

# S&P Capital IQ Excel Plug-in Manual

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# Overview of Microsoft Excel

## Start Microsoft Excel

To start Microsoft Excel, click the **Start** button, click **All Programs**, click **Microsoft Office**, and then click **Microsoft Excel**.

## Rows, Columns & Cells

A **row** is represented by the numbers listed down the left panel of the worksheet.

Shortcut(s): *Select Row: Shift + Spacebar*  
*Insert Row: Alt + H + I + R*

A **column** is represented by the letters listed across the top panel of the worksheet.

Shortcut(s): *Select Column: Ctrl + Spacebar*  
*Insert Column: Alt + H + I + C*

A **cell** is the box formed by the intersection of a row and column in a worksheet, in which you enter information. The **cell reference** is the set of coordinates that a cell occupies on a worksheet. For example, the reference of the cell that appears at the intersection of column B and row 3 is B3. The **active cell** is the selected cell in which data is entered when you begin typing. Only one cell is active at a time. The active cell is bounded by a heavy border.

## Worksheets & Workbooks

Also called a spreadsheet, a **worksheet** is the primary document that you use in Excel to store and work with data. A worksheet consists of cells that are organized into columns and rows. A worksheet is always stored in a workbook.

A **workbook** is a spreadsheet program file that you create in Excel. A workbook contains worksheets.

## Save & Save As

**Save** overwrites the original document with all of your changes.

Shortcut(s): *Save: Ctrl + S*

**Save As** creates a new file from your existing document.

Shortcut(s): *Save As: Alt + F + A*

## Numbers, Formulas & Text

**Numbers** can be used in calculations. By default, numbers are right-aligned in a cell.

**Formulas** are equations that perform calculations on values in your worksheet. A formula starts with an equal sign (=). A formula can contain functions, references, operators, and/or constants.

**Text** is usually comprised of words that are used for worksheet headings or labels for identifying columns of data. By default, text is left-aligned in a cell.

### Row Heights & Column Widths

To change the **height** of a row, drag the boundary below the row heading until the row is the height that you want.

Shortcut(s): *Manual Fit Row Height: Alt + H + O + H*  
*Auto Fit Row Height : Alt + H + O + A*

To change the **width** of a column, drag the boundary on the right side of the column heading until the column is the width that you want.

Shortcut(s): *Manual Fit Column Width: Alt + H + O + W*  
*Auto Fit Column Width: Alt + H + O + I*

### Cut, Copy & Paste

The **Cut** function moves the entire cell, including formulas and cell formats. Cell references are not adjusted.

Shortcut(s): *Cut: Ctrl + X*

The **Copy** function copies the entire cell, including formulas and cell formats. Cell references are automatically adjusted.

Shortcut(s): *Copy: Ctrl + C*

The **Paste** function inserts the contents of the Clipboard at the insertion point and replaces any selection.

Shortcut(s): *Paste: Ctrl + V*

### Fill

The **Fill** command quickly fills cells with the contents of an adjacent cell.

Shortcut(s): *Fill Down: Ctrl + D*  
*Fill Right: Ctrl + R*

### Relative, Absolute & Mixed Cell References

A formula that contains a **relative** cell reference changes as you copy it from one cell to another. If you copy or fill the formula across rows or down columns, the reference automatically adjusts.

An **absolute** cell reference will always refer to a cell in a specific location. If you copy or fill the formula across rows or down columns, the absolute reference does not adjust. You can make a cell reference absolute by preceding the column and row with a dollar sign—for example, \$A\$2.

A **mixed** cell reference has either an absolute column or a relative row, or absolute column and relative row. If you copy or fill the formula across rows or down columns, the relative reference automatically adjusts, and the absolute reference does not adjust. You can make a mixed cell reference by preceding either the column or the row value with a dollar sign to "lock" either the column or the row—for example, \$A2 or B\$3.

Press **F4** to switch between the reference types.

## Functions

On a worksheet, you can enter simple formulas to add, divide, multiply, and subtract two or more numeric values. All formula entries start with an equal sign (=). For simple formulas, you type the equal sign followed by the numeric values you that you want to calculate and the math operators that you want to use—for example, =10+5.

**Functions** are predefined formulas that perform calculations by using specific values in a particular order or structure. Frequently used Excel functions include SUM, AVERAGE, MIN, and MAX. For example, =SUM(A1:A5) adds all the numbers that are contained in cells A1 through A5.

Click **Insert Function** to the left of the formula bar to search for a function.

## CONCATENATE

The **CONCATENATE** function in Excel allows you to join several text strings into one text string. The syntax is as follows:

=CONCATENATE(text1,text2,...)

Text1, text2, ... are 1 to 30 text items to be joined in a single text item.

You can also use the ampersand (&) operator instead of the CONCATENATE function to join text items. For example, =A1&B1 returns the same value as =CONCATENATE(A1,B1).

## Text to Columns

You can use the **Text to Columns** Wizard in the Data tab to separate simple cell content into different columns. Depending on the way your data is arranged, you can split the cell content based on a delimiter, such as a space or a character, or you can split it based on a specific column break location within your data.

# Useful Shortcut Keys

Title	Key	Description
Copy	Ctrl + C	Copies the selected cells.
Cut	Ctrl + X	Cuts the selected cells.
Edit cell	F2	Edits the active cell and positions the insertion point at the end of the cell contents. Also shows precedents for the arguments in a formula.
Fill Down	Ctrl + D	Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.
Fill Right	Ctrl + R	Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.
Format Cells	Ctrl + 1	Displays the Format Cells dialog box.
Lock cell	F4	Cycles through all the various combinations of absolute and relative references when a cell reference or range is selected in a formula.
Outline Border	Ctrl + Shift + &	Applies the outline border to the selected cells.
Paste	Ctrl + V	Pastes the selected cells.
Paste Special	Alt + E + S	Displays the Paste Special dialog box.
Select Cell	Shift + Arrow Key	Extends the selection of cells by one cell.
Select Range	Ctrl + Shift + Arrow Key	Extends the selection of cells to the last nonblank cell in the same column or row as the active cell.
Switch Workbook	Ctrl + Tab	Switches between workbooks.
Switch Worksheet	Ctrl + PgUp/PgDn	Switches between worksheet tabs.
Undo	Ctrl + Z	Uses the Undo command to reverse the last command or delete the last entry that you typed.

**Note:** To display the S&P Capital IQ ribbon's keyboard shortcuts in Excel 2010, press *Alt + C*. You can also modify the S&P Capital IQ shortcut keys under **Customize > Manager** in the S&P Capital IQ ribbon.

# Getting Started

The S&P Capital IQ Excel Plug-in is a tool that combines the functionality of the Microsoft Office toolkit with financial and qualitative information from S&P Capital IQ. It allows you to quickly populate and update your spreadsheets with financial, market, transaction, macroeconomic, and company data using unique S&P Capital IQ formulas.

## Installing the S&P Capital IQ Excel Plug-in

The S&P Capital IQ Excel Plug-in is installed via a simple download. The steps are as follows:

1. Close all Microsoft Office applications (Excel, PowerPoint, and Word) prior to beginning the installation.
2. On the S&P Capital IQ platform, hover over the **My Capital IQ** tab and select **Downloads**.
3. Click the link for **Download Office Plug-in** to download the installer.
4. Launch the installer and follow the prompts to complete the installation.

**Note:** You will need administrative rights in order to install this application. If you receive a Fatal Error=0 message when trying to install the plug-in on your PC, you do not have the appropriate administrative rights to add or remove programs. Your IT department should be able to provide you with these.

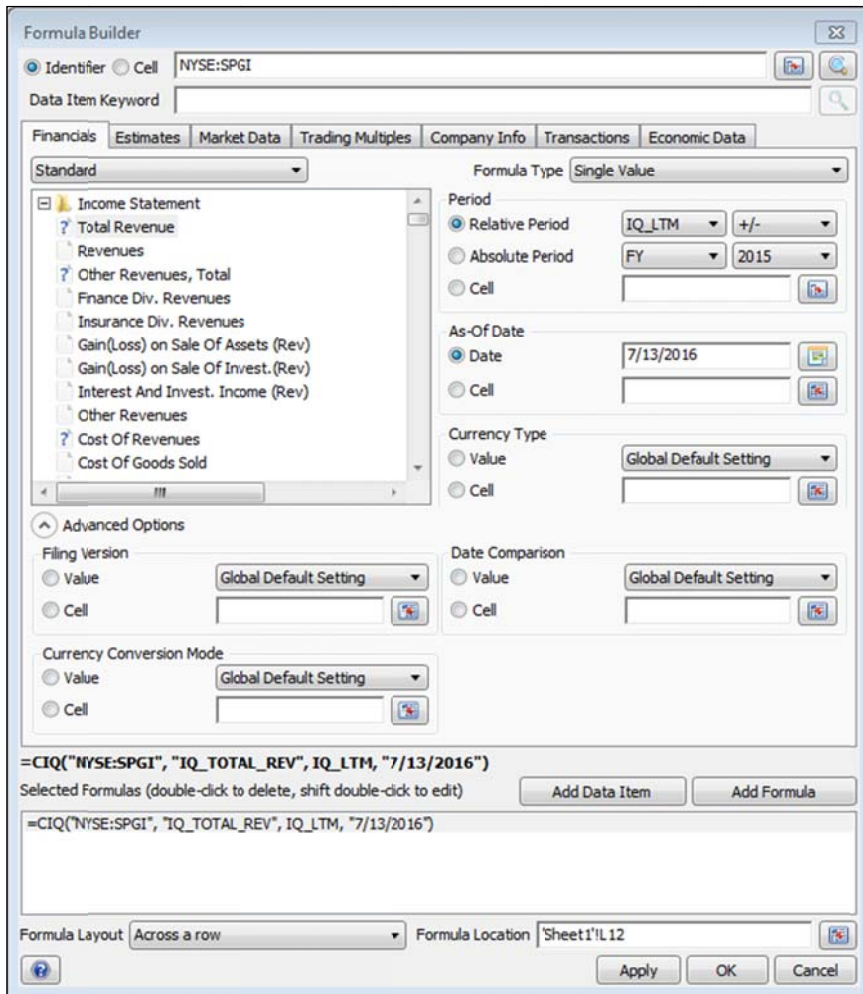
Once installed, the S&P Capital IQ Plug-in features will appear across all Microsoft Office applications (Excel, PowerPoint, and Word).



# Formula Builder

The Formula Builder is a wizard designed to assist with creating S&P Capital IQ formulas. To access the Formula Builder, click the **S&P Capital IQ** tab in the ribbon and select **Formula Builder**, or right-click on an empty cell and select **Insert Formula**.

Once you have finished selecting your desired options, click **Apply** or **OK** at the bottom right of the window to add your formula(s) to the worksheet.



## Searching

Select **Identifier** to input a ticker or CIQ ID. Select **Cell** to insert a cell reference containing an identifier.

## Data Item Keyword

You can search for metrics by entering keywords in the Data Item Keyword box. Clicking on a metric from the search results will add it to your formula.

## Formula Type

You can retrieve a single value, a range of data, or the average, high, low, and percentage change, depending on the metric.

## Selected Formulas

The Selected Formulas box shows you all of the formulas that you have built. You can double-click a formula to delete it from the box or shift double-click to edit the formula.

## Formula Layout

When adding multiple formulas at the same time, you have the option to apply the formulas down a column or across a row.

## Add Formula

When your formula is complete, click **Add Formula** to add it to your selected formulas. Clicking **Add Data Item** will add only the metric—e.g., IQ\_TOTAL\_REV.

## Formula Location

You can choose the cell you would like to add the formula in. The default formula location is the cell you accessed the Formula Builder from.



## Quick Tips

- To populate a cell with the data item, select the data item in the tree, hold down the mouse button, and then drag the data item to the cell, e.g. *IQ\_TOTAL REV*.
- To populate a cell with the data item name, shift-select the data item in the tree, hold down the mouse button, and then drag the data item to the cell, e.g., *Total Revenue*.
- To populate a cell with the data item definition, control-select the data item in the tree, hold down the mouse button, and then drag the data item to the cell.

## Data Sets

S&P Capital IQ offers a variety of data sets within the S&P Capital IQ Excel Plug-in, ranging from Company Information and Financials to Macroeconomic Data. Depending on which set of data you are interested in pulling, the syntax will change slightly. The data sets are organized into the following tabs in the Formula Builder:

### Financials

Formulas relating to a company's financial statements and operating statistics

### Estimates

Formulas relating to estimates for CIQ and Thomson

### Market Data

Formulas relating to market data, including equity market data, fixed income, commodities, and credit ratings

### Trading Multiples

Formulas relating to trading multiples, both trailing and forward

### Company Information

Formulas relating to qualitative company and profile data, including news, professionals, ownership, and private equity

### Transactions

Formulas relating to qualitative and quantitative transaction-specific data for M&A, spin-offs and split-offs, private placements, buybacks, public offerings, and bankruptcies

### Economic Data

Formulas relating to macroeconomic data, both historical and forecast

# Building Formulas for Financials & Estimates

- **Parameter 1: Ticker or CIQ Identifier**
- **Parameter 2: Metric ("IQ\_DATAPoint")**
- Parameter 3: Period Type
- Parameter 4: "As of" Date
- Parameter 5: Filing Version (Financials) or Consolidation (Estimates)
- Parameter 6: Date Comparison
- Parameter 7: Currency Type
- Parameter 8: Currency Conversion Mode

The parameters in bold are required. Period types not specified will default to LTM for financials and NTM for estimates, and the "As of" Date will default to today. All other parameters will default to the options in Settings.

## Parameter 1: Ticker or CIQ Identifier

- For companies, the identifier can be written as Exchange:Ticker (e.g., NYSE:SPGI for S&P Global, Inc.) or the CIQ ID (e.g., IQ21719).
- The Identifier Lookup can help you look up identifiers. To access the Identifier Lookup, right-click on an empty cell and select **Insert CIQ Identifiers**.

## Parameter 2: "IQ\_DATAPoint"

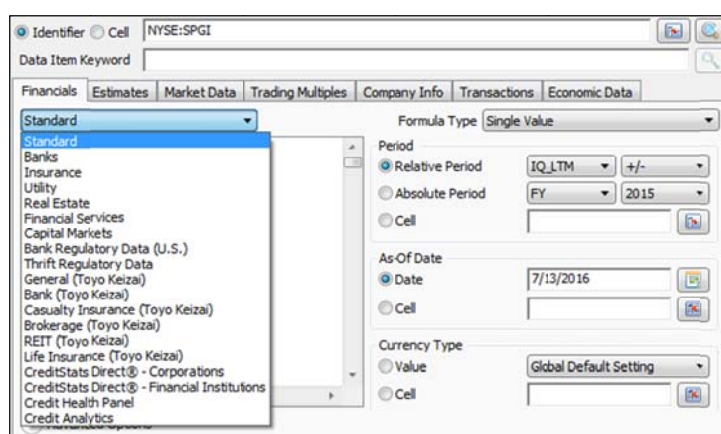
Metrics are organized into folders (e.g., Income Statement, Balance Sheet, Cash Flow, etc.). Click the + next to a folder or double-click the folder name to expand the folder and display the full list of metrics.

## Standardized Data

S&P Capital IQ standardizes all historical data into specific templates so companies in similar industries can be compared correctly.

Our templates include Standard, Banks, Insurance, Utility, Real Estate, Financial Services, Capital Markets, Bank Regulatory Data (U.S.), Thrift Regulatory Data, and Toyo Keizai.

Click the dropdown above the metrics to select the template you would like to view. The Standard template is the default template.



### Parameter 3: Period Type

#### Relative References

You can choose from relative period types for formulas to get automatic updates when new numbers are available. These period types can be modified using the +/- dropdown to go back historically or forward for estimates (e.g., IQ\_FY-1, IQ\_FY+1).

In addition, S&P Capital IQ has assigned a numerical value to relative period types so you can easily add or subtract the reference number to retrieve future or historical information.

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#### Relative Period Types

IQ_FY	1000	Fiscal Year	IQ_FH	100000	Fiscal Half	IQ_FH	100000	Fiscal Half
IQ_CY	10000	Calendar Year	IQ_CH	110000	Calendar Half	IQ_CH	110000	Calendar Half
IQ_LTM	2000	Last Twelve Months	IQ_YTD	3000	Year to Date	IQ_YTD	3000	Year to Date

- **Last Twelve Months (LTM)**

S&P Capital IQ calculates LTM results for a particular period end date by adding the difference of the financials from the year-to-date period on that date and the corresponding year-to-date period from the prior year, to the financials from the most recently completed fiscal year results as of that date.

S&P Capital IQ does not sum four consecutive quarters of data to arrive at an LTM value as our goal is to incorporate the most recently available information in the LTM metric. As quarterly and interim results are usually unaudited, companies often restate reported data from filing to filing throughout the year.

- **Next Twelve Months (NTM)**

NTM estimates are calculated using either the sum of the next four Quarterly Estimates or proportions of current and following Calendarized Estimates if Quarterly Estimates are not available.

#### Absolute References

Alternatively, you can choose to reference absolute periods to retrieve data for a specific time frame.

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#### Absolute Period Types

FY####	e.g., FY2015	FQ#####	e.g., FQ12015	FH#####	e.g., FH12015
CY####	e.g., CY2015	CQ#####	e.g., CQ12015	CH#####	e.g., CH12015

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### Parameter 4: "As of" Date

The "As of" Date represents the date that the selected metric is as of. The "As of" Date will default to today if not specified.

## Parameter 5: Filing Version (Financials) or Consolidation (Estimates)

### Filing Version

For historical data, you can choose from various reporting types for the version of the filing you would like to use as the source of financials.

#### Reporting Types

L	Latest	Retrieves information from the most recent period, including press releases.	P	Preliminary	Retrieves information directly from the press release only.
O	Original	Retrieves information from the first appearance of the financial period in an SEC or other company filing prior to restatements.	LRI	Last Reported Instance	Reviews the latest instance of the latest period end date in the financial statement that the specified data item is in. If a value is not found within this instance, then it will retrieve a null value.
LFR	Latest Fully Reported	Retrieves information only from full reported financial statements. This option excludes press releases.	LRP	Last Reported Period	Reviews all instances for the latest period end date, and if a value is not found, it will then look at the closest previous period end date for the requested value.

### Consolidation

You can choose to retrieve consolidated or unconsolidated estimates. The **consolidated (CON)** option retrieves estimates for the parent company and all its subsidiaries. The **unconsolidated (UNC)** option retrieves estimates for just the parent company without taking into consideration its subsidiaries.

## Parameter 6: Date Comparison

You can choose the reference type for the filing you would like to use as the source of financials. The **compare date to period date (P)** option retrieves financials as of the company's period end date. The **compare date to filing date (F)** option retrieves financials as of the company's filing date.

## Parameter 7: Currency Type

You can specify the currency type in which you want to display the data.

## Parameter 8: Currency Conversion Mode

If you selected a foreign currency type, you can choose to convert the selected currency using historical or current exchange rates. For financials, the **historical (H)** option uses the historical spot exchange rate on the period end dates. The **current (C)** option uses the most recent foreign exchange spot rate available, applied across all historical periods.

### Example(s):

=CIQ("NYSE:SPGI", "IQ\_EBITDA", IQ\_FY, "07/15/2016")

*This will provide you the fiscal year EBITDA value for S&P Global as of 07/15/2016.*

=CIQ("NYSE:SPGI", "IQ\_EBITDA", IQ\_FQ, , , , "USD")

*This will provide you the most recently completed fiscal quarter EBITDA value for S&P Global in US dollars.*

**Note:** Remember to use placeholders (,) for the unused parameters. As stated earlier, parameters 3 & 4, if left blank, will default to IQ\_LTM and today's date, respectively.

=CIQ("NYSE:SPGI", "IQ\_EBITDA\_EST", IQ\_FY + 1, "07/15/2016")

*This will provide you the next fiscal year EBITDA estimate for S&P Global as of 07/15/2016.*

=CIQ("NYSE:SPGI", "IQ\_EBITDA\_EST", IQ\_FQ + 1, , , , "USD")

*This will provide you the next fiscal quarter EBITDA estimate for S&P Global in US dollars.*

## High Value, Low Value & Average Value Formulas for Financials

To calculate the high, low, and/or average value for a financials metric, use a combination of a period type and an end date. The key component to remember when constructing this formula is the 3<sup>rd</sup> parameter, period type. In order to retrieve an accurate value, you must specify how many periods *back* in time you wish to go.

The formula prefix will be =CIQHI, =CIQLO, or =CIQAVG.

- **Parameter 1: Ticker or CIQ Identifier**
- **Parameter 2: Metric ("IQ\_DATAPoint")**
- Parameter 3: Period Type
- Parameter 4: "As of" Date
- Parameter 5: Filing Version
- Parameter 6: Date Comparison
- Parameter 7: Currency Type
- Parameter 8: Currency Conversion Mode

The parameters in bold are required. Period types not specified will default to LTM, and the "As of" Date will default to today. All other parameters will default to the options in Settings.

**Example(s):**

=CIQHI("NYSE:SPGI", "IQ\_EBITDA", IQ\_FY - 4, "07/15/2016")

*This will provide you the highest annual EBITDA figure for S&P Global over the last 5 fiscal years relative to the date specified.*

=CIQLO("NYSE: SPGI ", "IQ\_TOTAL\_REV", IQ\_FQ - 1, IQ\_TODAY)

*This will provide you the lowest quarterly revenue figure for S&P Global over the last 2 fiscal quarters relative to today.*

=CIQAVG("NYSE: SPGI ", "IQ\_COGS", IQ\_CY - 9)

*This will provide you the average annual cost of goods sold for S&P Global for the last 10 calendar years.*

# Building Formulas for Market Data

- **Parameter 1: Ticker or CIQ Identifier**
- **Parameter 2: Metric ("IQ\_DATAPOINT")**
- Parameter 3: "As of" Date
- Parameter 4: Currency Type
- Parameter 5: Currency Conversion Mode

The parameters in bold are required. The "As of" Date will default to today. All other parameters will default to the options in Settings.

## Parameter 1: Ticker or CIQ Identifier

To retrieve market data, you must begin with the correct identifier for the type of data you are interested in pulling. To find a market data identifier, use one of the following options:

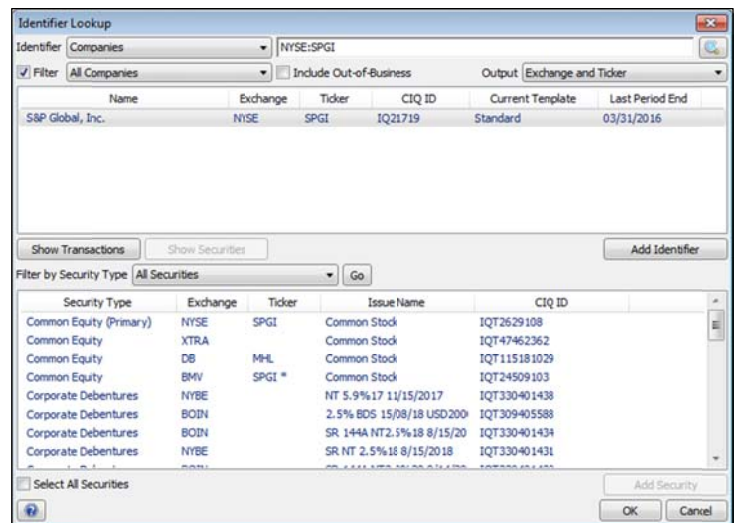
- For market indices, foreign exchange rates, interest rates, and commodities, you can utilize the dropdown menu to the left of the search bar in the Identifier Lookup to search for identifiers.
- For securities, search for a company in the Identifier Lookup, and then select the **Show Securities** button at the bottom left of the window.

Acceptable market data identifiers include the following:

Company Ticker	eg.: SPGI
Company Exchange:Ticker	eg.: NYSE:SPGI
S&P Capital IQ Company ID (IQ)	eg.: IQ21719
Security ID (IQT)	eg.: IQT2629108
Currency ID	eg.: \$EURUSD
Interest Rate ID	eg.: IQ36183708
Commodity ID	eg.: ^GC

CUSIPs, ISINs, and SEDOLs can also be referenced as follows:

CUSIP (CSP_#)	eg.: CSP_580645109
ISIN (I_#)	eg.: I_US5806451093
SEDOL (S_#)	eg.: S_2551443



## Parameter 2: "IQ\_DATAPOINT"

Metrics are organized into folders (e.g., Equity Market Data, Fixed Income, Rates and Indices, etc.). Click the + next to a folder or double-click the folder name to expand the folder and display the full list of metrics. To correctly retrieve data, you must ensure that you are using the appropriate identifier for the selected metric.

## Parameter 3: "As of" Date

The "As of" Date represents the date that the selected metric is as of. The "As of" Date will default to today if not specified. You can also reference a relative date to retrieve data (i.e. "-7d").

#### Parameter 4: Currency Type

You can specify the currency type in which you want to display the data.

#### Parameter 5: Currency Conversion Mode

If you selected a foreign currency type, you can choose to convert the selected currency using historical or current exchange rates.

#### Example(s):

```
=CIQ("NYSE:SPGI", "IQ_MARKETCAP", "07/15/2016")
```

*This will provide you the market capitalization for S&P Global as of 07/15/2016.*

```
=CIQ("NYSE: SPGI ", "IQ_MARKETCAP", , "GBP")
```

*This will provide you the latest market capitalization for S&P Global in British Pounds.*

## High Value, Low Value, Average Value & Percent Change Formulas for Market Data

You can calculate the high, low, average and/or percent change of a market data metric over a specified time frame using either a start and end date or a period type.

The prefix of the formula will be =CIQHI, =CIQLO, =CIQAVG, or =CIQPC.

#### Method 1: Start Date and End Date

- **Parameter 1: Ticker or CIQ Identifier**
- **Parameter 2: Metric ("IQ\_DATAPoint")**
- **Parameter 3: Start Date**
- Parameter 4: End Date
- Parameter 5: Currency Type
- Parameter 6: Currency Conversion Mode

The parameters in bold are required. The End Date will default to today. All other parameters will default to the options in Settings.



### Example(s):

=CIQHI("NYSE:SPGI", "IQ\_MARKETCAP", "04/15/2013", "04/15/2016")

*This will provide you the highest market capitalization over the specified time frame for S&P Global.*

=CIQLO("NYSE:SPGI", "IQ\_LASTSALEPRICE", "05/15/2013", "05/15/2016")

*This will provide you the lowest sale price over the specified time frame for S&P Global.*

=CIQAVG("NYSE:SPGI", "IQ\_VOLUME", "06/15/2013", "06/15/2016")

*This will provide you the average volume over the specified time frame for S&P Global.*

=CIQPC("NYSE:SPGI", "IQ\_TEV", "07/15/2013", "07/15/2016")

*This will provide you the percent change of the TEV over the specified time frame for S&P Global.*

### Method 2: Period Type

- **Parameter 1: Ticker or CIQ Identifier**
- **Parameter 2: Metric ("IQ\_DATAPoint")**
- **Parameter 3: Period Type**
- Parameter 4: Blank
- Parameter 5: Currency Type
- Parameter 6: Currency Conversion Mode

The parameters in bold are required. All other parameters will default to the options in Settings.

### Example(s):

=CIQHI("NYSE:SPGI", "IQ\_MARKETCAP", IQ\_LTM)

*This will provide you the highest market capitalization over the most recently completed LTM period for S&P Global.*

=CIQLO("NYSE:SPGI", "IQ\_LASTSALEPRICE", IQ\_FQ)

*This will provide you the lowest sale price over the most recently completed fiscal quarter for S&P Global.*

=CIQAVG("NYSE:SPGI", "IQ\_VOLUME", IQ\_FY)

*This will provide you the average volume over the most recently completed fiscal year for S&P Global.*

=CIQPC("NYSE:SPGI", "IQ\_TEV", IQ\_CY)

*This will provide you the percentage change of the TEV over the most recently completed calendar year for S&P Global.*

# Building Formulas for Trading Multiples

- **Parameter 1: Ticker or CIQ Identifier**
- **Parameter 2: Metric ("IQ\_DATAPoint")**
- Parameter 3: Period Type
- Parameter 4: "As of" Date

The parameters in bold are required. Period types not specified will default to LTM for trailing trading multiples and NTM for forward trading multiples, and the "As of" Date will default to today. All other parameters will default to the options in Settings.

## Parameter 1: Ticker or CIQ Identifier

- For companies, the identifier can be written as Exchange:Ticker (e.g., NYSE:SPGI for S&P Global, Inc.) or the CIQ ID (e.g., IQ21719).
- The Identifier Lookup can help you look up identifiers. To access the Identifier Lookup, right-click on an empty cell and select **Insert CIQ Identifiers**.

## Parameter 2: "IQ\_DATAPoint"

Metrics are organized into folders (e.g., Trailing Trading Multiples, Forward Trading Multiples, etc.). Click the + next to a folder or double-click the folder name to expand the folder and display the full list of metrics.

## Parameter 3: Period Type

You can choose from various relative period types. For trailing trading multiples, it is highly recommended that you use IQ\_LTM. This will retrieve the multiple that was available to the market as of a specified date.

## Parameter 4: "As of" Date

The "As of" Date represents the date that the selected metric is as of. The "As of" Date will default to today if not specified. S&P Capital IQ calculates its trading multiples on a daily basis.

### Example(s):

```
=CIQHI("NYSE:SPGI", "IQ_PE_EXCL", IQ_LTM, "05/15/2013", "05/15/2016")
```

*This will provide you the highest LTM P/E multiple over the specified time frame for S&P Global.*

```
=CIQLO("NYSE:SPGI", "IQ_TEV_EBITDA", IQ_LTM, "06/15/2013", "06/15/2016")
```

*This will provide you the lowest LTM TEV/EBITDA multiple over the specified time frame for S&P Global.*

```
=CIQAVG("NYSE:SPGI", "IQ_PBV", IQ_LTM, "07/15/2013", "07/15/2016")
```

*This will provide you the average LTM Price/Book Value multiple over the specified time frame for S&P Global.*

# High Value, Low Value & Average Value Formulas for Trading Multiples

To calculate the high, low and/or average for a trading multiples metric, use a combination of a period type, start date, and end date.

The prefix of the formula will be =CIQHI, =CIQLO, or =CIQAVG.

- **Parameter 1: Ticker or CIQ Identifier**
- **Parameter 2: Metric ("IQ\_DATAPoint")**
- Parameter 3: Period Type
- **Parameter 4: Start Date**
- Parameter 5: End Date

The parameters in bold are required. Period types not specified will default to LTM for trailing trading multiples and NTM for forward trading multiples, and the End Date will default to today. All other parameters will default to the options in Settings.

## Example(s):

```
=CIQHI("NYSE:SPGI", "IQ_PE_EXCL", IQ_LTM, "03/09/2009", "03/09/2012")
```

*This will provide you the highest LTM P/E multiple over the specified time frame for S&P Global.*

```
=CIQLO("NYSE:SPGI", "IQ_TEV_EBITDA", IQ_LTM, "04/09/2009", "04/09/2012")
```

*This will provide you the lowest LTM TEV/EBITDA multiple over the specified time frame for S&P Global.*

```
=CIQAVG("NYSE:SPGI", "IQ_PBV", IQ_LTM, "05/09/2009", "05/09/2012")
```

*This will provide you the average LTM Price/Book Value multiple over the specified time frame for S&P Global.*

# Building Formulas for Company Information

- **Parameter 1: Ticker or CIQ Identifier**
- **Parameter 2: Metric ("IQ\_DATAPPOINT")**

The parameters in bold are required.

## Parameter 1: Ticker or CIQ Identifier

- For companies, the identifier can be written as Exchange:Ticker (e.g., NYSE:SPGI for S&P Global, Inc.) or the CIQ ID (e.g., IQ21719).
- The Identifier Lookup can help you look up identifiers. To access the Identifier Lookup, right-click on an empty cell and select **Insert CIQ Identifiers**.

## Parameter 2: "IQ\_DATAPPOINT"

Metrics are organized into folders (e.g., General, News, Professionals, etc.). Click the + next to a folder or double-click the folder name to expand the folder and display the full list of metrics.

### Example(s):

```
=CIQ("NYSE:SPGI", "IQ_COMPANY_NAME")
```

*This will provide you the full company name for S&P Global.*

**Note:** Most of the metrics in the General folder have only two parameters.

# Building Formulas for Transactions

- **Parameter 1: CIQ Transaction ID**
- **Parameter 2: Metric ("IQ\_DATAPPOINT")**
- Parameter 3: Blank
- Parameter 4: Currency Type
- Parameter 5: Currency Conversion Mode

The parameters in bold are required. All other parameters will default to the options in Settings.

## Parameter 1: CIQ Transaction ID

To retrieve transaction data, you must begin with the transaction identifier. To find a CIQ transaction ID, use one of the following options:

- Search for a company in the Identifier Lookup, and then select the **Show Transactions** button at the bottom left of the window.
- Click the **S&P Capital IQ** tab and select **Screening** in the **Other Functions** group to download screens from the platform.
- Use the **Transaction Lists** data items from the **Lists** folder in the **Company Info** tab.

## Parameter 2: "IQ\_DATAPPOINT"

To correctly retrieve data, you must ensure that you are using the appropriate metrics from the folder associated with the transaction identifier. For example, metrics from the Public Offerings folder need to reference a transaction identifier for a public offering.

## Parameter 3: Blank

This parameter is unused in transaction formulas.

## Parameter 4: Currency Type

You can specify the currency type in which you want to display the data.

## Parameter 5: Currency Conversion Mode

If you selected a foreign currency type, you can choose to convert the selected currency using historical or current exchange rates.

### Example(s):

```
=CIQ("IQTR11733457", "IQ_TR_TARGETNAME")
```

*This will provide you the target name for the associated transaction ID.*

```
=CIQ("IQTR11733457", "IQ_TR_IMPLIED_EV", , "HKD")
```

*This will provide you the implied enterprise value of the associated transaction in Hong Kong Dollars.*

# Building Formulas for Economic Data

- **Parameter 1: Country ID**
- **Parameter 2: Metric ("IQ\_DATAPoint")**
- Parameter 3: Period Type
- Parameter 4: "As of" Date
- Parameter 5: Blank
- Parameter 6: Blank
- Parameter 7: Currency Type
- Parameter 8: Currency Conversion Mode

The parameters in bold are required. The "As of" Date will default to today. All other parameters will default to the options in Settings.

## Parameter 1: Country ID

To retrieve economic data, you must begin with the country identifier. To find a country ID, use one of the following options:

- Select **Insert Country Identifiers** from the right-click menu.
- Click the **Economic Data** tab in the Formula Builder, and then search by country in the Identifier Lookup.

## Parameter 2: "IQ\_DATAPoint"

Metrics are organized into folders (e.g., Global Historical, U.S., Global Forecast, etc.). Click the + next to a folder or double-click the folder name to expand the folder and display the full list of metrics.

## Parameter 3: Period Type

In addition to the period types available for financials, you can choose to retrieve data for the additional reporting period types below:

---

Reporting Types

IQ_MONTH	Month	15000
----------	-------	-------

IQ_WEEK	Week	50000
---------	------	-------

---

## Parameter 4: "As of" Date

The "As of" Date represents the date that the selected metric is as of. The "As of" Date will default to today if not specified.

### Parameters 5 & 6: Blank

These parameters are unused in economic data formulas.

### Parameter 7: Currency Type

You can specify the currency type in which you want to display the data.

### Parameter 8: Currency Conversion Mode

If you selected a foreign currency type, you can choose to convert the selected currency using historical or current exchange rates.

#### Example(s):

```
=CIQ ("US", "IQ_REAL_GDP", IQ_CY, "07/15/2016")
```

*This will provide you the calendar year gross domestic product value for the United States as of 07/15/2016.*

# Building Range Formulas

The S&P Capital IQ Excel Plug-in allows you to pull in a range of metrics at once with just one formula. The prefix for a range formula is =CIQRANGE. The parameters will change depending on the data set you are retrieving. The label refers to the text displayed for the cell in which the formula was built.

By default, all range formulas will output data down a column. To distribute the data across the row, use "A" at the end of the CIQRANGE so that the prefix of the formula is =CIQRANGEA.

CIQRANGEV will provide a range of values, but the values will be hardcoded.

## Financials

You can construct a range formula with almost every data item in the Financials tab. The key component to remember when constructing this formula is the 3rd parameter, period type. In order to receive an accurate range, you must specify how many periods *back* in time you wish it to go.

- **Parameter 1: Ticker or CIQ Identifier**
- **Parameter 2: Metric ("IQ\_DATAPoint")**
- **Parameter 3: Period Type**
- Parameter 4: "As of" Date
- Parameter 5: Filing Version
- Parameter 6: Date Comparison
- Parameter 7: Currency
- Parameter 8: Currency Conversion Mode
- Parameter 9: Label

The parameters in bold are required. The "As of" Date will default to today. All other parameters will default to the options in Settings.

### Example(s):

```
=CIQRANGE("NYSE:SPGI", "IQ_EBITDA", IQ_FY - 4, "07/15/2016", , , "USD")
```

*This will provide you the last 5 fiscal years of EBITDA for S&P Global relative to the date specified, in US Dollars.*



## Market Data

You can construct a range formula with almost every data item in the Market Data tab. However, there is a 5 year limit when using the daily frequency.

- **Parameter 1: Ticker or CIQ Identifier**
- **Parameter 2: Metric ("IQ\_DATAPoint")**
- **Parameter 3: Start Date**
- Parameter 4: End Date
- Parameter 5: Currency
- Parameter 6: Currency Conversion Mode
- Parameter 7: Sort Order
- Parameter 8: Frequency
- Parameter 9: Label

The parameters in bold are required. The End Date will default to today and the sort order will default to ascending. All other parameters will default to the options in Settings.

### Example(s):

```
=CIQRANGE("NYSE:SPGI", "IQ_CLOSEPRICE", "07/15/2015", "07/15/2016", "USD", , , "M")
```

*This will provide you the monthly stock prices for S&P Global between the two dates specified, in US Dollars.*

## Trading Multiples

You can construct a range formula for all trailing and forward trading multiples. However, there is a 5 year limit when using the daily frequency.

### Trailing Trading Multiples

- **Parameter 1: Ticker or CIQ Identifier**
- **Parameter 2: Metric ("IQ\_DATAPoint")**
- **Parameter 3: Period Type**
- **Parameter 4: Start Date**
- Parameter 5: End Date
- Parameter 6: Blank
- Parameter 7: Sort Order
- Parameter 8: Frequency
- Parameter 9: Label

The parameters in bold are required. Period types not specified will default to LTM, the End Date will default to today, and the sort order will default to ascending. All other parameters will default to the options in Settings.

### Example(s):

```
=CIQRANGE("NYSE:SPGI", "IQ_PE_EXCL", IQ_LTM, "07/15/2015", "07/15/2016", , , "M", "P/Diluted EPS Before Extra")
```

*This will provide you the monthly LTM PE multiples for S&P Global between the two dates specified.*

## Forward Trading Multiples

- **Parameter 1: Ticker or CIQ Identifier**
- **Parameter 2: Metric ("IQ\_DATAPOINT")**
- **Parameter 3: Period Type**
- **Parameter 4: Start Date**
- Parameter 5: End Date
- Parameter 6: Consolidation
- Parameter 7: Sort Order
- Parameter 8: Frequency
- Parameter 9: Blank
- Parameter 10: Blank
- Parameter 11: Label

The parameters in bold are required. Period types not specified will default to NTM, the End Date will default to today, and the sort order will default to ascending. All other parameters will default to the options in Settings.

### Example(s):

```
=CIQRANGE("NYSE:SPGI", "IQ_PE_EXCL_FWD", IQ_NTM, "07/15/2015", "07/15/2016", , , "M", , , "Forward P/E")  
This will provide you the monthly NTM PE multiples for S&P Global between the two dates specified.
```

## Company Information

Many of the data items in the Company Information tab require a CIQRANGE formula to correctly retrieve data. These data items include the following:

News	Private Ownership	Latest Analyst Coverage
Professionals	Lists	Government Assistance Programs
Public Ownership	Private Equity	

You can change the Starting Rank and Ending Rank in these formulas to specify the number of data items you would like to retrieve.

- **Parameter 1: Ticker or CIQ Identifier**
- **Parameter 2: Metric ("IQ\_DATAPOINT")**
- Parameter 3: Starting Rank
- Parameter 4: Ending Rank
- Parameter 5: "As of" Date
- Parameter 6: Blank
- Parameter 7: Blank
- Parameter 8: Blank
- Parameter 9: Label

The parameters in bold are required. The "As of" Date will default to today.

**Example(s):**

=CIQRANGE("NYSE:SPGI", "IQ\_TRANSACTION\_LIST", 1, 10, , , , "All Transactions")

*This will provide you the last 10 transactions for S&P Global.*

=CIQRANGE("NYSE:SPGI", "IQ HOLDER\_NAME", 1, 5, , , , "Holder Name")

*This will provide you the name of top 5 shareholders of S&P Global.*

=CIQRANGE("NYSE:SPGI", "IQ HOLDER\_SHARES", 1, 5, "07/15/2016", , , "Holder Total Shares")

*This will provide you the holder total shares of the current top 5 shareholders of S&P Global as of 07/15/2016.*

# Building Range Formulas (Advanced)

## Segments

The formulas for Business Segments and Geographic Segments in the Financials tab of the Formula Builder include options for Absolute and Relative Ranking. The difference between Absolute Ranking and Relative Ranking is the order in which the segments are displayed.

- **Absolute Ranking** retrieves the Business and Geographic Segments in the same order each and every year. This is valuable when doing historical analysis. Each segment is assigned a Segment ID Number that is locked in the database. S&P Capital IQ determined the absolute rank of segments on January 30, 2008. New segments from filings following this date are assigned their own Segment ID Number and are added to the end of the list.
- **Relative Ranking** retrieves the Business and Geographic Segments in the order exactly as they appear in the latest available financial document. Inactive and discontinued segments are ranked below all other segments available from the latest financial document.

### Example(s):

```
=CIQRANGE("NYSE:SPGI", "IQ_BUS_SEG_NAME_ABS", 1, 5, IQ_FY, , , , , "Segment Name")
```

*This will provide you the last 5 segments for S&P Global on an absolute ranking basis.*

```
=CIQRANGE("NYSE:SPGI", "IQ_BUS_SEG_NAME", 1, 5, IQ_FY, , , , , "Segment Name")
```

*This will provide you the last 5 segments for S&P Global on a relative ranking basis.*

## As Presented Financials

The formulas for As Presented Financials in the Financials tab of the Formula Builder also include options for Absolute and Relative Ranking. The difference between Absolute Ranking and Relative Ranking is the order in which the segments are displayed. Note that As Presented Financials must be retrieved in “blocks”—for example, on the Income Statement, revenues will be retrieved as one block and expenses as another.

- **Absolute Ranking** retrieves the As Presented line items in the same order each and every year. Each line item is assigned a Line Item ID Number that is locked in the database. New line items from filings are assigned their own Line Item ID Number and are added to the end of the list.
- **Relative Ranking** retrieves the As Presented line items in the order exactly as they appear in the latest available financial document.

### Example(s):

=CIQRANGE("NYSE:SPGI", "IQ\_REV\_NAME\_AP\_ABS", 1, 5, , , , , "Revenues Line Item Name")

*This will provide you the last 5 As Presented Line Items for Revenues for S&P Global on an absolute ranking basis.*

=CIQRANGE("NYSE:SPGI", "IQ\_REV\_NAME\_AP", 1, 5, , , , , "Revenues Line Item Name")

*This will provide you the last 5 As Presented Line Items for Revenues for S&P Global on a relative ranking basis.*

## Detailed Estimates

You can use detailed estimates formulas to retrieve individual analyst estimates for a specific company. These can be retrieved for all forward and historical periods, depending on your capabilities.

To retrieve detailed estimates, you must first pull in the contributors and their corresponding IQC identifiers. Since the contributor coverage can change from period to period, you should keep the Period and "As of" Date parameters in your range of detailed estimates consistent with those in your Contributor Name and Contributor ID formulas.

You can access all the contributor identifiers for detailed estimates in the **Contributor Index** tab of the **Detailed Broker Estimates** template.

### Example(s):

=CIQRANGE("NYSE:SPGI", "IQ\_CONTRIB\_ID\_DET\_EST", IQ\_FY + 1, , , , , "Contributor ID")

*This will provide you the Contributor IDs for S&P Global for the next fiscal year.*

=CIQ("NYSE:SPGI", "IQ\_REV\_DET\_EST", IQ\_FY + 1, , , , , "IQC4")

*This will provide you S&P Global's detailed revenue estimate from Credit Suisse for the next fiscal year.*

## Key Developments

You can construct a range formula for key developments. However, this functionality is unavailable in the Formula Builder. You can use the formula below to find the Key Development IDs:

=CIQRANGE("Ticker", "IQ\_KEY\_DEV\_ID", "Start Date", "End Date", "Category Type", , , , "Key Developments")

**Note:** By default, the formula will retrieve Key Developments for a year prior to your End Date. You cannot retrieve key developments for more than a year prior to your End Date.

The formula below will retrieve the Key Development headline from the range of IQKD identifiers:

=CIQ("Key Development ID", "IQ\_KEY\_DEV\_HEADLINE")

Additional metrics are as follows:

- IQ\_KEY\_DEV\_DATE
- IQ\_KEY\_DEV\_HEADLINE

- IQ\_KEY\_DEV\_TYPE
- IQ\_KEY\_DEV\_SOURCE
- IQ\_KEY\_DEV\_TIME

**Example(s):**

=CIQRANGE("NYSE:SPGI", "IQ\_KEY\_DEV\_ID", "-1Y", "07/15/2016", , , , , "Key Developments")  
*This will provide you the key developments for S&P Global between the two dates specified.*

You can retrieve different categories of Key Developments by choosing the Category Type in Parameter 5. If you would like to retrieve multiple categories of Key Developments with the same formula, you can type the desired category IDs into a single cell separated by commas and reference the cell in Parameter 5 in your formula. Leaving Parameter 5 blank will retrieve all key developments for the selected period.

The **Major Categories** for Parameter 5 are as follows:

Major Category	ID
Company Forecasts and Ratings	C1
Announced/Completed Transactions	C2
Potential Transactions	C3
Listing/Trading Related	C4
Potential Red Flags/Distress Indicators	C5
Results Announcements/Corporate Communications	C6
Customer/Product Related	C7
Corporate Structure Related	C8
Dividends/Splits	C10
LCD News	C11

The **Sub-Types** for Parameter 5 are as follows:

Sub-Type	ID	Sub -Type	ID
Seeking to Sell/Divest	T1	IPOs	T85
Seeking Acquisitions/Investments	T3	Follow-on Equity Offerings	T86
Seeking Financing/Partners	T5	Fixed Income Offerings	T87
Bankruptcy Related	T7	Derivative/Other Instrument Offerings	T88
Delayed SEC Filings	T11	Bankruptcies Files	T89
Delistings	T12	Bankruptcies Concluded	T90
Executive/Board Changes - Other	T16	Emerged from Bankruptcy	T91
Discontinued Operations/Downsizings	T21	End of Lock-Up Period	T92
Strategic Alliances	T22	Shelf Registration Filings	T93
Client Announcements	T23	Special Dividend Announced	T94
Accounting Issues/SEC Inquiries	T24	Index Constituent Adds	T95
Lawsuits & Legal Issues	T25	Special/Extraordinary Shareholders Meetings	T97
Corporate Guidance - Lowered	T26	Potential Privatization of Government Entities	T99
Corporate Guidance - Raised	T27	Ex-Div Date (Special)	T100
Announcement of Earnings	T28	Executive Changes - CEO	T101
Corporate Guidance - New/Confirmed	T29	Executive Changes - CFO	T102
Business Expansions	T31	LCD Institutional Loan News	T103

Business Reorganizations	T32 LCD Trend News	T104
Buybacks	T36 LCD Fallen Angel News	T105
Product-Related Announcements	T41 LCD Debtor-in-Possession News	T106
Debt Financing Related	T42 LCD Middle Market News	T107
Restatements of Operating Results	T43 LCD High-Yield Bond Story News	T108
Labor-Related Announcements	T44 LCD Leveraged Buyout News	T109
Dividend Affirmations	T45 LCD People Story News	T110
Dividend Increases	T46 LCD Sponsored Deal News	T111
Dividend Decreases	T47 LCD M&A News	T112
Earnings Calls	T48 LCD Distressed News	T113
Guidance/Update Calls	T49 LCD Break Price News	T114
Shareholder/Analyst Calls	T50 LCD Investment Grade Loan News	T115
Conference Presentation Calls	T51 LCD Repricing News	T116
Special/M&A Calls	T52 LCD Dividend News	T117
Stock Splits & Significant Stock Dividends	T53 LCD Repayment News	T118
Stock Dividends (<5%)	T54 LCD Mezzanine Debt News	T119
Expected Earnings Release Date	T55 LCD Second-Lien News	T120
Name Changes	T56 LCD High-Yield Europe News	T121
Exchange Changes	T57 LCD Covenant-Lite News	T122
Ticker Changes	T58 LCD Cross-Border Deal News	T123
Auditor Going Concern Doubts	T59 LCD CLO News	T124
Address Changes	T60 LCD Secondary Story News	T125
Delayed Earnings Announcements	T61 LCD Amendment News	T127
Annual General Meetings	T62 LCD Communications News	T128
Considering Multiple Strategic Alternatives	T63 LCD European News	T129
Ex-Div Date (Regular)	T64 LCD Price-Flex News	T130
M&A Rumors and Discussions	T65 LCD Global News	T131
Credit Rating - S&P - Upgrade	T68 LCD Ratings News	T132
Credit Rating - S&P - Downgrade	T69 Composite Units Offerings	T134
Credit Rating - S&P - Not-Rated Action	T70 Structured Products Offerings	T135
Credit Rating - S&P - New Rating	T71 Public Offering Lead Underwriter Change	T136
Credit Rating - S&P - CreditWatch/Outlook Action	T72 Spin-Off/Split-Off	T137
Impairments/Write Offs	T73 Announcements of Sales/Trading Statement	T138
Debt Defaults	T74 Sales/Trading Statement Calls	T139
Index Constituent Drops	T75 Expected Sales/Trading Statement Release Date	T140
Legal Structure Changes	T76 LCD Bids Wanted in Competition	T141
Changes in Company Bylaws/Rules	T77 LCD Company Buys Back Outstanding Bank Debt	T142
Board Meetings	T78 LCD Debt Exchange	T143
Fiscal Year End Changes	T79 Expected Earnings Release Date (CIQ Expected)	T144
M&A Transaction Announcements	T80 LCD Loan Credit Default Swap News	T145
M&A Transaction Closings	T81 LCD Credit Defaults Swap News	T146
M&A Transaction Cancellations	T82 LCD Default News	T147
Private Placements	T83 LCD Deal Launch News	T148

# Additional CIQ Functions: CIQMATRIX & CIQSPLIT

## CIQMATRIX (Download Financials)

The CIQMATRIX function can be used to download financials for the Standard, Industry Specific, and As Presented Income Statement, Balance Sheet, and Cash Flow directly into Microsoft Excel with one formula. It was introduced with the S&P Capital IQ Excel Plug-in Version 8.0 and can be found in the **Download Financials** folder in the Formula Builder.

**Standard:** Pulls the Standard template for the specified company. This will retrieve the same line items for all companies.

- IQ\_INCOME\_STATEMENT\_STANDARD
- IQ\_INCOME\_STATEMENT\_STANDARD\_CO
- IQ\_BALANCE\_SHEET\_STANDARD
- IQ\_BALANCE\_SHEET\_STANDARD\_CO
- IQ\_CASH\_FLOW\_STANDARD
- IQ\_CASH\_FLOW\_STANDARD\_CO

**Industry Specific:** Pulls the Industry Specific template for the specified company. If a company does not have an Industry Specific template, this will retrieve the same line items as the Standard template.

- IQ\_INCOME\_STATEMENT\_INDUSTRY
- IQ\_INCOME\_STATEMENT\_INDUSTRY\_CO
- IQ\_BALANCE\_SHEET\_INDUSTRY
- IQ\_BALANCE\_SHEET\_INDUSTRY\_CO
- IQ\_CASH\_FLOW\_INDUSTRY
- IQ\_CASH\_FLOW\_INDUSTRY\_CO

**As Presented:** Retrieves the line items as the company reported them on their latest financial document.

- IQ\_INCOME\_STATEMENT\_AP
- IQ\_BALANCE\_SHEET\_AP
- IQ\_CASH\_FLOW\_AP

Metrics ending in `_CO` are Company Specific—they will display only the line items which the company has values for, so you will see a truncated version of the Standard and Industry Specific templates.



The prefix of the formula will be =CIQMATRIX.

- **Parameter 1: Ticker or CIQ Identifier**
- **Parameter 2: Metric ("IQ\_DATAPoint")**
- **Parameter 3: Period Type**
- Parameter 4: Blank
- Parameter 5: Filing Version
- Parameter 6: Date Comparison
- Parameter 7: Currency
- Parameter 8: Currency Conversion Mode
- Parameter 9: Period Order
- Parameter 10: Label

The parameters in bold are required. The "As of" Date will default to today. All other parameters will default to the options in Settings.

#### Example(s):

```
=CIQMATRIX("NYSE:SPGI", "IQ_INCOME_STATEMENT_STANDARD", IQ_FY - 1, , , , , "Income Statement - Standard")  
This will provide you the Standard Income Statement for S&P Global for the last 2 fiscal years.
```

## CIQSPLIT

Microsoft Excel limits the length of cell contents (text)—only 1,024 characters will display in a cell. This may cause business descriptions to be cut off when you retrieve them in Excel.

The CIQSPLIT function allows you to format the business description into rows that can be adjusted to fit any style and format. The parameters are as follows:

```
=CIQSPLIT(BUSINESS DESCRIPTION REFERENCE, ROW REFERENCE, # OF CHARACTERS PER ROW)
```

# Appendix

## Date Functions

### Excel Date Functions:

#### EDATE

The EDATE function returns the date that is the indicated number of months before or after a specified date. The formula is as follows:

=EDATE (Start Date, Months)

#### Example(s):

```
=EDATE("3/20/2013",-1)
```

*This will provide you the date one month before 3/20/2013.*

```
=EDATE("3/20/2013",2)
```

*This will provide you the date two months after 3/20/2013.*

**Note:** The Analysis ToolPak add-in must be enabled for the EDATE function to work.

- Excel 2003: Tools → Add-Ins
- Excel 2007: Home Button → Excel Options → Add-Ins
- Excel 2010: File → Options → Add-Ins

### S&P Capital IQ Date Functions:

The formula to pull in **today's date** is as follows:

```
=CIQGETDATE(IQ_TODAY)
```

This formula can also be used to retrieve historical dates. For example, the formula for yesterday's date would be =CIQGETDATE(IQ\_TODAY) - 1

**Note:** You should not use the Excel functions =NOW() and =TODAY(), as they will conflict with the S&P Capital IQ Excel Plug-in.

The formula to pull in a company's **period date** for a specific period is as follows:

```
=CIQ("NYSE:SPGI", "IQ_PERIODDATE", IQ_FY)
```

*This will provide you the period date for S&P Global's most recently completed fiscal year.*

The formula to pull in a company's **filing date** for a specific period is as follows:

```
=CIQ("NYSE:SPGI", "IQ_FILINGDATE_IS", IQ_FY)
```

*This will provide you the filing date for S&P Global's most recently completed fiscal year income statement. (Please note that this works for the balance sheet and cash flow statements as well.)*

The formula to pull in a company's **first pricing date** is as follows:

`=CIQ("NYSE:SPGI", "IQ_FIRSTPRICINGDATE")`

*This will provide you the first date that S&P Capital IQ has pricing for S&P Global.*

The formula to pull in a company's **latest trading day** is as follows:

`=CIQ("NYSE:SPGI", "IQ_PRICEDATE")`

*This will provide you the latest date on which pricing is available for S&P Global.*

The formula to pull in a **range of trading days** between two dates is as follows:

`=CIQRANGE("NYSE:SPGI", "IQ_PRICEDATE", "07/15/2015", "07/15/2016")`

*This will provide you all the trading days for S&P Global between 07/15/2015 and 07/15/2016.*