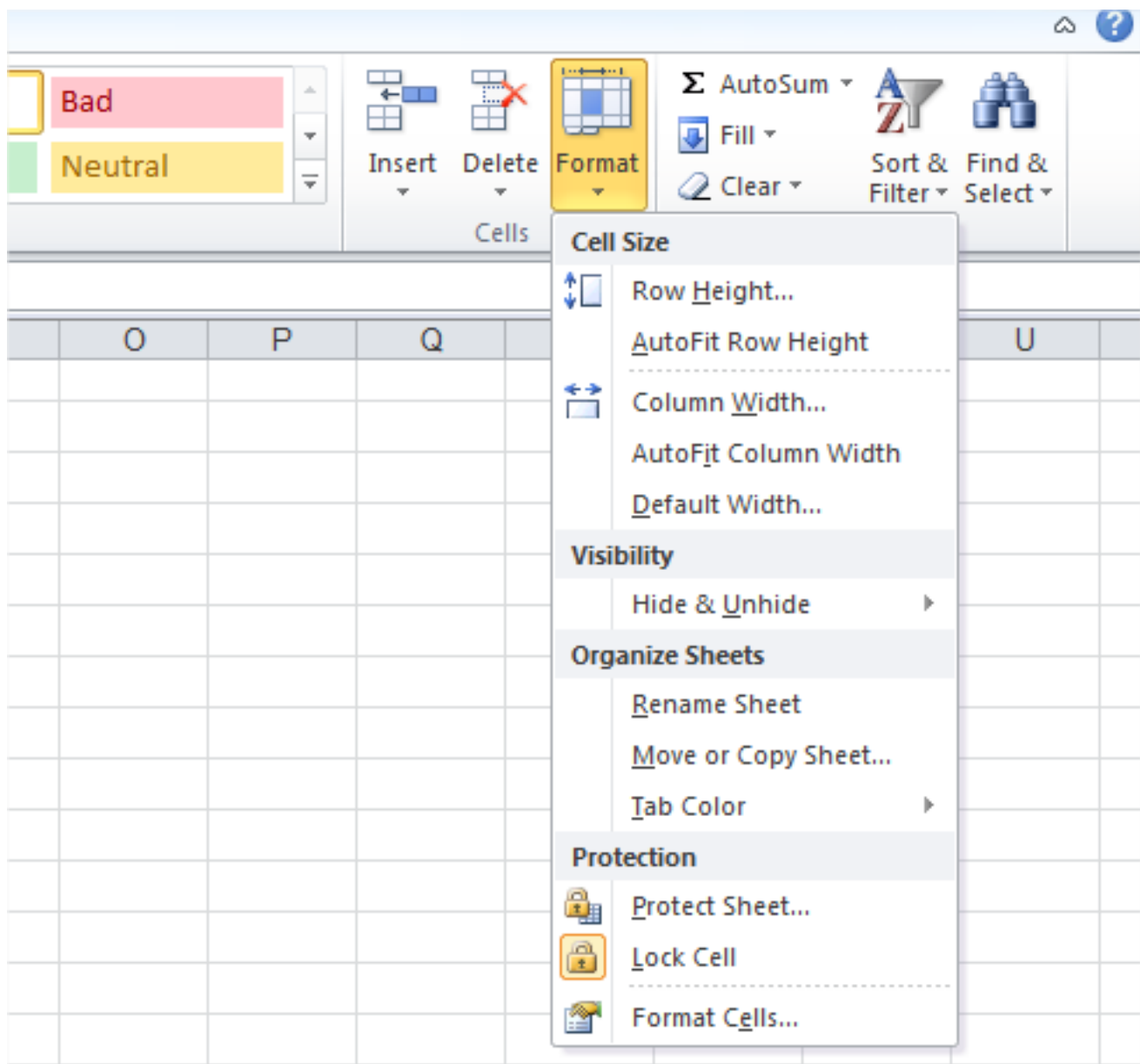
C2		2/18/2014 10:04:03 AM											
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Recei	Supplier Name	Receive DateTime	Receive Date	Receive Time	Load #	Pallets In	Pallets	Pallets Out	Temp	Temp	Received Qty	
2	B383	Bush Produce Company	10:04 AM	2/18/2014	10:04:02 AM	B383	1/0/1900	0	1/0/1900			0.00	
3	B380	Cam Carpenter	7:37 AM	1/23/2014	7:37:33 AM	B380	1/0/1900	0	1/0/1900			0.00	
4	B379	ASEX Growers - USA	9:29 AM	12/9/2013	9:29:30 AM	B379	1/0/1900	0	1/0/1900	#####	#####	242.00	
5	B378	ASEX Growers - Mexico	4:47 PM	11/12/2013	4:47:32 PM	B378	1/0/1900	0	1/0/1900			2.00	
6	B377	ASEX Growers - USA	4:38 PM	11/12/2013	4:38:53 PM	B377	1/0/1900	0	1/0/1900			3.00	

