



CALCBENCH

Next Generation Financial Data Tools

Calcbench's Excel Add-In *Installation & Getting Started*

Calcbench's Excel Add-in allows users to work with Calcbench's robust data directly in Excel. To access the 400+ normalized accounting metrics for 9000+ entities in Excel, please follow the steps below or jump to the section relevant to you.

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I) Installation

1. Log into your account and go to www.calcbench.com/excel.
2. Click the "Install Add-In" button at the top of the page to begin installation. Note that different browsers will react differently.
3. If prompted, click the "Save File" option. Then go to the list of downloaded files and click on the file "CalcbenchExcelAddInInstaller".

The screenshot shows the top navigation bar of the Calcbench website with links for My Products, Audience, About, Resources, Blog, and Natalie B. Below the navigation is a section titled "INSTALL THE CALCBENCH EXCEL ADD-IN". It includes a sub-heading "Windows only" and a button labeled "Install Add-In". Below the button, there are instructions for manual installation, including a list of steps: "1. Download and save the Calcbench Excel Add-In, 64 Bit/32 Bit. (Which version of Excel do I have?)" and "2. Tell Excel where you saved the add-in, File->Options->Add-Ins->Manage(Excel Add-Ins)->Browse". There is also a section for "EXAMPLE SPREADSHEETS" with links to "Basic Face and Footnote Formulas", "DuPont Analysis", and "Export your own Calcbench powered spreadsheet using our Benchmark suite".

4. If you see a pop-up window, click on "Install" and "Run Program".
5. Another window should appear once installation is complete.
6. Now that installation is complete, please open a new workbook in Excel.
7. Click on the "Add-Ins" tab on the top ribbon.
8. Click "Set Calcbench Credentials".
9. You will need to type in your username and password. Your "host" should be set to www.calcbench.com and the password is the same as your Calcbench website login.
10. **Please note:** This login should be a one-time process. However, if at any point the add-in does not appear to be working, please check the credential settings and make sure your information is active and correct.
11. That's it. Your Calcbench add-in is now ready to use!



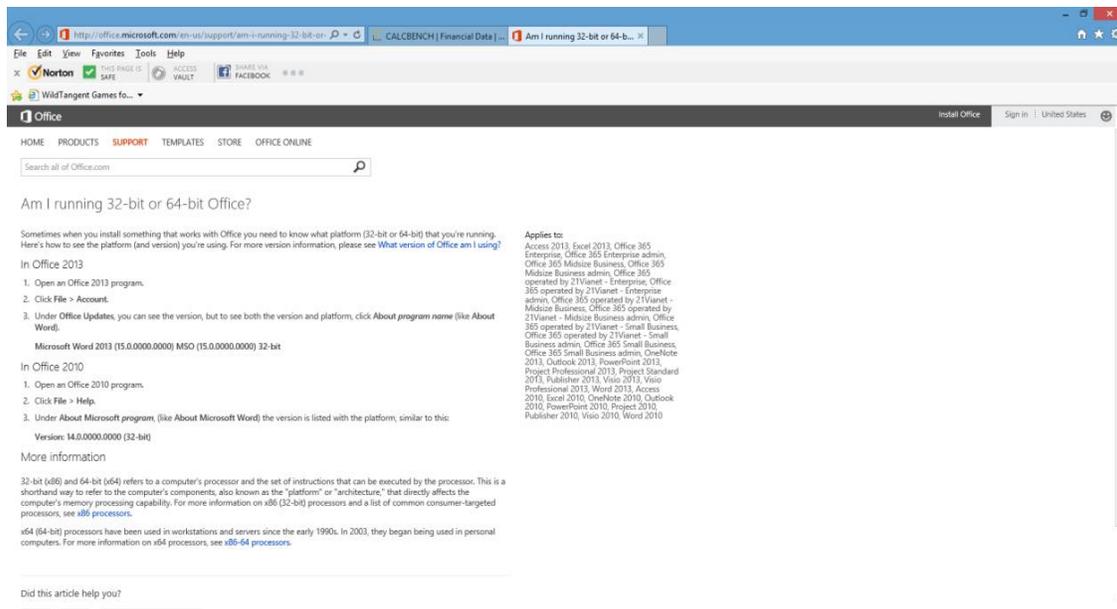
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Troubleshooting

