

SAFE Data Center

# Starter's Guide

S&P Capital IQ pro

**Leibniz Institute for Financial Research SAFE**  
Sustainable Architecture for Finance in Europe

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1. If you are working on a computer where no "S&P Capital IQ Pro" Office Add-In is installed, you first need to download the Add-In. Go to <https://www.capitaliq.spglobal.com/>.

- Log in with your "S&P global" account
- If you are a researcher or Ph.D. student at Goethe University Frankfurt and do not yet have a "S&P global" account, you can get it from indicated page: activate "NEW USER SIGN UP - S&P CAPITAL IQ PRO NEW USER SIGN UP" and indicate your "\*.uni-frankfurt.de" e-mail address.

**S&P Global** [Request S&P Capital IQ Pro Demo](#)

### Sign In

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This field is required.

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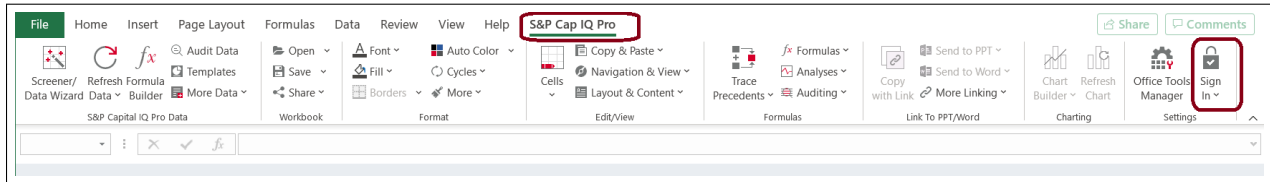
2. Click on "Apps" in the upper left-hand corner and click on "S&P Capital IQ Pro Office Download"

**S&P Capital IQ PRO** Search S&P Capital IQ Pro (CTRL+SHIFT+F) [Advanced Search](#)

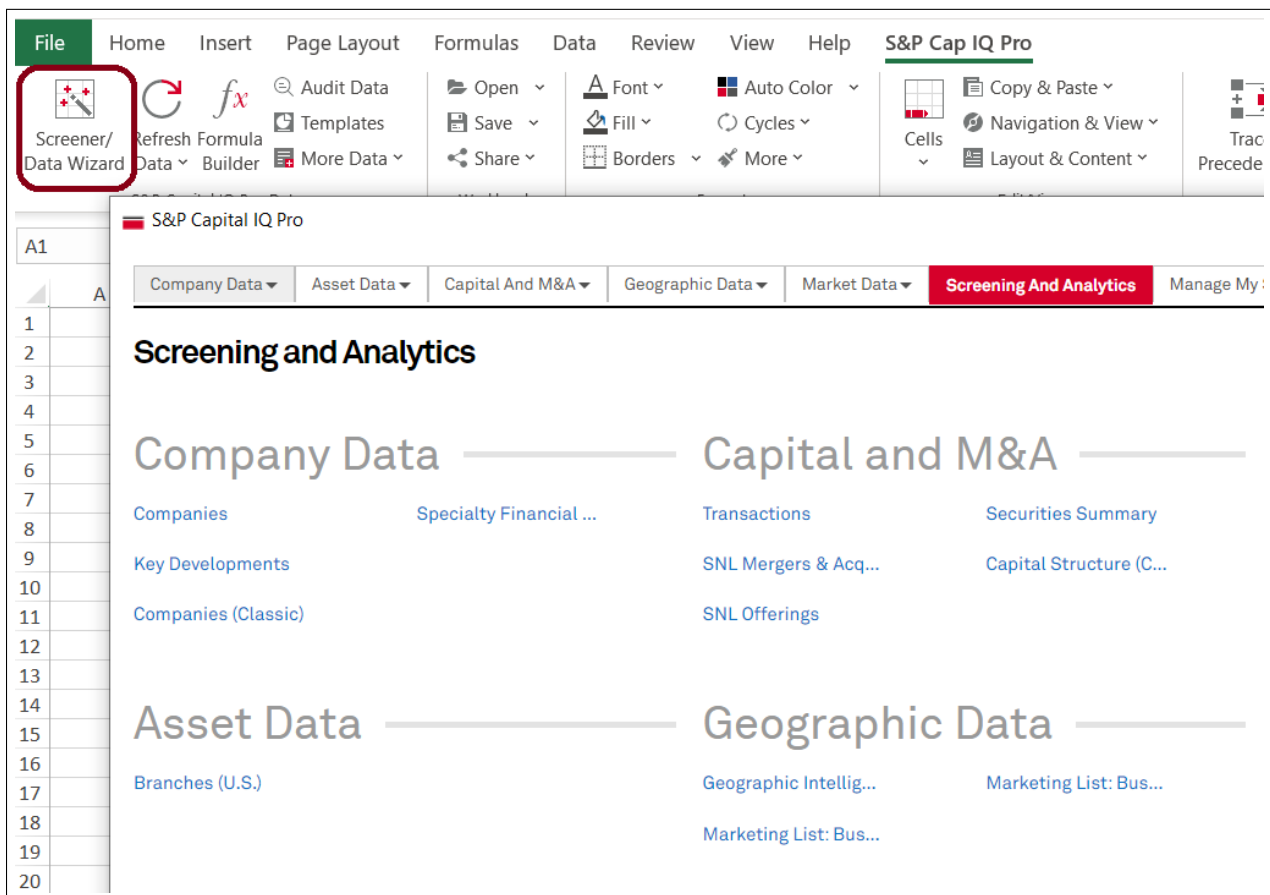
**Apps** News Dashboards Research Markets & Deals Industries ESG

