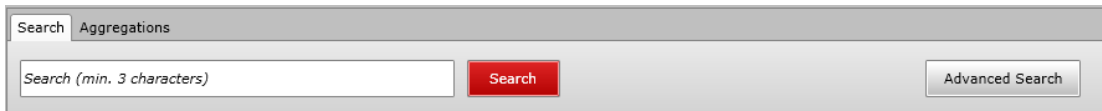


FIN24 EXPERT USER GUIDE: Financial Statements

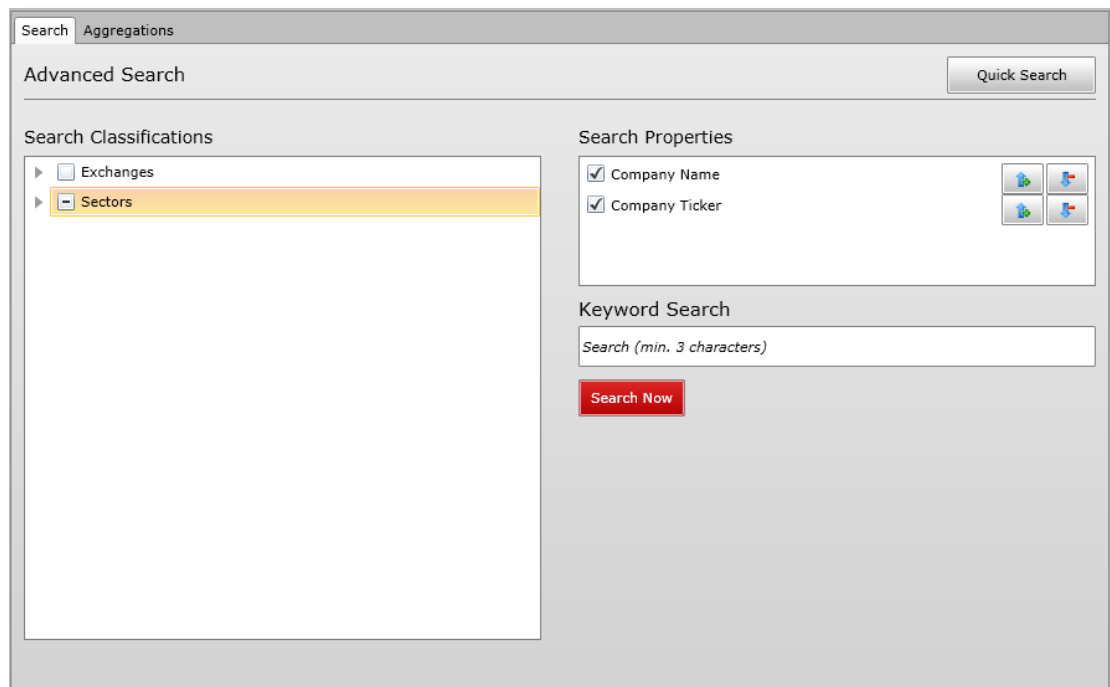
1. Instrument Search

a. Quick Search




Quick Search allows you to search for a company by entering a minimum of 3 characters that will be found at the beginning of a particular word within the Company Name or Ticker.