- To format the column, first highlight the entire column by clicking on the Column designation, in this case the "C"

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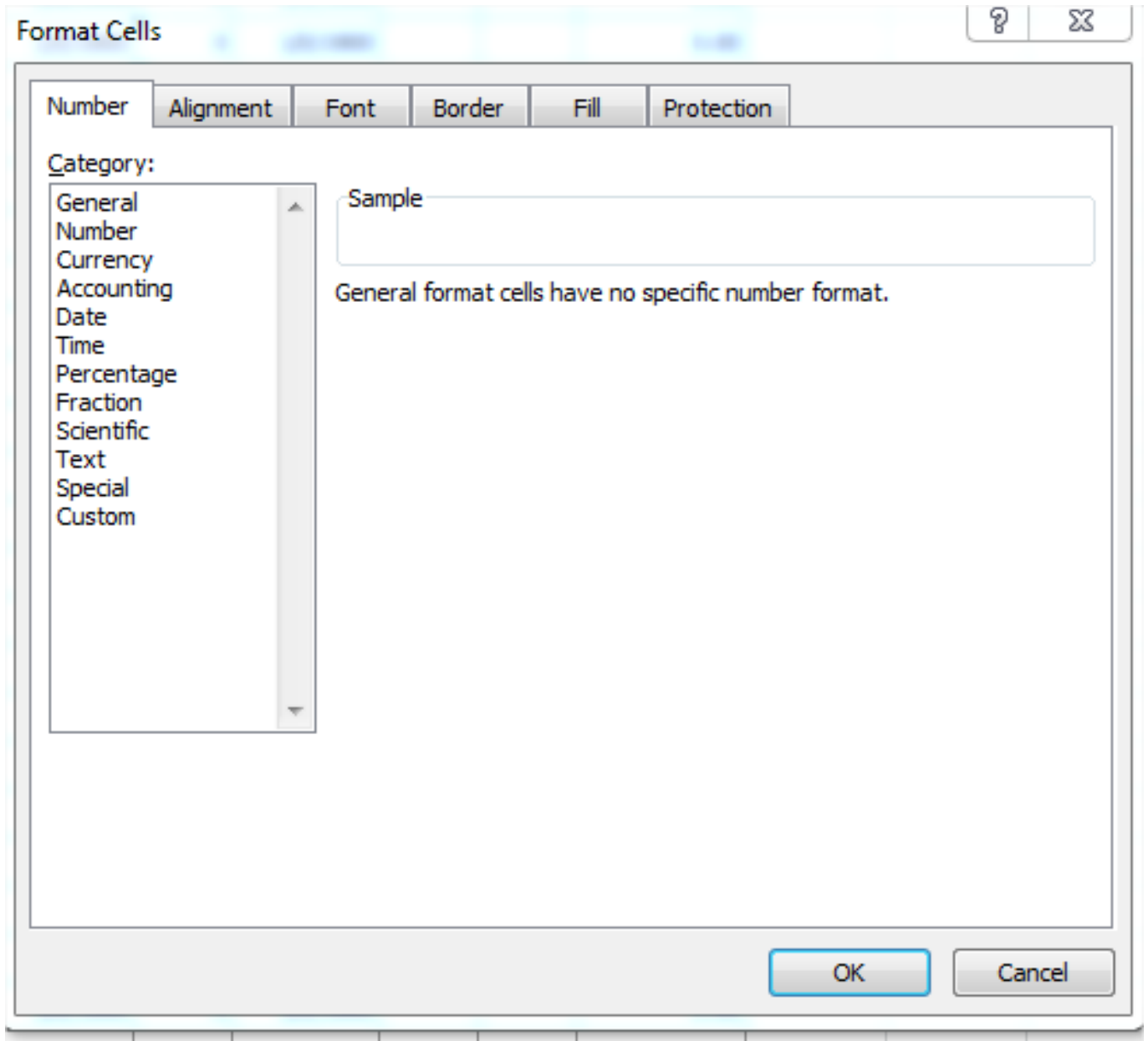
	A	B	C	D	E	F	G	H	I	J	K
1	Recei	Supplier Name	Receive DateTime	Receive Date	Receive Time	Load #	Pallets In	Pallets	Pallets Out	Temp	Te
2	B383	Bush Produce Company	10:04 AM	2/18/2014	10:04:02 AM	B383	1/0/1900	0	1/0/1900		
3	B380	Cam Carpenter	7:37 AM	1/23/2014	7:37:33 AM	B380	1/0/1900	0	1/0/1900		
4	B379	ASEX Growers - USA	9:29 AM	12/9/2013	9:29:30 AM	B379	1/0/1900	0	1/0/1900	####	##
5	B378	ASEX Growers - Mexico	4:47 PM	11/12/2013	4:47:32 PM	B378	1/0/1900	0	1/0/1900		
6	B377	ASEX Growers - USA	4:38 PM	11/12/2013	4:38:53 PM	B377	1/0/1900	0	1/0/1900		
7	B371	Bush Produce Company	9:57 AM	9/18/2013	9:57:10 AM	B371	1/0/1900	0	1/0/1900		
8	B370	Bush Produce Companv	9:54 AM	9/18/2013	9:54:57 AM						