- S&P Capital IQ Platform
- S&P Global Marketplace
- 451 Research
- Leveraged Commentary & Data (LCD)
- Supply Chain Intelligence (Panjiva)
- China Credit Analytics
- Maps
- Peer Comps
- Peer Analytics (Classic)
- Chart Builder
- Report Builder
- Screener
- S&P Capital IQ Pro Office Download**
- S&P Capital IQ Pro Mobile iOS App
- S&P Capital IQ Pro Mobile Android App
- Excel Template Library
- Events Calendar
- Launch Streaming Transcripts
- RSS Feeds
- Insurance Stat Select-A-Page

3. Install “S&P Capital IQ Pro Office” Add-In, open Excel, then click on the “S&P Cap IQ Pro” tab.



4. The easiest way to obtain data from “S&P Capital IQ Pro” via Excel is the “Data Wizard”. Click on the “Screener/Data Wizard” button.



5. A new window opens. Data are classified in broad categories:

- Company Data
- Asset Data
- Capital and M&A
- Geographic Data

⇒ Example here: Companies (Classic)

6. Select the companies for which you want to obtain data.

- “S&P Capital IQ Pro” Financial offers eight default screening criteria for the sample construction.
  - (a) Company(s): Enter individual companies manually.
  - (b) Geography: United States and Canada, Europe, Asia-Pacific, Middle East, Latin American and Caribbean, Africa (and sub-categories for each region)
  - (c) Industry: Banking, Insurance, Securities & Investments, Specialty Finance, Financial Technology (and sub-categories for each industry)
  - (d) Operating Status: Operating companies, Acquired/Defunct
  - (e) Ownership Status: Listed, Non-Listed
  - (f) Coverage Depth: Full, Summary
  - (g) Parents / Subsidiaries: Included, Excluded
  - (h) Consolidation Status: Consolidated, Unconsolidated

S&P Capital IQ Pro

Company Data | Asset Data | Capital And M&A | Geographic Data | Market Data | Screening And Analytics | Manage My Screens | Idea Generation Screens

