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# User Guide

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# ABOUT FETCHXL

FetchXL is a powerful analysis tool for connecting Excel spreadsheets to external financial data, allowing analysts to populate spreadsheet cells automatically, reducing analysis time and data input errors. The FetchXL Formula Builder provides an intuitive interface for retrieving the data needed to make decisions. FetchXL is easy to learn and easy to use since it runs within your existing Microsoft Excel 2003 application.

## **Fundamental Data**

FetchXL provides access to fundamental financial data from over 9,000 U.S. and 3,000 Canadian companies. The fundamental financial data includes items from the balance sheet, income statement and cash flow statement and company data. Fundamental data is provided for up to 20 years and 60 quarters.

## **Historical Market Data**

FetchXL offers access to end-of-day price and volume data from over 9,000 U.S. and 3,000 Canadian companies. Gain instant access to 20 years of daily high, low, close and volume data using FetchXL.

# GETTING STARTED

This section of the User Guide describes the installation process and system requirements of FetchXL.

## System Requirements

FetchXL has been developed to run on Microsoft Excel 2002 and later editions. If you are using an older or version of Microsoft Excel, you will need to upgrade to Microsoft Excel 2002 or later versions before you install FetchXL. The following table lists the compatible and non-compatible versions of Excel

<b>Excel Version (Office Version)</b>	<b>Compatibility</b>
Excel 2007	Yes
Excel 2003	Yes
Excel 2002/XP	Yes
Excel 2000	No
Excel 97/98	No

Since FetchXL uses the Internet to communicate between Excel and various databases, access to the Internet is required to operate properly. A broadband connection of at least 128K is recommended for optimal performance.

## Downloading Files

The first step of the installation process is to download the latest release of FetchXL. The latest release of FetchXL can be downloaded by logging into Client Services (<http://support.fetchxl.com>) with the username and password provided in your welcome email. Once in Client Services, select “Downloads.” From the Downloads section, select “Latest Release” and download the file to your computer’s hard drive.

## Installing FetchXL

To install FetchXL, run the installation file you downloaded to your computer’s hard drive and follow the instructions on the screen.

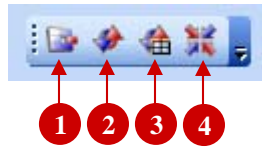
# THE FETCHXL MENU

The FetchXL menu provides convenient access to various functions and resources for FetchXL.

- Formula Builder - opens the Formula Builder window.
- Refresh
  - Global Refresh - triggers a refresh of all FetchXL functions in the spreadsheet.
  - Selection Refresh - triggers a refresh of all FetchXL functions in the selected cells.
- Screen Builder—opens the Screen Builder window
- Templates
  - Canadian Templates - opens the Canadian Template Library where spreadsheet templates can be downloaded to your computer.
  - United States Templates - opens the United States Template Library where spreadsheets can be downloaded to your computer.
- Feedback
  - Report Bug(s) - opens a form for submitting a bug report.
  - Report Data Error(s) - opens a form for submitting a data error report.
- Help
  - User Guide - opens the User Guide category of the Downloads section in a browser.
  - New Support Request - opens the Client Services web site.
  - Tutorials - opens the Tutorials category of the Downloads section in a browser.
  - Check for Updates - checks to see if a new version of FetchXL is available.
  - About FetchXL

# THE FETCHXL TOOLBAR

The FetchXL toolbar provides convenient access to common tasks with FetchXL.



1. **View Formula Builder** opens the Formula Builder window. If the Formula Builder is not visible, clicking this icon will display the Formula Builder.
2. **Global Refresh** triggers a refresh of all FetchXL functions in the spreadsheet.
3. **Selection Refresh** triggers a refresh of all FetchXL functions in the selected cells.
4. **View Screen Builder** opens the Screen Builder window. If the Screen Builder is not visible, clicking this icon will display the Screen Builder.

# THE FETCHXL FUNCTION

The FetchXL function is where parameters are entered to retrieve data from the FetchXL database. The FetchXL function behaves like any of Excel's native functions (i.e. SUM, COUNT, AVERAGE, NPV, etc.) which means you can refer to other cells within the function, use the function in a macro, or apply conditional formatting to the cell. The data returned by FetchXL can be used in calculations throughout your spreadsheet, just as if you typed the data into the cell yourself.

