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Datastream:
Part 1 (Getting Started)

Introduction

This guide is for individuals using Datastream to research current and historical financial data. Datastream covers several types of financial securities and economic series in many countries.

The guide introduces Datastream Advance for Office (the Excel Add-in).

Access for current students and staff

Datastream is installed on limited PCs in the Library.

- 2 in the Precinct Library (1 dedicated, 1 joint with Blooomberg, book via *My Manchester*)
- 12 in the Finance Zone, Dover Street building G.010 Database Suite
- 2 in G.013 Bloomberg Suite (joint with Bloomberg)

← *Double-click "DSsetup - shortcut" on desktop*

HOW TO USE THIS GUIDE: This guide is split into a number of sections:

1. Overview

Datastream is a reporting and charting interface specifically designed for use with Datastream's financial data service. Datastream's interface will let you request over 100 standard reports, charts and data. The Datastream historical financial database provides its users with world stock market indices, fundamentals and economic data.

There are two programs that provide a user interface to the Datastream database. The stand-alone application is the easiest to learn. Datastream Advance for Office (AFO) provides an Excel Add-In that means that Datastream requests can be invoked from Excel.

Our Academic license does not give access to everything in Datastream.

2. Datastream Series Categories

Datastream is a series based database. These series are divided into a number of different categories. The most used categories are:

Equities	Listed company equities (one company can be listed on more than one exchange)
Equity Indices	Market and sector indices (e.g. FTSE100)
Constituent Lists	Constituents of indexes, industrial sectors, etc. (eg LFTSE100)
Interest Rates	Time series of interest rates in various countries
Economics	Time series data of macroeconomic indicators from local sources or international organizations like UN, IMF, OECD, etc.
User Created Local Lists	Access to user-created lists of equities (or other series)

3. Datastream Request Screen

1) Select Category ("mode") (e.g. Equities)

3a) Use Datastream Navigator to select **series**

4) Configure request: time period, currency, settings (for frequency) if required

3b) Use Datastream Navigator to select **datatype**

2) Chose analysis type and task

5) Run and view results

Generally there are 5 simple steps to getting a table / report / chart in Datastream.

1. Select Data Category (commonly referred to as "mode") – e.g, **Equities**.

2. Select Analysis type and task – e.g. **Single Series Data, Time Series Data**.

3. Select Series and Datatype – the Search button starts the Datastream Navigator to select the particular equity e.g. **Tesco** (see below for more details on the Navigator) The name the selected series appears in the Name window. Datatype selection is not required for all analysis tasks. To make a selection you search again. This uses the Datastream Navigator configured for a datatype search. Selecting No Datatype gives the default datatype; for equities this is Adjusted **Price (P)**.

4. Configure the request as required. Select the time period: **-3Y** is three previous years, and specific dates can be selected using the calendar icon. Check the settings to change the frequency. Select Currency as **Local Currency** unless you want the results converted into a particular currency.

5. Select the Run Now button and the results should appear in the results window (bottom right).

Tip

If you let your mouse hover over a Data Category, a popup window will offer ways of selecting a series in the category. For some categories, e.g. Equity indices, Browse offers a structured selection.

4.1. Datastream Navigator – Series

A key part of getting the data you want from Datastream is to select the relevant series and datatype. This is done using the Datastream Navigator. When you start the navigator it is either configured for series search or datatype search depending on which button you selected. You can change the data category with the navigator, but you need to close the navigator to switch between series and datatype searching.

The Datastream Navigator remembers information from its last search, so you need to make sure you have cleared existing search criteria when starting a new search.

There are three search styles: Simple, Criteria (Advanced) and Explore.

4.1.a. Simple Search

Launch **Explorer** instead

Launch **Criteria Search** instead

1) Enter search term here and click **Search**

2) (OPTIONAL) Change Navigator configuration or "**mode**"

3) Click the blue **Symbol link** to select this one and move on

The Simple Search screen is quite straightforward, simple type the name of the company (if you are in Equities mode) and press the Search button. There is often more than one result for a company depending on how many markets it trades in, for example. Usually the right one to choose is the one with the longest trading history (Hist.). Click on the blue ticker symbol to select it and return to the Request Screen.