b. Advanced Search Options



i. Search Properties

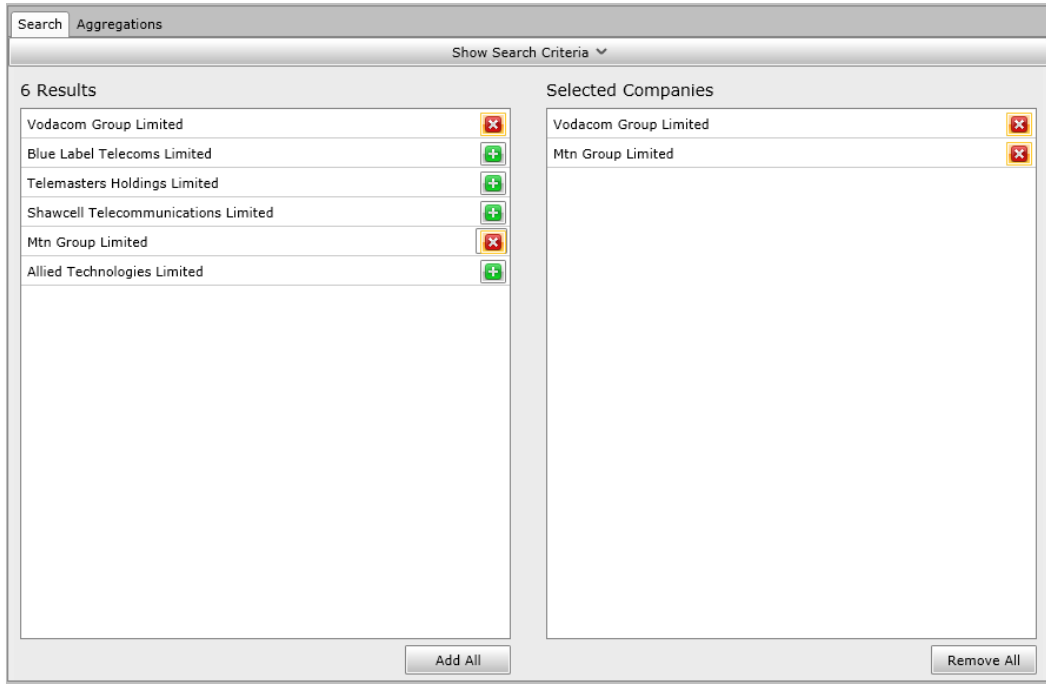
Users can enable or disable search properties, as well as set the order in which the results are displayed. Should you wish your search phrase to be applied on Ticker first, you can simply click on  to send it up in the list and your result ordering will change accordingly.

ii. Search Classifications

To filter your search results, you have the ability to open up the various hierarchies and set certain classifications. For example, you can open up 'Exchanges' and select 'Ghana Stock Exchange'. When you perform a search, the results will only contain instruments that exist on this particular exchange.

c. Results

Once a search has been completed, the results will be presented.



Should you then wish to select a company and add it to your selection basket, click on the green plus icon. Once selected, the icon will change to allow you to remove it again.

After the company has been added to your basket, you can continue searching for additional companies to add or simply continue with setting up your report.

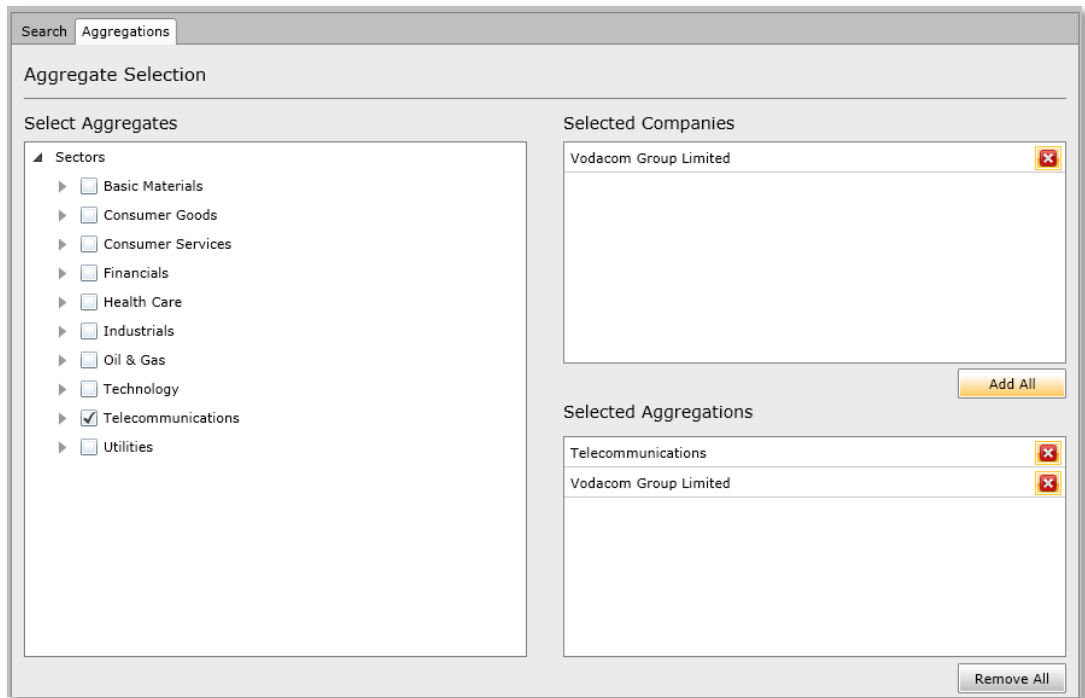
d. Selected Companies (Basket)