## Function Structure

The following is the structure of the FetchXL function:

**Fetch("Symbol","DataPoint","Period")**



The diagram shows the function **Fetch("Symbol","DataPoint","Period")** with four red circles containing numbers 1, 2, 3, and 4. Red arrows point from each circle to the corresponding parameter in the function: 1 points to "Fetch", 2 points to "Symbol", 3 points to "DataPoint", and 4 points to "Period".

1. The FetchXL function is identified using the term **Fetch** at the beginning of the function.
2. **Symbol** is the ticker symbol of the company for which data is to be retrieved.
3. **DataPoint** is the data point to be retrieved. For a list of available data points, please refer to the *FetchXL Data Definitions Guide*.
4. **Period** is the period for which data is to be retrieved. A period can be entered in annual, quarterly or daily formats (see *Period Formats* for more information on each period type). Note: Period is only required for time series data points.

The following is an example of a FetchXL function requesting Microsoft's operating revenue for 2005:

**=Fetch("MSFT","Operating\_Revenue","2005")**

## Linking to Other Cells

A FetchXL function (i.e. Symbol, DataPoint and Period) can refer to other cells containing the input. For

example, a function could use a ticker symbol from another cell. If MSFT is located in cell A1, the following function would return Microsoft's operating revenue for 2005:

**=Fetch(A1,"Operating\_Revenue","2005")**

### *Multiple Functions in a Cell*

Multiple FetchXL functions can be included in a single cell. For example, the following example adds Microsoft's operating revenue for 2004 and 2005:

**=Fetch("MSFT","Operating\_Revenue","2004")+Fetch("MSFT","Operating\_Revenue","2005")**

### *Rounding Values*

The values returned by FetchXL can be rounded by adding a denominator to the function(s). The following example illustrates this concept:

**=Fetch("MSFT","Operating\_Revenue","2005")/1000**

### **Period Formats**

FetchXL uses two methods of retrieving time series data: absolute periods and relative periods. Absolute periods refer to a specific calendar period while relative periods refer to periods relative to the most recent data available for a company.

#### *Absolute Periods*

Absolute periods refer to a specific calendar period. For example, 2005 is an absolute period that will return annual data for the year 2005. There are three types of absolute periods: annual, quarterly and daily. The following table summarizes the formats of each type of absolute period:

<b>Type</b>	<b>Format</b>	<b>Example</b>
Annual	YYYY	2005
Quarterly	Q/YYYY	3/2005
Daily	MM/DD/YYYY	12/31/2005

#### *Relative Periods*

Relative periods allow the retrieval of data relative to the most recent data available. For example, entering a relative period of 0 will return the most recent data available for a company. Entering a relative period of -1

will return the next most recent data available. Relative periods are useful for building “rolling” models that use the most recent data available. The following table illustrates the results of various relative dates for a company that has data available through December 31, 2005.

<b>Relative Period</b>	<b>Annual</b>	<b>Quarterly</b>	<b>Daily</b>
0	2005	4/2005	12/31/2005
-1	2004	3/2005	12/30/2005
-2	2003	2/2005	12/29/2005
-3	2002	1/2005	12/28/2005
-4	2001	4/2004	12/27/2005
-5	2000	3/2004	12/26/2005

# THE FETCHXL FORMULA BUILDER

The FetchXL Formula Builder provides an intuitive approach to creating FetchXL functions by pointing and clicking on the desired inputs.

## **The FetchXL Formula Builder**

The FetchXL Formula Builder provides an intuitive approach to creating FetchXL functions by pointing and clicking on the desired inputs.

## **Opening, Closing and Moving the Formula Builder**

To open the Formula Builder, select the Formula Builder icon from the FetchXL Toolbar or the FetchXL Menu.

To close the Formula Builder, select the Close button in the upper right hand corner of the Formula Builder.

To move the Formula Builder, drag the Formula Builder to the desired location on your screen.

## **Selecting Data Points**

The first window of the Formula Builder provides a list of available data points. Select the data point you wish to retrieve by clicking on the data point.

**Note:** A definition of the data point is provided when you hover your mouse over the data point.

## **Entering Ticker Symbols**

The Ticker Symbol input is where you type the ticker symbol of the company for which you wish to retrieve data.

Note: The symbol search function will be available in the 2nd beta version of FetchXL. A list of companies and symbols is available in the User Guide section of the Client Services web site.

