



THOMSON REUTERS SPREADSHEET LINK QUICK REFERENCE GUIDE

INTRODUCTION

This quick reference guide covers all of the basics that you need to know to get the most out of Thomson Reuters Spreadsheet Link.

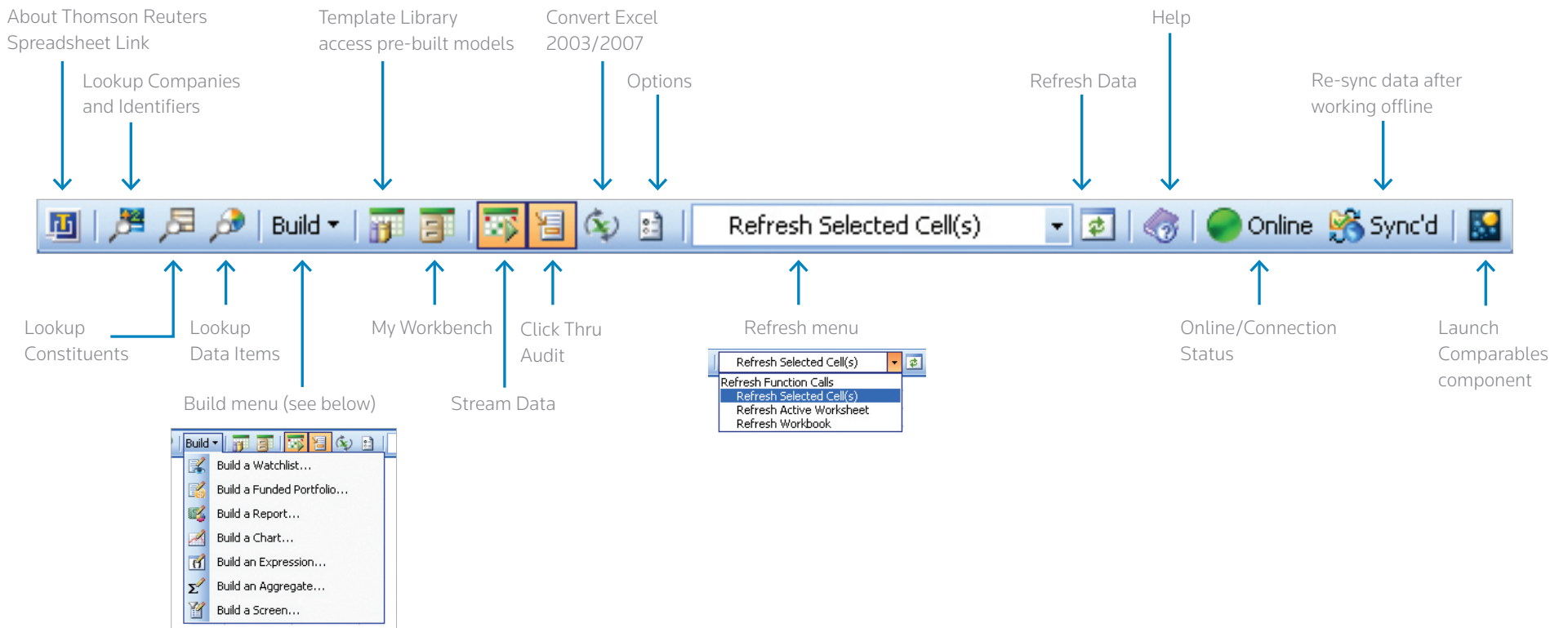
Our Specialists are on hand if you have any questions and can be contacted at TRconsulting@thomsonreuters.com

