Importing the FYFunctions Code into Excel™

1. Background

The FYFunctions code is a collection of three VBA functions that can be used to return financial year information about a passed date. This information can be:

- The financial year that a passed date falls into (via the FY function).
- The week of the financial year that a passed date falls into (via the FYWEEK function)
- The financial period of the financial year that a passed date falls into (via the FYPeriod) function. The FYPeriod does require that the FY function is available)

The financial year calculations are based on the financial year commencing on the first full week of October; however, this can be changed by passing the start month as an optional variable.

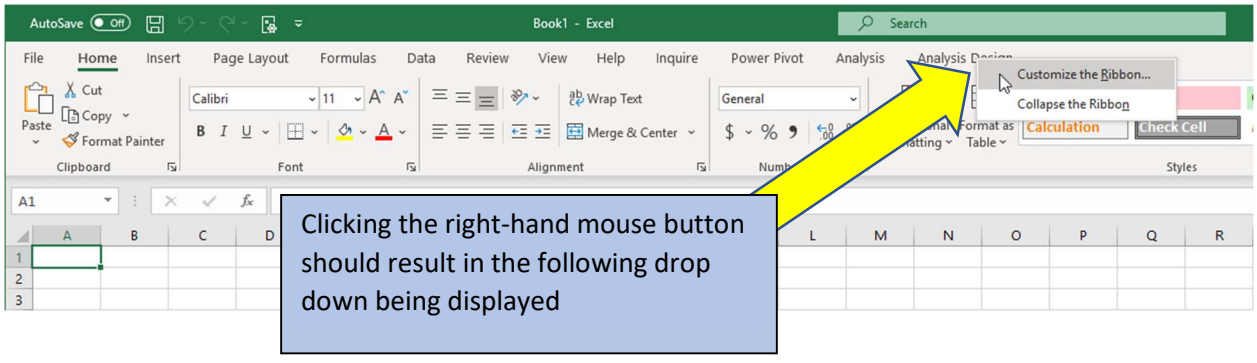
The FYPeriod is calculated using the pattern of week in a period as follows: 4, 5, 4, 4, 5, 4, 4, 5, 4, 4, 5, 4

2. Activating the Developer Tab

Before you can begin to use the code, it will need to be imported into your Excel workbook. This should be done in the “Developer” “Visual Basic” option.