**Companies (Classic)** ☆ | NEW SCREEN Currency: Euro (EUR) SETTINGS NEW SCREEN

Quick Add Enter a company name, trading symbol, or LEI ADD

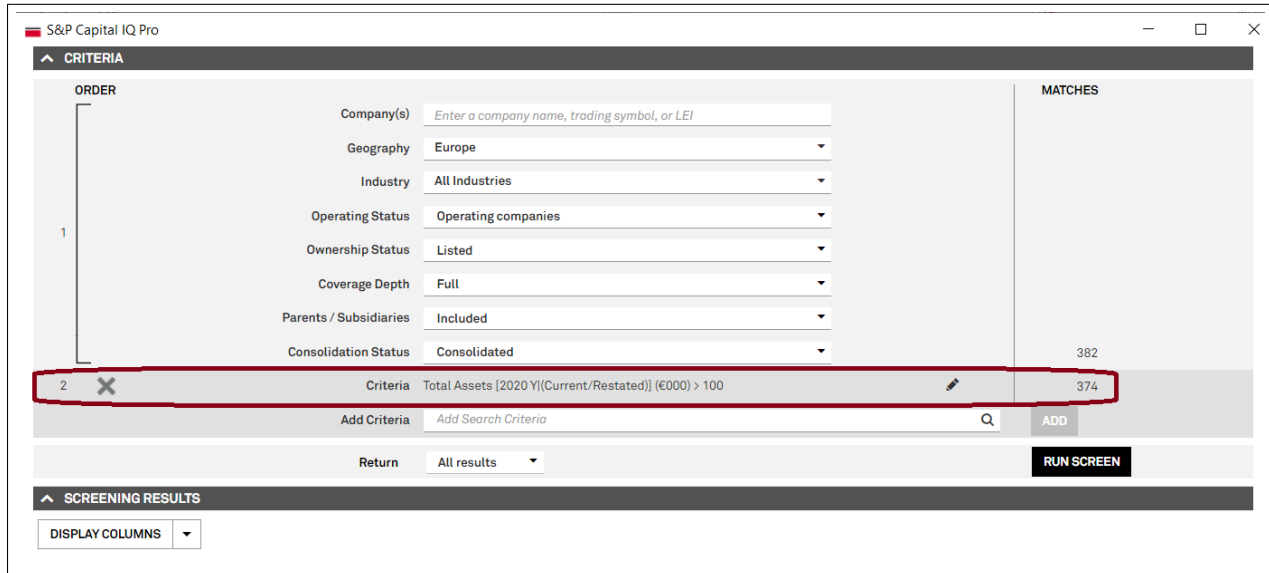
CRITERIA		MATCHES
ORDER		
1	<div>Company(s) Enter a company name, trading symbol, or LEI</div> <div>Geography All Geographies</div> <div>Industry All Industries</div> <div>Operating Status Operating companies</div> <div>Ownership Status Listed</div> <div>Coverage Depth Full</div> <div>Parents / Subsidiaries Included</div> <div>Consolidation Status Consolidated</div>	2,637
Add Criteria Add Search Criteria		ADD
Return All results		RUN SCREEN