1: THE TOOLBAR

With Microsoft® Office Excel 2003

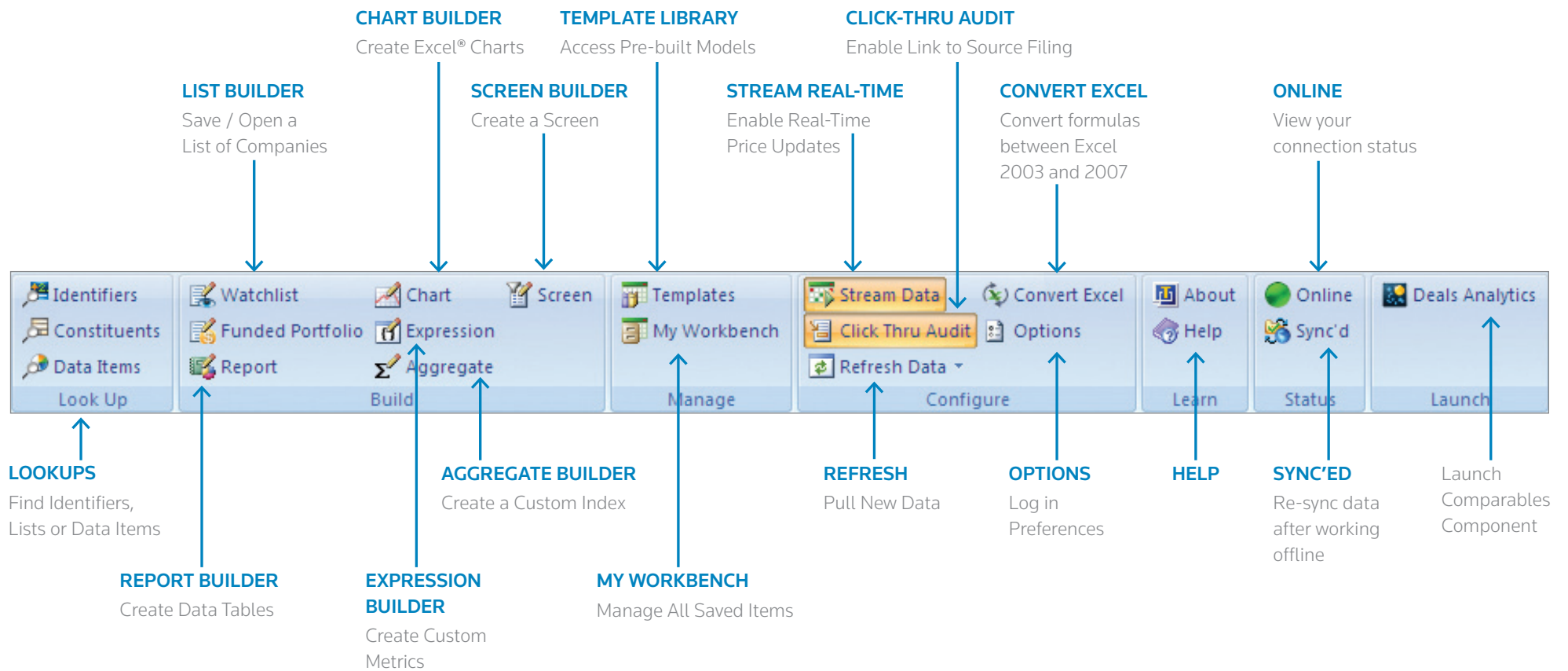
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1: THE TOOLBAR

With Microsoft® Office Excel 2007



2: DATA ITEM LOOKUP (WHERE YOU GO FIRST)

The screenshot shows the Thomson Reuters Data Item Lookup dialog box. On the left, six numbered steps are listed in grey boxes, with blue arrows pointing to corresponding UI elements in the dialog box:

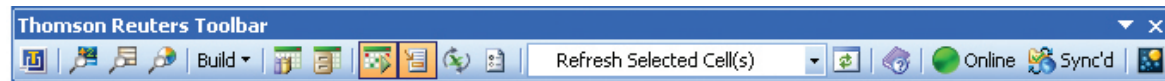
- 1 Select Look Up Data Items from the Toolbar**: Points to the 'Build' button in the Thomson Reuters Toolbar at the top.
- 2 Enter Identifier or make a cell reference**: Points to the '*Identifier(s):' field containing '=\$d\$4'.
- 3 Select the Data Item Category**: Points to the 'Category:' dropdown menu, which is open and showing a list of categories like 'All (105)', 'Custom Expressions', etc.
- 4 Select Data Item**: Points to the 'Item:' list, where 'Revenue' is selected.
- 5 Specify required parameters denoted by * and any optional parameters**: Points to the 'Parameters' section on the right, which includes fields for 'Period' (FY0), 'Date', 'Currency', 'Scale', 'Calendar', 'Lag', and 'Methodol...'.
- 6 Select Export to place the data in a selected cell. You will then be offered additional options before confirming your Export.**: Points to the 'Export' button at the bottom right.

The dialog box itself contains the following elements:

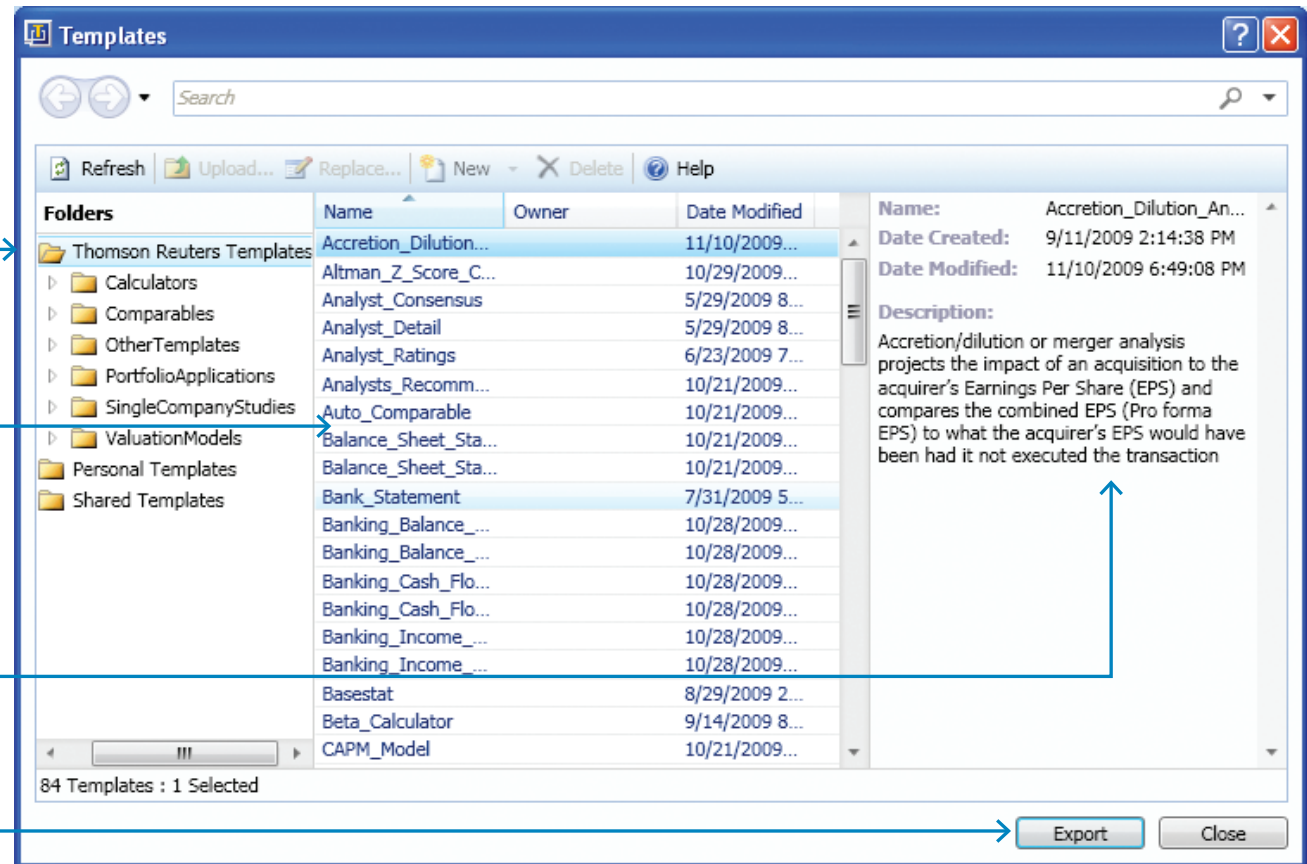
- Thomson Reuters Toolbar**: Located at the top, containing various icons and a 'Build' dropdown menu.
- Data Item Lookup**: The main dialog box with a title bar and standard window controls.
- Entity Type**: A dropdown menu set to 'All Entities'.
- *Data Item**: A dropdown menu set to 'All Entities'.
- Category**: A dropdown menu with a list of categories including 'All (105)', 'Custom Expressions', 'Descriptive Information (0)', 'Financials (Reuters) (50)', 'Financials (Worldscope) (1)', 'Industry Metrics/KPIs (50)', 'Estimates (IBES) (0)', 'Pricing & Performance (0)', 'Corporate Actions (0)', 'Ratios & Metrics - Current (3)', 'Ratios & Metrics - Time Series (0)', 'Aggregates (IGA) (0)', 'Barra Beta (0)', and 'Ownership (1)'.
- Item**: A list of data items including 'Revenue', 'Cost of Revenue', 'Other Revenue', 'Gross Revenue', 'Total Revenue', 'Cost of Revenue, Total', 'Other Revenue, Total', 'Revenue', 'Reported Total Cost of Revenue', 'Reported Operating Revenue', 'Reported Recurring Revenue', 'Reported Total Revenue', 'Other Revenue', 'Bank Total Revenue', 'Other Non-Insurance Revenue', 'Other Insurance Revenue', 'Other Non-Utility Revenue', 'Other Utility Revenue', 'Unearned Premium/Unearned Revenue', and 'Unbilled Utility Revenues'.
- Parameters**: A section on the right with sub-sections for 'Basic Parameters' and 'Advanced Parameters'. It includes fields for 'Period' (FY0), 'Date', 'As Of', 'Currency', 'Scale', 'Calendar', 'Lag', and 'Methodol...'.
- Formula Bar**: At the bottom, showing the formula 'TF.RF.TotalRevenue(period=FY0)'. Below it is a legend: '*=Required Fields'.
- Buttons**: 'Export' and 'Close' buttons at the bottom right.

3: THE TEMPLATE LIBRARY (OVER 80 MODELS TO USE AND CUSTOMIZE)

