Using FactSet Sidebar

FactSet Sidebar adds context and transparency to your data by allowing you to easily view a breakdown of values in a calculation, identify the data source, and access the full-text definition behind a formula using =FDS codes in the Detail tab. Use Sidebar to create and edit =FDS codes and FQL (^=) or Screening (^%) Data Downloading formulas in the Insert and Edit tabs. For a guided tour of Sidebar, launch the eLearning series on Online Assistant page 16786.

Launch FactSet Sidebar in Microsoft Excel by clicking the Insert Formula button or toggling the Show/Hide button in the FactSet ribbon.

Positioning Sidebar in Excel
You can dock Sidebar on the left or the right side of Excel, undock the utility so it "floats" on top of Excel, or position Sidebar on a second monitor. To undock/dock, double-click Sidebar’s title bar or simply drag the title bar.

View the full-text definition for the item you’ve selected.

Tip: You can also use Sidebar in PowerPoint and Outlook. For more information, see Online Assistant pages 17544 and 17466.

Tip: Read about the latest FactSet Sidebar updates in the "Office Integration" category of FactSet Notify. Click the category’s envelope icon to receive email alerts.

Click the Settings button to manage hot keys in Sidebar, restore Sidebar to its default size and position, specify how you want to retrieve data on FactSet (using =FDS codes, FQL or Screening Data Downloading), change your database order, and much more.

FactSet Sidebar is context-sensitive and displays information for the formulas you’ve selected in Excel in the Detail tab. To edit an existing formula, select the data item and choose the Edit tab in Sidebar.

Using Shortcuts in Sidebar:
- Show or hide Sidebar: CTRL+M
- Switch focus between Excel and Sidebar: CTRL+J
- Activate the Detail tab from Excel: CTRL+T
- Activate the Detail tab within Sidebar: ALT+D
- Activate the Insert tab within Sidebar: ALT+I
- Activate the Edit tab within Sidebar: ALT+E
- Insert a formula from the Insert tab: ALT+N
- Modify a formula in the Edit tab: ALT+M
- Cycle through the tabs in Sidebar: CTRL+PAGE UP/DOWN

TO LAUNCH: MICROSOFT EXCEL > FACTSET RIBBON > INSERT FORMULA BUTTON
ONLINE ASSISTANT PAGE ID 16664
Inserting Formulas

Sidebar’s Insert tab streamlines the process of creating =FDS and FQL (^=) or Screening (^%) Data Downloading codes in Excel. The Insert tab features more targeted search results, type-ahead search functionality for identifiers, the ability to cell reference across Excel workbooks and worksheets, a real-time preview of your data in Excel, function-building capability, and much more. To insert a formula, choose the Insert tab in Sidebar or select “Insert Formula” from the Insert Formula drop-down menu within the FactSet ribbon in Excel.

If =FDS mode is selected in the Settings button of Sidebar, the Identifier section is displayed. Enter a company’s identifier or use type-ahead search to find it. You can also click the Lookup button to search for an identifier. You can enter multiple identifiers at once.

You can limit your search results using the following buttons:
- FactSet Recommended: click to view FactSet Recommended formulas
- Favorites: click to view formulas tagged as favorites
- Sources: click to specify the formula libraries to search through

In this example, a keyword search for EPS returns all EPS formulas from the FactSet Fundamentals formula library.

You can specify the report basis, date, frequency, currency, and other formula arguments that are specific to the data item you’ve selected using the drop-down menus or cell references.

To cell reference an identifier or formula argument across Excel workbooks and worksheets, click the Select a Cell Reference button.

After selecting an identifier and data item, the real-time preview in Excel shows you where the data will be outputted once you click the Insert button. To disable this feature, click the Settings button and make your selection in the “Show data preview in Excel” drop-down menu.

Use the toolbar options in the Formula Workspace to help apply a function, build compound codes, undo/redo actions, and clear a code. You can also manually enter text when building your formula. To learn more about applying functions or building compound codes in Sidebar, see Online Assistant pages 16779 and 16880.

Click the Insert button to output the data into your Excel spreadsheet.

Common Formula Messages in Excel

<table>
<thead>
<tr>
<th>Message</th>
<th>Possible Issue</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>#CALC</td>
<td>Appears when an =FDS code is recognized by FactSet and is ready to be calculated</td>
<td>Recalculate the =FDS request code(s)</td>
</tr>
<tr>
<td>#NUM</td>
<td>Appears when an =FDS code is missing arguments or has a syntax error</td>
<td>Double check the code for correct syntax</td>
</tr>
<tr>
<td>#VALUE</td>
<td>Appears when you have an Excel calculation waiting for an =FDS code to be recalculated</td>
<td>Recalculate the =FDS request code(s)</td>
</tr>
<tr>
<td>#NAME</td>
<td>Appears when Excel does not recognize the function</td>
<td>Check and correct spelling in =FDS request code(s)</td>
</tr>
<tr>
<td>#REF</td>
<td>Appears when a cell reference is deleted</td>
<td>Relink all appropriate cell references used in =FDS request code(s)</td>
</tr>
</tbody>
</table>
Viewing Formula Details

Sidebar’s Detail tab helps you analyze data in Excel more efficiently by anticipating the information you need to know about selected =FDS codes. Within the Detail tab, you can quickly audit a FactSet formula back to the source document, understand the breakdown of the calculation, access additional company information, and more.

View a breakdown of the calculation for the formula you’ve selected in the Data item section.

When a cell hasn’t been refreshed to reflect the most current value for that formula, Sidebar provides a warning that the cell may need to be refreshed.

FactSet Mergers subscribers can view key deal information as well as the deal’s source documents in Sidebar’s Detail tab to continue analysis without leaving Microsoft Excel.

FactSet Fundamentals subscribers can quickly audit data back to the source document to reconcile the values presented for increased transparency.

Launch overview reports for companies, benchmarks, bonds, countries, and many other entity types. This functionality provides a quick and easy way to get more information about a security or deal that you are analyzing in Microsoft Excel.

TO LAUNCH: MICROSOFT EXCEL > FACTSET RIBBON > INSERT FORMULA BUTTON > DETAIL TAB
Editing Formulas in Sidebar

Sidebar’s Edit tab allows you to edit existing =FDS codes and FQL (^=) or Screening (^%) Data Downloading formulas, including compound codes. You can shorten or lengthen a time series, change the selected data item, modify formula arguments, or add a function. For a guided tour on editing a formula or applying a function in Sidebar, launch the eLearning demo on Online Assistant page 16786.

1. Select the data item you’d like to edit in Excel and choose the Edit tab in Sidebar. If Sidebar isn’t already launched, right-click on the data item and select FactSet > Edit Formula.

2. Within the Data Item section, you can change the formula by typing a keyword or phrase in the Enter Keywords box and pressing ENTER. To learn more about the formula, expand the Definition section to view the formula name, data source, and definition.

3. If you’re editing an =FDS code, you can change the company identifier(s) in the Identifier section.

4. Modify formula arguments you previously specified in the Inputs section. For example, you can shorten or lengthen a time series, or change the currency, date alignment, and units.

5. Once you’ve modified the data item, you can apply or remove a function in the Formula Workspace section by clicking the Function button.

6. Click the Modify button to apply the changes you’ve made to the formula in Excel.

TIP > Edit all of the common inputs of a compound code at once in Sidebar’s Edit tab. Any changes are applied to all portions of the code. For example, when you change the frequency and currency arguments, the updates are applied to both formulas in the compound code.

TIP > You can create and edit custom screening (%) formulas in Sidebar. To learn more about working with custom formulas, see Online Assistant page 17318.