Chapter 4
Reports

Standard & Poor's Research Insight is your best resource for detailed financial reports on thousands of companies in the COMPUSTAT (Global) database. Our powerful software gives you the option of displaying pre-defined reports or reports you design and build on your own using our unique Report Assistant wizard.

Pre-Defined Reports

You will find dozens of pre-defined reports in Research Insight, including the most commonly used income statement and balance sheet reports. These pre-defined reports will save time and enhance your financial analysis by quickly displaying the specific type of information you need.

Modifying and Designing Your Own Reports

Research Insight gives you the flexibility to modify pre-defined reports – changing the layout, adding or deleting information, and changing the name of a modified report. Using our Research Assistant, you can also create a free-form report selecting the data you want to display and customizing the layout to your own specifications. This chapter uses U.S. dollars as the target currency. For information on changing the target currency, refer to Chapter 6 - Translating Currencies.

This chapter shows you how to:

- Run a Company Highlights report
- Run a pre-defined report for one or more companies
- Create a table report using the Report Assistant
- Create a historical analysis report using the Report Assistant
- Create a free-form report using the Report Assistant

Running a Company Highlights Report

First, we'll show you how easy it is to view financial highlights for a company. Here's how to run a Company Highlights report for Renault.

From the Research Insight desktop:

1. Click the (**Company Highlights**) button. The Run Assistant window will appear on top of the Reports window. It is much like the Research Assistant window.

2. Enter the GVKEY for Renault (**210479**) in the **Companies** field.
3. Click **OK**. A Company Highlights report will appear.

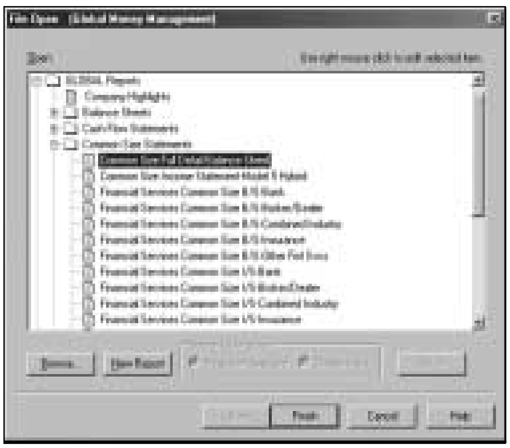
Hint: This company has two issues. To view this report for the other issue, simply select it from the **Companies** list on the left. The company can be listed by company name or GVKEY by clicking the **Name** or **Ticker** button in the Companies area.

Running a pre-defined report

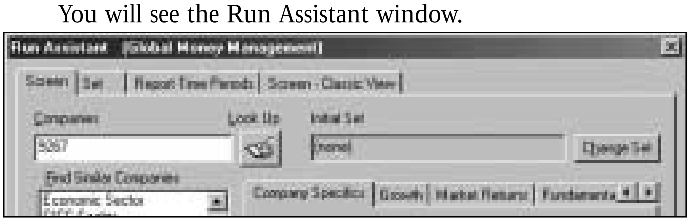
With just a few clicks of the mouse, you can open and run a pre-defined report and choose the company or set of companies that you want to appear in the report. For example, if you wanted to view a Common Size Full Detail Balance Sheet on Royal Dutch NV you would:

Begin from the Research Insight desktop:

1. Click the (**Open Report**) button.
   You will see the File Open dialog box.



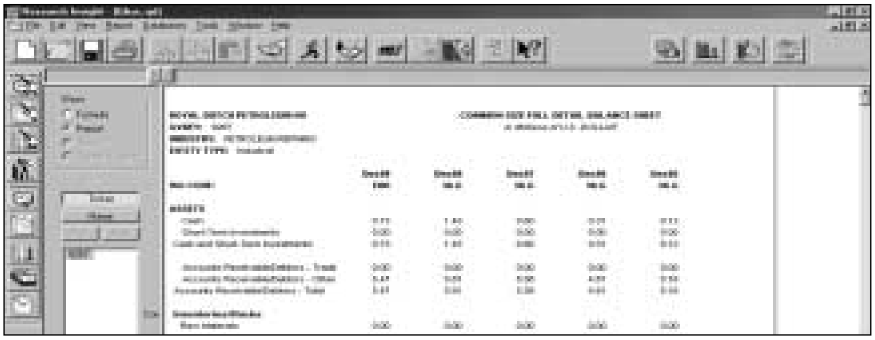
2. From the **Common Size Statements** folder, select **Common Size Full Detail Balance Sheet** and click **Finish**.
   You will see the Run Assistant window.



3. Enter the GVKEY for Royal Dutch NV (**9267**) in the **Companies** field.

   Hint: To find a company's GVKEY, click the **Look Up** button.

4. Click **OK.** You will see the report you requested.



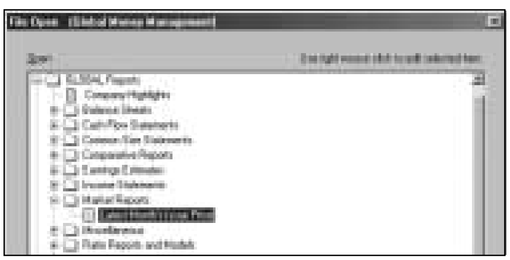
Hint: To modify, add or view the underlying formulas for this report, select the **Formula** radio button in the Show area. If you want to open another report, click the **Open Report** button from the desktop. To view this report for peer companies around the world, click the (**Run**) button. You will see the Run Assistant window, again. Select **SIC** in the Find Similar Companies area and click **OK.**

Running a Pre-defined Report on Multiple Companies

Now let’s say you wanted to look at the latest month’s issue price for Royal Dutch NV, as well as three of its peers: Australian Oil & Gas, International Petroleum Corp. and Monument Oil & Gas PLC. You would:

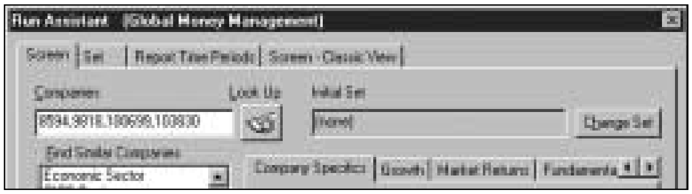
Begin from the Research Insight desktop:

1. Click the **Open Report** button.
   You will see the File Open dialog box.



2. From the **Market Reports** folder, select **Latest Month’s Issue Price** and click **Finish**.

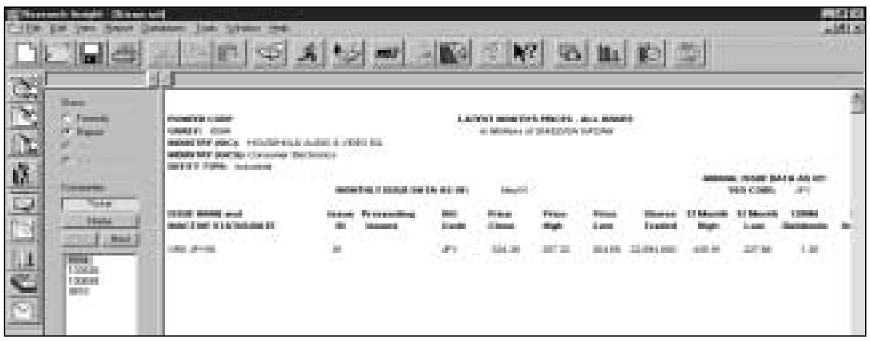
You will see the Run Assistant window.



3. Enter your target companies' GVKEYs in the **Companies** field (**8594**, **9818**, **100699**, **103830**), separating each with a comma.

Hint: If you are unsure of the GVKEYs, use the Look Up List.