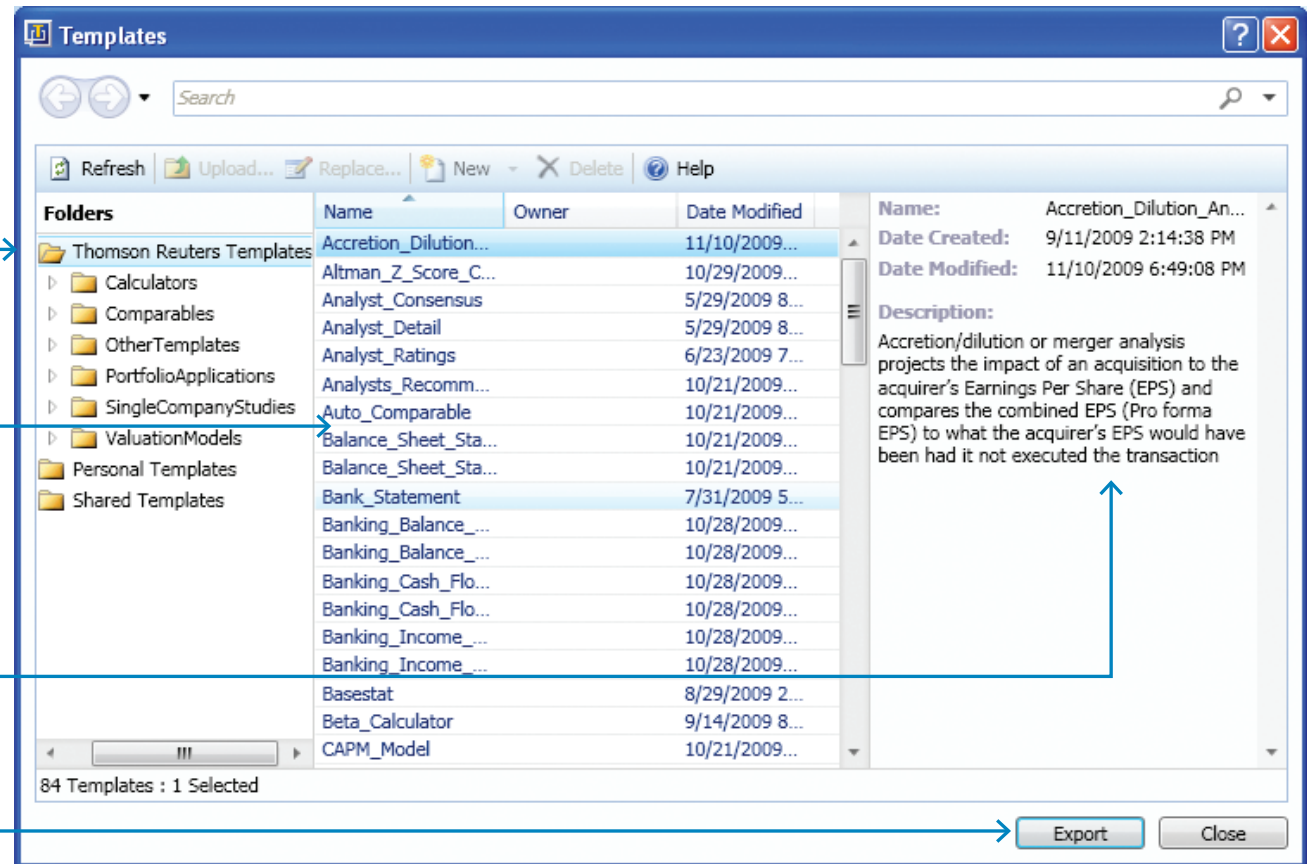
1 Select Templates from the Toolbar



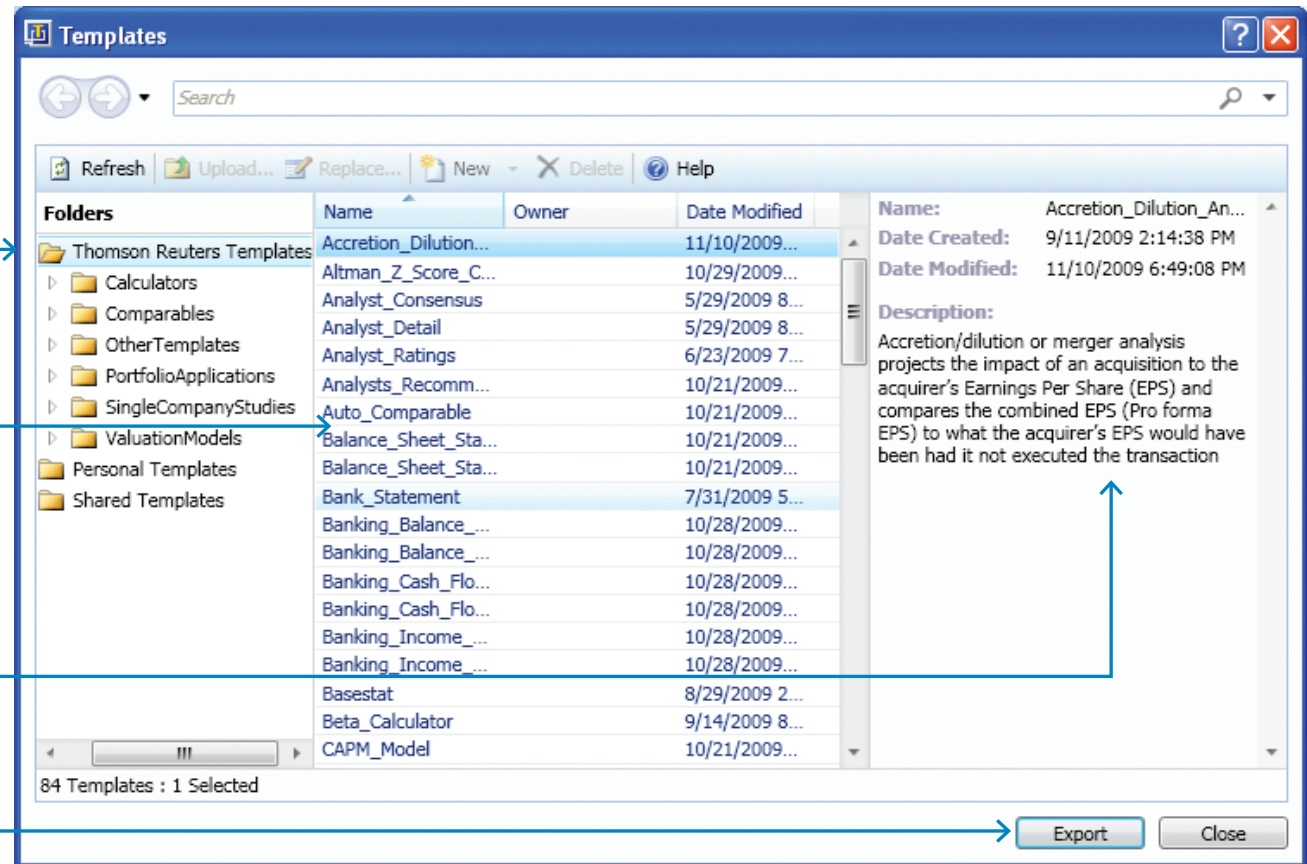
2 Select Template Category



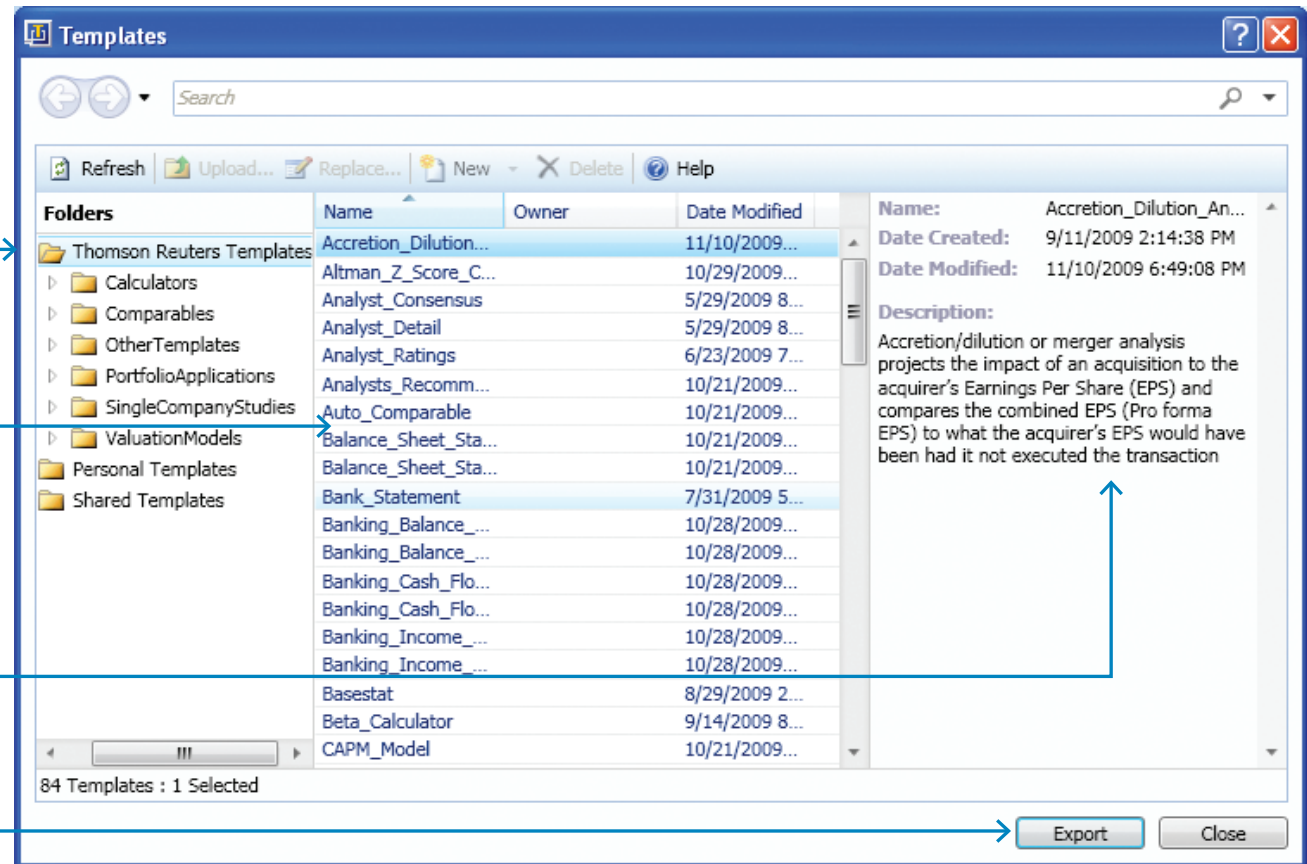
3 Select Template



4 See a brief description of the selected template



5 Click Export to start using



4: SCREEN BUILDER (BUILD A UNIVERSE USING YOUR OWN SEARCH CRITERIA)