Companies that have been selected will show in your basket and you can now run reports on them. To remove the company, click the icon next to the name.

e. Aggregations

i. Aggregation Selection

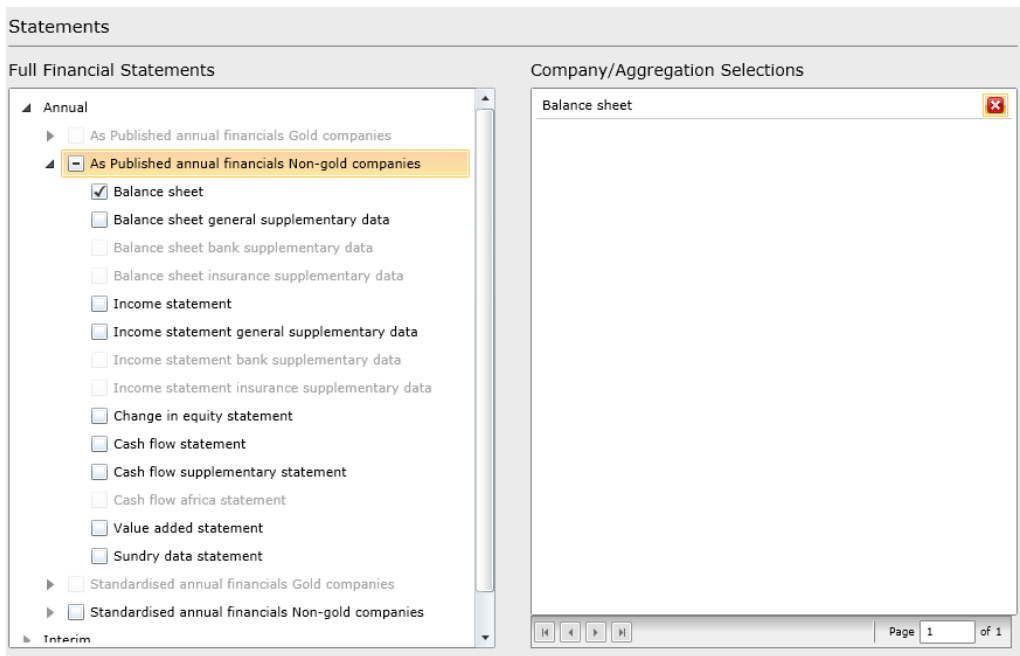
You can run aggregated financial statements across any level/s of the available sectors. Expand the sector hierarchy tree and select the relevant industry, super sector, sector or sub sector. Once selected, it will be added to your aggregation basket.



ii. Include Companies

To include companies that have already been selected to your aggregation basket, click on the 'Add All' button.

