

BANKSCOPE

快速操作指南

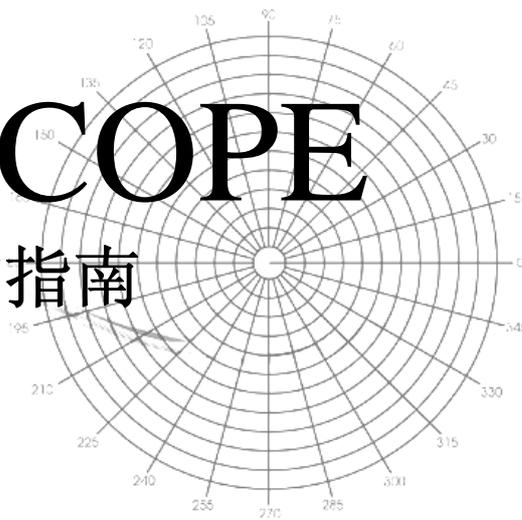


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1.0 BANKSCOPE Introduction 数据库简介

BANKSCOPE is a complete financial analysis tool, combining information on 13,000 world banks with a financial analysis software program. The information includes detailed spreadsheet data (balance sheet and income statements), ownership information (shareholders and subsidiaries), Reuters news articles, ratings and rating reports. The data is updated 18 times a year.

BANKSCOPE—全球银行与金融机构分析库，是一个涵盖了全球 13,000 家银行经营信息且配有财务分析软件的专业金融分析产品。数据库中包含详尽的银行财务报表（资产负债表与损益表），所有权信息（股东和附属机构），路透新闻，评级与评级报告，数据每年更新 18 次。

1.1 System Requirements 系统要求

In order to use the BANKSCOPE CD-ROM, the search software must be installed to a hard disk (either local or networked); it cannot be run directly from the CD-ROM. In addition, the actual CD-ROM must be accessible at all times when the application is running, either locally or via a network. The recommended system specifications are:

为确保正常使用 BANKSCOPE 光盘，须将检索软件安装在电脑硬盘上（单机或网络），因不能在光盘中直接运行。任何时候使用此产品时，都需要将光盘插入机器（单机或网络）。我们建用户的电脑应具有如下系统配置：

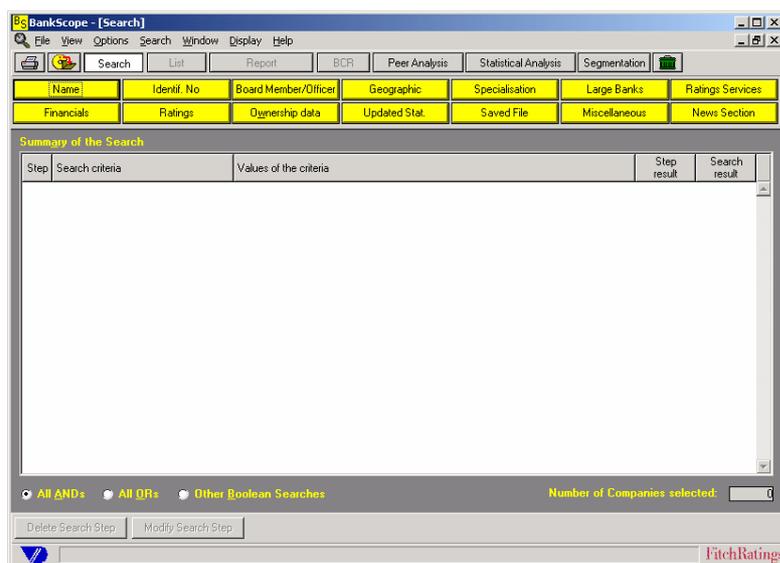
- PC Pentium III Processor, 800Mhz 奔腾 3 处理器，主频 800 赫兹；
- 256MB of RAM 256 兆内存；
- Windows 2000 or XP or higher; WINDOWS 2000 或 XP 操作系统；
- SVGA Screen 超视频显示器；
- X52 Speed CD-ROM (for CD only) or X6 speed DVD drive (for CD or DVD)
52 倍速光盘驱动器或 6 倍速 DVD 驱动器；
- 100MB of free Hard Disk space 100 兆的硬盘自由空间

BANKSCOPE can be easily installed as a local or networked application, for more details please call your local Bureau van Dijk office (see last page).

BANKSCOPE 可选择单机或网络版进行安装。若需详细信息，请致电 BUREAU VAN DIJK 在您区域的分支机构（见本册末页）。

1.2 Getting Started 开始使用

1. To start, double-click on the BANKSCOPE icon and the product's main screen will appear.
双击“BANKSCOPE”的快捷标志，进入数据库的主屏。
2. The yellow buttons represent the various search criteria that can be used to select companies.
主屏中的黄色键为不同种类的检索功能键。



3. The following grey buttons help you navigate through and work with BANKSCOPE:

下面的各类灰色按键为 BANKSCOPE 中重要功能键:

Search	Allows you to view the criteria for searching the database and displays a summary of the criteria used.
检索	允许您查看数据库提供的全部检索标准，并显示已使用的检索项。
List	Displays the list of banks corresponding to the selected criteria.
列表	显示符合所选检索标准的银行组列表。
Report	Displays the full reports for all retrieved banks.
报告	显示所提取的银行的完整报告。
BCR	Accesses an optional presentation software, which can be used to combine text, graphics and financial data to create Bank Credit Reports
银行信用分析软件	是一个附带的演示软件。通过它可以将文本内容、图表和财务数据组合，以快速制作所选银行的信用分析报告。
Peer Analysis	Compares one selected bank with a group of selected banks.
同业对比分析	将一家被选银行与一组所选银行开展同业比较分析。
Statistical Anal.	Performs statistical analysis of a group of banks.
统计分析	针对一组银行进行各类统计分析。
Segmentation	Performs a segmentation analysis according to user selections.
细分	根据用户的选择开展细分分析。

2.0 Searching BANKSCOPE 检索方法

It is possible to search BANKSCOPE using a variety of individual criteria or by combining them for a multiple criteria search. For multiple criteria searches, you will complete the individual steps of interest, then manage and view the result from the search summary window.

在 **BANKSCOPE** 的检索操作中，允许单独使用各类检索标准，或将多个检索标准组合以进行复合检索。对于复合检索，可逐步完成单项检索操作，然后在检索摘要窗口中处理并查看最终检索结果。

1. To edit or remove search steps, click on the step you wish to change, then click either the **Delete Search Step** or **Modify Search Step** button at the bottom left of the screen.