Further tips

a) **Refine Search** to Exchange, Market, Currency etc.
b) Click/hover over a row to get more details appear at the bottom
c) List of what datatypes are available for this Entity

4.1.b. Criteria (Advanced) Search [no longer available]

1) Navigator configuration or "mode"

6) When options are all entered, click **Search Now** button to move on

Back

2) Use […] button to access list of options (in this case, markets)

3) Searches only Active (operating) companies by default

4) Choose Equity if you just want companies

5) Use […] button to access list of options (in this case, sectors)

Criteria (Advanced) Search is best to return a custom list of hits rather than just one hit.

Unless you use Simple Search, the most common search for Equities is "**Name** Contains …", where you type (part of) the name. However, there are many search criteria available. The screenshot above shows a search for a market (United Kingdom) and sector (General Retailers).

Select the Search button or "Retrieve Results" link to get the results

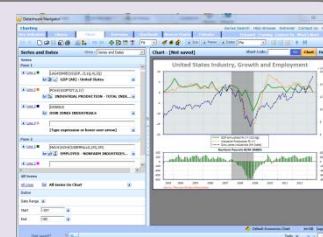Use the "Reset All Criteria" link to remove existing values and start a new search.

Remember to select "Status All" if you want your search to include both active and dead companies.

 See the next screenshot for the next screen after clicking the Search Now button…

Charting

Datastream **Interactive Charting** is accessed through the Navigator. Select "**Charting**" on the top menu bar. Interactive Charting – Key Indicators gives quick access to key economic indicators by country or category.

Browsing your search results you can:
1. Select your series by clicking on the Name, DS Mnemonic or DS Code;
2. Download the search result to Excel;
3. Select "Back to Search Criteria" link to return and refine your search conditions.

When you select a series you will return to the Datastream Advance Request Screen.

If you don't find the series that you want try varying your search criteria. If necessary, close the Navigator, restart it and reset all criteria.

If you are using the Navigator in the context of creating a local list, there will be an additional column of tick boxes to allow you to select multiple series. The tick box at the top of the page can be used to select all the series on a page. Once you have selected all the series you require you choose the "Use Selected" link.

4.2. Datastream Navigator – Datatypes

The same principles apply when using the Datastream Navigator to search for a datatype as when searching for a series.

The Navigator is in "Datatype Search" rather than "Series Search" mode, but it is still configured by the selected Data Category (e.g. Equities).

The powerful text search accepts wildcard characters and will return an ordered set of results which can then be filtered by source and whether it is a static or time series datatype.

Additional information about each datatype appears when you hover the cursor over each row.

1) Choose Data Category then enter search term and press Return or click [Search]

2) Alternatively, click "Display Hierarchy" to explore top-down

3) Click on code/Mneumonic to select Datatype and move on

Browsing your search results you can:
- Select your Datatype by clicking on the Mnemonic;
- Download the search result to Excel;
- Refine your search conditions to try and identify the datatype you require.

When you select a datatype you will return to the Datastream Advance Request Screen.

Tip For some selected Analysis Types and Tasks, such as **Single Series – Data | Static Data**, you will notice the Datatypes button on the request screen is greyed out.

To select your datatype in these cases:
- Click on the Settings button at the top-right.
- A dialog window will appear. Click the Datatype Navigator button at the bottom left of the big white box, with this icon: .
- The usual Datastream Navigator will then appear.

There are a very large number of datatypes in Datastream. It is a big help if you know the name and code/mnemonic. Some of the most used Datatypes are shown below and on the following page.

Equity datatypes	
P (default)	Adjusted Price
UP	Unadjusted Price
RI	Return Index
VO	Volume
MV	Market Value
PB/PA/PH/PL	Price: bid/ask/high/low
XDD/PYD/DD	Dividend data: ex date, pay date, adjusted dividend
MTBV	Market To Book Value
AF	Adjustment Factor

Equity datatypes (cont.)	
NOSH	Number of Shares
DSCD	Datastream Code
NAME	Company Name
MNEM	Company Mnemonic
INDM	Industry Full Name
INDC	Industry Mnemonic
INDG	Industry Numeric Code
PREV	Previous Name
DNMC	Date of Last Name Change

Accounting datatypes – Worldscope	
WC09802	Beta
WC05476	Book Value per Share
WC01051	Cost of Goods Sold
WC02201	Current Assets – total
WC03101	Current Liabilities – total
WC05101	Dividends per share
WC05201	Earnings per share
WC08306	Gross Profit Margin
WC03251	Long Term Debt

Accounting datatypes – Worldscope (cont.)	
WC08001	Market Capitalisation
WC09102	Price/Earnings Ratio
WC08101	Quick Ratio
WC08326	Return on Assets
Index datatypes	
PI (default)	Price Index
RI	Total Return Index
DY	Dividend Yield
PE	Price Earnings Ratio

4.3. Analysis Types and Tasks

The output of Datastream is controlled by the analysis task as well as the selected Series and Datatype.