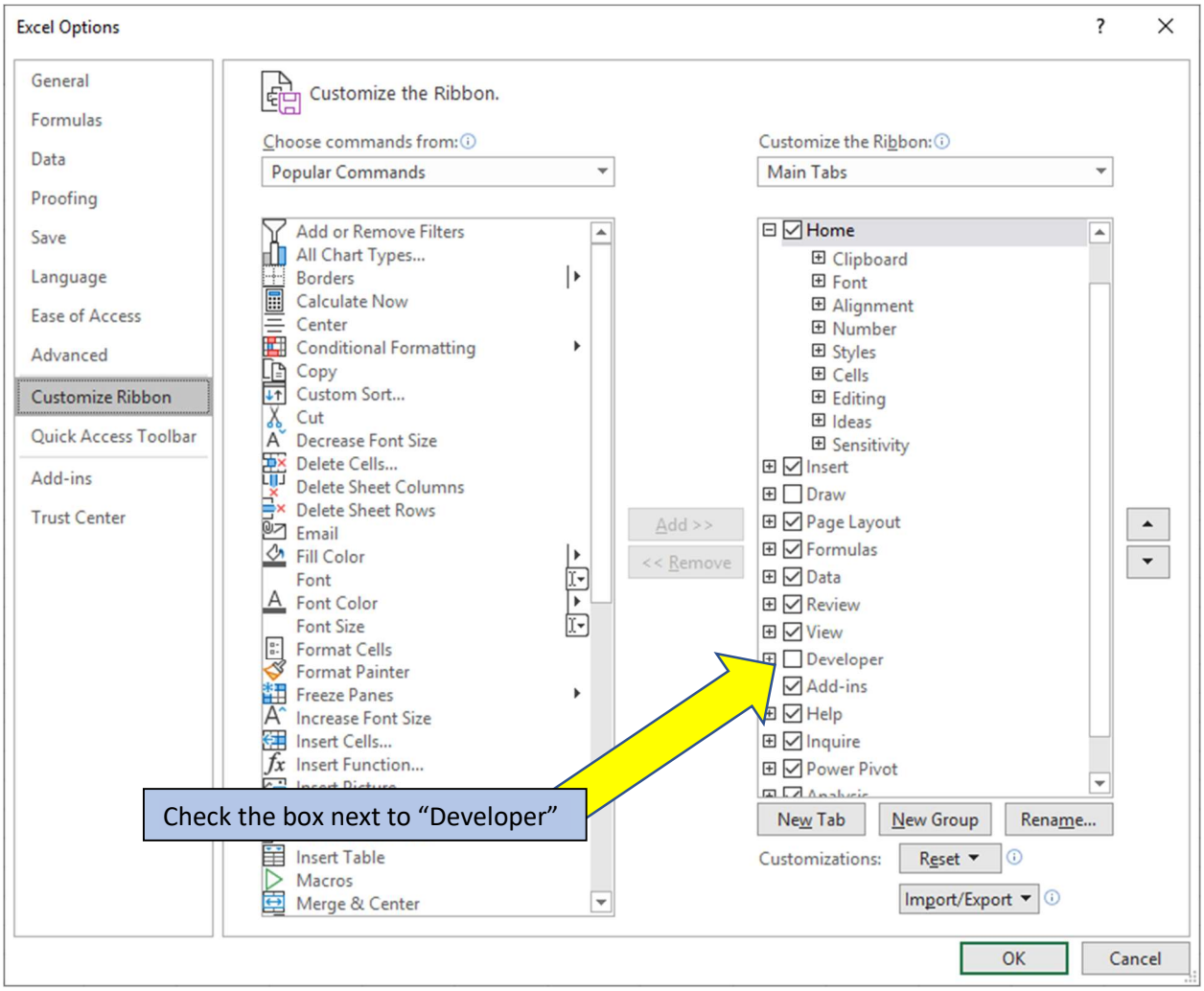
If you don’t see the “Developer” tab on the ribbon of your Excel window, then follow the process detailed below to show the “Developer” tab

Press the right-hand mouse button whilst hovering the mouse over any ribbon option



Click on the “Customize the Ribbon” option.

You will be presented with a screen that looks like the following:



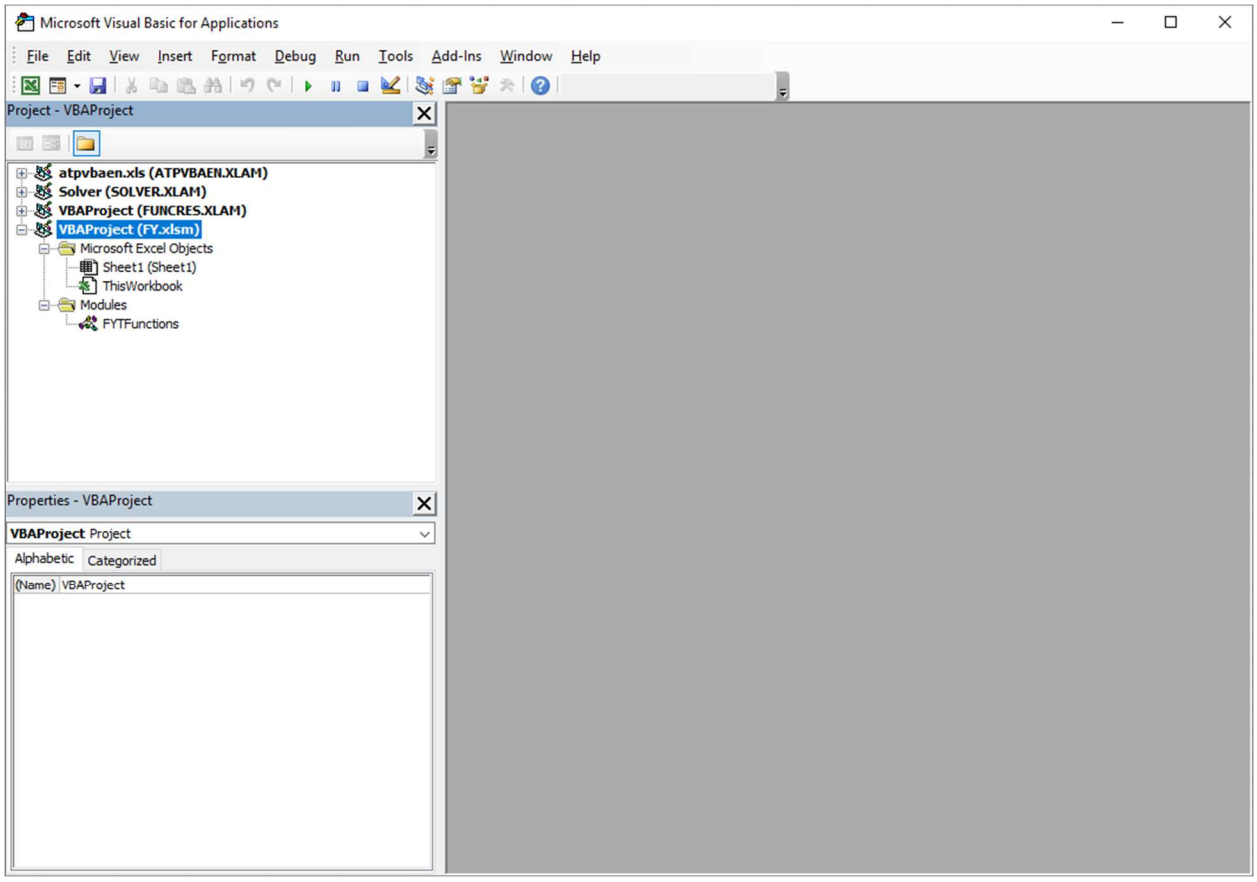
Check the check box on the right-hand set of options next to the "Developer" option and then click "OK"

You should now see the "Developer" tab on the Excel workbook ribbon. (Note this will be on ALL Excel workbooks unless you deactivate it again.

3. Opening the "Visual Basic" Editor

Click on the "developer" tab and then click on the "Visual Basic" editor option which is on the far left of the Developer ribbon. This should then open in a separate Excel window with the Visual Basic Editor displayed.