若需重新编辑或取消某个检索步骤，请先点击此步骤，然后单击屏幕左下侧的**删除检索步骤**或**修改检索步骤**功能键。

2. The search logic can also be modified by clicking the **Boolean Search** button. Using this, you can combine or exclude search steps by entering the operators *AND*, *OR*, *AND NOT* between search steps then clicking *OK* at the end of the line. For example, the logic 1 *AND* 2 *AND NOT* 3 will retrieve all companies satisfying steps 1 and 2, excluding those that satisfy step 3.

检索式之间的逻辑关系也可通过点击 **“Boolean Search”** 键进行修改。键入“AND, OR, ANDNOT” 然后选择最下方的 *OK* 即可合并或排除某检索步骤。例如使用：“检索式 1 和检索式 2 但不包括检索式 3” 即可以找到那些满足步骤 1 和 2，但并不满足步骤 3 的所有公司。

2.1 Searching by Name 按名称检索

1. Click on **Name** from the toolbar and enter the desired bank name, or part of it.

点击工具栏中的 **“NAME”**，键入所需银行的名称，或部分名称。

2. The index of names will refresh showing banks matching the text entered. There may be multiple statements available for a given bank. Different statements may be distinguished by the associated consolidation code (defined below) and the company snapshot information that appears in the upper right of the screen when you highlight a bank.

名称索引栏中会不断刷新显示所有符合键入文字的银行。一家银行可能会具有多个报告。不同的报告通过相关合并代码进行区分（代码定义如下）。当您用鼠标选中一家银行时，该银行的简要信息会显示在屏幕的右上方。

NA -	Bank with no statement (Only the name and address are available) 银行无财务报表（只有名称及地址信息）
C2 -	Consolidated Statement with an Unconsolidated Companion 合并后报表，同时含未合并财务报表
C1 -	Consolidated Statement with no Unconsolidated Companion 合并后报表，不含未合并财务报表
C* -	Additional Consolidated Statement from a different source 从其他来源获取的合并后报表的补充报告
U2 -	Unconsolidated Statement with a Consolidated Companion 未合并报表，同时含合并后财务报表
U1 -	Unconsolidated Statement with no Consolidated Companion 未合并报表，不含合并后财务报表
U* -	Additional Unconsolidated Statement from a different source 从其他来源获取的非合并后报表的补充报告
A2 -	Aggregated Statement with one Companion 含其他报告的整合后报表

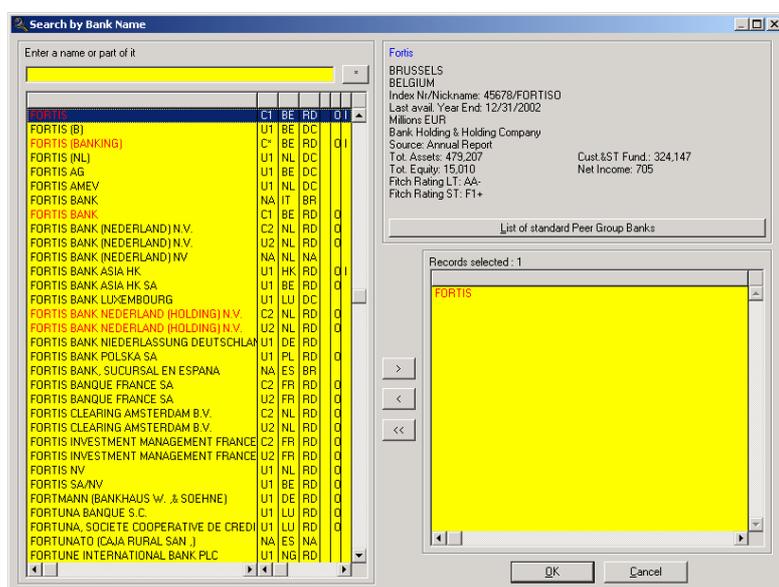
A1 - Aggregated Statement with no Companion
不含其他报告的整合后报表

3. Highlight the company you require and click on ">" to move it to the *Records selected* area. Repeat the above process to find and select more bank statements.

选中您需要的银行，然后点击 ">" 将其移至 "已选择记录" 框内。重复以上操作，查找和选取更多的银行报表。

4. Once you have selected the desired bank(s), click on **OK**. The report will be automatically displayed if you only selected one bank. The list will appear if you selected more than one. You can move between these display options at any time using the grey buttons on the toolbar at the top of the screen.

银行选完后，点击 **OK**。如果只选择了一家银行，那么该银行的报告会自动显示出来。如果选择的银行超过一家，系统会显示银行列表。通过使用在屏幕顶端工具栏中的灰色按钮，您可以在这两种显示方式中转换。



2.2 Searching by Financial Criteria 按财务指标检索

1. To search for companies by financial criteria click on **Financials** from the toolbar. 点击搜索工具栏中的"**FINANCIALS**"，准备按银行财务指标进行检索。
2. A list of all the ratios and statement sections will appear, grouping all the possible financial variables. Highlight and click on the variable of interest 屏幕会分段显示出所有财务指标与财务分析比值的列表，请单击您感兴趣的指标。
3. From the search window (shown below), you should complete all relevant boxes and radio buttons to begin the search, including selection of the year(s) and currency desired as well as entering a minimum and/ or maximum value.

在检索窗口（见下面），请输入各类检索条件数值。并选择相关单选按钮，填写内容包括年代选择，币种以及键入您所设定的指标最大/最小值。

Total Assets (th. USD)

Criterion must be satisfied for :

Last available Year
 Use Preliminary Data, if any

A Given Year 2002
 Several Years Time Series Search

Last available Quarter
 Use Preliminary Data, if any

A Given Quarter 2002/12
 Several Quarters Time Series Search

Money Value
 Growth Rate (%)
 Decreasing Rate (%)

Currency
USA [th. USD]

Minimum Value 10 000
Maximum Value

First Quartile
 Second Quartile
 Third Quartile
 Fourth Quartile

Select the top N Companies
Specify the value of N: Top 10

OK Cancel

4. Click on **OK** and the search step will be recorded in the *Search Summary* window. You may then display the results using the buttons from the toolbar at the top of the screen.