Single Series – Overview	For overviews, source of data, latest figures, etc. Most options do not require a datatype to be selected.
Multiple Series / Flexible Chart	Allows charting and data downloading of multiple series. Use Time Series Data option to obtain **Data for multiple series** over same time period. Chart appearances can be changed through settings and properties.
Single Series – Chart	Generates different kinds of charts: line, moving, average, high-low-close charts, etc.
Single Series – Report	Company profiles, accounts ratio, profits & loss, dividend & learning, etc.
Single Series – Data	**Data for a single series** – download time series, static data or company accounts data.
Codes and Information	Search for the DS company mnemonic (company ID in Datastream) for all "live" or "dead" companies – largely superseded by DS Navigator.
List of Series – Summary	Only appears for List categories (Constituents, Local Lists, etc.) for creation of summary reports, charts or data downloading for a list of companies.

5. Downloading Data and Lists

Once you have retrieved the data that you want, use the Tools menu, Export option to transfer the data from Datastream Advance and save in your selected format (Microsoft Excel is the default).

The direct "Transfer Result to Spreadsheet" option can be less reliable and the Date formats used by Datastream are not always recognised properly by Excel.

If you want data for all the series in a list, you use the Constituents category for lists defined by Datastream (e.g. LFTSE100) and Local Lists for user defined lists. Note: local lists are specific to a PC.

Datastream Advance has the facility to save your work as a Datastream project in an ADV file. This file contains all the requests from your Datastream session. You can reload an ADV file into Datastream and modify or rerun your requests. This facility means that you can work with Datastream over several sessions before deciding which request results to download.

6. Datastream Advance for Office

Datastream Advance for Office is an Excel Add-In that can be used to download data directly into an Excel spreadsheet. It will only run on a PC that has the relevant Datastream software installed. When you start Excel, you should see a ribbon tab labelled Datastream.

The **Static Request** option allows you to provide several series, or a list, and then several datatypes or expressions.

The **Time Series Request** option allows you to provide a series (or a list), several datatypes, a time period and a frequency. A significant benefit of the Time Series Request is that it will run a request for every item in a list and the results appear in a single spreadsheet.

In all of the request options, buttons that will invoke the Datastream Navigator to search for series, lists and datatypes as appropriate.

All of the local lists that have been created using Datastream will be available on Datastream Advance for Office, and vice versa.

Datastream Advance for Office provides request management facilities so that you can create updateable spreadsheets. You need to check the "embed" option when composing a request. This will make your request into an object that can be updated independently. All the requests can by viewed, edited and refreshed using the Request Management facilities. To help manage the downloading of larger amounts of data you can create a Request Table and control the submission of requests to the Datastream server.

7. Additional Information

Datastream has gradually developed over the years: in terms of the data available, and the software used to access the data. Datastream is now provided by Thomson Reuters, and their website for Datastream is http://thomsonreuters.com/datastream-professional/

Datastream Workbook: introductory guide, with worked examples. Available at Precinct Library and Dover Street G.010 Database Suite.

Business Research Plus blog: https://bizlib247.wordpress.com for worked examples (use the search box for "Datastream").

The University of Manchester also subscribes to the ThomsonONE.com product. This provides a web interface to several of Thomson's financial databases. Some of Datastream data is therefore available through ThomsonONE.com.

See also **The University of Manchester Library** website www.manchester.ac.uk/library for training (under "My Learning Essentials") and more guides like this (under Search Resources, Subject Guides, Business and Management, Business Research Skills, Getting started guides).

Help Information

There is a good deal of documentation for Datastream available. Datastream and Datastream Advance for Office all have help menus that give access to PDF manuals, definition information and glossaries.

There are a number of online guides written for business school researchers. These may refer to older versions of Datastream Advance:

http://www.gsb.stanford.edu/sites/default/files/datastream.pdf - Datastream Advance - Stanford

[All above links accessed 17 September 2015]