You should see a screen like the one shown below



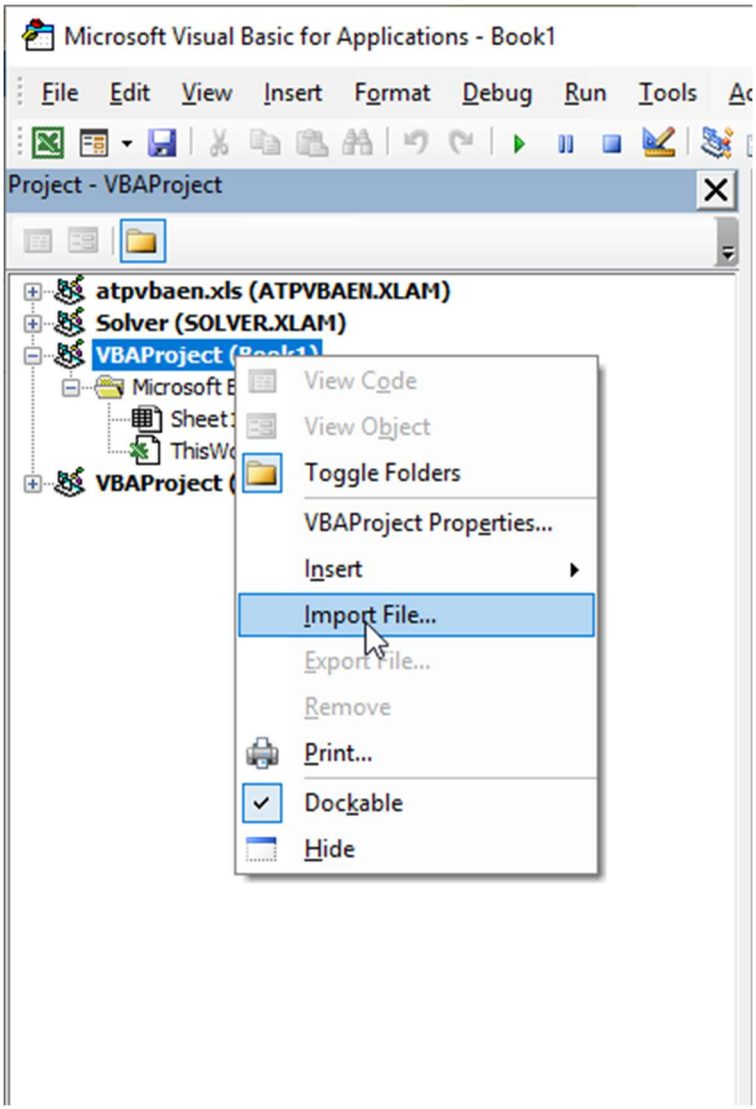
4. Importing the FYFunctions Code

To import the FYFunctions code select the target project in the Project window with the mouse pointer and then click left to highlight the project.

With the project still highlighted, place the mouse pointer over the Project name and then click the right-hand mouse button.

You will see a drop-down selection menu like the one shown below.

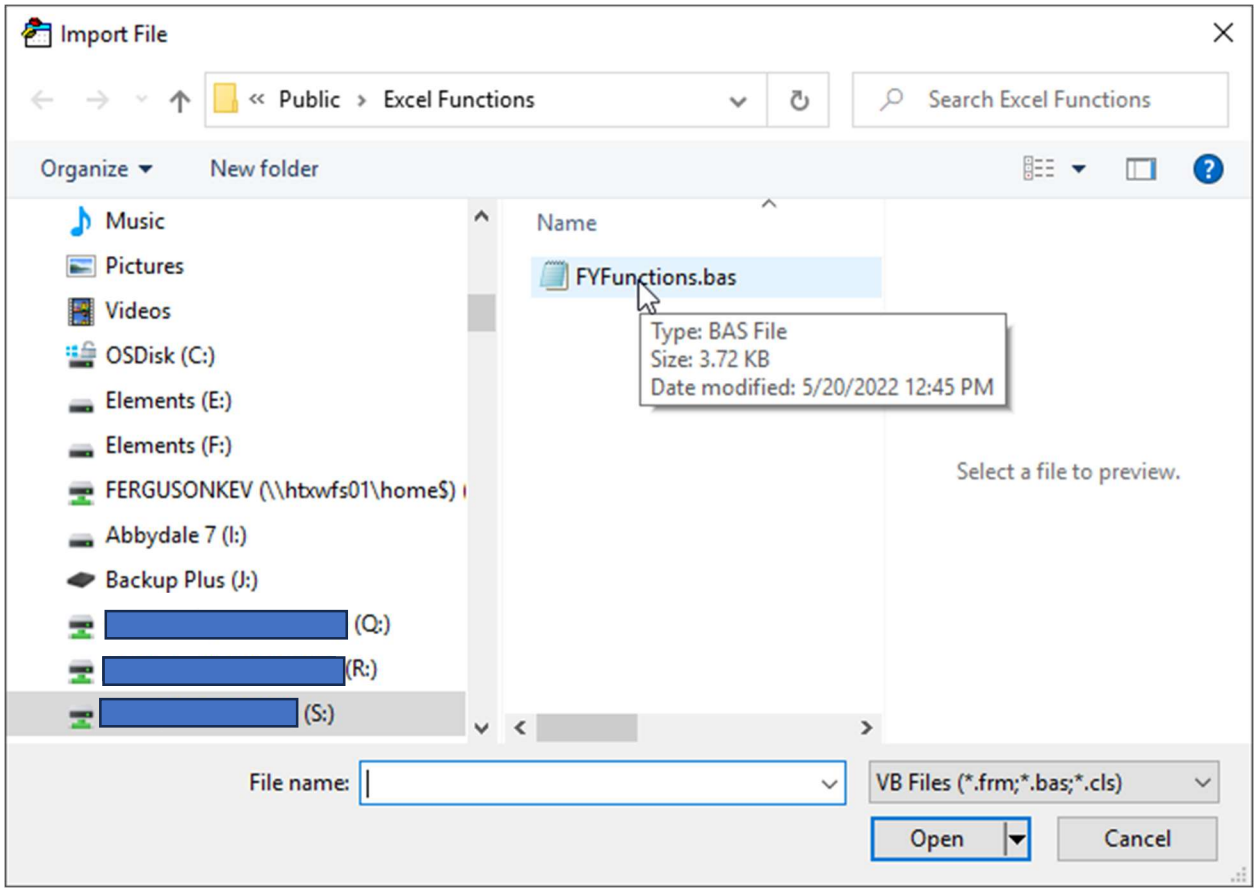
Place you mouse pointer on the “Import File..” option and click the left-hand mouse button.