点击 **OK**，检索步骤会纪录在“检索摘要”窗口内。然后使用屏幕顶端工具栏内的各功能键以演示检索结果，如选择 **list**—显示列表、**Bank Report**—显示报告等。

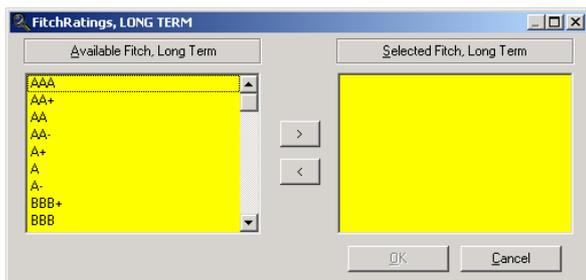
Note: You can quickly pull up the largest on BankScope by clicking the Large Banks search button at the top toolbar. This will identify all banks with at least one billion US dollars in Total Assets for the last available year.

备注： 您可以通过屏幕顶端的工具栏中的“大银行检索键”快速找出全球最大的银行。这项检索将在全球范围内搜索出最近一年总资产在 10 亿美金以上的银行。

2.3 Searching by Ratings 按评级检索

1. Click on **Ratings** button from the toolbar. Searching is possible on any specific rating from Fitch, Moody's, Capital Intelligence and Standard & Poor's. Select a rating of interest, i.e. *Fitch Long Term*.

点击搜索工具栏中的“**RATING**”，可按任一项惠誉、穆迪、资本情报或标普的评级进行检索，请选择您感兴趣的一项评级进行检索，如惠誉长期。



2. Select the ratings (AAA, AA+, etc) to be included in your by highlighting them and clicking the “>” key.

请选中某个或某几个级别(如 AAA, AA+ 等), 然后点击 “>” 键。

3. Once all ratings desired appear in the selected area, click on **OK**. The search step will be recorded in the *Search Summary* window. Display your search results using the toolbar options at the top of the screen.

一旦您所需要的评级出现在已选区域, 点击 **OK**。这个检索步骤将被纪录在“检索摘要”窗口。此时, 可使用位于屏幕顶端工具栏内各项功能键显示检索结果。

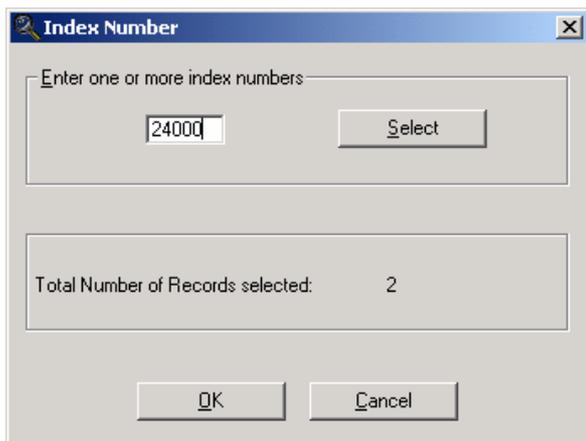
2.4 Searching by Identification Number 按识别码检索

1. To pull up companies using their nickname, *SWIFT*, *Index numbers*, *Ticker symbol*, *ISIN* *SEDOL* or *VALOR* numbers click the **Identif. No** button from the upper toolbar.

点击搜索工具栏中的“**IDENTIF. NO**”, 可按银行的别名、*SWIFT* 码、索引码、上市交易代码—*Ticker symbol*, *ISIN* *SEDOL* 或 *VALOR* 号进行检索。

2. Most of these searches are similar to the **Name** search window described in section 2.1. The *Index number* search, shown below, allows you to enter an Index number, click **Select**, then repeat the process until all the banks desired have been selected.

按银行索引号检索和按银行名称检索的窗口(2.1 项)很类似。以下为“索引号”检索的窗口。可直接键入一个索引号, 然后点击“**SELECT**”, 重复以上操作直到所有想要的银行全部被选中。



4. Click **OK** when all numbers desired have been selected. The search step will be recorded in the *Search Summary* window. Display your search results using the toolbar options at the top of the screen.

当所有的号码被选中后，点击 **OK**。这个检索步骤将被纪录在“检索摘要”窗口。使用屏幕顶端工具栏内各功能键显示检索结果。

2.5 Searching by Ownership Data 按所有权信息检索

1. To search the ownership database, click the **Ownership Data** button from the upper toolbar. You have the option to screen by *Ownership status*, *Search by subsidiaries*, *Search by shareholders*, or *Search by affiliates*.

点击搜索工具栏中的“**OWNERSHIP DATA**”进行所有权数据库的检索。您可以在“所有权状况、附属机构检索、股东或从属机构检索”的选项中进行筛选。

2. Select the type of ownership search you require and then complete the resulting window by entering the minimum and/ or maximum values, selecting the country or countries of ownership, specifying the level of independence, etc.

选择所需的所有权类型检索，然后完成询问窗的问题，如键入最大或最小值、选择国家或所有者所在国、注明独立水平等。

3. Once the entire search window is complete, click on **OK**. The search step will be recorded in the *Search Summary* window. Display your search results using the toolbar options at the top of the screen.

完成全部检索窗口的选择，点击 **OK**。这个检索步骤将被纪录在“检索摘要”窗口。使用位于屏幕顶端工具栏内各功能键显示检索结果。

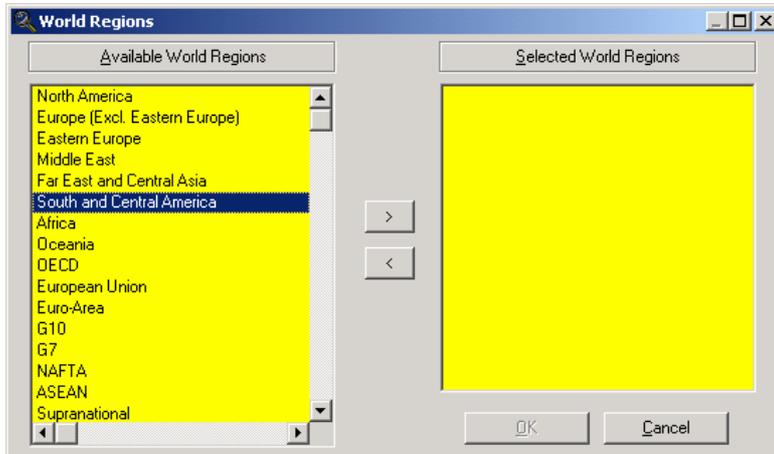
2.6 Searching by Geographic Criteria 按地区检索

1. To search by geographical criteria click on **Geographic** from the toolbar. You will be able to search by *Country*, *World Region*, *City* or *(US) State*.