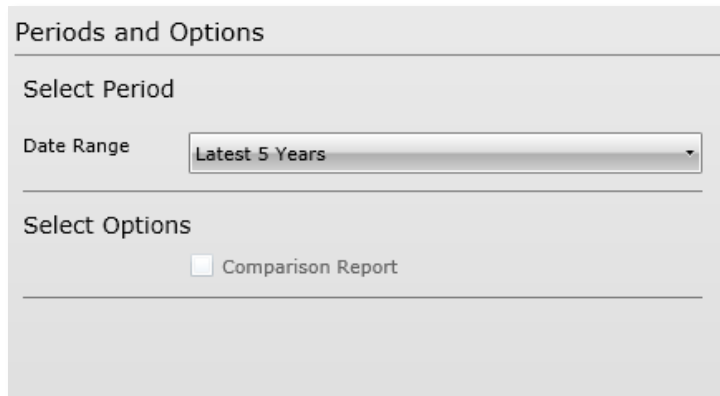
2. Statements



Users can select the particular financial statements to view for their chosen companies/sectors. Statements that are not applicable to your selected companies/sectors will not be available for selection.

3. Periods and Options

a. Date Range



The **Date Range** can be selected to view the data for the specified period:

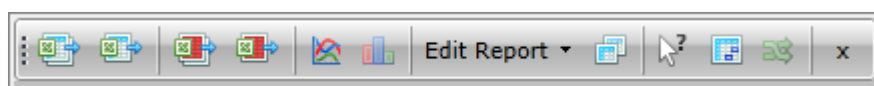
- Latest 1 Year (Default)
- Latest 5 Years
- Latest 10 Years
- Custom Range

b. Comparison Report

When more than one company has been selected, you will have the option to either view the data reports on one tab per company, or alternatively all on one tab allowing comparison between company statements.

4. Report Functionality

a. Report Options



This shows a full list of the report options available. Partly transparent buttons are not applicable to the current report.



Exports all current open tabs to Excel (if it is a grid report) or as a .png image (if it is a chart).



Exports only the active tab to Excel (if it is a grid report) or as a .png image (if it is a chart).



Exports all current open tabs to Excel to use with the Excel Add-In tool so that the data can be dynamically updated. This export requires that the Excel Add-In is installed.



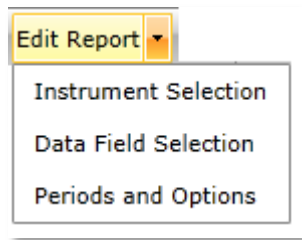
Exports only the active tab to Excel to use with the Excel Add-In tool so that the data can be dynamically updated. This export requires that the Excel Add-In is installed.



Plots the entire data range of the report to a line chart or alternatively the individual data points if they have been selected in the report grid.



Plots the selected line item/s of the report on a bar chart.



Edits the selections made for the report and recreates it. You can also jump to any step within the report creation wizard by clicking on the drop down arrow and selecting the relevant step.



Creates a copy of the current report and allows you to edit it and create a new report on a new tab.



View additional information pertaining to a line item by hovering over it.



Select individual cells within the report grid so that these can be copied to another application. To select multiple cells, hold in the Ctrl key and select by clicking on the relevant cells. You can copy the cells by holding Ctrl and 'C'.



Closes all the open report tabs.

b. Tabbed Reports



Every report within the open module is opened in a new tab. These have report names to identify them and can also be closed separately.

c. Report Grid

Vodacom Group Ltd			
STATEMENT	201	Months Covered: 12 Year End Month: 3 Currency: ZAR	2009
Balance sheet			
Income statement			
01050115 Months Covered By Financial Sta	12	12	12
01050116 Month Of Financial Year End	3	3	3
02020060 Turnover	61,197,000	58,535,000	55,187,100
02020061 % Change In Turnover	4.55	6.07	0
01020053 Cost Of Sales	0	26,774,000	30,421,600
02020062 Investment Income	0	0	0
02020094 Operating Profit	21,795,000	17,887,000	25,950,500
02020064 Interest Received	109,000	124,000	108,200
02020095 Total Income	21,904,000	18,011,000	26,058,700
01090322 Intangible Assets Written Off	1,618,000	1,078,000	735,800
01090323 Amortisation of goodwill	0	0	0
01090301 Lease Charge: Land Building	515,000	451,000	396,100
01090302 Lease Charge: Other	1,883,000	1,639,000	9,162,200

The report grid is where all data is displayed.

i. Sorting

The data within the grid can be sorted by clicking on the column heading. 1st click sorts in ascending order, 2nd in descending order, and 3rd reverts back to the default setting.

ii. Filtering



The data in the grid can be filtered according to specific criteria you can set.