If, for some reason, this method for installation isn't working, please follow the steps below:

1. First, find out which version of Excel you have. [Click here to find out which version of Excel you have.](#)
2. Download and save the Calcbench Excel Add-In by choosing the appropriate option: [64 Bit/32 Bit](#)



3. Then, tell Excel where you saved the add-in, **File** → **Options** → **Add-Ins** → **Manage(Excel Add-Ins)** → **Browse**
4. Once you have done this, go to step 7 above and follow the remaining instructions.

Now that you have installed the Excel Add-In, read on for guidance to help you get started using the tool.



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II) Getting Started Using the Excel Add-in

A. Getting Calcbench Data Directly in Excel

The Excel Add-in provides three distinct ways to extract data into Excel—via Excel formulas, Right-Click Access, and the Add-in Ribbon. Below are instructions for using each of these methods.

Using Formulas to Extract Data

1. Start by accessing the example sheets at Calcbench.com/excel.
2. First, download the "Basic Face & Footnote Formula" sheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Annual Normalized Face Data												
2	metric	ticker	year	period	value from Calcbench								
3	Revenue	intc	2010	Y	43,623,000,000								
4	Revenue	intc	2011	Y	53,999,000,000								
5	Revenue	intc	2012	Y	53,341,000,000								
6	Revenue	awre	2010	Y	17,113,000								
7	Revenue	awre	2011	Y	16,199,000								
8	Revenue	awre	2012	Y	17,304,000								
9													
10													
11													
12	Quarterly Normalized Footnote Data												
13	metric	ticker	year	period	value from Calcbench								
14		140000000	amd	2011 Q1	no value available								
15	Assets	amd	2011	Q2	5,224,000,000								
16	Assets	amd	2011	Q3	5,236,000,000								
17	Assets	amd	2011	Q1	5,209,000,000								
18	Assets	amd	2011	Q2	5,224,000,000								
19	Assets	amd	2011	Q3	5,236,000,000								

3. To get normalized data, you can see the structure of the Calcbench function in Excel is: **=CalcbenchData("metric", "ticker", year, "period")**

Please Note: For any information in the parentheses of a formula, use quotation marks around any text and CIK codes, but not around any numerical value other than the CIK code.

EXAMPLE: **=CalcbenchData("Revenue", "MSFT", 2013, "y")**



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4. Customize the sheet by replacing any of the values below the data points that interest you as you move across the cells using the following information:

Metric: is the financial metric you wish to view. A list of all available metrics (100+) and their Excel terms is offered on the Excel download page under "[Available Normalized Metrics](#)".

Ticker is the company's ticker symbol or the CIK code.

Year is the four-digit calendar year you are interested in viewing.

Period is the period you are interested in viewing within the specific year (Q1, Q2, Q3, Y), optionally followed by TTL for trailing twelve months.

Annual Normalized Face Data				
metric	ticker	year	period	value from Calcbench
Revenue	intc	2010	Y	43,623,000,000
Revenue	intc	2011	Y	53,909,000,000
Revenue	intc	2012	Y	53,341,000,000
Revenue	awre	2010	Y	17,113,000
Revenue	awre	2011	Y	16,199,000
Revenue	awre	2012	Y	17,304,000

Quarterly Normalized Footnote Data				
metric	ticker	year	period	value from Calcbench
InventoryWriteDown	intc	2011	Q1	343,000,000
InventoryWriteDown	intc	2011	Q2	79,000,000
InventoryWriteDown	intc	2011	Q3	no value available
InventoryWriteDown	fnsr	2011	Q1	no value available
InventoryWriteDown	fnsr	2011	Q2	5,700,000
InventoryWriteDown	fnsr	2011	Q3	5,700,000

5. Next, decide on which, of the 100+ currently available metrics you'll be looking into and then change the column for **Metrics** accordingly.

Example Metrics: Revenue, Assets, OperatingExpenses, InventoryWriteDown, LongTermInvestments, PaymentsOfDividends



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Example of Changing the Metrics:

Annual Normalized Face Data				
metric	ticker	year	period	value from Calcbench
Revenue	intc	2010	Y	43,623,000,000
CostofRevenue	intc	2011	Y	20,242,000,000
OperatingExpenses	intc	2012	Y	18,513,000,000
Accountspayable	awre	2010	Y	565,000
Assets	awre	2011	Y	57,851,000
InventoryWriteDown	awre	2012	Y	126,000
Quarterly Normalized Footnote Data				
metric	ticker	year	period	value from Calcbench
InventoryWriteDown	intc	2011	Q1	343,000,000
InventoryWriteDown	intc	2011	Q2	79,000,000
InventoryWriteDown	intc	2011	Q3	no value available
InventoryWriteDown	fnsr	2011	Q1	no value available
InventoryWriteDown	fnsr	2011	Q2	5,700,000
InventoryWriteDown	fnsr	2011	Q3	5,700,000

Note that the Value from Calcbench has changed!

- Now that you see how changing the metrics changes the *Value from Calcbench*, decide on a few firms or an entire peer group to compare by changing the **ticker** down the appropriate column.
- To do so, change the **Year** and the **Period/Quarter** to adjust all data points to your particular focus.



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Example of Changing the Year & Period/Quarter

Annual Normalized Face Data				
metric	ticker	year	period	value from Calcbench
Revenue	ibm	2012	Y	104,507,000,000
CostofRevenue	goog	2012	Y	20,634,000,000
OperatingExpenses	wfm	2011	Y	2,989,000,000
Accountspayable	swy	2011	Y	2,917,000,000
Assets	aapl	2010	Y	75,183,000,000
InventoryWriteDown	awre	2010	Y	305,000
Quarterly Normalized Footnote Data				
metric	ticker	year	period	value from Calcbench
InventoryWriteDown	intc	2011	Q1	343,000,000
InventoryWriteDown	intc	2011	Q2	79,000,000
InventoryWriteDown	intc	2011	Q3	no value available
InventoryWriteDown	fnsr	2011	Q1	no value available
InventoryWriteDown	fnsr	2011	Q2	5,700,000
InventoryWriteDown	fnsr	2011	Q3	5,700,000

Once again, all the Values from Calcbench have changed according to the data points you've changed!

Using 'Right Click' to Get Data

1. Using the example sheet that is already open (or starting a new workbook if you prefer), you can go into any cell and "Right-Click" with your cursor. You will see the following choices: "Insert Formula" or "Retrieve Financial Statement".
2. You will see the screen below upon clicking "Insert Formula".

Find Datapoints

Normalized Datapoint Search

Face

Assets [Insert]

Footnote

[Insert]



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- From this screen, you can type in any data point you'd like to search and the *Value from Calcbench* will emerge accordingly once you click the "Insert" button.

This feature makes building different analyses incredibly efficient, as this add-in pulls vast amounts of information in minutes across hundreds of different metrics.

- Alternately, if you "Right-Click" and select "Retrieve Financial Statement," you will see the screen below:

As Reported Statement

Ticker
goog

Annual Quarterly

Statement Type
 Income
 Balance Sheet
 Cash Flows

Submit Cancel

- After clicking "Submit", you can now see the financial statement, for the example Google, which will generate in a new sheet.

	Y 2013 1/1 - 12/31/2013	Y 2012 1/1 - 12/31/2012	Y 2011 1/1 - 12/31/2011	Y 2010 1/1 - 12/31/2010
Total:				
Revenues:				
Revenues	\$59,825,000,000	\$50,175,000,000	\$37,905,000,000	\$29,321,000,000
Costs and expenses:				
Cost of revenues			\$13,188,000,000	\$10,417,000,000
Research and development	\$7,952,000,000	\$6,793,000,000	\$5,162,000,000	\$3,762,000,000
Sales and marketing	\$7,253,000,000	\$6,143,000,000	\$4,589,000,000	\$2,799,000,000
General and administrative	\$4,796,000,000	\$3,845,000,000	\$2,724,000,000	\$1,962,000,000
Charge related to the resolution of Department of Justice	\$0	\$0	\$500,000,000	\$0
Total costs and expenses	\$45,859,000,000	\$37,415,000,000	\$26,163,000,000	\$18,940,000,000
Income from operations	\$13,966,000,000	\$12,760,000,000	\$11,742,000,000	\$10,381,000,000
Interest and other income, net	\$530,000,000	\$626,000,000	\$584,000,000	\$415,000,000
Income from continuing operations before income tax	\$14,496,000,000	\$13,386,000,000	\$12,326,000,000	\$10,796,000,000
Provision for income taxes	\$2,282,000,000	\$2,598,000,000	\$2,589,000,000	\$2,291,000,000
Net income from continuing operations	\$12,214,000,000	\$10,788,000,000	\$9,737,000,000	\$8,505,000,000
Net income (loss) from discontinued operations	\$706,000,000	(\$51,000,000)	\$0	\$0
Net income	\$12,920,000,000	\$10,737,000,000	\$9,737,000,000	\$8,505,000,000

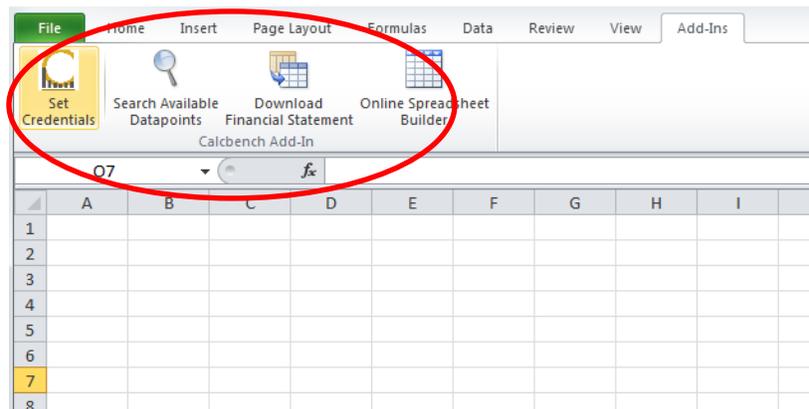


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Using the Ribbon to Access Data

Lastly, you can also access the same information described above by using the "Add-In" tab on the ribbon at the top of Excel.



B. Extracting Data Using XBRL Tags

In addition to getting normalized data using the **=CalcbenchData** function, users can extract data using XBRL tags.

Getting data for any *numerical* XBRL tag

You can also get data for any XBRL tag using the following structure:
=calcbenchXBRLTag("XBRLTag", "Ticker", Year, "Period")

XBRLTag allows you to enter any XBRL tag (including extension tags).

Ticker is the ticker symbol or the CIK code.

Year is the four-digit calendar year you are interested in viewing.

Period is the period you are interested in viewing within the specified year (Q1, Q2, Q3, Y), optionally followed by TTL for trailing twelve months.

Please Note: As mentioned previously, for any information in the parentheses of a formula, use quotation marks around any text and CIK codes, but not around any numerical value other than the CIK code.



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EXAMPLE: =CalcbenchXBRLTag("CapitalizedComputerSoftwareAmortization", "MSFT", 2012, 0)

Getting data for any textual XBRL tag

You can get XBRL tagged text data using the following function:

=calcbenchXBRLTextTag("XBRLTextTag", "Ticker", Year, "Period")

XBRLTextTag allows you to enter any XBRL text tag, not including text blocks. For example you can use "DocumentType".

Ticker is the ticker symbol or the CIK code.

Year is the four-digit calendar year you are interested in viewing.

Period is the period you are interested in viewing within the specified year (Q1, Q2, Q3, Y), optionally followed by TTL for trailing twelve months.

Please Note: Each of the arguments within the excel function may be expressed as either a hard-coded value, e.g. "IBM" or "Assets", *OR* as a cell reference e.g. C1, \$D\$5, \$A6.

EXAMPLE =CalcbenchXBRLTextTag("EntityRegistrantName", "0000789019", 2014, "Q1")

Now that you understand how to use the Calcbench Add-In, enjoy the power and flexibility of the platform!

Have Questions or Feedback? Contact us at us@calcbench.com