1 Select the Build drop down menu from Toolbar and then select Build a Screen

2 You can open and modify an existing screen or create a new one

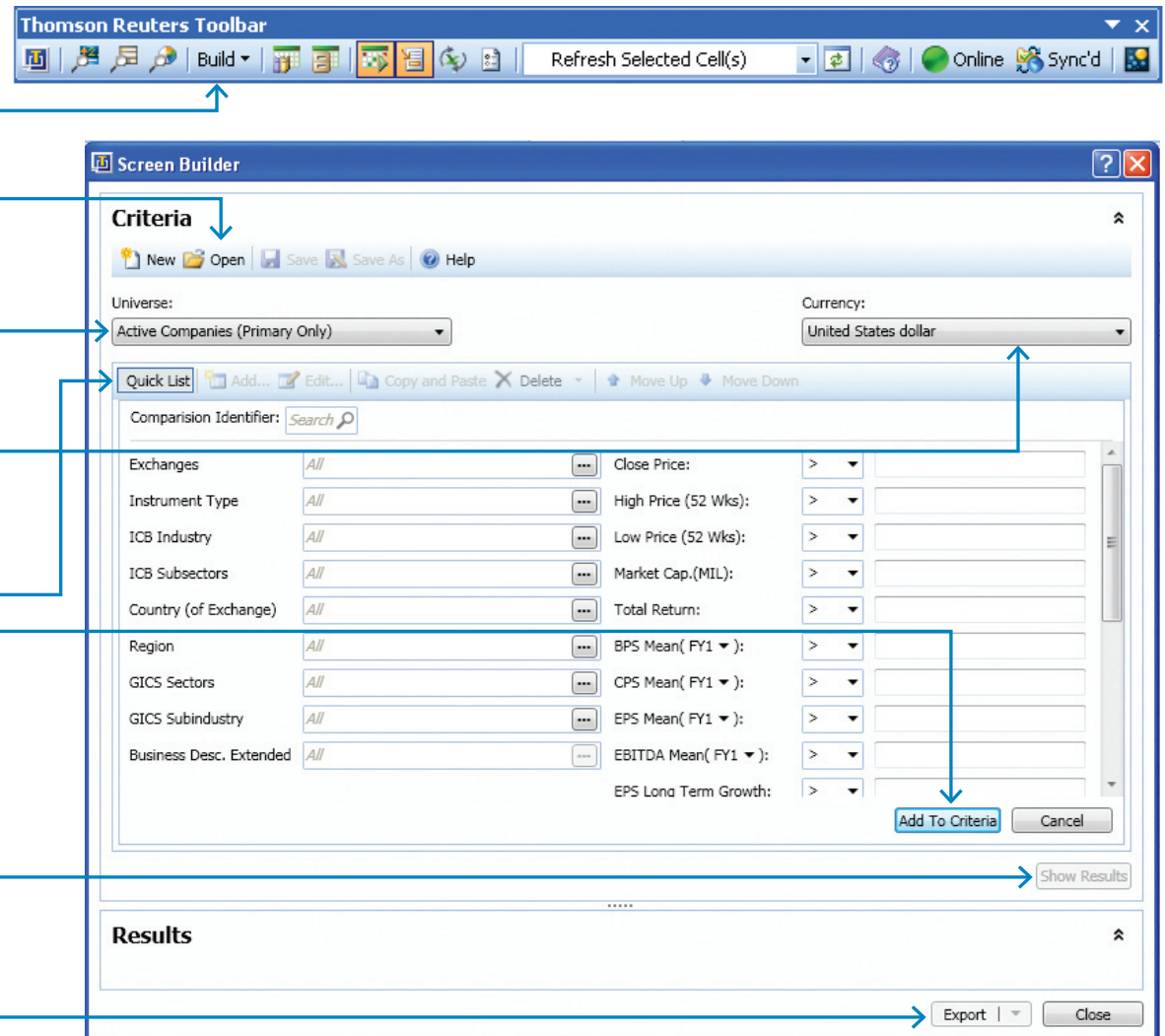
3 Select the Universe (active company, index, watch list, portfolio)

4 Select the currency in which you would like to run the search

5 Select "Quick List" to define your popular search criteria, then click "Add to Criteria". For more specific criteria, click "Add" and use the drop down menus to find more items. Once fully defined, click "OK" to add them to the search.

