Advanced Formula Techniques for MS Project Experts

Using Microsoft® Office Project's Built-in Functions in Formulas

Learn how to use the following built-in functions in formulas by examples

ProjDurValue
ProjDurConv
ProjDateValue
ProjDateConv
ProjDateAdd
ProjDateSub
ProjDateDiff

Add the powerful formulas developed in the book to your formula toolbox

Ismet Kocaman

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Microsoft® Office Project's
Built-in Functions
in Formulas

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About the Author

Ismet Kocaman is a Management Consultant, Project Management Consultant, Technical Project Manager and a Mechanical Engineer with over 20 years of experience in the manufacturing sector.

He is currently providing management consultancy to the companies in the manufacturing sector on system improvement projects and technical projects. He also conducts training seminars for engineers on Project Management and MS Project with focus on the project management process in the manufacturing environment.

He is a Project Management Professional (PMP) and holds several Microsoft certifications on MS Project.

Visit the author's website for more information at http://www.ismetkocaman.com

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Calculating Fiscal Information to Display on the Tables

Any tier of the timescale in any view can display fiscal information based on the **Fiscal year starts in** setting on the **Schedule** tab of the **Project Options** dialog box. On the other hand, this feature is not available on the table part. Therefore, we will now develop formulas to calculate the fiscal year, the fiscal quarter and the fiscal week numbers corresponding to the calendar dates and then display them on the table part of a view.

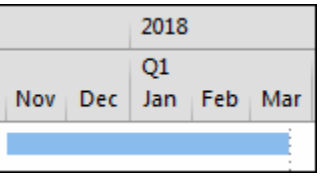
> **IMPORTANT NOTE |** The purpose of developing these formulas is not to implement different models for the fiscal year, but instead, to have a consistent look between the fiscal information shown on the timescale and the corresponding information displayed on the task date fields of a task table.
>
> Do not make any decisions, especially including the financial ones, based on the fiscal information calculated by using the formulas developed here. Instead, use them just for information and always verify the results by comparing them with the timescale's fiscal information and/or by using other financial calendar tools in your project environment ■

Let us first explore how MS Project's local settings for the fiscal year work before starting to develop formulas to calculate any fiscal information based on the calendar dates specified.

How Do Fiscal Year Related Settings Work ?

Consider the simple schedule below, where both the fields of the table and the tiers of the timescale show the same date information, as we would expect:

Task Name	Start	Finish
T1	Nov 1 '17	Mar 20 '18



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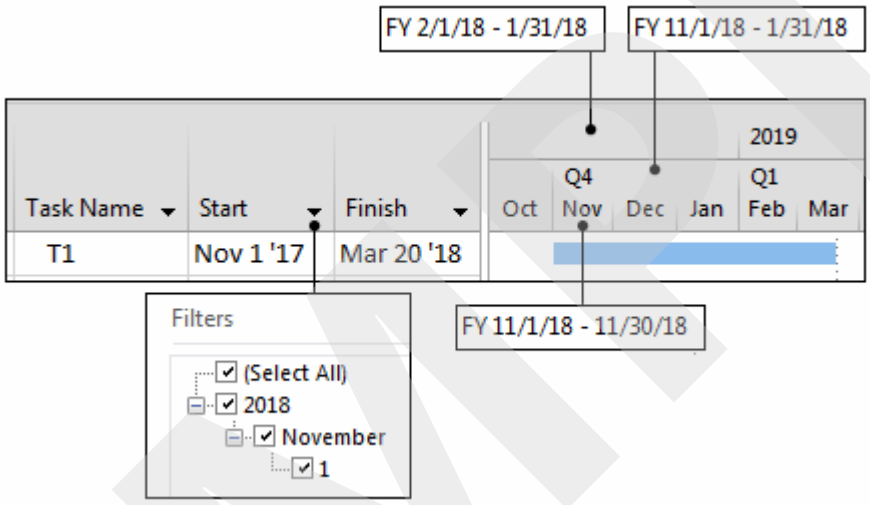
Suppose that the fiscal year begins in February, so let us now set the **Fiscal year starts in** box to February, but keep the current setting of the checkbox **Use starting year for FY numbering** which is unchecked by default initially. Note that this checkbox is activated only when a month name other than January is selected in the **Fiscal year starts in** box. The schedule now looks like this:

Fiscal year starts in: <February>
[ ] Use starting year for FY numbering (the default setting)



MS Project displays the range of dates for the fiscal year, the fiscal quarter and the month in response to holding the mouse pointer over the tiers of the timescale as it is seen in the pictures. All the tip boxes show the date ranges prefixed with the label FY, which represents the fiscal year. The calendar dropdowns in the cells and the date fields show the calendar year even though the AutoFilter uses the fiscal year. Note that the day numbers and the month names for the task dates are always the same on the timescale but the quarter and year labels on top of them are arranged according to the fiscal year setting. The month February is always the second calendar month in the calendar years while it is now the first month of every fiscal year.

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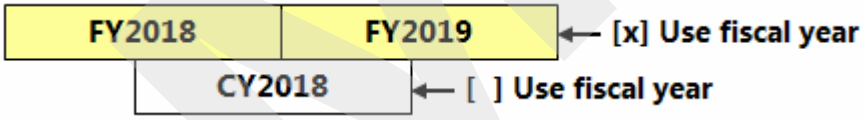
In the **Timescale** dialog box, the **Use fiscal year** checkbox is turned on by default for all the tiers, so the timescale shows the fiscal years and the fiscal quarters; thus, the year labels are arranged as follows:

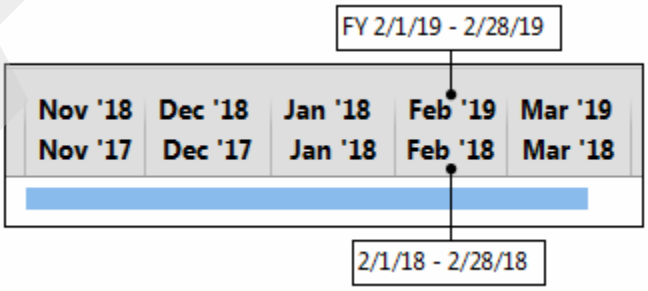
Fiscal year starts in: <February>
[ ] Use starting year for FY numbering (the default setting)

The picture below presents a simple version of the demonstration above, on how the timescale numbers (or labels) the fiscal years with reference to the calendar year 2018 (CY2018) on the tiers showing years, based on the setting of the checkbox **Use starting year for FY numbering**. In this configuration, any fiscal year ends in the calendar year which it is numbered with. Thus, FY2018 ends in CY2018:

[ ] Use starting year for FY numbering (default)



Alternatively, the tiers of the timescale can be compared in order to see how not using the starting year for FY numbering affects labeling. Thus, the following picture shows timescale with two tiers of Months, with the bottom tier not using the fiscal year (that is, the **Use fiscal year** checkbox is unchecked):



As it is seen in the labels above, the fiscal year 2018 ends in the calendar year 2018.

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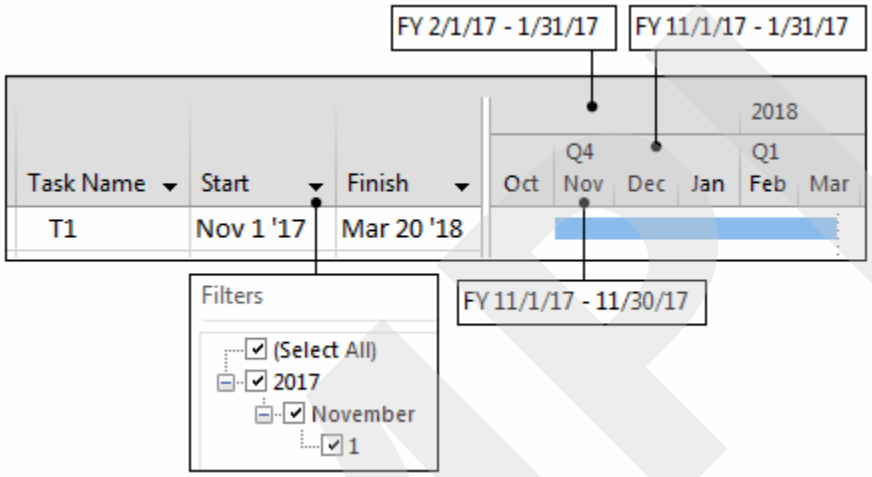
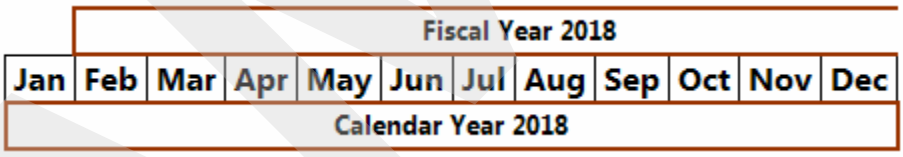
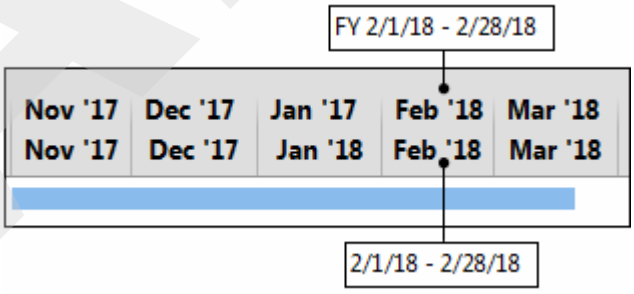
Let us now turn on the **Use starting year for FY numbering** checkbox and see how the timescale's fiscal year labeling changes, as shown below:

Fiscal year starts in: <February>
[x] Use starting year for FY numbering



The following pictures show how the fiscal year labeling on the top tier changes:





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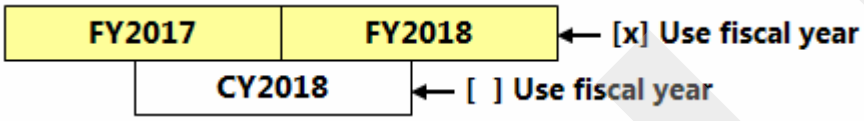
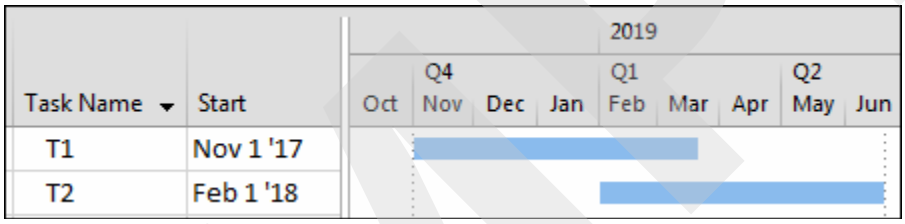
Note that, this time, the fiscal year 2018 begins in the calendar year 2018. In the following configuration, any fiscal year starts in the calendar year with which it is numbered. Thus, FY2018 starts in CY2018.

[x] Use starting year for FY numbering



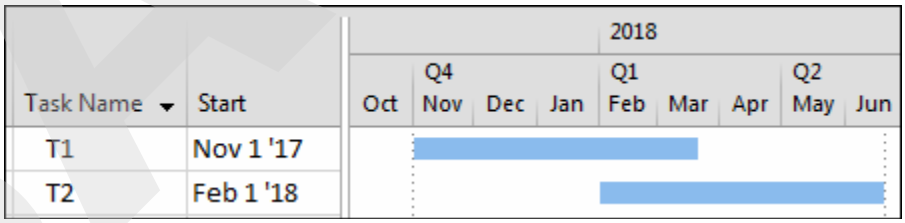
As another example, consider the timescale of the simple schedule below, where the fiscal year starts in February:

[ ] Use starting year for FY numbering



Note on the change in the fiscal year number from FY2019 to FY2018 on the top tier of the timescale in the picture below, when the checkbox is turned on. Therefore, the fiscal quarter #1 of the fiscal year 2018 (FQ1/FY2018) now starts in February of the calendar year 2018. The fiscal quarter labels with reference to the month names remain unchanged, as we would expect.

[x] Use starting year for FY numbering



It is important to note that, as it is seen in the examples above, the fiscal year settings do not affect tasks' start and finish dates or any other date information stored in the date type fields as well as MS Project's scheduling calculations on the dates. Instead, they only affect how the AutoFilter pane displays the year numbers in the date type fields and also how the timescale tiers show the periods of the dates.

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