When you click on “Import File..” you will be presented with a file selection panel like the usual Windows file explore window.

Navigate to the location where you saved the FYFunctions source code

Importing the FYFunctions Code into Excel™



Select the file FYFunctions.bas and click “Open”. Note: The file size and Date modified values may be different from those displayed.

The file will be imported into your workbook.

Notes:

- You **must** save your file as a XLSM file (Macro enabled spreadsheet) otherwise the code will never work. Only macro-enabled spreadsheets allow code to run in them.
- Only open any macro enabled workbooks that come from a trusted source.

That is all there is to it. Can now use the FYFunctions in either VBA code or in the cells on a spreadsheet

You can deactivate the “Developer” tab without any impact on the FYFunctions. To deactivate the “Developer” tab simply follow the same instructions as for activating the tab but uncheck the box next to “Developer” and then click OK.

4. Using the FYFunctions

The FYFunction code, once it has been imported, can be used in spreadsheet cells, or called from VBA. To call the code from VBA simply use the FY functions in the usual manner i.e

FYYearNo = FY("05/16/2022)

To use the function in a cell you should use:

Financial Year	Financial week	Financial Period
=fy(A2)	=FYWeek(A2)	=FYPeriod(A2)

Where the date to be reported on is in cell "A@" in the format mm/dd/yyyy. For a date of 10/4/2021 the following will be the result

Date	Financial Year	Financial week	Financial Period
10/4/2021	22	1	1

You can also input SAP yyyymmdd dates into the functions, but the input cell formula has to be a little different as the date needs to be converted to an Excel integer type date. This can be achieved using the following formula in the cell:

K	L	M	N
Date	FY	FYWeek	FYPeriod
20220430	=fy(DATEVALUE(TEXT(K2,"0000\/00\/00"),	=FYWeek(DATEVALUE(TEXT(K2,"0000\/00\/00")	=FYPeriod(DATEVALUE(TEXT(K2,"0000\/00\/00")

DATEVALUE(TEXT(cell containing SAP date**,"0000\/00\/00"))**

For an SAP date of 30th April 2022 (20220430) this should give you the result:

K	L	M	N
Date	FY	FYWeek	FYPeriod
20220430	22	30	7