4. Click **OK**. A Latest Month's Issue Price report will appear for the first company.



Hint: To view this report for other companies in your set, simply select a company from the **Companies** list on the left. The list can be viewed by company name or GVKEY by clicking the **Name** or **Ticker** button in the Companies area.

Also, the above example report was run in Swedish Krona (SEK). See Chapter 6, Translating Currencies for how to translate data to a different currency.

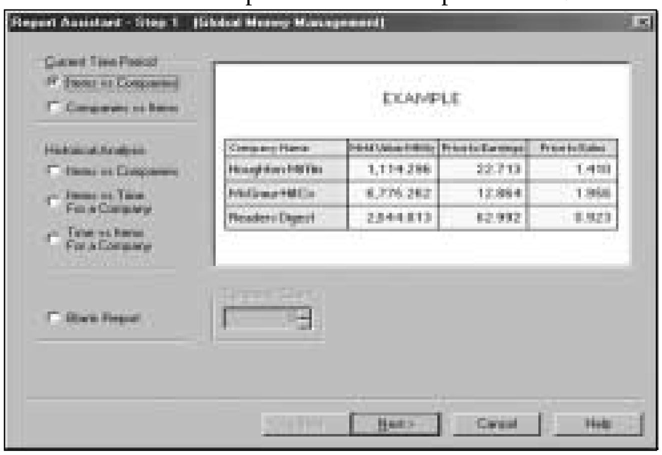
Creating a Table Report

Although Research Insight offers a comprehensive library of pre-formatted reports, there will be many instances when you want to create your own table report. In a table report, data is displayed in rows and columns and titles are automatically provided for each column. Table reports are useful when you need to display information for a large number of companies at the same time.

Let’s say you want to prepare a table report that compares data for Credit Suisse Group, Deutsche Bank AG and BankTokyo-Mitsubishi.

Begin from the Research Insight desktop:

1. Click the (**Report Assistant**) button.
   You will see the Report Assistant - Step 1 window.

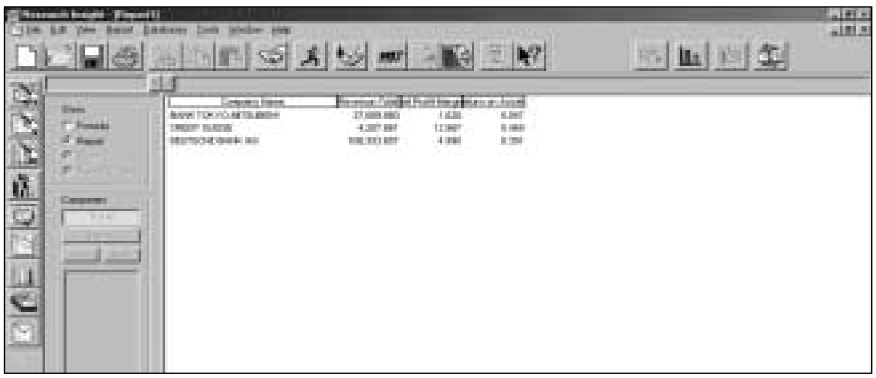


2. Click the **Items vs. Companies** radio button under Current Time Period and click **Next**.
3. In the Report Assistant - Step 2 window, click the **Income - Ann (Financial)** radio button.

Hint: If this button does not appear on your screen, click **Customize**. From the Item Groups area, click **Income Ann (Financial)**. A check will appear in the box to the left of the name. (Note that you can only activate nine Item Groups at one time.) Click **OK**.

4. Select the **Revenue - Total** item and click **Add**.
5. Click the **Margins Returns** radio button.
6. Select the **Net Profit Margin** item, click **Add**, select the **Return on Assets** item and click **Add**.

7. Click **Finish**.
8. In the Run Assistant window, enter your target companies' GVKEYs in the **Companies** field (**15700,15576,15627**), separating each with a comma. Click **OK**. Your table report will appear on the screen.