SCREENING RESULTS

DISPLAY COLUMNS

7. Select the companies for which you want to obtain data. (continued)

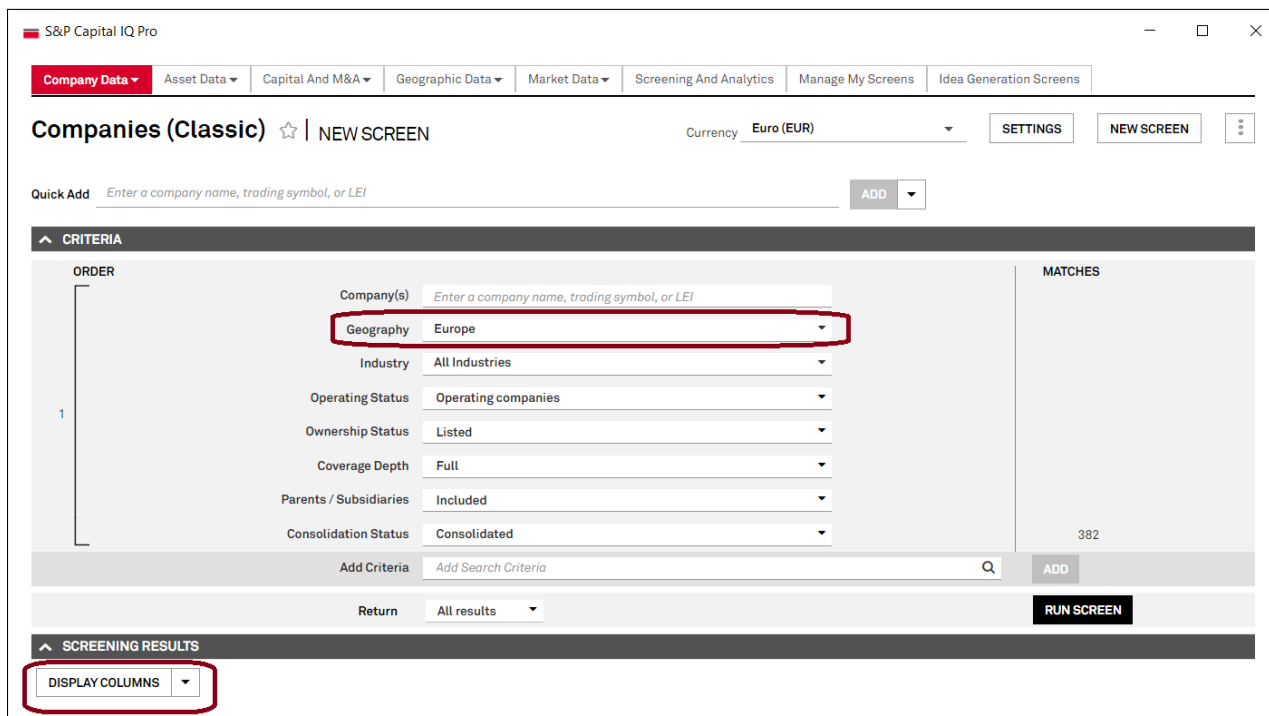
- You can also define your own customized screening criteria by clicking on “Add Criteria”  
⇒ Example here: European companies with more than 100 billion Euro in Total Assets in 2020.



The screenshot shows the 'CRITERIA' section of the S&P Capital IQ Pro interface. It features a table with two columns: 'ORDER' and 'MATCHES'. The first row (ORDER 1) contains a list of criteria: Company(s), Geography (Europe), Industry (All Industries), Operating Status (Operating companies), Ownership Status (Listed), Coverage Depth (Full), Parents / Subsidiaries (Included), and Consolidation Status (Consolidated). The second row (ORDER 2) is highlighted with a red box and contains the criteria: 'Total Assets [2020 Y](Current/Restated)) (€000) > 100'. Below the table, there is a 'Return' button and a dropdown menu set to 'All results'. A 'RUN SCREEN' button is located at the bottom right. The 'MATCHES' column shows 382 matches for the first row and 374 matches for the second row.

8. Select the variables on which you want to obtain data.

- Click on “Add Edit Report Fields”. A new window opens.



The screenshot shows the 'Companies (Classic)' screen in the S&P Capital IQ Pro interface. It features a navigation bar with tabs: Company Data, Asset Data, Capital And M&A, Geographic Data, Market Data, Screening And Analytics, Manage My Screens, and Idea Generation Screens. The 'Company Data' tab is selected. Below the navigation bar, there is a 'Quick Add' section with a text input field and an 'ADD' button. The main section is titled 'CRITERIA' and contains a table with two columns: 'ORDER' and 'MATCHES'. The first row (ORDER 1) contains a list of criteria: Company(s), Geography (Europe), Industry (All Industries), Operating Status (Operating companies), Ownership Status (Listed), Coverage Depth (Full), Parents / Subsidiaries (Included), and Consolidation Status (Consolidated). The second row (ORDER 2) is highlighted with a red box and contains the criteria: 'Total Assets [2020 Y](Current/Restated)) (€000) > 100'. Below the table, there is a 'Return' button and a dropdown menu set to 'All results'. A 'RUN SCREEN' button is located at the bottom right. The 'MATCHES' column shows 382 matches for the first row and 374 matches for the second row. At the bottom left, there is a 'DISPLAY COLUMNS' button with a dropdown arrow, which is also highlighted with a red box.

9. Select the variables on which you want to obtain data. (continued)

- "S&P Capital IQ Pro" Financial classifies data into broad data categories (left hand menu)
- Each category contains several sub-categories and each sub-category multiple data items.