## **Selecting Periods**

For annual data points, you can select periods using either absolute or relative annual periods. See Period Formats for more information.

For quarterly data points, you can select periods using either absolute or relative quarterly periods. See Period Formats for more information.

For daily data points, you can select periods using either absolute or relative daily periods. See Period Formats for more information.

**Note:** The Select Period window is displayed only for time series data points.

### **Rounding**

You can round the selected data in Actual, Thousands, Millions and Billions by selecting the appropriate Values in the drop-down box.

Actual - Adds no denominator to the FetchXL function.

Thousands - Adds a denominator of 1,000 to the FetchXL function.

Millions - Adds a denominator of 1,000,000 to the FetchXL function.

Billions - Adds a denominator of 1,000,000,000 to the FetchXL function.

User Denominator in Cell allows you to input a cell containing the denominator you wish to use for the FetchXL function.

**Note:** The Rounding option is only provided for certain numeric data points

### **Formula Preview**

The Formula Preview box provides a preview of the Excel formula based on the selected inputs. The Formula Preview allows you to view the contents of the FetchXL function while it is being built.

# THE FETCHXL SCREEN BUILDER

The FetchXL Screen Builder allows you to search for companies meeting your specific criteria.

## Screen Manager

The Screen Manager allows you to perform the following functions:

- New Screen - launches the Screen Builder for creating a new screen.
- Edit - opens the selected screen for editing.
- Run - displays the results of the selected screen.
- Copy - creates a copy of the selected screen.
- Delete - permanently removes the selected screen.
- New Folder - creates a new folder for organizing your screens
- Move - moves the selected screen or folder into a new location.
- Rename - changes the name of the selected screen or folder.
- Backup - saves a copy of your screens and folders.
- Restore - loads a saved copy of your screens and folders.

## Screen Builder

The Screen Builder provides the ability to search for companies using multiple criteria. To launch the Screen Builder, select New Screen or choose an existing screen and Select Edit. If creating a New Screen, a Select Dataset dialog appears asking you to select the dataset you want to search.

**Note:** Only datasets of which you are subscribed will appear in the Select Datasets dialog.

- Add - creates a new criterion using the Criterion Builder.
- Edit - opens the selected criterion for editing.
- Delete - permanently removes the selected criterion.
- Move Up - moves the selected criterion up the list.
- Move Down - moves the selected criterion down the list.
- Run - displays the Screen Results listing companies matching the criteria.
- OK - saves the current criteria and returns to the Screen Manager.
- Cancel - returns to the Screen Manager without saving the criteria.

### **Criterion Builder**

The Criterion Builder is launched by choosing Add or Edit from the Screen Builder and allows you to build the specific criteria used to search for companies. Adding a new criterion is accomplished by:

- Selecting a Data Point - choose a data point to use for the criterion.
- Select Period (time series only) - you can select periods using either absolute or relative annual periods. See Period Formats for more information.
- Comparison - choose the comparison you want to apply to the selected data point.
- Constant - enter the constant you want to search for.
- OK - adds the criterion to the Screen Builder
- Cancel - returns the Screen Builder without adding the criterion

### **Screen Results**

Screen Results provides a list of companies matching the specified criteria and can be launched from either the Screen Builder or Screen Manager by choosing Run. The Screen Results will display the ticker, name and selected criteria for each of the companies.

- Sort - the list of companies can be sorted by clicking on the column header. To change the sort method (i.e. ascending or descending) click on the column header again.
- Copy to Clipboard - copies the table to the clipboard for pasting.
- Copy to New Workbook - creates a new Excel workbook with the screen results.
- Close - closes the Screen Results.

# TECHNICAL SUPPORT

Our goal is 100% client satisfaction. To achieve this, we strive to deliver each client with reliable data services coupled with rapid, accurate solutions when a problem arises.

## **Online Support**

Online support is available by visiting the Client Services section of the FetchXL website at <http://support.fetchxl.com>. From the Client Services section you will be able to:

- Submit new support requests
- Lookup existing support requests
- Download:
  - Installation files
  - Documentation
  - Tutorials
  - Spreadsheet templates
- Troubleshoot problems and search the knowledge base
- Access our client forums

## **Phone Support**

Client support is available by phone Monday through Friday from 8 AM to 6 PM (Central Time) by calling 1-877-FetchXL (1-877-338-2495).