

SAFE Data Center

# Starter's Guide

S&P Capital IQ pro

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

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

This field is required.

This field is required.

Keep Me Signed In [Forgot your password?](#)

**SIGN IN**

[Log in with SSO](#)

---

**NEW USER SIGN UP** ▼

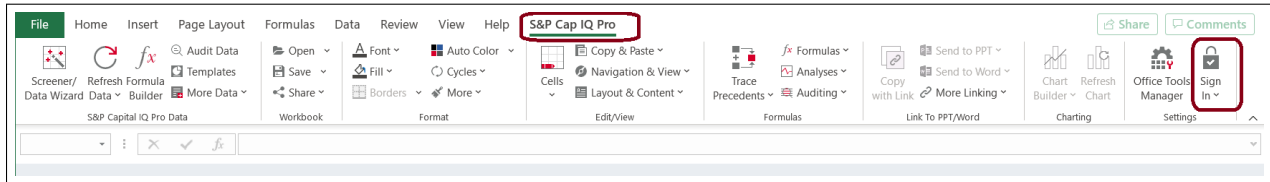
2. Click on "Apps" in the upper left-hand corner and click on "S&P Capital IQ Pro Office Download"

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

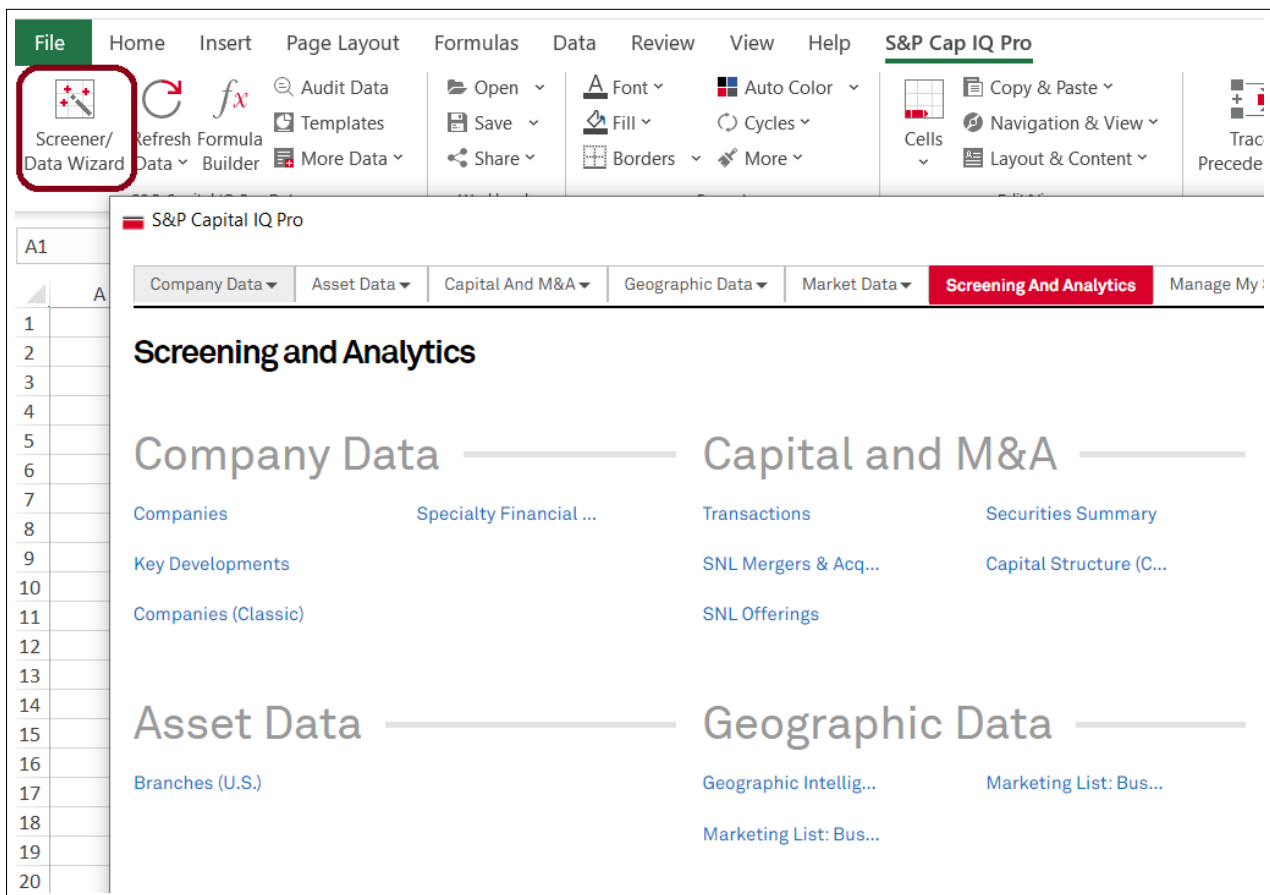
**Apps** ▼ News ▼ **Dashboards** ▼ Research ▼ Markets & Deals ▼ Industries ▼ ESG ▼

- 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

ORDER		MATCHES
1	<p>Company(s) Enter a company name, trading symbol, or LEI</p> <p>Geography All Geographies</p> <p>Industry All Industries</p> <p>Operating Status Operating companies</p> <p>Ownership Status Listed</p> <p>Coverage Depth Full</p> <p>Parents / Subsidiaries Included</p> <p>Consolidation Status Consolidated</p>	2,637

Add Criteria Add Search Criteria Q 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.

S&P Capital IQ Pro

**CRITERIA**

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

ADD Criteria: Add Search Criteria

Return: All results

**RUN SCREEN**

**SCREENING RESULTS**

DISPLAY COLUMNS

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

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

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:  ADD

**CRITERIA**

ORDER	Company(s)	MATCHES
1	Company(s) <input type="text" value="Enter a company name, trading symbol, or LEI"/> Geography: Europe Industry: All Industries Operating Status: Operating companies Ownership Status: Listed Coverage Depth: Full Parents / Subsidiaries: Included Consolidation Status: Consolidated	382

ADD Criteria: Add Search Criteria

Return: All results

**RUN SCREEN**

**SCREENING RESULTS**

DISPLAY COLUMNS

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.

The screenshot shows the S&P Capital IQ Pro Field Selector interface. At the top, there is a navigation bar with tabs for 'Company Data', 'Asset Data', 'Capital And M&A', 'Geographic Data', 'Market Data', 'Screening And Analytics', 'Manage My Screens', and 'Idea Generation Screens'. Below this, the 'Field Selector' section is visible. It includes a 'Field Search' bar with the placeholder text 'Enter field name, alias, ID, or keyword'. To the right of the search bar are buttons for 'OPEN SAVED FIELDS AS REPORT' and 'SAVE AS REPORT'. The main area is divided into three columns: 'Category', 'Parameters', and 'Selected Fields'. The 'Category' column shows a tree view with 'Assets' selected, and 'Cash and Cash Balances' highlighted. The 'Parameters' column has sections for 'Date Preferences' (with 'Actual Periods' checked), 'Period Type' (set to 'All'), 'Period', and 'Reporting Basis'. The 'Selected Fields' column shows 'Institution Name' and 'SNL Institution Key' fields. A red box highlights the 'Field Search' bar and the 'Assets' sub-category in the left-hand menu.

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

The screenshot shows the 'Field Selector' interface. At the top, there are buttons for 'OPEN SAVED FIELDS AS REPORT' and 'SAVE AS REPORT'. Below is a search bar labeled 'Field Search' with the placeholder text 'Enter field name, alias, ID, or keyword'. There are tabs for 'Available Fields' and 'All Fields'. On the left, a 'Category' list includes 'Total Assets' which is highlighted. In the center, a 'Parameters' panel is open, showing 'Date Preferences' with 'Actual Periods' checked and 'Relative Periods' unchecked. Below that, 'Period Type' is set to 'All', 'Period' is set to '2020 Y', and 'Reporting Basis' is set to 'Current/Restated'. On the right, a 'Selected Fields' list contains 'Institution Name', 'SNL Institution Key', and 'Total Assets [2020 Y](Current/R...'. At the bottom, there is a description for 'Total Assets' and buttons for 'EXPORT FIELDS', 'APPLY', and '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 REPORT SAVE AS REPORT

Field Search  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 Equivalentents
    - Cash and Cash Equivalentents

**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)	X

**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.

The screenshot displays the S&P Capital IQ Pro interface. At the top, there are navigation tabs: Company Data, Asset Data, Capital And M&A, Geographic Data, Market Data, Screening And Analytics, Manage My Screens, and Idea Generation Screens. The main header shows "Companies (Classic)" with a "NEW SCREEN" button and a currency dropdown set to "Euro (EUR)".

Below the header is a "Quick Add" field with a placeholder "Enter a company name, trading symbol, or LEI" and an "ADD" button. The "CRITERIA" section is expanded, showing a list of filters:

- ORDER: 1
- Company(s): Enter a company name, trading symbol, or LEI
- Geography: Europe
- Industry: All Industries
- Operating Status: Operating companies
- Ownership Status: Listed
- Coverage Depth: Full
- Parents / Subsidiaries: Included
- Consolidation Status: Consolidated

On the right side of the criteria section, there are "MATCHES" counts: 382 for the current criteria and 374 for a criteria that includes "Total Assets [2020 Y](Current/Restated) (€000) > 100". There is an "ADD" button next to the search criteria input.

At the bottom of the criteria section, there is a "Return" dropdown set to "All results" and a "RUN SCREEN" button, which is highlighted with a red box in the image.

Below the "RUN SCREEN" button is the "SCREENING RESULTS (374)" section. It includes a "DISPLAY COLUMNS" dropdown, an "Export" button, and a "Results As Table Function" dropdown. There is also a "Custom Screener Report 1" button and a "SHOW 250 RECORDS" dropdown.

The main table displays the following data:

<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.

The screenshot shows the S&P Capital IQ Pro interface. At the top, there are navigation tabs: Company Data (selected), Asset Data, Capital And M&A, Geographic Data, Market Data, Screening And Analytics, Manage My Screens, and Idea Generation Screens. Below this is the header "Companies (Classic) NEW SCREEN" with a currency dropdown set to "Euro (EUR)" and buttons for "SETTINGS" and "NEW SCREEN".

The main area is titled "Quick Add" and contains a search bar "Enter a company name, trading symbol, or LEI" with an "ADD" button. Below this are two criteria sections:

- Criteria 1: A list of filters including Industry (All Industries), Operating Status (Operating companies), Ownership Status (Listed), Coverage Depth (Full), Parents / Subsidiaries (Included), and Consolidation Status (Consolidated). A count of 382 is shown.
- Criteria 2: A criteria box with a red 'X' icon, containing the text "Total Assets [2020 Y](Current/Restated) (€000) > 100" and a count of 374. Below it is an "Add Criteria" search bar.

At the bottom of the criteria section, there is a "Return" dropdown set to "All results" and a "RUN SCREEN" button.

Below the criteria is a section for "SCREENING RESULTS (374)". It includes a "DISPLAY COLUMNS" dropdown, an "Export" button, and a "Results As Table Function" dropdown. An "EXPORT" dropdown menu is open, showing four options: "Entities Down Column", "Entities Across Row", "Periods Down Column", and "Periods Across Row".

At the bottom, there is a table header with columns: "INSTITUTION NAME", "SNL INSTITUTION KEY", "TOTAL ASSETS 2016 Y CURRENT/RESTA... (€000)", and "TOTAL ASSETS 2020 Y CURRENT/RES... (€000)".