在搜索工具栏中按 **"GEOGRAPHIC"** 检索。可按国家、世界地区、城市或州进行检索。

2. Highlight the regions or countries of interest and send them to the selected area by clicking on the ">" button.

选中感兴趣的地区或国家，然后用 ">" 键将它们带入选择区。



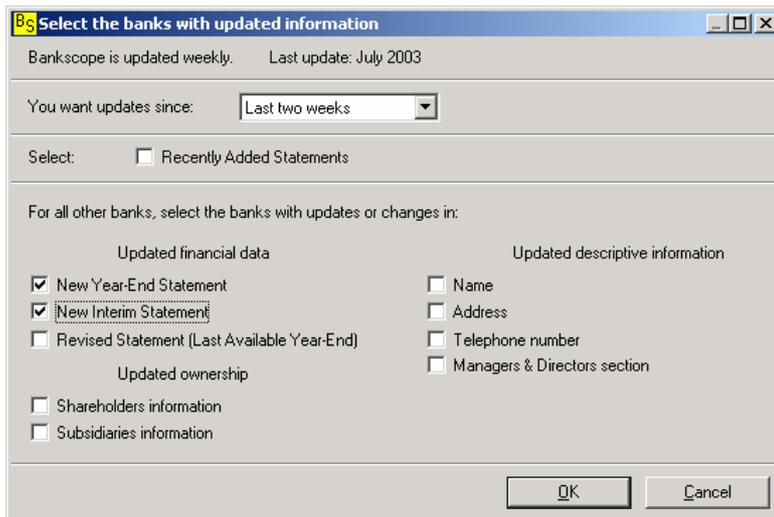
3. Click on **OK** and the search step will be displayed in the *Search Summary*. You may then display your results using the grey buttons from the toolbar at the top of the screen.

点击 **OK**，检索步骤会在“检索摘要”中显示。使用位于屏幕顶端工具栏内各功能键显示检索结果。

2.7 Searching by Updated Statements 按更新报告检索

1. To screen for companies with new information on the current update of BANKSCOPE, click the **Updated Stat.** button and choose from *Updated reports*, *Updated ratings*, or *Updated news*.

要查找 BANKSCOPE 中所有最近更新信息，可单击 **"UPDATED STAT."**，然后分别选择“最新报告”、“最新评级”和“最近新闻”。



4. Complete all required fields in the search window and click on **OK**. The search step will then be displayed in the *Search Summary*. You may then display your results using the grey buttons from the toolbar at the top of the screen.

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在检索窗口中键入用户设定的检索条件数值，点击 **OK**。用户可以使用位于屏幕顶端工具栏的灰色按钮显示检索结果。检索步骤通过“检索摘要”进行显示。

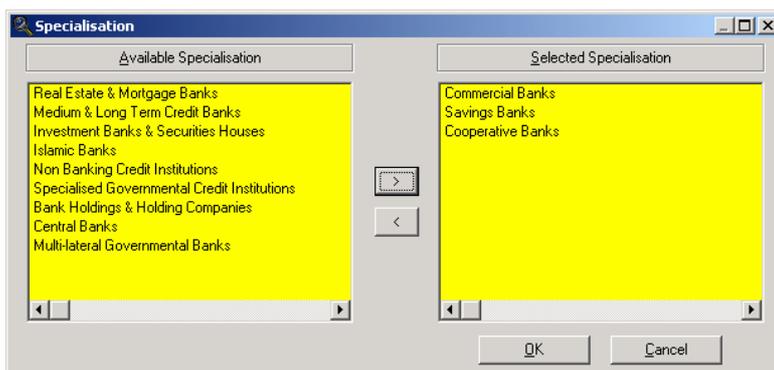
2.8 Searching by Specialisation 按专业分类检索

- To search by bank specialisation, click on **Specialisation** from the upper toolbar. This will allow you to identify all the *Commercial Banks, Credit Institutions, Central Banks, etc.*

按银行专业类别检索，点击搜索工具栏的“**SPECIALISATION**”，可按商业银行、信贷机构、中央银行等分类进行检索。

- In the search window, highlight the specialisation(s) of interest and send it to the selected area by clicking on the “>” button.

在检索窗口，选中您感兴趣的银行专业类别，然后点击“>”将它们带入选择区域。



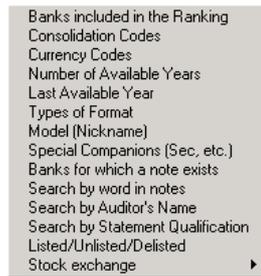
3. Click on **OK** and the search step will be displayed in the *Search Summary*. You may then display your results using the buttons from the toolbar at the top of the screen.

点击 **OK**，检索步骤会在“检索摘要”中显示，然后使用屏幕顶部工具栏内各功能键显示检索结果。

2.9 Searching by Miscellaneous Criteria 按其他标准检索

1. Click on **Miscellaneous** from the toolbar to access the following search options:

点击搜索工具栏中的“**MISCELLANEOUS**”进入下列检索选项：



2. Select one of the search options and complete all parts of the search window as required, then click on **OK**. The search step will be recorded in the *Search Summary* window. Display the search results using the toolbar buttons at the top of the screen.

挑选其中一个检索选项，输入检索窗口中要求的相关内容，然后点击 **OK**。这个检索步骤将被记录在“检索摘要”窗口。使用位于屏幕顶端工具栏内各功能键显示检索结果。

2.10 Searching for Ratings Information 查找评级信息

1. Users subscribing to the ratings information can locate rating information using the **Ratings Service** button from the toolbar. For *Fitch*, *Moody's*, *Standard & Poor's*, *Capital Intelligence*, *EIU Country Finance* and *EIU Country Risk Services* you can retrieve a list of rated banks, revised ratings, rating definitions, bank and country reports, etc.

若查阅评级信息，可使用搜索工具栏中的“**RATINGS SERVICE**”查找银行评级数据。基于惠誉、穆迪、标普、资本情报的评级及 **EIU** 国家金融与国家风险报告，用户可直接提出被评银行的列表、更新评级的列表、评级定义、银行和国家的风险分析报告。

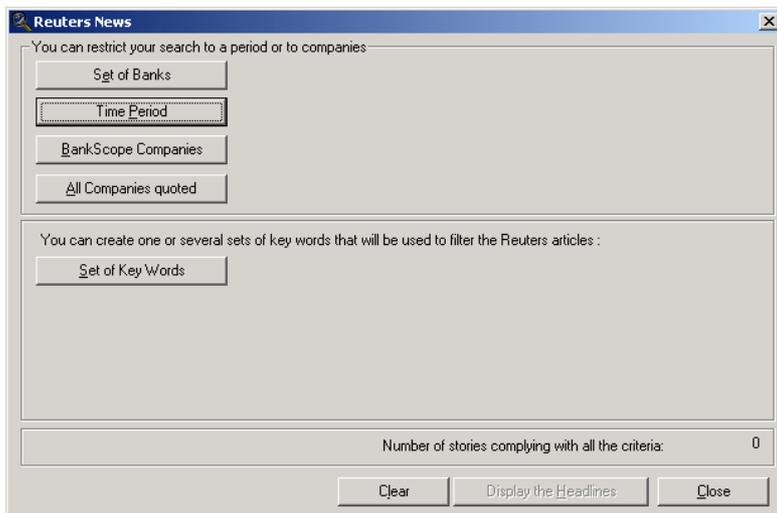
2. Simply select the data you wish to access from the drop down menu to retrieve the information.

从下拉菜单中提取所需要的数据信息。

2.11 Searching by News Section 按新闻检索

1. Reuters News subscribers can click on from the toolbar and the following window will be displayed. In it, you can restrict your search to a previously saved set of banks, a specific time period, banks from BANKSCOPE or quoted companies. Click on the option of interest.

路透新闻的订阅者可点击工具栏，然后在出现的如下窗口中，您可以针对以前保存过的一组银行、一个特定的时间段、BANKSCOPE 中的银行或上市银行进行更深入的检索。可直接点击您感兴趣的选项。



2. A secondary window will open and you can enter the word(s) you wish to search for in the text and/ or headlines of the articles (check the relevant box before each word entered.) Click **Search** to see the number of stories complying with the search. Click on **Display the Headlines** to view the results.

二级窗口打开后，请输入检索关键词或文章标题（在输入每个字前，请检查相关窗口），单击“**SEARCH**”可以看到符合检索要求的新闻条目。单击“**DISPLAY THE HEADLINES**”以阅读全文。

3. At this point you may view the text of news stories listed or click on the headlines to mark specific stories. Click on **Print** to print the news stories you have marked, the titles you have marked or all the news stories.

至此，您可以阅读新闻全文；或点击标题选中某条新闻，点击“**PRINT**”打印已选中的新闻全文、标题或所有新闻全文。

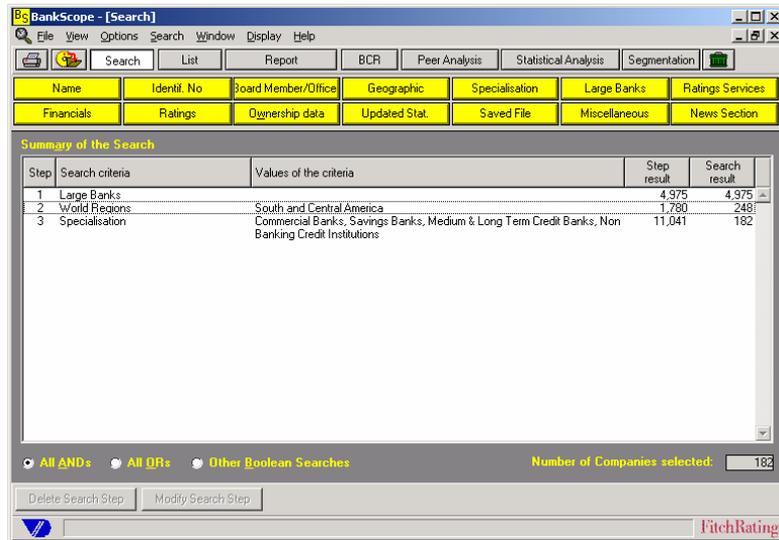
2.12 Searching for Multiple Companies 查找一组公司

1. Several search criteria may be used to define a single search. Combining some of the search steps explained so far would yield a *Search Summary* similar to the one shown below:

一次检索可能会用到多个检索项。几个检索步骤合在一起即产生一个检索摘要，见下列：

2. This search will select all *Large Banks* that are *Commercial banks, Savings banks, Medium and Long Term Credit Banks, or Non-Banking Credit Institutions* in *South and Central America*.

此次检索要提取所有中南美洲的大型银行，银行种类要包括：商业银行、储蓄银行、中长期的信贷银行或非银行信贷机构。这样，就包含了三个检索步骤，即三个检索项。

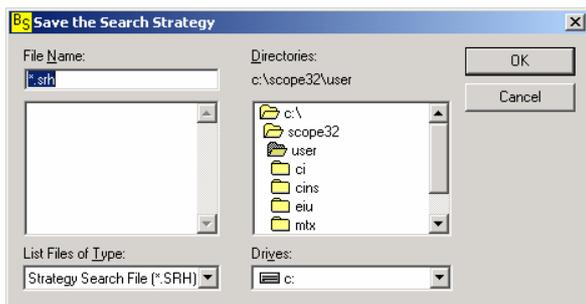


2.13 Saving Strategies and Bank Sets 保存检索项和银行组

Search Strategies: Any sequence of search steps (a search strategy) can be saved and reused at a later date. Doing this allows you to monitor banks that meet your criteria each month when you receive a new update of BANKSCOPE. Search results may differ from month to month as the set of banks included on BANKSCOPE is updated.

检索项：按任何顺序排列的检索步骤（每个检索式）都可以保存并以后重用。这个功能使您在每月收到 BANKSCOPE 更新盘时，及时关注到那些符合检索标准的银行。即便使用同一检索项，每个月的结果可能会不同，这是因为同一组中的各家银行，其数据在 BANKSCOPE 中是不断更新的。

1. To save your search strategy, select *Save the search strategy* from the pull down *File* menu. The file will automatically be given a **.SRH** file extension when you complete the following dialog box:
 1. 要保存您的检索项，在“FILE—文件”下拉菜单中选择“SAVE”。当出现以下对话框后，文件会自动被加以**.SRH**的扩展名。



- To load the search strategy select *Load a search strategy* from the pull down *File* menu, change to the appropriate drive and directory, select the **.SRH** file type and click on **OK**

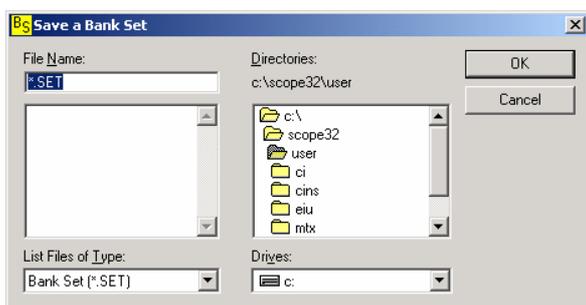
2. 要调出以前保存过的检索项，可从“FILE”下拉菜单中选择“LOAD A SEARCH STRATEGY”，改到正确的硬盘目录下，选择文件类型为**.SRH**，然后点击**OK**即可。

Bank Sets: a bank set differs from a search strategy because using it at a later date will NOT produce different results. The saved set is specific to the banks matching your search criteria and will not be affected as bank information is updated on BANKSCOPE.

银行组：银行组与检索项的区别在于，保存过的银行组以后再调出时，不会产生不同的结果。所保存的银行组符合用户的检索标准，且不受 BANKSCOPE 更新信息的影响。

- To save your set select *Save the bank set* from the *File* menu and complete the dialog box similar to the one above.

保存银行组的方法是：在“FILE”下拉菜单中选择“SAVE”，并完成以下对话框的内容。



- To load the saved bank set, simply select *Open a bank set* from the pull down *File* menu, change to the appropriate drive and directory, select **.SET** file and click on **OK**.

调出保存过的银行组，只需在“FILE”下拉菜单中选择“OPEN A BANK SET”，改到正确的硬盘目录下，选择文件类型为**.SET**，然后点击**OK**即可。

3.0 Listing Banks 银行列表

At any time after your search, you may display the list of banks matching your criteria by clicking on **List** at the top of the screen. From the list you can access a bank report by clicking on the company name or highlighting the name and clicking the **Report** button.

检索完成之后，点击屏幕顶端的“LIST—列表”，以显示符合检索条件的银行列表。在这个列表中，点击或标注银行名称，并单击“REPORT—报告”，即可进入一家银行的详细报告。

The **List** option provides the user the best opportunity for sorting, deleting, marking, and exporting groups of banks using the *Sort*, *Format* and *Delete* buttons at the bottom of the screen. It is also possible to sort the list by clicking on the column heading for the criteria by which you wish to sort.

通过列表页面底部的“SORT—排序”，“FORMAT—格式”和“DELETE—删除”键，用户可对一组银行进行重新排序、挑选删除、做标注和数据下载。也可点击列表项目栏的标题重新排序。

Mark	Bank Name	Cons. Code	Total Assets th USD Last Year	Country Code	Country rank by assets, Roll	Index number
1	Hipotecaria Su Casita SA	U1	1,320,465	12/2002	MX	11 2612 17725
2	BCP Finance Bank Ltd	U1	8,573,500	12/2002	KY	1 828 19051
3	Banco Central de Chile	U1	25,246,637	12/2002	CL	NR NR 30652
4	Banco de la Provincia de Buenos Aires	C2	7,157,530	12/2002	AR	3 933 32697
5	Banco de Guatemala	U1	5,207,590	12/2002	GT	NR NR 34510
6	Banco de Mexico	U1	76,998,594	12/2002	MX	NR NR 34884
7	Banco Central de Venezuela	U1	17,774,370	12/2002	VE	NR NR 34946
8	Banco Nacional de Obras y Servicios Publicos, SMC - BANO	C1	16,854,962	12/2002	MX	NR NR 43042
9	BBVA Banco SA-Banco Bilbao Vizcaya Argentaria Brasil SA	C2	4,019,161	12/2002	BR	17 1428 43857
10	Bancolombia	C2	4,403,372	12/2002	CO	1 1344 46407
11	Grupo Financiero BBVA Bancomer	C1	41,503,127	12/2002	MX	NR NR 47707

3.1 Creating a New List Format 创建一个新的列表格式

List formats refer to the items of bank data displayed next to each name in a list. Many user-defined list formats, each with various items of data, can be created and stored to be used at a later date.

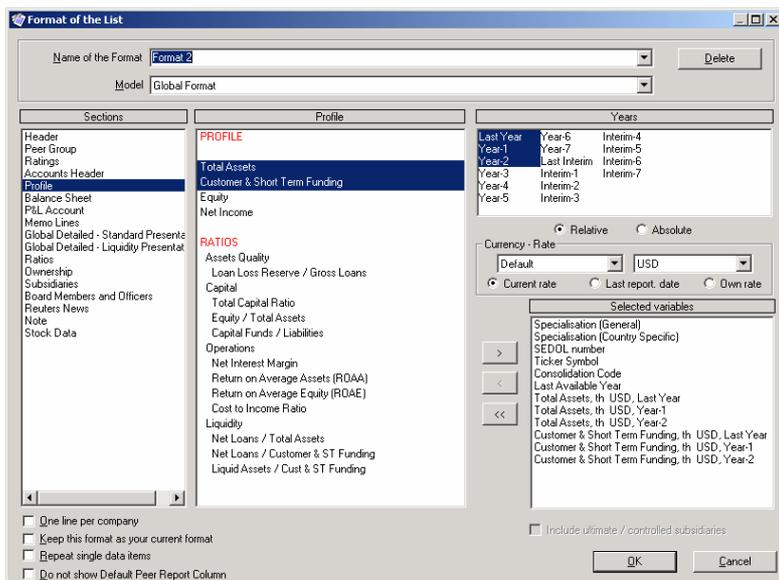
列表格式是指在一个银行列表中，用户自定义数据显示内容与格式，并保存起来以便以后使用。

To create a new list format go to the list by clicking on **List** from the toolbar. Once it is displayed, click on the **Format** button at the bottom of the screen. All previously saved list formats will be displayed.

要创建一个新的列表格式，在“LIST—列表”状态下，点击屏幕下方的“FORMAT”键，所有以前曾保存过的列表格式会显示出来。建立新列表格式的步骤如下：

1. Select **New Format** from the available options and select the item(s) that you require.

1. 选择“NEW FORMAT—新格式”，并选择所要的项目内容。



2. Select all items you would like included in your list, specifying the desired years for financial criteria. Use the “>” key to send the item to the selected area.

2. 选择列表中所需要的全部项目内容，注明对财务指标的需求年数。使用“>”键将已选内容转移到已选择区。
3. Type a name into the *Name of the Format* text box so that it can be recalled at a future date. If you do not enter a name for your format they will automatically be named format0, format1, etc.

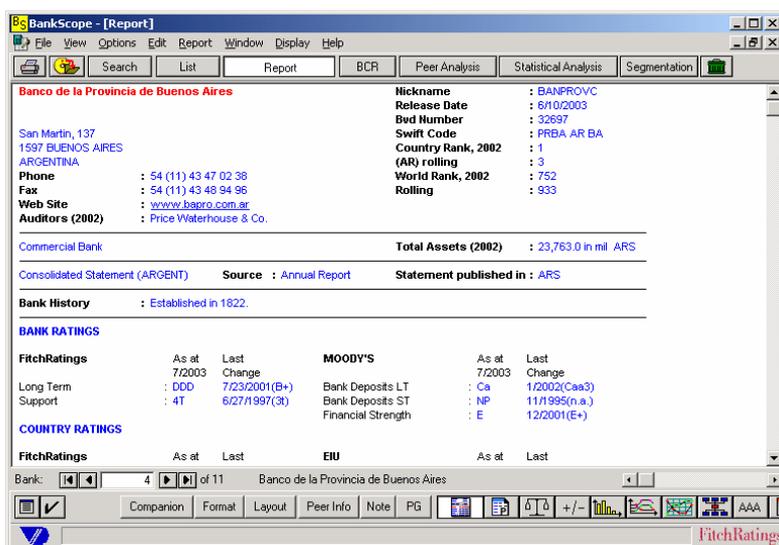
3. 在“NAME OF THE FORMAT”的文字框中键入一个名称以便日后提取。如不输入一个名称，系统会自动生成如 FORMAT0, FORMAT1 之类的默认文件名。
4. Click on **OK**. Your new format will be added to the list of formats and will display your results as formatted.

点击 **OK**，新的列表格式就会被存入列表格式清单，同时会显示新设格式的列表。

4.0 Viewing Company Reports 查看银行报告

At any time during a search it is possible to display the full information available for the banks in your search by clicking the **Report** tab at the left top of your screen.

任何时候，您只需点击屏幕左上端的“**REPORT**”键，即可读取已搜索出的银行的全部数据。



Notes: 备注:

- Buttons along the bottom enable users to create graphs, peer reports.

位于屏幕底部的功能键可以用来制作各类分析图表和对比分析报告;

- Users can customize the data presented in the report using the Format and layout buttons.

用户可使用“格式”和“版面”按钮，对报告中的显示数据进行自定义调整。

4.1 Creating a Report Format 创建一个新的报告格式

Creating a customised report format allows you to choose what combination of report sections is presented in a bank report.

通过创建一个用户自定义的报告格式，用户可自由组合并显示每份银行报告中各段内容。

To create a new report format, first display a report by clicking the *Report* tab at the top of your screen.

创建一个新的自定义报告格式，首先点击屏幕顶端的“REPORT”以显示所选银行的报告。

1. Click the **Format** button at the bottom of the screen. A list of individual report sections will be displayed. Click the *New Report Format* to create a new one. In the list, highlight the section you need

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1. 点击屏幕底部的“**FORMAT**”按钮，屏幕会显示出报告中每一段的名称。点击“**NEW REPORT FORMAT**”来创建一个新的格式，在列表选中您需要的段。

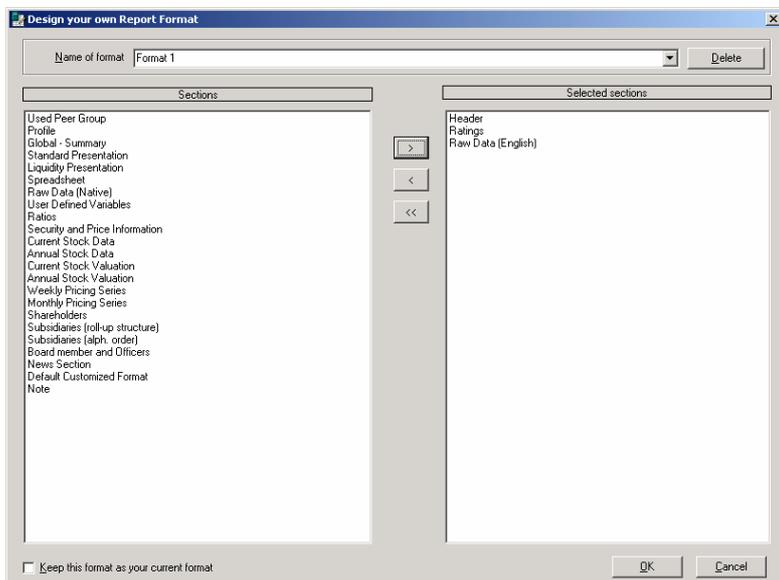
2. Click “>” to move the highlighted section in the *Selected sections* list. If necessary, repeat this process until all required sections are selected.

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2. 点击“>”，将选定的各段移入“*Selected section*—已选择区”。若需要，可重复以上操作，直到所要求的各段都被选中。

3. Type a name into the *Format Name* text box to retrieve it easily at a future date. If you do not enter a name for your formats BANKSCOPE will automatically name them format0, format1 etc. Formatted: Bullets and Numbering

3. 在“FORMAT NAME”中键入一个新名称，以便日后方便提取。若不输入名称，BANKSCOPE 会自动生成如 FORMAT0, FORMAT1 之类的默认文件名。



4. Click the **Save** button: your new format will be added to the list of available formats. Formatted: Bullets and Numbering

4. 点击“SAVE”，新的格式将被存入可用格式的清单中。

4.2 Creating a Report Layout 创建一个新的报告版面

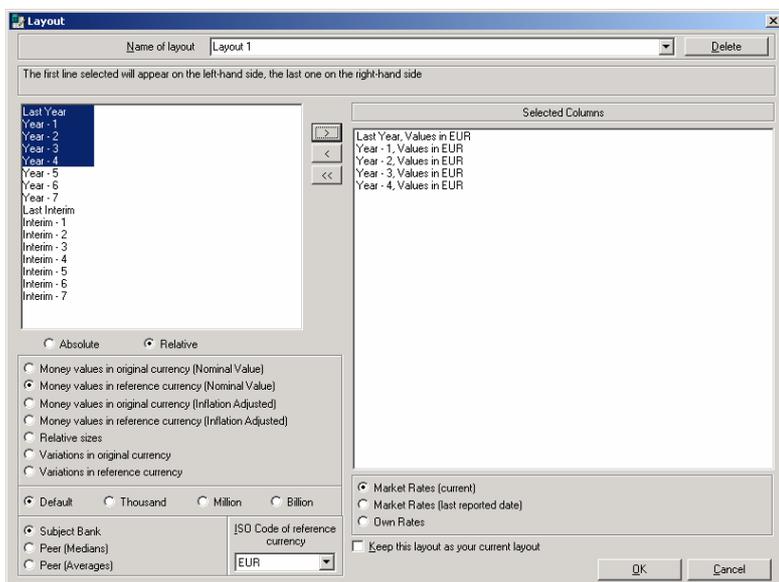
Layouts refer to the columns of accounting data displayed in a bank report. The default layout shows the recent eight years of accounts in the filing currency. Defining a layout lets you specify the years, the order of years, and the currency.

版面指的是一份银行报告各项财务数据栏的显示方式。默认的版面中是按本国币种显示最近八年的财务数据。定义一个新版面，用户可更改数据的显示年代，年代顺序与货币种类。

1. To create a new report layout, display the report by clicking **Report** from the frame at the top of your screen.
 1. 要创建一个新的报告版面，请先点击屏幕上端的“REPORT”以显示这份报告。
2. Once the report is displayed click the **Layout** button at the bottom of the screen. A list of previously saved layouts will be displayed.
 2. 报告一经显示，点击屏幕下方的“LAYOUT”，以前保存过的版面清单会显示出来。

3. Click **New Layout**, **highlight one or more years** and click “>” to transfer them to the *Selected columns* list. If the *Relative* button is checked, the most recently available years will be displayed. If the *Absolute* button is selected, the absolute years will appear (if the data for the year selected is not available, the text "n.a." will be displayed in the report).

3. 选择 “**NEW LAYOUT**”，然后选定数据年代、货币种类，再用 “>” 将所选的年代移动到 “已选择栏” 区域中。数据的年代有两种显示方法：**RELATIVE** 表示按最近的年份往回追溯；**ABSOLUTE** 表示绝对年份。（若所选年份没有数据，报告中会显示 “N.A.”）



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4. You can view the layout in a currency other than the default, **as relative to the total, or in variations**. To do this, mark the appropriate button and choose the currency before clicking to transfer the information to the *Selected columns* list.

4. 除默认货币外，可以用其他货币**查看**报告。要实现这个功能，请点 “Money values in reference currency” 按钮，然后选择币种，最后再点“>” 键，将设定的信息转移到 “SELECTED COLUMNS LIST—所选区域” 内。

5. Type a name into the *Layout name* text box to retrieve it easily at a future date. If you do not enter a name for the layouts, BANKSCOPE will automatically name them layout0, layout1 etc.

5. 在 “LAYOUT NAME” 框中，为这个新的版面取个名字以方便日后提取。如果未给新版面取名，BANKSCOPE 会自动生成如 LAYOUT0, LAYOUT1 之类的默认文件名。

6. Click the **Save** button: your new layout will be added to the list of layouts.

6. 点击 “**SAVE**”，新的版面将被保存近用户的版面清单中。

5.0 Exporting Information 数据下载

BANKSCOPE enables exporting to other software programs, including spreadsheets, databases, word processors and ASCII formats. Exports can be performed for Lists or Company Reports. To export:

BANKSCOPE 可以将数据下载到其它的软件程序中, 包括电子制表, 数据库, 文字处理器和 ASCII 格式。一般以列表或银行报告形式下载。操作步骤为:

1. First, display your search results by clicking the appropriate tab – *List* or *Report*.
首先, 检索完毕后, 请单击相应的数据显示键, 如: 列表、报告, 以显示检索结果;
2. Click the **Export** button and select the format and data to be exported. Once the window is complete, click **Export** to transfer the data.
之后, 请单击“EXPORT”, 选择输出格式和要输出的数据。完成该步骤后, 单击“Export”开始数据下载。



Note: 备注

- To **Mark** banks for selection in the list: click the box in front of the bank name in the **List** view.
如何在列表中挑选银行: 在列表状态下, 点击银行名称前面的方框。
- To **Mark** banks for selection in a report, click the box on the bottom left of your screen while viewing the **Report**.
如何在报告中挑选银行: 在报告阅读状态下, 点击位于屏幕左下方的方框。
- To export a range of banks from a list, type the numbers corresponding to the number in front of the bank name in the **List** view.
若需将列表中的一部分银行数据下载, 可在列表状态下输入银行名称前面对应的数字。
- To export a bank from the **Report** view, type the number appearing at the bottom left of your screen.
在报告阅读状态下要将一家银行数据下载, 输入屏幕左下方的数字。

6.0 User Support

Bureau van Dijk offers all users full support for both data and technical questions. For assistance, please visit our client support website support.bvdep.com or contact your account manager or the nearest Bureau van Dijk office:

Bureau van Dijk 为用户提供全面的技术和数据方面的支持。如需帮助, 请访问我们的客服网站: support.bvdep.com, 联络您的客户经理, 或致电到与您最近的 BVD 分支机构。

	<u>Location</u>	<u>Email</u>	<u>Telephone</u>
Austria		help.wien@bvdep.com	43 (1) 958 10 84
Belgium:		help.brussels@bvdep.com	32 (2) 639 06 06

China	yong.hu@bvdep.com	86(10) 6809 6251
Eastern Europe:	help.bratislava@bvdep.com	421 (2) 5063 3326
France:	help.paris@bvdep.com	33 (01) 53 45 46 00
Germany:	help.frankfurt@bvdep.com	49 (69) 96 36 65 0
Italy:	help.milan@bvdep.com	39 (02) 43 98 22 77
Japan:	help.tokyo@bvdep.com	81 (3) 5256 6720
Netherlands	help.amsterdam@bvdep.com	31 (20) 671 99 26
Portugal:	help.madrid@bvdep.com	34 91 454 70 98
Scandinavia:	help.scandinavia@bvdep.com	44 (20) 7549 5050
Singapore:	help.singapore@bvdep.com	65 6325 1230
Spain:	help.madrid@bvdep.com	34 91 454 70 98
Switzerland:	help.geneva@bvdep.com	41 22 703 51 43
United Kingdom:	help.london@bvdep.com	44 (20) 7549 5050
United States:	help.newyork@bvdep.com	1 (212) 797 3560