6 Click on "Show Results" to execute the search – Then you can (i) Save to a List, (ii) Create a report, (iii) Add any item from the Data Item Lookup as an additional column in the report, (iv) Select which view you would prefer (companies, IDs, screen criteria)

7 You can export a report as static values or function calls once you select the export button



5: FREQUENTLY USED FORMULAS

To retrieve a company's most recent market data or a company's current and last twelve months' financial data, use the formulas below. If you want to retrieve data from a different point in time or period of time, simply adjust the formula directly in Excel® or using the parameters within the Data Item Lookup (see section 2 on page 4 of this guide).

DESCRIPTIVE INFORMATION

Item	Formula
Company	TF.CompanyName()
Industry	TF.ICBIndustryName()
Sector	TF.ICBSectorName()
City	TF.FN.AddressCity()
State	TF.FN.AddressStateProvince()
Nation	TF.FN.AddressCountry()
Ticker	TF.ThomsonTicker()
Exchange	TF.ExchangeName()
Business Description	TF.FN.BusinessDescriptionExtended()

ESTIMATES

Item	Formula
Sales FY1 Mean	TF.ES.SALES.Mean(period=FY1)
Sales NTM Mean	TF.ES.SALES.Mean(period=NTM)
EBITDA FY1 Mean	TF.ES.EBITDA.Mean(period=FY1)
EBITDA NTM Mean	TF.ES.EBITDA.Mean(period=NTM)
EPS FY1 Mean	TF.ES.EPS.Mean(period=FY1)
EPS NTM Mean	TF.ES.EPS.Mean(period=NTM)
BPS Mean	TF.ES.BPS.Mean(period=FY1)
Recommendation Mean	TF.ES.RecMeanText()

MARKET DATA CURRENT

Item	Formula
Price Close	TF.PR.PriceClose(sdate=0d)
Market Cap	TF.PR.MarketCap(sdate=0d)
Volume	TF.PR.VolumeDaily(sdate=0d)
52 Week High	TF.PR.PriceHigh52Wk(sdate=0d)
52 Week Low	TF.PR.PriceLow52Wk(sdate=0d)
Annualized Dividend	TF.PR.DividendIndicatedAnnual(sdate=0d)
Total Return 3 Months	TF.PR.TotalReturn3Mons()
Total Return 6 Months	TF.PR.TotalReturn6Mons()
Total Return 1 Year	TF.PR.TotalReturnCompounded52Wk()

5: FREQUENTLY USED FORMULAS – (WORLDSCOPE FUNDAMENTALS)

INCOME STATEMENT LAST TWELVE MONTHS (LTM)

Item	Formula
Sales	TF.FN.Sales(period=LTM)
Gross Income	TF.FN.GrossIncome(period=LTM)
Operating Income	TF.FN.OperatingIncome(period=LTM)
EBITDA	TF.FN.EarningsBeforeIntTaxesAndDepr(period=LTM)
EBIT	TF.FN.EarningsBeforeInterestAndTaxes(period=LTM)
Pretax Income	TF.FN.PretaxIncome(period=LTM)
Net Income	TF.FN.NetIncomeBasic(period=LTM)

CASH FLOW LAST TWELVE MONTHS (LTM)

Item	Formula
Depreciation, Depl, Amortization	TF.FN.DepreciationDeplAmortCFStmt(period=LTM)
Funds from Operations	TF.FN.TotalFundsFrOperationsCFStmt(period=LTM)
Cash Flow from Operations	TF.FN.NetCashFlowOperatingCFStmt(period=LTM)
Capex	TF.FN.CapitalExpendituresCFStmt(period=LTM)
Cash Flow from Investing	TF.FN.NetCashFlowInvestingCFStmt(period=LTM)
Cash Dividends Paid	TF.FN.CashDividendsCFStmt(period=LTM)
Cash Flow from Financing	TF.FN.NetCashFlowFinancingCFStmt(period=LTM)
Increase / Decrease in Cash & Short Term	TF.FN.CashAndCashEquivIncDecCFStmt(period=LTM)

BALANCE SHEET CURRENT

Item	Formula
Cash and Short Term	TF.FN.CashAndSTInvestments(period=F10)
Current Assets	TF.FN.TotalCurrentAssets(period=F10)
Total Assets	TF.FN.TotalAssets(period=F10)
Short Term Debt	TF.FN.STDebtAndCurrentPortionLTDebt (period=F10)
Long Term Debt	TF.FN.TotalLTDebt(period=F10)
Current Liabilities	TF.FN.TotalCurrentLiabilities(period=F10)
Total Liabilities	TF.FN.TotalLiabilities(period=F10)

RATIOS

Item	Formula
Enterprise Value	TF.RL.EV(period=F10)
EV to Sales LTM	TF.RL.EVToSales(period=LTM)
EV to Sales NTM	TF.RL.EstEVToSales(period=NTM)
EV to EBITDA LTM	TF.RL.EVToEBITDA(period=LTM)
EV to EBITDA NTM	TF.RL.EstEVToEBITDA(period=NTM)
Price to Sales LTM	TF.RL.PriceToSales(period=LTM)
Price to Sales NTM	TF.RL.EstPriceToSales(period=NTM)
P/E LTM	TF.RL.PE(period=LTM)
P/E NTM	TF.RL.EstPE(period=NTM)

