

“What is the method to find the first business day of a month in Excel?”

Authored by
stats writer

June 23, 2024

RECOMMENDED CITATION

stats writer (2024). “What is the method to find the first business day of a month in Excel?”. PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=147425>

The method to find the first business day of a month in Excel involves using the WEEKDAY function to determine the day of the week for the first day of the month. By setting the return type to 2, the function will return a number from 1 (Sunday) to 7 (Saturday), allowing for easy identification of weekends. From there, the DATE function can be used to calculate the first business day by adding or subtracting days based on the weekday number. This method is useful for efficiently planning and organizing business activities within a given month.

Find First Business Day of Month in Excel

You can use the following formula to find the first business day of the month for a given date in Excel:

```
=WORKDAY(EOMONTH(A2,-1), 1)
```

This formula will return the first business day of the month for the date in cell A2.

This formula works by using the EOMONTH function to find the last day of the month prior to the date in cell A2, then using the WORKDAY function to find the first weekday in the following month.

The following step-by-step example shows how to use this formula in practice.

Step 1: Enter the Dataset

First, let's enter the following dataset into Excel:

	A	B	C	D	E
1	Date	Sales			
2	1/4/2022	23			
3	2/15/2022	40			
4	3/23/2022	34			
5	4/15/2022	39			
6	4/18/2022	25			
7	5/1/2022	19			
8	8/7/2022	14			
9	10/31/2022	14			
10	11/4/2022	20			
11	12/19/2022	22			
12					
13					
14					
15					
16					
17					
18					

Step 2: Calculate First Business Day of Month

Next, we will type the following formula into cell C2 to find the first business day of the month for the date in cell A2:

=WORKDAY(EOMONTH(A2,-1), 1)

We can then click and drag this formula down to each remaining cell in column C:

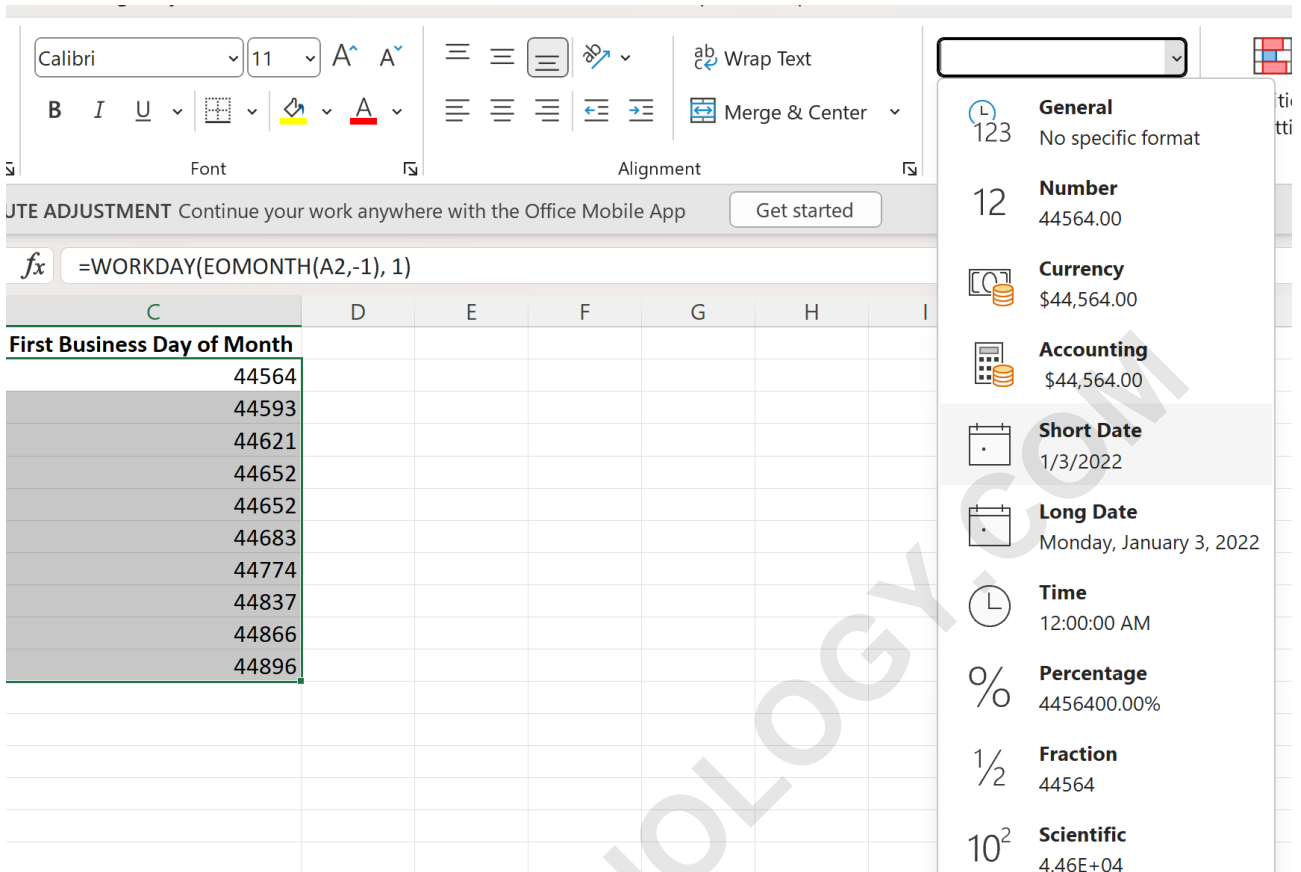
	A	B	C	D	E
1	Date	Sales	First Business Day of Month		
2	1/4/2022	23	44564		
3	2/15/2022	40	44593		
4	3/23/2022	34	44621		
5	4/15/2022	39	44652		
6	4/18/2022	25	44652		
7	5/1/2022	19	44683		
8	8/7/2022	14	44774		
9	10/31/2022	14	44837		
10	11/4/2022	20	44866		
11	12/19/2022	22	44896		
12					
13					
14					
15					
16					
17					

