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GETTING STARTED WITH THE SNL OFFICE EXCEL ADD-IN

System Requirements
Before you get started with SNL Office, ensure your computer meets the following System Requirements.

Supported Browsers: Internet Explorer 9, 10 & 11
Additional Requirements: Requires Microsoft .NET 4.0 or later
Requires HTTP and HTTPS (via port 443) access to app.snl.com, app1.snl.com, and app2.snl.com

In addition to confirming that your computer meets the System Requirements listed above, you must have administrative permission to download and install new software on your computer. If you are uncertain or you do not have this permission, please contact your IT department for assistance.

Register to Become a Beta User
Go to the SNL Office information page - www.snl.com/SNLOffice - and register to become a Beta user. An SNL representative will contact you with instructions on how to start using SNL Office.

Download and Install
After you have confirmed your computer meets the above System Requirements, go to the SNL Office installation page.

1. Click on the Install SNL Office button on the right side of the page.

2. The SNL Office installation file will be downloaded to your computer. You will be prompted to Run or Save the file. SNL recommends that you save the file to your computer. After you run the file you can delete it from your computer.

3. Click on the file and then click Install. If you wish to install the application in a different directory then click the Options button as shown in figure 1 below and then click Browse and choose the location in which you want to install SNL Office.

![Figure 1: SNL Office Setup](image)

4. When the application finishes installing click Close.

After you install SNL Office, the application technology allows users to receive new and updated data set enhancements without having to install a new version of the application.
NAVIGATING SNL OFFICE IN THE EXCEL RIBBON

After properly installed, SNL Office automatically appears in Microsoft Excel as a new ribbon tab labeled SNL as shown below in figure 2.

Listed below is a brief description of each button in the SNL ribbon.

Sign In / Sign Out

Sign In to or Sign Out of SNL Office

Refresh Data

REFRESH BUTTON
Select which cells to refresh in your SNL function-driven models. By default, when the Refresh button is clicked the entire worksheet is refreshed. If you want to control which part of your active workbook is refreshed, click the bottom portion of the button and choose from Selected Cells, Entire Sheet or All Sheets.

You can insert refresh buttons into your workbook to customize your workbook. Each button contains VBA code that controls which portion of the workbook is refreshed. To learn more about this feature, see the Advanced Refresh Data Options section in this document.

REFRESH OPTIONS
Select Automatically refresh SNL data if you want functions to refresh automatically when a change is made or leave this setting as its default, Manually refresh SNL data for full control of refreshing functions.
Data

**DATA WIZARD**
Open the Data Wizard to begin building your SNL function-driven model. To learn more about using the Data Wizard, see the Data Wizard section in this document.

**FUNCTION BUILDER**
Open the Function Builder sidebar to add other SNL functions to your model. To learn more about the Function Builder, see the Function Builder section in this document.

**FIELD SELECTOR**
Easily add new fields to existing SNL function-driven models.

**AUDIT DATA**
Access ratio components and source tagging details linked to source documents for select data points in your SNL function-driven models.

Templates

**TEMPLATE LIBRARY**
Easily access SNL’s Excel Template Library that contains over 300 pre-built templates to meet your data analysis needs.

News

**NEWSWIRE**
Open the NewsWire sidebar to get real-time news updates.

Sharing

**EMBED QUERIES**
Embed your saved SNL screen into the active workbook so that you can share the template with colleagues. To learn more about embedding queries, see the Embed Queries section in this document.

**CONVERT FORMULAS**
Convert your refreshable SNL function-driven model by removing SNL functions so you can share with colleagues that do not use SNL Office or to single-cell functions based on preference. To learn more about the converting formulas, see the Convert Formulas section in this document.

Utilities

**SETTINGS**
Change the standard SNL Office settings to customize your SNL Office experience. To learn more about Settings, see the Settings section in this document.

**HELP**
Easily access SNL Online Help for SNL Office showcasing field lists, data sets, and user guides for SNL Office.

**SNL WEB**
Opens up SNL Web in the preferred browser.

**ABOUT**
Shows software specifications and other system requirement information for the user.
USING THE DATA WIZARD

The SNL Office Data Wizard offers a host of updates that will make your screening process more efficient and find what you are looking for more quickly.

Select Data Set

To begin your research and analysis, select the data set that you want to analyze from the menu on the left side of the Data Wizard. You may minimize the data set list so you can maximize Data Wizard working area by clicking on the control.

Working with Criteria

To filter your results you can begin your screen by altering the standard criteria to meet your analysis needs. Within each data set the standard criteria list the most popular way to filter the fields and entities that are displayed in your results.

In this example using the Companies data set, we will initially limit the results to banks and thrifts that are publicly traded in the United States. To do this, select the Geography filter and select only the United States and in the Industry filter select Bank and Savings Bank/Thrift/Mutual.

Figure 3: Data Wizard

Figure 4: Data Wizard using basic criteria
Add Search Criteria

Next, we will further reduce our results set by adding additional criteria by clicking the Add Search Criteria button as shown in figure 4 above. In this example we will screen for banks that have Total Assets greater than or equal to $5 billion in the most recent reported year. When the Add Search Criteria button is clicked, the Field Selector will be opened. In the type-ahead Field Search text box, type ‘total assets’ and a list of fields matching your search criteria are displayed as shown in figure 5 below. Select Total Assets and then click the Apply button in the lower right corner.

FIELD SELECTOR

DEFINING ADDITIONAL CRITERIA

Change the Operator to Greater Than or Equal To and then enter the value of 5000000, noting that Total Assets are reported in $000 and a new criteria item is added to the Data Wizard dialog as shown in figure 6 below.

RUN SCREEN

Click the Run Screen button as shown in figure 6 above. This will reveal the results set in the Results area at the bottom on the Data Wizard as shown in figure 7 below. Note that the Criteria area has been collapse but you can expand that area by clicking the caret to view all of your criteria should you need to add more criteria.
ALL RESULTS / TOP N / BOTTOM N

Since we only want to look at the top 25 banks based on their most recent year’s total assets, we will define one more additional criteria using the Top N feature. To do this, next to the Return drop-down menu, select Top and enter 25 in the following field as shown in figure 8 below. Click in the Rank By text box and the Field Selector will be displayed again. Search for Total Assets and chose the most recent year and then click Apply as before. Now click Run Screen again to see the results.

The results have now been reduced to the 25 US banks and thrifts publicly traded in the United States and sorted in descending order by their respective Total Assets as shown in figure 9 below.
ADDING FIELDS TO A SCREEN

To make the screen more meaningful we will add a few fields to the report. Click the Add/Edit Report Fields button as shown in figure 9 above. This will open the Field Selector. Search for the fields you want to include in your screen and click Apply. Here you also have the ability to save and open lists of fields to easily add to your report.

![Field Selector](image)

Figure 10: Field Selector

Export Data to Excel

To export your screen to Excel as a refreshable SNL function-driven model, click the Export to Excel button as shown in figure 10 above. You can also choose to export as a Table, single cell functions, values, or just a set list of entities.

If you only want to export some of the results from your screen to Excel, select the checkbox next to the entity as shown in figure 11 below and the Data Wizard will only export those records.

![Exported Data](image)

Figure 11: Some results selected for export

EXPORT FUNCTION FORMAT

Exporting from the Data Wizard for data sets exports using the SNLTable function. For more information about this function, see the SNLTable Function Syntax section of this document.
SNL Office allows you to export the results of your screen in four different orientations as depicted below. It also allows you to export a static list of entities.

**Orientation Options**

**ENTITIES DOWN COLUMN (DEFAULT)**

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>SNL Institution Key</th>
<th>Total Assets (Reported)</th>
<th>Total Deposits (Reported)</th>
<th>Tier 1 Ratio (%)</th>
<th>Total Equity (Reported)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOK Financial Corporation</td>
<td>100009</td>
<td>3,327,015,432</td>
<td>3,200,269,327</td>
<td>13.77</td>
<td>3,054,973</td>
</tr>
<tr>
<td>JP Morgan Chase &amp; Co</td>
<td>100201</td>
<td>2,415,899,000</td>
<td>2,387,765,000</td>
<td>11.34</td>
<td>211,178,000</td>
</tr>
<tr>
<td>Bank of America Corporation</td>
<td>100202</td>
<td>2,102,273,000</td>
<td>1,110,271,000</td>
<td>12.16</td>
<td>232,066,000</td>
</tr>
<tr>
<td>Wells Fargo &amp; Company</td>
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<td>12.33</td>
<td>171,068,000</td>
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<td>100144</td>
<td>374,515,000</td>
<td>261,129,000</td>
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<td>38,280,000</td>
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**ENTITIES ACROSS ROW**

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**EXPORT ENTITY LIST (STATIC ENTITY LIST)**

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</table>
Save

SAVE AS SCREEN (DYNAMIC ENTITY LIST)

After you have taken the time to build a screen that meets your analysis needs, SNL Office allows you to save your screen so you do not have to recreate the screen in future sessions. Click the caret on the Save button at the top of the Data Wizard and select Save As Screen as shown in figure 12 at left. All the criteria you specified in the Data Wizard will be saved in the folder that is specified in the Settings under Saved Query Folder. In select data sets, this will also save the financial data’s currency type that you chose. The saved screen is saved with the file extension .snlscn.

SAVE AS PROJECT (DYNAMIC ENTITY LIST PLUS STATIC FIELD LIST)

In addition to being able to save a dynamic entity list, you can save an entire screen, including the fields that you have carefully chosen. Click the caret on the Save button at the top of the Data Wizard and select Save As Project as shown in figure 12 above. All the criteria you specified in the Data Wizard along with all the fields will be saved in the folder that is specified in the Settings under Saved Query Folder. In select data sets, this will also save the financial data’s currency type that you chose. The saved screen is saved with the file extension .snlprj.

SAVE AS DEFAULT

If you want to save the criteria you have specified in the Criteria area and make it your starting point every time you work in a data set, click the caret on the Save button and then select Save As Default as shown in figure 12 above. This will save all of your filter options, additional criteria, Top N / Bottom N / Rank By settings and in select data sets, the currency type.

Open

OPEN SAVED PROJECT

If you have already saved a project, click the caret on the Open button and then select Open Saved Project as shown in figure 13 at left. Select the file you need and the saved project will load into the Data Wizard.

OPEN SAVED SCREEN

If you have already saved a screen, click the caret on the Open button and then select Open Saved Screen as shown in figure 13 at left. Select the file you need and the saved screen will load into the Data Wizard.

OPEN WORKBOOK QUERY

If a colleague shared a workbook with you that contains an embedded query and you want to examine or modify the query, open that workbook, click the caret on the Open button and then select Open Workbook Query as shown in figure 13 above. The query will load into the Data Wizard. You can then make adjustments to the query and save it as a screen or a project to make it your own for future use.
OLD SNLXL QUERIES

If you have saved queries that were created in SNLxl, click the Open button and then change the file type in the File Open dialog to SNL Office and SNLxl Query files (*.snlprj, *.snlscn, *.qry, *.qrx) as shown in figure 14 at left and then click Open. The original SNLxl query criteria will be loaded into SNL Office. SNL recommends that you save your old query in the new SNL Office format as a Saved Screen or Saved Project.

USING THE DATA WIZARD FOR MARKET DATA

The Data Wizard allows you to pull market data for company issues, indexes and interest rates into your SNL function-driven models. This workflow is different than that of the other data set groups like Company Data, Asset Data, etc.

Field Selector

SELECT MARKET DATA TYPE

The first step in creating a market data screen is to determine which types of market data you need. Select from the Display drop-down list either Company Issues, Indexes, CDS Single Names or Groups, Interest Rates, or Metals & Mining Commodities. As each market data type is selected the available fields are updated in the Category and Available Fields areas as shown in figure 15 below.

SEARCH (FOR ENTITIES)

For Company Issues, search by using the company name or trading symbol. For Indexes search by using the name of the index and for Interest Rates search by the name of the interest rate. The type-ahead Search will help you find what you need after only a few keystrokes as shown in figure 16 below.

Note: If you want to review a complete list of Indexes and Interest Rates available in the Data Wizard, they can be found in the SNL Office Help section on SNL Web.
SELECT FIELDS

After you compose the list of entities for which you want market data, select the fields you need in your screen and add them to the Selected Fields area. When you have finalized your list, click **Apply** and the results will be displayed in the Results area.

![Figure 17: Selected fields in market pricing data](image)

**Date Range**

The next step is to select the date range for which you want your pricing data. By default the Data Wizard displays a begin date of one year prior to the current date. The default end date is the current date. This will cause your results to be displayed in ascending date order. If you want to sort the results in descending date order, simply change the begin date to the most recent date and the end date to the oldest date.

![Figure 18: Date picker](image)

**Frequency**

After adjusting the date settings, select the frequency that you want to see the market data displayed. Select either Daily, Weekly or Monthly.

**CURRENCY**

The last step before exporting your market data results to Excel is to adjust the currency in which you want to see the market data. By default, the currency is set to the field’s Reported Currency. If you change the currency, click **Run Screen** to update the results.

**RUN SCREEN**

After you have added all the market data you need, click **Run Screen** to view the results of your screen.
MANIPULATING RESULTS AND EXPORTING TO EXCEL

After you run your screen you can change the sort order of any of the column in the Results. Once you are satisfied with the results, To export your screen to Excel as a refreshable SNL function-driven model, click the Export to Excel button as shown in figure 19 below.

![Figure 19: Market pricing data results grid](image)

![Figure 20: Market pricing data exported into Excel](image)
SNL Markets Range Function Syntax
The SNL("markets.range") function syntax is as follows:
= SNL("markets.range", entity ID/field range, “begin date”, “end date”, “Options”)

FIELD SELECROR (STAND ALONE)
The stand alone Field Selector is a helpful tool if you want to add additional field to an existing model. To access this Field Selector click on the Field Selector button in the SNL ribbon.

![Figure 21: Stand alone field selector](image)
The only difference between this Field Selector and the Field Selector used within the Data Wizard is that in this Field Selector a data set must be selected under the Data Set drop-down control.

Export Orientations
You may export fields in two different orientations by selecting the caret next to the Export Fields button as shown below in Figure 22.

![Figure 22: Export fields orientations](image)
**FUNCTION BUILDER**

The Function Builder is a dockable and resizable sidebar that allows you to build SNL functions from scratch using the step-by-step guide to help you determine which parameter you need to enter for an SNL function. By default the Function Builder is docked to the right side of your workbook. To undock the Function Builder sidebar click the caret in the upper right corner of the sidebar and select **Move**. To resize the sidebar, click **Size**.

The Function Builder will help you build the following SNL functions: SNLData, SNLQuery, SNLConvert, SNLDefinition, and SNLTable.

To get started, click in the cell in the active workbook where you want to insert the new SNL function.

**Selection Function Type**

Use the Function Type drop-down menu to select the function you want to build. As you change the function type a description of how you can use the function will be displayed directly below. A Function Preview will also be displayed which will be updated as you add parameters to the function and will show how the function will appear in Excel when the **Apply** button is clicked.

![Figure 23: Function Builder sidebar](image)
SNLDATA

Data Set

Each SNLData function requires you to specify the data set that you want to use. Select the data set from the drop-down menu as shown in figure 24 below. The list in this drop-down is based on your subscription and SNL Web industry Settings. Each data set name within SNL Office functions are designated by a number. For a list of all data sets and their respective numbers, see the appendix.

Figure 24: Function Builder using the SNLData function

SNL ID

The next parameter in the SNLData function is the SNL ID which is SNL’s unique identifier for each entity in SNL’s database as shown in figure 24 above. If you already know the SNL ID you want to use you may enter into the text box. In the Companies data set, you may search for a company by name, ticker-exchange, or SNL ID as seen on the right in figure 24 above. The SNL ID varies by data set.

To make your model more dynamic, you may also click the cell reference button to reference a cell within the active workbook already contains your SNL IDs as shown in figure 25 below. The cell reference button, when active, will be highlighted by a green box.

After you have selected the referenced cell, click the cell reference button again. You may also use the F4 key on your keyboard to change the nature of the cell reference from relative to absolute by column or row.
SNL Field ID

After you have specified the entity that you want to use, either search for an SNL Field ID by using the Type Ahead Search or Field Selector button highlighted in the red box in figure 24, or use the cell reference button to reference the cell that contains that information in your active workbook as shown in figure 24 above.

Secondary Key

Some fields require that you specify a Secondary Key. Financial fields, for example, must include the period for which want to see the data for the SNL Field ID and the SNL ID (entity) that you used as shown in figure 24 above. If you choose a field using the Field Selector, Secondary Key will automatically update. If you search for a field using Type Ahead Search, appropriate secondary keys will populate to select from directly under the chosen field.

If you do not specify a required Secondary Key, **KEYERROR** will be displayed in the cell where the SNLData function has been applied.

Tertiary Key

Some fields require that you specify a Tertiary Key. In the example shown in figure 24, the Tertiary Key is the reporting basis. In this case, the reporting basis is an option parameter because if not specified, the Current/Restated value is used. The other option in this example is Originally Reported. If you choose a field using the Field Selector, Tertiary Key will automatically update.

If you do not specify a required Tertiary Key, **KEYERROR** will be displayed in the cell where the SNLData function has been applied.

Optional Arguments (select data sets only)

Specify the currency, conversion method and magnitude. If left blank, these will default to the global settings. Optional arguments only apply to the following data sets: Companies, Mergers & Acquisitions, Real Estate Properties, Capital Issues, Capital Structure, and Geographic Intelligence.

SNLData Function Syntax

The SNLData function syntax is as follows:

```
= SNLData(data set, SNL ID, field ID, secondary key, tertiary key, null value, “Options:”)
```
SNLMARKETS

Display

Each SNL Markets function requires you to specify the type of market data that you want to display. Select the data set from the drop-down menu as shown in figure 25 below. The list in this drop-down includes Company Issues, Indexes, CDS Single Names or Groups, Interest Rates, or Metals & Mining Commodities. As each market data type is selected the available entities and fields are updated in the Entity & Field Selector, respectively.

![Figure 25: Function Builder using the SNLMarkets function](image)

Entity

The next parameter in the SNLMarkets function is the Entity which is a type ahead search based on the Display chosen. You may search for a company by name or ticker-exchange for Companies; company, ticker, or sovereign for CDS Single Names; groups for CDS Groups; Index name, Interest Rate name, or Commodity name for Indexes, Interest Rate, or Metals & Mining Commodities, respectively.

To make your model more dynamic, you may also click the cell reference button to reference a cell within the active workbook already contains your Entities as shown in figure 25 below. The cell reference button, when active, will be highlighted by a green box.
Field Selection
After you have specified the entity that you want to use, search for an SNL Field ID by using the Type Ahead Search. Available fields will match what is available in the Pricing Data data set.

Secondary Key
Some fields require that you specify a Secondary Key. Estimate fields, for example, must include the forward period for which want to see the data for the Field and the Entity that you used as shown in figure 24 above.

If you do not specify a required Secondary Key, **KEYERROR** will be displayed in the cell where the SNLData function has been applied.

Tertiary Key
Some fields require that you specify a Tertiary Key. These are similar to Secondary Keys and add context to the chosen field.

If you do not specify a required Tertiary Key, **KEYERROR** will be displayed in the cell where the SNLData function has been applied.

Start/End Selection
Once the Entity and Field parameters are chosen, a date range can be entered into the Start End and End Date. There is a calendar to pick from, or you can manually enter the desired dates.

End Date is an optional parameter. Leaving it blank will export a single-cell function for the Entity-Field-Date data point entered. Entering an End Date will export an SNL Markets function with a time series between the start and end dates going down a column.

Optional Arguments
For more information on the Optional Arguments, visit the Markets function Optional Arguments section.

SNLMarkets Function Syntax
The SNLMarkets function syntax is as follows:

```
= SNL("Markets.Field.Secondary Key.Tertiary Key", Entity, Start Date, End Date, "Options:")
```
SNLQUERY

The SNLQuery function allows you to rerun dynamic saved Screens and Projects within your model. Screens and Projects can be created and saved in the Data Wizard. For more information on saving Screens and Projects see the chapter on using the **Save** button.

**QueryName**

Enter, browse existing queries, or use the cell reference button to designate the name of the saved Screen or Project in the Query Name field as shown in figure 26 below.

![Figure 26: Function Builder using the SNLQuery function](image)

**SNL Field ID Range (optional)**

If you have a saved Screen for which you want to display a set of fields, enter or cell reference the range of KeyFields in SNL Field ID Range as shown in figure 26 above.

**SNLQUERY FUNCTION SYNTAX**

The SNLQuery function syntax is as follows:

```excel
= SNLQuery("query name", field ID range, null value, "Options:")
```
SNLCONVERT

The SNLConvert function takes an existing entity list from one data set and creates a related list from another data set. For example, create a list of capital issues based on a list of companies as shown in figure 27 below.

**From Data Set**
The data set from which you want to begin the conversion process.

**SNL ID Range**
The cell range in which the SNL IDs are located. If you have more than one SNL ID it is best to have this range in a column.

**To Data Set**
The data set for which you want to create a corresponding entity list based on the From Data Set selected earlier as shown in figure 27 above.

**Output Destination Cell**
The cell in which the output from the SNLConvert function begins as shown in figure 27 above.

**SNLConvert Function Syntax**
The SNLConvert function syntax is as follows:

\[
= \text{SNLConvert("from data set", SNL ID Range, "to data set", output destination cell)}
\]

**Common Conversions**
Companies to Branches
Companies to M&A
Companies to Capital Issues
SNLDEFINITION

The SNLDefinition function retrieves the definition of an SNL Field ID indicated in the function as shown in figure 28 below.

![Function Builder using the SNLDefinition function](image)

**Data Set**
Select the data set for the SNL Field ID for which you want to display the definition as shown in figure 28 above.

**SNL Field ID**
Enter or cell reference the SNL Field ID for which you want to display the definition as shown in figure 28 above.

**Optional Arguments**
In the Companies data set, you can select the terminology or language in which you want to see the definition displayed. Click the caret next to Options and then select the language that meets your needs or use the cell reference button to designate a location in your workbook that contains the terminology settings.

Valid terminology options are the following:

- `en-US` English (Americas)
- `en-GB` English (UK/Europe/Asia)
- `zh-Ch` Chinese (PRC)
- `ja-JP` Japanese (Japan)

**SNLDefinition Function Syntax**
The SNLDefinition function syntax is as follows:

```excel
= SNLDefinition(data set, field ID range, “Options:”)
```
SNL Table uses a single function to return data for multiple SNL IDs and multiple fields into a typical table format as shown below in figure 29. This function is especially helpful when pulling large amounts of data from which other SNL functions can reference. For ease of use, it is best to use the Data Wizard to create an SNLTable function.

Figure 29: Function Builder using the SNLTable function

Data Set
Select the data set from the drop-down menu as shown in figure 29 above. The list in this drop-down is based on your subscription and SNL Web industry Settings. Each data set name within SNL Office functions are designated by a number. For a list of all data sets and their respective numbers see the appendix.

SNL ID Range
Enter or cell reference the cell range where your entity list is located as shown in figure 29 above. The cell range can be oriented across rows or down a column.

SNL Field ID Range
Enter or cell reference the SNL Field ID Range for which you want to display data as shown in figure 29 above.

Secondary Key Range
Enter or cell reference the Secondary Key Range for the SNL Field ID Range you have used. Note that if you do not use a Secondary Key Range, the SNLTable function uses the range below or next to (depending on orientation) the SNL Field ID Range.

Optional Arguments (select data sets only)
Specify the currency, conversion method and magnitude. If left blank, these will default to the global settings. Optional arguments only apply to the following data sets: Companies, Mergers & Acquisitions, Real Estate Properties, Capital Issues, Capital Structure, and Geographic Intelligence. Additionally, in the Companies data set you may specify the terminology for field names and fields with text data output. For more information about optional arguments visit the Optional Arguments page.

SNLTable Function Syntax
The SNLTable function syntax is as follows:

= snltable(data set, SNL ID range, field ID range, secondary key range, null value, “Options:“)
SNL offers a full library of pre-built templates to meet your data analysis needs. The library contains a range of templates, from single-company snapshots, peer comparisons, and capital structure analysis to templates using our industry specific data sets such as bank branches, energy power plants and real estate properties. As with all of SNL's products, templates are customized for each of the industries we cover to provide you with the data most relevant to your analysis.

Click on the **Template Library** button in the SNL ribbon to get started.

**SHARING**

**Embed Query**

After creating a screen in the Data Wizard you can save it by clicking the caret next to the **Save** button and then selecting **Save As Screen** as discussed earlier in the Using the Data Wizard chapter. If you share the workbook with a colleague, they will be able to refresh the SNLQuery functions in the workbook, but they will not necessarily know the criteria you used to create the dynamic query. In order for your colleagues to understand the parameters that you used in the Saved Screen, you can embed the query in your workbook by clicking **Embed Queries** in the SNL ribbon.

When the **Embed Queries** button is clicked, SNL Office scans the active workbook and lists all the SNLQuery functions in the workbook as shown below in figure 30. Click **OK** to continue with embedding the Saved Screens.

![Embed Workbook Queries](image)

*Figure 30: Embed workbook queries confirmation dialog*

After your colleague opens the workbook, if they click the caret next to the **Open** button and then select **Open Workbook Queries**, they will see one or more SNLQuery functions that have been embedded into the workbook as shown in figure 31 below. Simply select the queries of interest and then **Apply** and the Data Wizard will display the original criteria for your Saved Screen. They can now save the SNLQuery function or modify it to suit their needs without having to redo the work that you already performed.
Convert Formulas

In some cases, your colleagues may not use SNL Office, but you want to be able to share the hard work you have done by creating your SNL function-driven model with them. If you share a model with them that includes SNL functions, it may not display the results properly.

SNL Office allows you to convert your SNL function-driven models to static workbooks by clicking the **Convert Formulas** button in the SNL ribbon. Clicking this button will open Convert Formulas in the sidebar.

Here, you have the ability to convert SNL functions into static tables, or even convert SNL's Table function into single-cell functions within a workbook, worksheet, or selected cells.

**Warning:** Once you convert your model into values, all SNL functions within your chosen area will be removed and cannot be restored or refreshed. SNL recommends that you save your model under a different name and convert formulas for that workbook.
SNL GROUP FUNCTION

Summary
The SNL “Group” function allows you to create statistical calculations for a group of companies or deals. With the Group function, this can be done in a single row or column without needing to retrieve data for each entity in your group, and without using Excel to calculate the statistics. For example, if you would like to compare a selected public bank to all other public banks in the U.S., you can create medians/averages/aggregates for that group of companies without compiling information on each public bank individually.

Inputs/Function Syntax
=SNL(“Group.Statistic”, Data Set, EntityKeys, FieldIDs, Secondary/Periods, “Options:”)

To use the Group function you must specify the following parameters:

- Statistic to be returned:
  This will be Median, Average, Maximum, Minimum, Aggregate, Standard Deviation, Percentile, or Count
- Data Set:
  Defines the type of companies or deals. This will be either (1) Companies, (2) Regulated Depositories (287) Insurance Statutory Financials, (5) Mergers & Acquisitions, or (10) Capital Issues. A list of data sets can be found here.
- Universe of companies/deals to be analyzed:
  References a list of trading-symbols or SNL IDs in a worksheet. This will be the list of companies or deals that statistics will be calculated for.*
- Field IDs representing the data points you want to analyze.
- SecondaryKeys/Periods defining the period for selected fields.
- Options:
  Additional options, including the label that should be used in place of the function, and Currency/Magnitude options.

* You may also use previously saved Advanced Search to define the universe of companies/deals. The name given to the saved search will be used in place of cell references. When using a saved Advanced Search, you will not need to specify the data set.

Examples

EXAMPLE 1 - USING A LIST OF COMPANIES/DEALS FROM THE WORKSHEET
This example in figure 33 below displays how the function can be used to return Median, Average, Aggregate, Maximum and Minimum financial statistics for a list of large banks.

- In this example we are referencing a list of companies. Since we are referencing a list in the sheet, we must also specify the data set. We are using the “Companies” data set, so data set = 1.
- We are able to calculate this statistical data without retrieving and managing data for each individual company in the worksheet.
EXAMPLE 2 - USING A PREVIOUSLY SAVED SAVED SCREEN TO DEFINE THE GROUP OF COMPANIES

In this example we are using a previously saved Saved Screen called “CaliforniaPublicBanks” to define the companies that are included in the statistical calculations. In this scenario shown in figure 34 below, the “data set” parameter does not need defined, so we leave that parameter blank.
EXAMPLE 3 - INCLUDING OPTIONAL PARAMETERS

This example in figure 35 below displays how the function can be used to return Median, Average, Aggregate, Maximum and Minimum financial statistics for a list of large banks.

- With the optional parameters, we can choose to display the statistic name ("Median", "Average", etc.) in the cell where the function is entered. If this parameter is not specified, the cell will display “SNL”.
- You can also use the optional parameters to specify Currency and Magnitude options for data sets that support those options.

![Figure 35: SNL group function using product captions](image)

Available Layouts/Orientations

There are four possible layouts for the Group function. Those options are displayed below in figure 36.

**Option 1:** Fields and Periods across a row. In this layout, the output will display in the same row as the Group function.

**Option 2:** Fields down a column and Periods across a row.

**Option 3:** Fields across a row and Periods down a column.

**Option 4:** Fields and Periods down a column. In this layout, the output will display in the same column as the Group function.

![Figure 36: SNL Group function orientations](image)
Available Data Sets and Available Statistics

The SNL Group function is available for the following data sets and statistics.

<table>
<thead>
<tr>
<th>Data Set/Perspective</th>
<th>Statistical Measures Available</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Median</td>
</tr>
<tr>
<td>Companies</td>
<td>x</td>
</tr>
<tr>
<td>Regulated Depositories</td>
<td>x</td>
</tr>
<tr>
<td>Insurance Statutory Financials</td>
<td>x</td>
</tr>
<tr>
<td>Capital Offerings</td>
<td>x</td>
</tr>
<tr>
<td>Mergers &amp; Acquisitions</td>
<td>x</td>
</tr>
</tbody>
</table>

Figure 37: SNL Group function data set overage

Aggregates

Aggregates, or weighted averages, are more complex calculations that cannot easily be calculated in Excel. For Balance Sheet or Income Statement items, e.g., Total Assets, Net Income, the aggregate will be a simple sum of the component companies. For ratios, the aggregate statistical measure will provide a weighted average. The weighting factor will usually be the denominator in the ratio. For example, ROAA would be weighted by Average Assets. Aggregates are not currently available for Capital Issues and Mergers & Acquisitions data sets.

Currency Conversion

Of the five data sets currently available in the Group function, currency conversion is available in the Companies, Capital Issues, and Mergers & Acquisitions data sets. Because these data sets can include companies or deals from different geographies, with different reporting currencies, it is recommended that you use a currency other than “Reported Currency” for any statistical calculations. Currency settings can be defined in the optional parameters of the Group function (see Example 3 above). If currency is not specified in the optional parameters, the global currency setting will be used.

The Regulated Depositories and US Insurance Statutory Financials data sets consist of U.S. entities and all financials in these data sets will be in U.S. dollars. The currency conversion feature is not currently available for these two data sets.

EXCHANGE RATE FUNCTION

Overview

The SNL exchange rate function gives you the ability to pull currency exchange rates using the SNL function. It allows you to quickly pull the spot rate for a specific day or the average rate over a custom period into a single cell and build it into your models for easy analysis and charting.
Function Syntax

=snl("Data Set","Currency From","Currency To","Start Date","{End Date}"{Options:NA="})

Follow these guidelines to specify your function arguments:

1. Data Set will always be equal to “Exchange Rates”.
2. Currency From can be any valid currency ISO code
3. Currency To can be any valid currency ISO code
4. Start Date format depends on your Windows operating settings. For example, if your OS regional setting is English (United Kingdom) then your Start Date format will be dd/mm/yyyy.
5. End Date is optional. Follow the same rules as Start Date.
   • All arguments are not case sensitive.
   • For the average exchange rate over a custom period, the order of the Start Date and End Date does not matter because the function computes the duration of time between the two dates specified.
   • Arguments surrounded by braces “{“and”}” in the function syntax above denote that the argument is optional but are not required in the function syntax

EXAMPLE 1 - AVERAGE EXCHANGE RATE OVER A PERIOD

In this example the function returns the average exchange rate for U.S. dollars to British pound sterling from Aug.1, 2010, to Aug.31, 2010, into cell C2.

![Figure 38: Exchange rate over period](image)

EXAMPLE 2 - SPOT EXCHANGE RATE

In this example the function returns the spot rate for U.S. dollars to British pound sterling on Aug. 31, 2010, into cell C2.

![Figure 39: Exchange rate using spot rate](image)
Cell References

All parameters enclosed in quotes can be made cell references.

In this example, both of the currency arguments (\$E\$2 and \$E\$3) and the date argument (C6) reference different cells within the spreadsheet. Quotes are not required for the arguments when using cell references.

![Figure 40: Exchange rate using cell references](image)

Optional Argument

The only optional argument in this function is the value that you can specify for Null values and that argument must be placed at the end of the SNL function and shown in the syntax above.

You can display whatever text you want for missing values by entering “\text{NA}=” after the ‘Options:’ text string. If “\text{NA}=” is omitted from the function, missing values are displayed as entered in your SNL Office global settings.

You can use the following special shortcut codes for “\text{NA}=”:

- \text{NAZ} for \text{NA}=0
- \text{NAN} for \text{NA}=”” or empty value
- \text{#NA} for \text{NA}=#NA

Error handling

Cell value equals SNL:

If you enter an invalid value for the Data Set argument then the exchange rate function will return SNL as shown below.

![Figure 41: Exchange rate error handling](image)

You may also experience this error when you first enter this function into a spreadsheet if you have selected Manually refresh SNL data. To resolve this, simply Refresh your sheet or change your setting to Automatically refresh SNL data: go to SNL > Refresh Options and select Automatically refresh SNL data.

Cell value equals NA or your specified Null values setting:
If you enter an invalid currency ISO code or an invalid date then the exchange rate function will return your specified Null values setting as shown below. The SNL Office default for Null values is “NA”.

In this example British pound sterling should have been entered as “GBP”

![Figure 42: Exchange rate error handling]

**OPTIONAL ARGUMENTS FOR SNL FUNCTIONS**

**Overview**

The optional arguments for currency, currency conversion method and magnitude allow you to customize monetary data to correspond to your geographical preferences. The arguments extend to the data sets for Companies, Mergers & Acquisitions, Capital Issues, Capital Structure, Real Estate Properties, and Geographic Intelligence.

The general syntax for these arguments is as follows:

```excel
=SNLTable(1,$B$26:$B$35,$C$23:$D$23,,"Options:Curr=EUR,Mag=Thousands,ConvMethod=SNLrecommended")
```

These optional arguments can be included in SNLTable, SNLData, SNLQuery, and the SNL Markets Range functions. If the optional arguments are not included or if an argument is not specified, e.g., “Curr=”, then SNL Office defaults to the global settings listed in Settings.

**Currency**

The currency argument allows you to specify the target currency of your choice for monetary data.

If you include the optional currency argument in an SNL function it can be prepended by the argument keys: “Curr=” or “Currency=”. Upon export from the Data Wizard the default is “Curr=”.

The syntax for the currency argument is:

```excel
Curr=option value OR Currency=option value
```

where the option value is the 3-character currency **ISO code**.

**CURRENCY EXAMPLE**

```excel
=SNLTable(1,...,"Options:Curr=EUR")
```

This function could also be written in the following manner

```excel
=SNLTable(1,...,"Options:Currency=EUR") OR =SNLTable(1,...,"Options:EUR")
```

Note: If you want to see monetary data in the native reported currency for the entity then use “Reported currency” instead of an ISO code.
Currency Conversion Method

The currency conversion method allows you to specify the exchange rate that you want to apply to your currency translation.

If you include the optional currency conversion method argument it must be prepended by the argument key “ConvMethod=” or “ConversionMethod=”. Upon export from the Data Wizard the default is “ConvMethod=“.

The syntax for currency conversion method argument is:

```
ConvMethod=option value  OR  ConversionMethod=option value
```

where the option value is one of the two values shown in the table below in figure 43.

<table>
<thead>
<tr>
<th>Option Values</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNLrecommended</td>
<td>Converts data using the relevant date(s) for the data. For example, financial balance sheet data are converted as of the date of the end of the period, and financial income statement data are converted using the average exchange rate over the period.</td>
</tr>
<tr>
<td>MRSpot</td>
<td>Converts financial data using the most recent spot rate available.</td>
</tr>
</tbody>
</table>

**Figure 43: Available conversion method values**

CONVERSION METHOD EXAMPLE

```
=SNLTable(1,...,”Options:ConvMethod=SNLrecommended“)
```

This function could also be written in the following manner:

```
=SNLTable(1,...,”Options:ConversionMethod=SNLrecommended“)
```

Magnitude

The magnitude argument allows you to specify the scaling factor for non-per-share monetary data.

If you include the optional magnitude argument in an SNL function it can be prepended by the argument keys: “Mag=” or “Magnitude=”. Upon export from the Data Wizard the default is “Mag=“.

The syntax for the magnitude argument is:

```
Mag=option value  OR  Magnitude=option value
```

where the option value is one of the values shown in the table below in figure 44.

<table>
<thead>
<tr>
<th>Option values</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNLstandard</td>
<td>Displays value as reported. Monetary data is scaled into thousands and market data items like market cap is scaled into millions.</td>
</tr>
<tr>
<td>Actuals or 0</td>
<td>No scaling factor is applied to the value.</td>
</tr>
<tr>
<td>Thousands or 3</td>
<td>Value is scaled into thousands.</td>
</tr>
<tr>
<td>Millions or 6</td>
<td>Value is scaled into millions.</td>
</tr>
<tr>
<td>Billions or 9</td>
<td>Value is scaled into billions.</td>
</tr>
<tr>
<td>Trillions or 12</td>
<td>Value is scaled into trillions.</td>
</tr>
</tbody>
</table>

**Figure 44: Available magnitude values**
MAGNITUDE EXAMPLE

=SNLTable(1,...,"Options:Mag=Thousands")
This function could also be written in the following manner
=SNLTable(1,...,"Options:Magnitude=Thousands")  OR  =SNLTable(1,...,"Options:3")

Terminology

The terminology option allows you to specify Language Culture for field captions and fields with text data output (e.g., Country, Industry, etc.) for a specific function. If you include the optional parameter for terminology in an SNL function, it should be prepended by: “Term=” or “Terminology=”

TERMINOLOGY EXAMPLES

=SNLTable(DataSet,...,"Options:Terminology=EN-GB")
=SNLabel(DataSet, FieldID,"Options:Terminology=EN-GB")

Currently, terminology is only supported in the Companies data set. Supported terminologies are listed below in figure 45. Names are based on MSDN standards.

<table>
<thead>
<tr>
<th>Supported Values</th>
<th>Language/Culture</th>
</tr>
</thead>
<tbody>
<tr>
<td>zh-CN</td>
<td>Chinese – China</td>
</tr>
<tr>
<td>en-GB</td>
<td>English – United Kingdom</td>
</tr>
<tr>
<td>en-US</td>
<td>English – United State</td>
</tr>
<tr>
<td>ja-JP</td>
<td>Japanese – Japan</td>
</tr>
</tbody>
</table>

Figure 45: Available terminology values

Notes About Use

• If you choose not to include these arguments in an SNL function then the global settings will be used.
• The optional arguments are not case sensitive
• Each argument must be separated from the following argument by a comma
• The arguments can appear in any order after the “Options:” text string
Advanced Refresh Data

OVERVIEW
There are several additional ways to refresh your worksheets, aside from using the Refresh button in the SNL ribbon.

Inserting Buttons to Refresh SNL Data
To insert a button that will refresh the SNL Data in your sheet, click the bottom half of the Refresh icon. There are three options under “Insert Refresh Button”

- **Selected Cells Button**: Use this to refresh only the currently selected cells in your worksheet.
- **Entire Sheet Button**: This option will refresh the entire worksheet that you are currently viewing.
- **All Sheets Button**: This will refresh all sheets in your active workbook.

![Figure 46: Insert refresh button options](image)

Using VBA Commands to Refresh SNL Data
As an alternative to the simple insert button option described above, SNL Office also features VBA commands that can be used to refresh the SNL data in your spreadsheets. Using these commands will require a basic working knowledge of VBA/Macros. There are 3 VBA commands, corresponding with the three refresh options:

- **Refresh Selected Cells**: `Application.Run("SNLxlAddin.xla!RefreshActiveCells")`
- **Refresh Entire Sheet**: `Application.Run("SNLxlAddin.xla!RefreshSheet")`
- **Refresh All Sheets**: `Application.Run("SNLxlAddin.xla!RefreshWorkbook")`
Common Reasons to use VBA Commands to Refresh SNL Data

1. Your worksheet contains multiple SNL Office functions that must be refreshed in a specific order. This would be true if you have input parameters to one SNL function that are depending on output of another SNL function. For example: using SNLTable to return Announcement Dates for a list of M&A deals, then using SNL.Markets to analyze pricing n days before/after the announcement date. In this scenario, you might use the VBA commands to refresh SNLTable and then SNL.Markets functions.

2. Large data pulls. If your spreadsheet pulls millions of cells from SNL Office, performance may be optimized by splitting your data pull into multiple SNLTable functions. By using the VBA commands, you can refresh a specified number of rows or columns at a time without needing to monitor progress and manually refresh one SNLTable after another.

3. Using the Windows Task Scheduler to automate data pulls.
Scheduled Task

OVERVIEW:
You can leverage the Windows Task Scheduler to automatically refresh SNL Office worksheets on a specific time interval (daily, weekly, etc.). To automatically refresh your worksheet at a recurring interval, follow the steps below.

STEP 1: SET SECURITY LEVEL FOR EXCEL MACROS
• Enable all macros
  Microsoft Office Button > Excel Options > Trust Center > Trust Center Settings... >
  Macro Settings = ‘Enable all macros’

![Figure 48: Changing macro settings](image)

STEP 2: SNL OFFICE REQUIRED SETTINGS
• Select Remember Me on the Sign In dialog

![Figure 49: Choosing Remember me on Sign In dialog](image)
STEP 3: INSERT MACRO TO REFRESH SNL OFFICE DATA WHEN EXCEL WORKBOOK IS OPENED

You will need to add two macros to your workbook. With your workbook open, access the Visual Basic Editor by entering Alt + F11 on your keyboard.

- **Add Workbook_Open macro in ThisWorkbook object**

Open Visual Basic Editor (Alt + F11) > Double click on ‘ThisWorkbook’ from Project Explorer > Add the VBA code shown below:

```vba
Private Sub Workbook_Open
    Start = Timer + 10 'Start Timer
    Do While Timer < Start 'Wait (Pause) to upload SNLxl Add-in properly
        DoEvents
        Loop
    Update_Data 'Run Macro to update data
End Sub
```

![Figure 50: Adding macro to open workbook](image)

- **Add Macro in module using VBA refresh functionality**

Open Visual Basic Editor (Alt + F11) > Insert > Module > Add ‘Update_Data’ macro shown in the screenshot below:

There are three VBA commands, corresponding with the three refresh options:

- **Refresh Selected Cells**: `Application.Run("SNLxlAddin.xla!RefreshActiveCells")`
- **Refresh Entire Sheet**: `Application.Run("SNLxlAddin.xla!RefreshSheet")`
- **Refresh All Sheets**: `Application.Run("SNLxlAddin.xla!RefreshWorkbook")`

![Figure 51: Adding macro in module using VBA refresh functionality](image)
STEP 4: ADD SCHEDULED TASK

Windows 7
Start > Control Panel > Administrative Tools > Task Scheduler

Figure 52: Adding scheduled task

Figure 53: Selecting Task Scheduler

Schedule a new task

1. Double-click Add Scheduled Task to start the Scheduled Task Wizard, and then click next in the first dialog box.
   - Control Panel > Scheduled Tasks > Add Scheduled Task

2. Click Browse and select file that you want to schedule, and then click Open.

3. Type a name for the task, and then choose one of the following options:
   - Daily
   - Weekly
   - Monthly
   - One time only
   - When my computer starts (before a user logs on)
   - When I log on (only after the current user logs on)

4. Click Next, specify the information about the day and time to run the task, and then click Next.

5. Click Next, and then click Finish after you verify the choices that you have made.
UTILITIES

Settings

You can customize your SNL Office experience by clicking the Settings button in the SNL ribbon, which will open the Settings dialog as shown below in figure 54. In this chapter, we will describe how each of these settings change your experience.

![Figure 54: SNL Office settings dialog](image)

DISPLAY SETTINGS

Currency

Select default currency for monetary or financial data items. This setting only applies to the following data sets: Companies, Mergers & Acquisitions, Real Estate Properties, Capital Issues, Capital Structure, Geographic Intelligence, and Metals & Mining Projects.

By default this setting is Reported currency, but you can choose from the values in the drop-down list. For a complete list of currencies supported by SNL Office visit the Valid ISO Currency Codes in the SNL Office Help page.

Conversion Method

Currency can be converted at the most recent spot rate or the SNL recommended method which converts data using the exchange rate at the relevant dates, e.g., balance sheet items at end of period rates.

![Figure 55: Conversion method options](image)
Terminology
Choose the local terminology for data results, field names, and definitions. This setting does not impact the language used in the application’s instructions, dialogs, and menus.
Valid Terminology settings are listed to the right.

Application Language
Select the language to be used for the application dialogs and menus. By default, the language of Microsoft Excel will be used (if supported). Supported languages include English (entire application), Japanese, Chinese, Portuguese, Spanish, and German (Companies and M&A data sets) as shown below.

Unit of Measurement
Choose US Customary or Metric measure standards, e.g., miles or kilometers; square feet or square meters.

Magnitude
Select the default magnitude for monetary or financial data items. This setting only applies to the following data sets: Companies, Mergers & Acquisitions, Real Estate Properties, Capital Issues, Capital Structure, Geographic Intelligence, and Metals & Mining Projects.

Null Value Text
Specify the default value that should be returned in place of NA values (e.g., n/m, -, "").
GENERAL SETTINGS

SNLTable Options
Include or exclude currency and magnitude values in the SNLTable function Options string when from the Data Wizard.

SNLTable options excluded:

\[ =\text{SNLTable}(1,:$C7:$C1113,:$D4:$E4,,,"Options: Curr=. Mag=. ConvMethod=") \]

Figure 61: SNLTable options excluded

SNLTable options included:

\[ =\text{SNLTable}(1,:$C7:$C1113,:$D4:$E4,,,"Options: Curr=USD Mag=SNL standard ConvMethod=SNL recommended") \]

Figure 62: SNLTable options included

Dynamic Field Labels
Include or exclude dynamic field labels when exporting from the Data Wizard.

Saved Query Folder
Set the default location for saving saved Screens and Projects. By default SNL Office saves them in the following directory:

C:\Users\[Username\]Documents\SNL Financial\SNLxl\SNLQueries.

To change where Screens and Projects are saved by default, click the Browse button as shown below.

Figure 64: Saved query location option
Proxy Settings
SNL Office resolves the proxy settings from Internet Explorer. If you choose to communicate directly through a proxy that is different from Internet Explorer, then the proxy settings must be specified. This information can typically be supplied by your IT administrator if it is needed. For more information about this feature, review the details in the SNL Office Technical Guide.

**Data Channel Proxy IP Address** - The IP address through which SNL Office will communicate with SNL servers, e.g., 127.0.1.1

**Data Channel Proxy Port** - The proxy port through which SNL Office will communicate with SNL servers, e.g., 8888

**Proxy Username** - The proxy port username.

**Proxy Password** - The proxy port password.

RESET
Browser Cache
On occasion it may be necessary to clear your browser cache for SNL Office. Click the **Reset** button, select **Browser Cache** and then click **Clear Cache** on the confirmation dialog.

Application Settings
You can reset SNL Office to the default Settings. Click **Reset**, select **Application Settings** and then click **Reset Application Settings** on the confirmation dialog. In order for the SNL Office to be reset with the default application settings, you must restart Excel.

ERROR/FEEDBACK MESSAGES
SNL Office is designed to provide feedback to you as you interact with the product. There are three types of feedback messages you may experience: inline messages, dialog or toast messages, and in-cell Excel messages. Some examples of each are described or illustrated below.

**Inline Error Messages**
Inline error message will let you know that the information that you entered or selected within the product is not what the product expects for a specific input. An example is displayed below in figure 65.

![Figure 65: Inline error message example](image)

In this example in the Companies data set, the data set requires that you select at least one geography option. Because none is selected, the inline error message is displayed.
Dialog/Toast Error Messages

Like the inline error message, the dialog or toast message is displayed to provide simple feedback about an operation that either succeeded, failed, or requires you to interact with the product to resolve the issue.

EXAMPLE 1 - SUCCESS MESSAGE

In the example in figure 66, after you export your screen results to Excel, you will see a green toast message letting you know that the export was successful. After five seconds, a green toast message will automatically disappear.

![Figure 66: Success toast message](image)

EXAMPLE 2 - WARNING MESSAGE

In the example in the Companies data set shown in figure 67, after running the initial screen, the Industry filter was changed from All Industries to Banking. As soon as the Industry is changed, an orange dialog message is displayed to alert you to the fact that your criteria has changed. To resolve this condition in this case, click Run Screen to see your updated screen results. After five seconds an orange toast message will automatically disappear.

![Figure 67: Warning dialog error message](image)

EXAMPLE 3 - FAILURE MESSAGE

In this example shown in figure 68, when selecting fields in the Field Selector, too many fields have been selected. The error message indicates the specific limit on the number of columns (fields) that can be used in the screen. Before continuing, you should acknowledge the error message by closing it.

![Figure 68: Failure dialog error message](image)
In-cell Excel Error Messages

In-cell error messages are displayed in Excel within a worksheet cell if you create a function or formula that contains an error. SNL Office also uses this feedback to alert you to conditions of the functions you have created. Listed below are examples of SNL Office in-cell error messages.

#REFRESH - Indicates that the SNL function is in the process of being refreshed from SNL servers.

#PEND - Indicates that the SNL function should be refreshed to get the most up to date data from the SNL servers. This also appears when an SNLTable function is exported from the Data Wizard before the export is complete.

#ERROR - Indicates that there is a problem refreshing an SNL function.

INVALID FUNCTION PARAMETER - Indicates that an invalid parameter has been used in an SNL function.

OUTSIDE SUBSCRIPTION - Indicates that the SNL function you are attempting to refresh falls outside of your existing subscription.

KEYERROR - Indicates that a field in an SNL function is missing or has an errant entry where the secondary or tertiary key is expected by the function.

DEFUNCT - Indicates that the field in an SNL function is no longer valid. Contact SNL Support to determine if the field has been replaced by a comparable field.

InvalidCurrency - Indicates an invalid currency code has been included in the Options string in an SNL function. To resolve this error, check that the currency code is valid. A list of valid currency codes is located in the SNL Office Help.

InvalidMagnitude - Indicates an invalid magnitude code has been included in the Options string in an SNL function.

InvalidConvMethod - Indicates an invalid conversion method code has been included in the Options string in an SNL function.

InvalidParameter - Indicates that an invalid parameter has been used in an SNL function.

#NAME - This is an Excel error that is displayed when the text in a formula or function is not recognized. For SNL functions, this occurs if the worksheet contains an SNL function but SNL Office is not installed properly.

FREQUENTLY ASKED QUESTIONS

Please visit our SNL Office Help page that lists our FAQs for SNL Office.
APPENDIX

Data Set List

The following table lists the data set numbers that are used in SNL functions like SNLData, SNLConvert, SNLDefinition and SNLTable.

<table>
<thead>
<tr>
<th>Data Set Group</th>
<th>Data Set Number</th>
<th>Data Set Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Data</td>
<td>1</td>
<td>Companies</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Regulated Depositories</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Specialty Financial Services</td>
</tr>
<tr>
<td></td>
<td>245806</td>
<td>US Insurance Product Filings</td>
</tr>
<tr>
<td></td>
<td>287</td>
<td>US Insurance Statutory Financials</td>
</tr>
<tr>
<td></td>
<td>113573</td>
<td>US Reinsurance Relationships</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>Energy Companies by State</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Regulated Energy Companies</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Wireless Regulatory (ARMIS)</td>
</tr>
<tr>
<td>Asset Data</td>
<td>17</td>
<td>Branches</td>
</tr>
<tr>
<td></td>
<td>113882</td>
<td>US Insurance Investment Holdings</td>
</tr>
<tr>
<td></td>
<td>233518</td>
<td>US Insurance Investment Transactions</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Coal Mines</td>
</tr>
<tr>
<td></td>
<td>120278</td>
<td>Monthly Fuel Deliveries</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Power Plants</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Power Plant Units</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Media &amp; Communications Assets</td>
</tr>
<tr>
<td></td>
<td>113572</td>
<td>Television Networks</td>
</tr>
<tr>
<td></td>
<td>243327</td>
<td>Metals &amp; Mining Projects</td>
</tr>
<tr>
<td></td>
<td>245673</td>
<td>Metals &amp; Mining Drill Results</td>
</tr>
<tr>
<td></td>
<td>245626</td>
<td>Metals &amp; Mining Claims</td>
</tr>
<tr>
<td></td>
<td>261002</td>
<td>Metals &amp; Mining Capital Costs</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Real Estate Properties</td>
</tr>
<tr>
<td>Capital &amp; M&amp;A</td>
<td>113565</td>
<td>Broadcast M&amp;A</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Capital Issues</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Capital Structure</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Mergers &amp; Acquisitions</td>
</tr>
<tr>
<td>Industry Data</td>
<td>245807</td>
<td>Natural Gas Index of Customers</td>
</tr>
<tr>
<td></td>
<td>241913</td>
<td>Operationally Available Capacity</td>
</tr>
<tr>
<td></td>
<td>223718</td>
<td>Regional Energy Markets</td>
</tr>
<tr>
<td></td>
<td>233101</td>
<td>Utility Rate Cases</td>
</tr>
<tr>
<td></td>
<td>113743</td>
<td>M&amp;A Industry &amp; Projections</td>
</tr>
<tr>
<td>Geographic Data</td>
<td>227530</td>
<td>Geographic Intelligence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Commercial Properties</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Listings</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Contacts</td>
</tr>
<tr>
<td>Market Data</td>
<td></td>
<td>Pricing Data</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Forward Commodity View</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Historical Commodity View</td>
</tr>
<tr>
<td></td>
<td>261505</td>
<td>ISO Capacity Auction Results</td>
</tr>
</tbody>
</table>

Date Formats

The following table lists date codes that are used in SNL functions like SNLData, SNLQuery and SNLTable.

<table>
<thead>
<tr>
<th>SNL Function Date Formats</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>yyyyQ</td>
<td>Specific quarter</td>
<td>2013Q2</td>
</tr>
<tr>
<td>yyyyY</td>
<td>Specific year</td>
<td>2012Y</td>
</tr>
<tr>
<td>yyyyH1/H2</td>
<td>Specific interim period</td>
<td>2014H1</td>
</tr>
<tr>
<td>yyyyYq</td>
<td>Specific YTD</td>
<td>2012Y1</td>
</tr>
<tr>
<td>MRQ</td>
<td>Most recent quarter</td>
<td>MRQ</td>
</tr>
<tr>
<td>MRY</td>
<td>Most recent year</td>
<td>MRY</td>
</tr>
<tr>
<td>MRH</td>
<td>Most recent interim period</td>
<td>MRH1</td>
</tr>
<tr>
<td>YTD</td>
<td>Year to date</td>
<td>YTD</td>
</tr>
<tr>
<td>LTM</td>
<td>Last twelve months</td>
<td>LTM</td>
</tr>
</tbody>
</table>

By adding brackets, dates can be made relative to the MRQ, MRY, MRH, LTM or YTD. Examples: [MRQ-1], [MRH-2].
SNL Support

+1 (888) 275-2822 (U.S. & Canada)
+44 20 7283 8887 (Europe, Middle East, & Africa)
+852 5808 0983 (Asia-Pacific)
+1800 1027654 (India)
+1 (434) 951-7788 (Latin America)
support.MI@spglobal.com