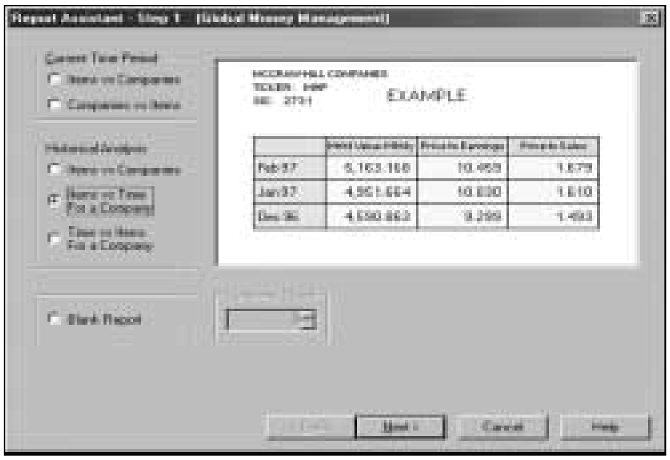
Hint: Once you have run the report, you may need to expand some of the columns in order to see the whole column title. To access the underlying template for your table report, click the **Formula** radio button in the Show area of the window. Click on one of the column title cells to activate it and place the cursor in the bottom right hand corner of the cell. The cursor will change to a crossbar tool. Hold the left mouse button down and drag the corner of the cell to the right to expand it so that the entire title is visible. To rerun the report for our selected companies, click the (**Run**) button. You will see that your GVKEYs are still in the **Companies** field. Click **OK** and the report will display with your modifications. You can also click the (**ReRun**) button to access the Report Assistant where you can modify your report parameters.

Creating an Historical Analysis Table Report

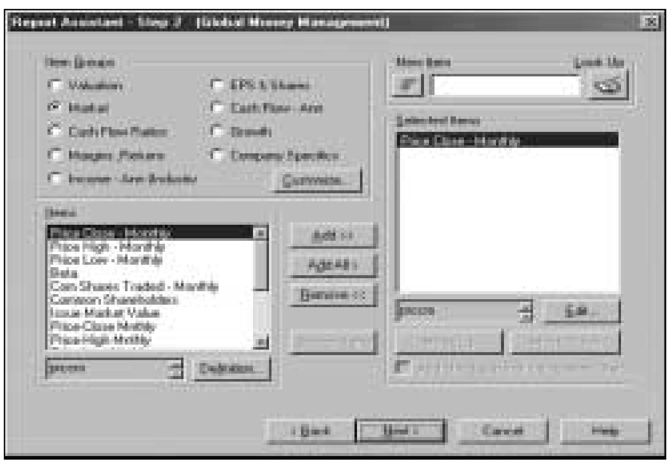
In addition to viewing current reports, Research Insight lets you build and view reports using historical data. In this example we’ll show you how to find the last 12 months of monthly closing prices for the FT/S&P Actuaries World Index.

From the Research Insight desktop:

1. Click the **Report Assistant** button.
   You will see the Report Assistant - Step 1 window.

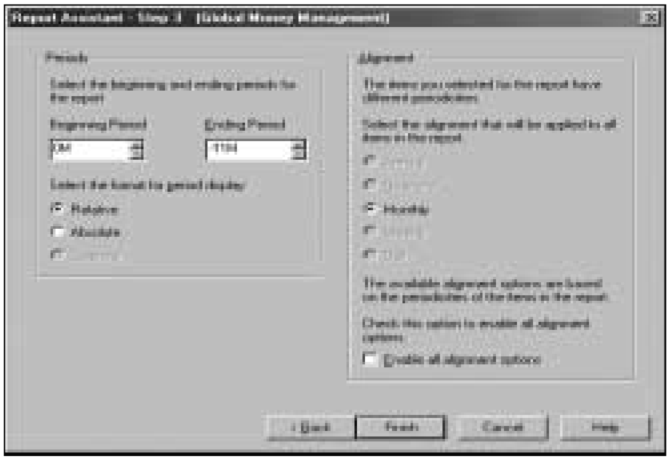


2. Click the **Items vs. Time For a Company** radio button under Historical Analysis and click **Next**.
   You will see the Report Assistant - Step 2 window.