⇒ Example here:

- Category: Financials
  - Sub-category: Financial Highlights
  - Data Item: Total Assets
- You can also use the "Field Search" bar on top to search for specific data items.

S&P Capital IQ Pro

Company Data ▼ Asset Data ▼ Capital And M&A ▼ Geographic Data ▼ Market Data ▼ Screening And Analytics Manage My Screens Idea Generation Screens

**Field Selector** OPEN SAVED FIELDS AS REPORT SAVE AS REPORT

Field Search Enter field name, alias, ID, or keyword Available Fields All Fields ▼

**Category**

- ▶ Corporate
- ▶ EMEA Simplified Insurance Financials
- ▶ Universal Insurance Financials
- ▼ Financials
  - ▶ Financial Highlights
  - ▶ Financial Period
  - ▶ Current Balance Sheet
  - ▼ Assets
    - Cash and Cash Balances
    - Balances with Central Banks
    - Clearing Deposits
    - Securities Purchased, to Resell
    - Cash and Balances with Central Banks
    - Gross Bank Loans
    - Reserves on Loans to Banks
    - Net Loans to Banks
    - Cash and Cash Equivalents
    - Cash and Cash Equivalents

**Parameters**

**Date Preferences**

☒ Actual Periods  
☐ Relative Periods

**Period Type**  
All ▼

**Period** ▼

**Reporting Basis** ▼

**Selected Fields**

Institution Name  
SNL Institution Key

10. Select data parameters. For time-varying variables you need to specify several parameters.

- Date Preferences: Actual Dates, Relative Dates
- Period Type: All, Year, Quarter, YTD, LTM, Interim
- Period: Choose date range
- Reporting basis: Current/Restated, Originally Reported

Field Selector

OPEN SAVED FIELDS AS REPORTSAVE AS REPORT

Field SearchEnter field name, alias, ID, or keyword

Available FieldsAll Fields

Category

Deferred Tax Asset

Premiums Receivable

Fixed Assets

Interest Receivable

Interest Rate Derivative Assets

Other Assets

Total Other Assets

Memo: Right-of-Use Assets

Total Assets

Assets/ Employees

Total Intangibles Including DAC

Tangible Assets

Assets Excluding Goodwill

Intangibles/ Equity

Goodwill/ Shareholders' Equity

Intangibles and DAC/ Shareholders' Equity

Loans and Debt Inst/ Tot Invest Excl Unit-Linked

Parameters

Date Preferences

☒ Actual Periods

☐ Relative Periods

Period Type

All

Period

2020 Y

Reporting Basis

Current/Restated

Selected Fields

Institution Name

SNL Institution Key

Total Assets [2020 Y]((Current/R...

Total Assets [KeyField:132264, TOTAL\_ASSETS]

All assets owned by the company as of the date indicated, as carried on the balance sheet and defined under the indica...

[Financials] / [Assets] / [Total Assets]

EXPORT FIELDS

APPLY

CANCEL

11. Apply search criteria. Click “Apply”.

- Example here: Total Assets for the year 2020 on a current/restated reporting basis.

### Field Selector

OPEN SAVED FIELDS AS REPORTSAVE AS REPORT

Field Search *Enter field name, alias, ID, or keyword*Available FieldsAll Fields

**Category**

- ▶ Corporate
- ▶ EMEA Simplified Insurance Financials
- ▶ Universal Insurance Financials
- ▼ Financials
  - ▶ Financial Highlights
  - ▶ Financial Period
  - ▶ Current Balance Sheet
  - ▼ Assets
    - Cash and Cash Balances
    - Balances with Central Banks
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    - Gross Bank Loans
    - Reserves on Loans to Banks
    - Net Loans to Banks
    - Cash and Cash Equivalents
    - Cash and Cash Equivalents

**Parameters**

**Date Preferences**

☒ Actual Periods☐ Relative Periods

**Period Type**

All

**Period**

2020 Y

**Reporting Basis**

Current/Restated

▶◀

**Selected Fields**

Institution Name

SNL Institution Key

Total Assets [2020 Y][Current/Restated] (€000)

×

▲▼

**Total Assets** [KeyField:132264, TOTAL\_ASSETS]  
All assets owned by the company as of the date indicated, as carried on the balance sheet and defined under the indic...  
[Financials] / [Assets] / [Total Assets]

EXPORT FIELDS

**APPLY**

CANCEL



12. You will get redirected to the original menu. Click “Run Screen” to access the data.

- The data will appear at the bottom of the screen.