Step 3: Convert Numeric Values to Date Format

By default, the date values are shown as numeric values.

Note: The numeric values represent the number of days since 1/1/1900.

To convert these numeric values to dates, we can highlight the cell range C2:D11 and then click the Number Format dropdown menu on the Home tab and then click Short Date:



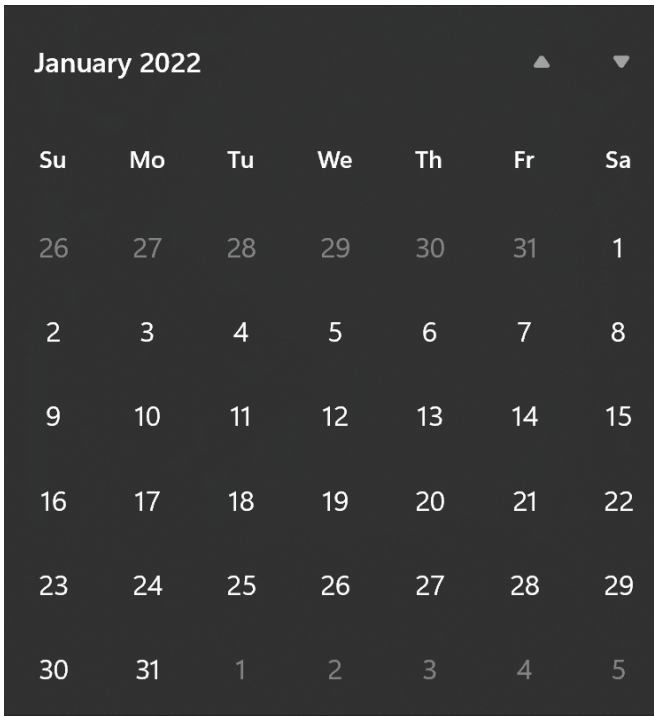
Each of the numeric values in column C will be converted to a date format:

C2 *fx* =WORKDAY(EOMONTH(A2,-1), 1)

	A	B	C	D	E
1	Date	Sales	First Business Day of Month		
2	1/4/2022	23	1/3/2022		
3	2/15/2022	40	2/1/2022		
4	3/23/2022	34	3/1/2022		
5	4/15/2022	39	4/1/2022		
6	4/18/2022	25	4/1/2022		
7	5/1/2022	19	5/2/2022		
8	8/7/2022	14	8/1/2022		
9	10/31/2022	14	10/3/2022		
10	11/4/2022	20	11/1/2022		
11	12/19/2022	22	12/1/2022		
12					
13					
14					
15					
16					
17					
18					

Column C shows the first business day of the month that the date in column A belongs to.

For example, we can look at a calendar to see that 1/4/2022 is on a Tuesday:



January 2022						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

The first business day of the month for January is on Monday the 3rd.

Thus, our formula returns 1/3/2022.

The following tutorials explain how to perform other common tasks in Excel: