

Database Guide

Amadeus

Subject Coverage

Standardised annual accounts (for up to 10 years) and management details on the top 330,000 public and private companies actively trading in 41 European countries.

Availability

Via the Library tab on myBU or Library home page on the University website, then to:

- A-Z of Databases (http://www.bournemouth.ac.uk/library/resources/databases_atoz.html), or
- Company & Industry Information (http://www.bournemouth.ac.uk/library/resources/company___industry_info.html)

Help

Select **Support** option and search Product User Guide or other resources as available. For guidance on terminology and ratios, see also [Understanding Company Accounts Subject Advice Guide](#)

To Begin a Search

AMADEUS provides two search options: **Quick search**, which is quick to use but provides fewer selection criteria, and **Expert search**, which offers the full flexibility of the database.

Quick Search

Enter the company name or part of it into the search box and then click on **Search**. There are also a limited number of other pre-selected criteria:

- Ticker symbol
- Location – regions or countries,
- Industry
- Size – employees, turnover, or total assets,
- Company type - Publicly quoted or Private
- Ownership
- Recent M&A involvement – as acquiror, target, or vendor
- News
- Top companies – based on turnover, employees, or assets.

More than one criteria can be chosen for the same search.

Expert Search

To search by more and other criteria, choose **Expert Search** and then, from the Expert Search screen, select from the following search categories and sub-categories listed in left hand frame:

- National Identification number (e.g. Companies House number or equivalent)
- Geographic location: countries, regions in countries, or cities.
- Industry - allows searching by: UK SIC (2003), US SIC, NACE and other national SIC codes, keyword trade description, or Peer Group (see Search Tips below)
- Number of employees
- Financial Statement items
- Financial Performance Criteria (year-on-year & trend)
- M& A deals, etc., and
- User-defined variables

and continue as above.

Please Turn Over

Search Tips

1. Boolean Searching

Each subsequent search selects only those records which match *both* the previous *and* latest search criteria. To select from a combination of different criteria using Boolean operators (AND, OR, NOT), click on **Show Boolean** button below the search summary, then click on **Other Boolean Search** button. Enter the Search Set numbers for each criterion previously selected, linking with **And, And Not, Or** as appropriate as required, eg 1 And 2 And (3 Or 4). Click on **OK** to execute search.

2. Peer Groups

FAME has standard peer groups already created for each company. These are known as the default peer groups and are defined as all companies on the database having the same first two digits of its primary NACE code **and** of a similar size, viz., Very Large (VL), Large (LA), Medium (ME) and Small (SM). These can be found by selecting the Activity/Industry search option on Expert Search, then Standard Peer Group. Drill down through hierarchical table if industry category is unknown. Otherwise, select:

- Alphabetical list, entering the Peer Group description (or part of it) - specifying 'search on whole words' is recommended - or ,
- Code list, entering 5-digit code number followed *immediately* by size mnemonic, eg 52121. VL - Other retail sale in non-specialized stores

Then click on "Search".

Looking at results

The results of your search are presented in a Search Summary.

Listing companies

1. Click on **List** tab to display listing of companies selected. If you wish to sort them, e.g. by company name, by turnover (default currency for lists is US\$) then click on **Sort** and then select required sort criterion and display order (ascending or descending).
2. When first displaying a List, you will be offered a choice of List display options: General, Credit, Financial, Mailing, Ownership, and Audit. Before selecting your option, you may wish to pre-empt redisplay of this menu by clicking on the 'Bypass this window prior to a List display' radio button to the bottom left. To select List format required, highlight one of the pre-set options listed – the default *and recommended* is General – then click on OK.
3. You may re-display the List options at any time by clicking on **Format** when a list of companies is displayed

To modify a list of companies

1. Click in the checkboxes to the left of a company name to mark it.
2. Then click on **Delete** and select the option to delete *either* All marked companies *or* All unmarked companies *or* a Range of companies, depending on which companies you want to retain.
3. Click OK. The company list will then be redisplayed with the marked companies only or with them deleted as required.

Individual Company reports (Quick search and Expert Search)

1. To display report details of an individual company, click on the company name within the List or on one of the Report options beside the company name. They are:
 - Detailed Report: includes the following company information: Profit and loss account, Balance sheet (up to 10 years), Financial and Profitability ratios, Credit score, Directors and shareholders, Holdings and subsidiaries, number of employees, website link, contact details and activity descriptions.

- Executive Report: contains basic information, balance sheet items, a graphical display of key items and ratios, (usually 2-3 sides of A4 in length).
 - Peer group report: allows comparison of a company against 4 – 20 comparable companies
2. Subsidiaries, when listed, are displayed in a 'Roll-up structure'; the default is the top level. You may choose to display ('unfold') up to 5 levels simultaneously. Please note that subsidiaries with *underlined* names are present in BvD Suite [UK companies will be listed on FAME.] Companies with names *in bold and underlined* are present in AMADEUS.
 3. When viewing a report, use the option bar at the bottom of the screen to display graphical illustrations of the data or to customise the Format or Layout of the report where available (see later).
 4. To move within a company report, click on the **PgDn/PgUp** buttons. To move through the records, click on > button.
 5. Click on List to return to the list of companies. You can sort the list using the Sort option on the tool bar.

Currency Options

1. To change the currency as reported, click on **Layout** button [**Format** when List is displayed] at bottom of screen, then click on **New**.
2. Select **Money Values in Reference Currency** option [**Currency Unit** when List is displayed] and new currency desired, using one of the other currency codes as required: USD =US Dollar, EUR = Euro (select **Support** option and refer to Appendices within Product User Manual for IMF currency codes).
3. **Select each year as required.** Units may also be specified as default, Thousand, Millions, or Billions.
4. **Save** new format using different Format name.

Other Display Options

For displaying data in various graphical formats, select **Support** option and consult the Product User Guide or other online resources as available.

Printing or Downloading Results to Disk

NB Please download data whenever possible. A full report takes 2 or 3 minutes to print and so reduces the time available for searching.

To save Lists or full company report, first display list or full report as required, then click **Export** on the option bar at the top of the screen. Formats available are:

- Excel 2003 (*.xls)
- Excel 2002 (*.xls)
- Excel 2000
- Excel 97
- Excel 95 (*.xls)
- Word 2000 (*.doc)
- Word 6.0/95 (*.doc)
- Rich Text Format (*.rtf)
- ASCII delimited (*.asc) **recommended for spreadsheet output if required format not specified**
- ASCII (*.txt)

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2. Select records required: **Current, All companies** (NB Maximum of 50 reports a time),
Range n - nn
3. Select Unit [drive A] and file name to which data should be outputted.
4. Where the company reports includes subsidiaries, select number of levels to be included: as
Current display, 5 levels, 10 levels.
5. Click on **Export** to commence downloading. NB **Delayed Export** is *not* recommended.

To print Lists or full company report, first display list or full report as required, then click **Print** on the option bar at the top of the screen. Select printer options (Force page breaks; Paper size; Orientation; include Search history) as required. For printing Lists, *landscape orientation* is recommended. Please make sure the settings match the printer settings on your computer.

To Start Another Search

Click on **Trash** icon at top menu bar or click  to clear search statements in turn.

To Exit

Click on **Log Out** at top menu bar then, to end the connection, select **click here**. Then exit from browser.