- In the Excel toolbar, click the down arrow of the Cell Format icon to get the formatting menu. Select "Format Cells" from this menu. (It's the very last choice.)



- Excel displays this dialog window:

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- In Category, select Date. Excel then displays a list of “Types”, scroll down this list and select the entry that corresponds to “mm/dd/yy hh:mm”. Click the OK button

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Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number
- Currency
- Accounting
- Date**
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample
Receive DateTime

Type:

- Mar-01
- March-01
- March 14, 2001
- 3/14/01 1:30 PM**
- 3/14/01 13:30
- M
- M-01

Locale (location):
English (U.S.)

Date formats display date and time serial numbers as date values. Date formats that begin with an asterisk (*) respond to changes in regional date and time settings that are specified for the operating system. Formats without an asterisk are not affected by operating system settings.

OK Cancel

- The datetime column is now formatted properly:

	C1		f _x	Receive DateTime			
	A	B	C	D	E	F	G
1	Recei	Supplier Name	Receive DateTime	Receive Date	Receive Time	Load #	Pallets Ir
2	B383	Bush Produce Company	2/18/14 10:04 AM	2/18/2014	10:04:02 AM	B383	1/0/19
3	B380	Cam Carpenter	1/23/14 7:37 AM	1/23/2014	7:37:33 AM	B380	1/0/19
4	B379	ASEX Growers - USA	12/9/13 9:29 AM	12/9/2013	9:29:30 AM	B379	1/0/19
5	B378	ASEX Growers - Mexico	11/12/13 4:47 PM	11/12/2013	4:47:32 PM	B378	1/0/19
6	B377	ASEX Growers - USA	11/12/13 4:38 PM	11/12/2013	4:38:53 PM	B377	1/0/19
7	B371	Bush Produce Company	9/18/13 9:57 AM	9/18/2013	9:57:10 AM	B371	1/0/19
8	B370	Bush Produce Company	9/18/13 9:54 AM	9/18/2013	9:54:57 AM		
9	B369	Bush Produce Company	9/18/13 9:49 AM	9/18/2013	9:49:55 AM		
10	B368	Bush Produce Company	9/17/13 10:23 AM	9/17/2013	10:23:32 AM		

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- The Date (only) and Time (only) columns export to Excel with no additional formatting required.

Unique solution ID: #1055

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