**Companies (Classic)** ☆ | NEW SCREEN

Currency: Euro (EUR) [v] [SETTINGS] [NEW SCREEN] [v]

Quick Add: Enter a company name, trading symbol, or LEI [ADD v]

**CRITERIA**

ORDER	Company(s)	Geography	Industry	Operating Status	Ownership Status	Coverage Depth	Parents / Subsidiaries	Consolidation Status	MATCHES
1	Enter a company name, trading symbol, or LEI	Europe	All Industries	Operating companies	Listed	Full	Included	Consolidated	382
2	Criteria: Total Assets [2020 Y](Current/Restated)] (€000) > 100								374

Add Criteria: Add Search Criteria [Q] [ADD]

Return: All results [v] **RUN SCREEN**

**SCREENING RESULTS (374)**

DISPLAY COLUMNS [v] Export Results As Table Function [v] **EXPORT** [v]

Custom Screener Report 1 [v]

SHOW 250 [v] RECORDS

<input type="checkbox"/>	INSTITUTION NAME	SNL INSTITUTION KEY	TOTAL ASSETS 2016 Y CURRENT/RESTA... (€000)	TOTAL ASSETS 2020 Y CURRENT/RES... (€000)
<input type="checkbox"/>	"Bank "Saint-Petersburg" Public Joint-Stock Company	4238385	8,989,166	8,072,491
<input type="checkbox"/>	3i Group plc	4147418	NA	9,706,017
<input type="checkbox"/>	Aareal Bank AG	4145288	47,708,000	45,478,000
<input type="checkbox"/>	AB Siauliu Bankas	4238400	1,861,278	3,028,845
<input type="checkbox"/>	ABG Sundal Collier Holding ASA	4144770	309,937	330,974
<input type="checkbox"/>	ABN AMRO Bank N.V.	4000991	394,482,000	395,623,000

13. You can now export the data into Excel. Click “Export Results”.

- You can choose between different data layouts: Entities Down Column, Entities Across Row, Periods Down Column, Periods Across Row.
- Note: For panel data analysis in e.g. Stata, Periods Down Column is the most convenient layout.

S&P Capital IQ Pro

Company Data ▼ Asset Data ▼ Capital And M&A ▼ Geographic Data ▼ Market Data ▼ Screening And Analytics Manage My Screens Idea Generation Screens

**Companies (Classic)** ☆ | NEW SCREEN Currency **Euro (EUR)** SETTINGS NEW SCREEN

Quick Add Enter a company name, trading symbol, or LEI ADD ▼

1	Industry	All Industries		
	Operating Status	Operating companies		
	Ownership Status	Listed		
	Coverage Depth	Full		
	Parents / Subsidiaries	Included		
	Consolidation Status	Consolidated		382

2 X Criteria Total Assets [2020 Y](Current/Restated)) (€000) > 100 374

Add Criteria Add Search Criteria Q ADD

Return All results RUN SCREEN

^ SCREENING RESULTS (374)

DISPLAY COLUMNS ▼ Export Results As Table Function EXPORT ▼

Custom Screener Report 1 +

SHOW 25

INSTITUTION NAME	SNL INSTITUTION KEY	TOTAL ASSETS 2016 Y CURRENT/RESTA... (€000)	TOTAL ASSETS 2020 Y CURRENT/RES... (€000)
------------------	---------------------	---	---

Entities Down Column  
Entities Across Row  
Periods Down Column  
Periods Across Row

14. After you have clicked “Export Results”, ”S&P Capital IQ Pro” will export the data into the Excel sheet from which you have initiated the Data Wizard (make sure it is an empty sheet).

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