PROFITABILITY

Item	Formula
Gross Margin	TF.RL.GrossProfitMargin(period=0FY)
Operating Margin	TF.RL.OpProfitMargin(period=0FY)
Pretax Margin	TF.RL.PretaxMargin(period=0FY)
Net Margin	TF.RL.NetProfitMargin(period=0FY)
Pretax ROE	TF.RL.PretaxROE(period=0FY)
ROA	TF.RL.ROA(period=0FY)
ROIC	TF.RL.ReturnOnTotalCap(period=0FY)

5: FREQUENTLY USED FORMULAS (REUTERS FUNDAMENTALS)

INCOME STATEMENT LTM

Item	Formula
Sales	TF.RF.NetSales(period=LTM)
Gross Revenue	TF.RF.GrossRevenue(period=LTM)
Operating Income	TF.RF.OperatingIncome(period=LTM)
EBIT	TF.RF.NormalizedEbit(period=LTM)
EBITDA	TF.RF.NormalizedEbitda(period=LTM)
Pretax Income	TF.RF.NetIncomeBeforeTaxes(period=LTM)
Net Income Before Extra. Items	TF.RF.NetIncomeBeforeExtraltems(period=LTM)
Depreciation	TF.RF.DepreciationSupplemental(period=LTM)
Interest Expense	TF.RF.InterestExpenseSupplemental(period=LTM)

BALANCE SHEET – LAST FISCAL YEAR

Item	Formula
Cash and Short Term	TF.RF.CashAndSTInvestments(period=FY0)
Total Receivables, Net	TF.RF.AccountsReceivableTradeNet(period=FY0)
Total Inventory	TF.RF.TotalInventory(period=FY0)
Prepaid Expenses	TF.RF.PrepaidExpenses(period=FY0)
Total Current Assets	TF.RF.TotalCurrentAssets(period=FY0)
Intangibles, Net	TF.RF.IntangiblesNet(period=FY0)
Total Assets	TF.RF.TotalAssets(period=FY0)
Total Debt	TF.RF.TotalDebt(period=FY0)
Shareholders Equity	TF.RF.ReportedShareholdersEquity(period=FY0)

CASH FLOW – LAST FISCAL INTERIM

Item	Formula
Depreciation/Depletion	TF.RF.DepreciationSupplemental(period=FIO)
Funds from Operations	TF.RF.FundsFromOperationsReit(period=FIO)
Reported Cash from Operating Activities	TF.RF.CashFromOperatingActivities(period=FIO)
Capital Expenditures	TF.RF.CapitalExpenditures(period=FIO)
Reported Cash from Investing Activities	TF.RF.CashFromInvestingActivities(period=FIO)
Cash Dividends Paid	TF.RF.TotalCashDividendsPaid(period=FIO)
Reported Cash from Financing Activities	TF.RF.CashFromFinancingActivities(period=FIO)
Net Change in Cash	TF.RF.NetChangeInCash(period=FIO)
Free Cash Flow per share	TF.RF.FreeCashFlowPerShare(period=FQ0)

5: FREQUENTLY USED FORMULAS (REUTERS FUNDAMENTALS)

CURRENT MULTIPLES

Item	Formula
Current Enterprise Value (EV)	TF.RF.CurrentEnterpriseValue()
Current EV/Revenue	TF.RF.CurrentEvToRevenue()
Current EV/EBITDA	TF.RF.CurrentEvToEbitda()
Price to Sales FYO	TF.RF.PriceToSales(period=FYO)
Price to Sales LTM	TF.RF.PriceToSales(period=LTM)
P/E Excluding extraordinary items (LTM)	TF.RF.PERatioExcludingExtraordinaryItems(period=LTM)
Price to Free Cash Flow Per Share	TF.RF.PriceToFreeCashFlowPerShare(period=FYO)
Price to Tangible Book	TF.RF.PriceToTangibleBook(period=FYO)

PROFITABILITY RATIOS

Item	Formula
EBITD Margin	TF.RF.EbitdMargin(period=LTM)
Operating margin	TF.RF.OperatingMargin2(period=LTM)
Pretax margin	TF.RF.PretaxMargin2(period=LTM)
Net Margin	TF.RF.NetProfitMargin2(period=LTM)
Return on Average Equity	TF.RF.ReturnOnAverageEquity(period=FYO)
ROA	TF.RF.ReturnOnAverageAssets(period=FYO)
ROIC	TF.RF.ReturnOnInvestment(period=FYO)

LIQUIDITY RATIOS

Item	Formula
Quick Ratio	TF.RF.QuickRatio2(period=FYO)
Current Ratio	TF.RF.CurrentRatio2(period=FYO)
Total Debt/Total Equity	TF.RF.TotalDebtToTotalEquity(period=FYO)
Total Debt/Total Assets	TF.RF.TotalDebtToTotalAssets(period=FYO)
Total Debt/Total Capital	TF.RF.TotalDebtToTotalCapital(period=FYO)