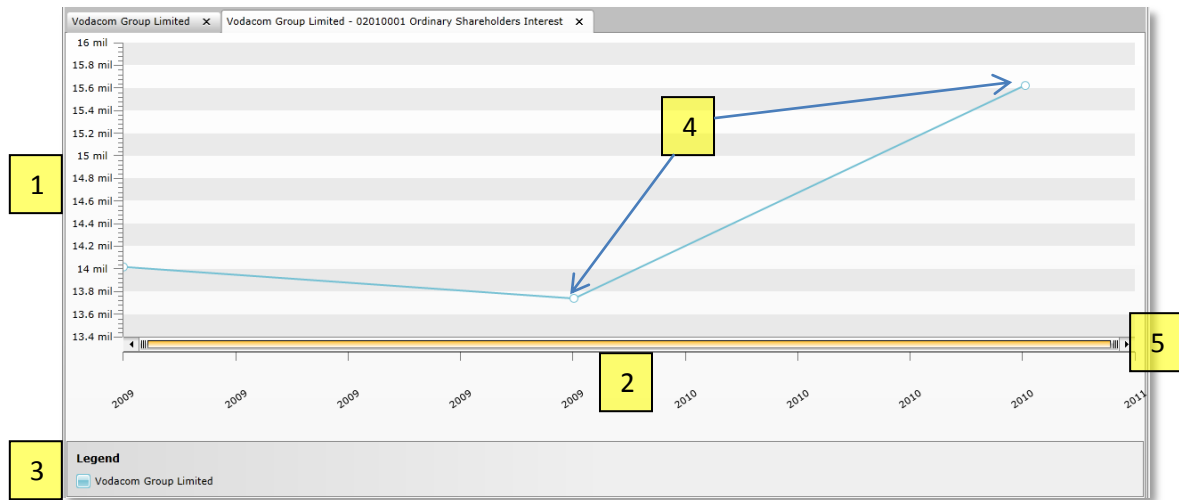
Select All

- 3,059,000
- 2,243,000
- 370,000
- 266,000
- 1,000
- 0
- 3
- 4.55
- 12
- 1,000
- 4,600

Show rows with value that

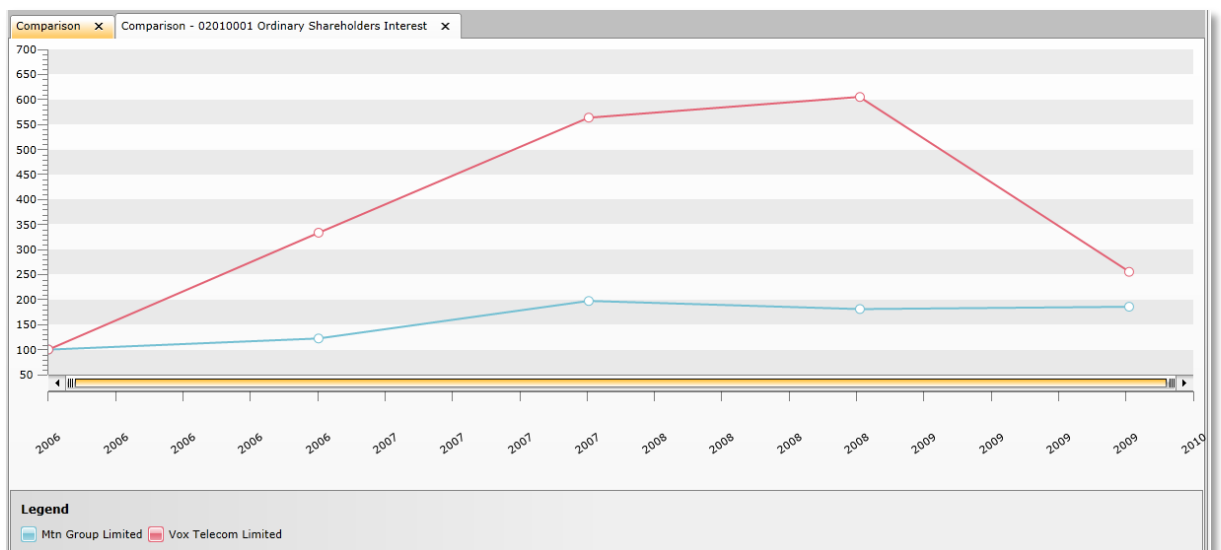
And

d. Line Chart



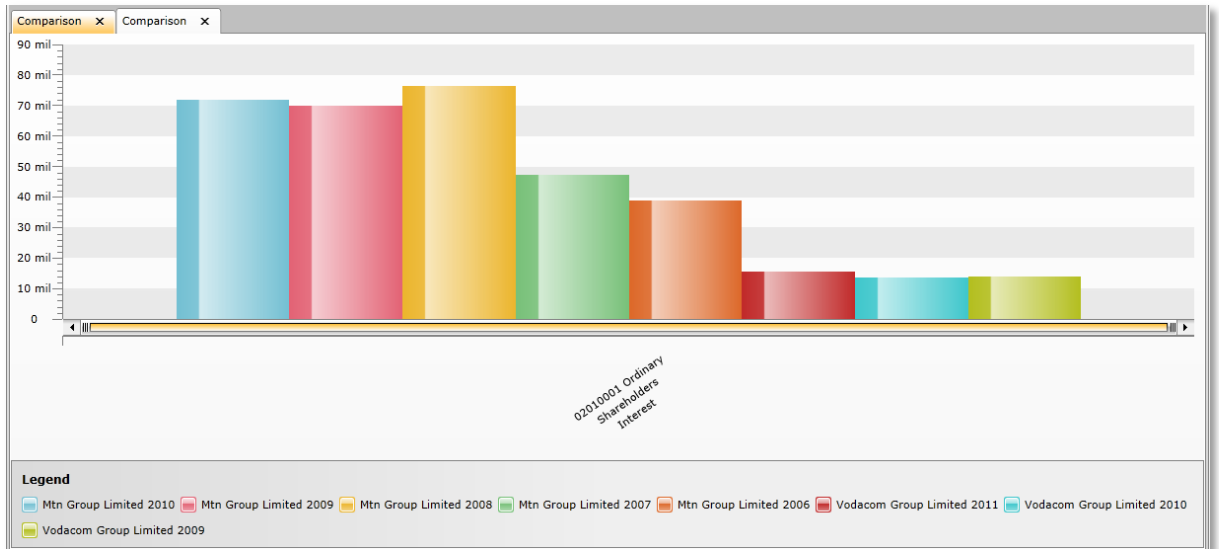
1. **Y-Axis:** Provides the data values up the left hand side of the chart.
2. **X-Axis:** Shows the time period for the chart.
3. **Legend:** Provides the legend key to show what is being displayed on the chart.
4. **Data point markers:** When hovering over the chart line, a tool tip is provided that displays information pertaining to the specific data point.
5. **Zooming:** Clicking and dragging on a section of the chart will zoom into that section. Adjusting the horizontal bar under the chart allows you to scroll horizontally and expand the selected area.

e. Based Chart



When viewing a comparison report and selecting the option to chart the data, you will be presented with a comparison chart that is based to 100 allowing the ability to do trend analysis per statement line item.

f. **Bar Chart**



Selected line items can be charted as a bar chart. Hovering over a specific bar highlights it and provides further information relating to it.