3. Click the **Market** radio button, select the **Price Close - Monthly** item and click **Add**.
4. Click **Next**.

You will see the Report Assistant - Step 3 window.



5. Click the **Relative** radio button.
6. Enter **0M** in the **Beginning Period** field (to signify the current month), and enter **-11M** in the **Ending Period** field (to signify 11 prior months). Notice that the Alignment area shows that the data will be aligned to monthly.
7. Click **Finish**.
   You will see the Run Assistant window.
8. In the Run Assistant window, enter the GVKEY for the FT/S&P Index (**150004**) in the **Companies** field and click **OK**.

   Hint: To find a company's GVKEY, click the **Look Up** button.
   Your table report will appear on the screen.

Selecting Time Periods

When you select a Current Time Period report on the Report Assistant - Step 1 window, it will return a report with the most current data available – whether the data you have requested is annual, quarterly, monthly, etc.

If you choose a Historical Analysis report in the Report Assistant - Step 1 window, you will be prompted to select a time period on the Run Assistant - Step 3 window. You can enter the beginning and ending time periods for the report in the Periods section of the window.

Relative retrieves data for a specific time period relative to the current time period. An example of a relative time period would be the current year (0Y) vs. the past two years (-1Y and -2Y). **Absolute** retrieves data for a specific date. An example of an absolute time reference would be to use a beginning period of August 2000 and an ending period of December 2000. **Calendar** retrieves data for the same approximate time frame for companies with different fiscal years.

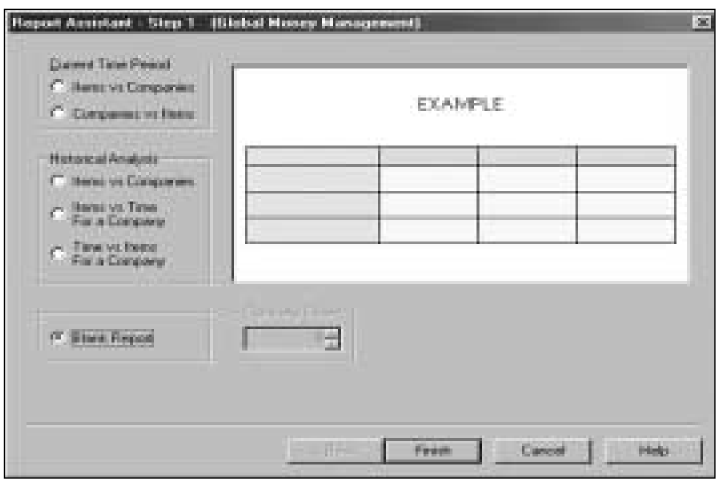
Creating a Free-Form Report

In addition to table reports, Research Insight lets you create your own free-form reports, which can be helpful for displaying information about companies, industries or sectors in a format customized to your specific needs.

For instance, here is how you could create a free-form report that displays key financial measures for Toyota Motor Corp and Nissan Motors:

Begin from the Research Insight desktop:

1. Click the **Report Assistant** button. You will see the Report Assistant - Step 1 window.

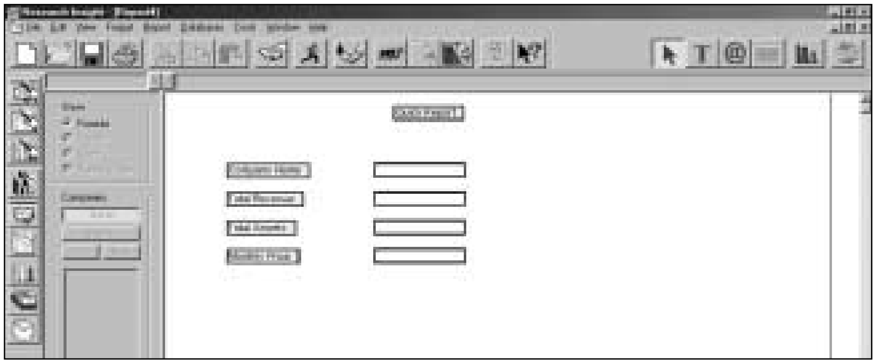


2. Click the **Blank Report** radio button and click **Finish**.
3. From the toolbar, click the (**Add Text**) tool. You will see the letter **T** attached to your cursor.
4. Position your cursor at the top center of the blank report and click once.
   You will see a new text cell that you will use as a label for your report title.
5. Click the text cell, enter **Quick Report** and press **Enter** on your keyboard. Now that you have named the report, you will insert more text cells. Notice that you can place your text cells anywhere on your desktop.
6. Click the **Add Text** tool again and position your cursor below and to the left of your report title. Click once to create the first text cell. Position your cursor below the cell and create another text cell. Repeat until you have a vertical column of four text cells. Your report should look like this:

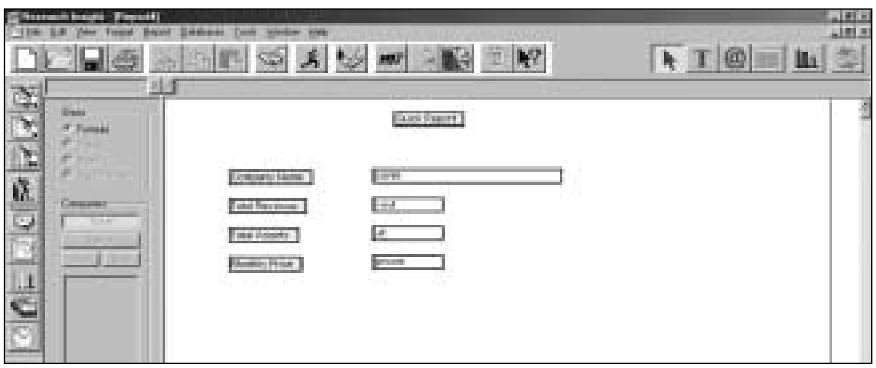
Hint: To align the cells, **click** the top cell, hold the **Shift** key down, and **click** the last cell so all the cells are selected. With the arrow on one of the cells, click the **right mouse button** and select **Alignment.** Click **Left** and click **OK.**

7. Enter **Company Name** in the first text cell and press **Enter**.
8. Enter the following into the next three text cells: **Total Revenue, Total Assets** and **Monthly Price**. Your report should now look like this:

9. Click the @ (**Add Formula**) tool. You will see an **@** symbol attached to your cursor.
10. Position your cursor to the right of your text cells and click once to create the first formula cell. Position the cursor below the cell to create another formula cell. Continue until you have a vertical column of four formula cells next to your text cells.
    Your report should now look like this:



11. Click on the first formula cell, enter **conm** and press **Enter**. The item **conm** will display the full names of your target companies.
12. Enter the following into the next three formula cells: **revt**, **at** and **prccm**. Your report should now look like this:



13. Click the **Run** button.
    You will see the Run Assistant window.
14. Enter your target companies' GVKEYs in the **Companies** field (**19661,19113**), separating each symbol with a comma. Click **OK**.

Your completed report should look like this:

Hint: To view the report for the other company, click the ticker symbol or company name in the Companies area. To display the report in the companies' native currencies, include the function @NATIVE (e.g. @NATIVE (REVT), @NATIVE (AT), etc.), or change the target currency. For more information on working with various currency functions in Research Insight, please refer to Chapter 6 - Translating Currencies.