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Accessing the databases

To find these databases go to **Library OneSearch**, click on **Find Databases** and use the **A-Z** listing to find the database. Click on the database title to access the database or **Show Info** for more information.

**http://los.ntu.ac.uk** – Library OneSearch

**Fame**

- Up to 10 years detailed accounts of over 9 million UK and Irish companies, both public and private, active and inactive
- Searchable by company name, turnover, Standard Industrial Code (SIC) number
- Company overview, number of employees and other criteria
- A number of industry analyses can be performed
- Data from Companies House and many other data providers
- Statistical analysis, group report, peer analysis, ownership structure, credit scores
- Data exportable into Microsoft Excel, pre-set graphs available in database

**Quick Search**

Type in your company name to the top search box. This may be a word in the current company’s name or any previous names it has used.
Searching for your companies using several criteria

You can do searches using several criteria. For example, if you wanted to find all companies in the East Midlands that have between 100-200 employees in the construction sector you would use the Location, Industry and Number of employees menus. You build up your search by clicking on each criterion, for example, Location and choose your variables. Then the Search strategy list shows you how many companies match all of your criteria (see below).

The more useful search criteria menus include:

**Company name** - type in your company name. This may be a word in the current company’s name or any previous names it has used. e.g. Honda.

**Status & filings** – an inactive company has ceased to trade, or is in liquidation, receivership or dissolved.

**Location** – search for companies by different regional criteria including county and postcode.

**Industry** – type in a word that describes what sector your company operates in. This must be a word included in its ‘official’ description in the Trade description or UK SIC (Standard Industrial Code) description.

**Ownership** - a company qualifies as independent if it does not have a shareholder holding more than 50% of the company's shares.

**Number of employees** – search for employee numbers within a range.

**Stock data** – click on FTSE indexes to see list of FTSE 100 companies etc.
Results list

From the list of results select your company to enter the company **standard report**.

![Image of the results list]

**Company report**

Scroll down the page to view the entire report or jump to a specific section using the **menus** on the right hand side of the page:

- **Contact details and legal & accounts information** such as address, web address, date of incorporation, primary SIC code (Standard Industrial Classification code), latest accounts date can be found at the start of the report.

- **Financials & ratios** for financial and profitability ratios and graphs.

- **Stock data** for share price information.

- **Directors & contacts** for the company secretary.

- **Ownership** to see diagrams of company ownership information, this section has a separate help section.

- **News & deals** then **Mergers & acquisitions deals**. Only brief details of deals are available. We do not have access to the **Zephyr** database so use the **Nexis** or **Business Source Complete** databases to find articles discussing the deals. You can do the same to find the information listed under **Company & market news**.

- **Documents** for 10 years of original company documents for: Annual accounts, Annual returns, Capital, Change or registered office, Change in directors or secretary, Mortgage, Liquidation (if relevant).
**Peer/group reports**

**Click** on **Peer report** to show the peer group of this company within its industrial sector in different graphs.

To create **your own peer group** of companies and compare them, do one search for each company separately using the lower **Company name** box. Then in the **Search strategy** box put or between your search strategy numbers:

![Boolean search](image)

You then have a results list of all of your companies. On the right-hand side menu click on **peer analysis** to compare your companies using different variables.

**Exporting data and graphs from Fame**

All of the preset graphs and diagrams that are available on **Fame** are available from this menu.

![Menu of graphs and diagrams](image)

Once these are displayed on your screen if you click on **Alt** and **Print Scrn** on your keyboard you can copy them into Microsoft Word or PowerPoint or a graphical software package, such as Microsoft Picture Manager, and include it in your assignment. You may need to crop the picture. To reference this data see **Citing References: a guide to NTU Library Harvard Style** from **NOW Help** for more details.
Alternatively to create your own graphs click on Export on the top menu to export any data on any screen in Fame into Microsoft Excel, Word or PDF. A new Export parameters window opens and allows you to select what data to export in what format:

To get back to the home page for the Standard report click on Report format (at top of menu) and Standard format.

**Other features**

You can save searches you have done on the database and also add companies to a favourites list. The database also saves your search history for a week.

Click on Saved Searches/Favourites/History on first page to access these.

**Settings** menu at top – shows you customisable settings in Fame.

**Help**

Click on Help for more in-depth written guides and video tours. The Ownership structure feature has its own separate Guide. You can also contact the Library (see section at end of guide).
**Key Note**

Key Note database contains UK market research reports but also includes UK and Irish company financial information.

- Less detailed information than in Fame database
- Contains information on 8 million UK companies, 200,00 Irish companies
- Same source of information as Fame – Companies House
- Search for companies or people working in major positions in companies
- Output data to PDF or Microsoft Excel

**Searching Key Note**

- Type in your company name in the search box, for example: **Marks & Spencer**
- Scroll down to **Companies** results section. (**Markets** shows you market research reports for your company while **People** shows you senior managers)
- Click on your company in the first 3 results or click on **Show more** for full list
Results page

Use the tabs to look at **Overview, Financials, Ownership, People, Documents, Peer comparison**.

Any table can be added to a **custom report** which you can save and export.

Use the menu at top for different options:

🌟 Added as favorite 🔄 Set-up alert ⬇️ Share ⚤ PDF 🛢 Export to Excel

**Set-up alert** – receive updated information on your company

**Financials** – the most recent 5 years of data is shown click on **Show Previous Years** for years 6-10.

**Documents**: original company financial documents for:
- Annual Accounts (30 years)
- Annual Returns (20 years)
- Capital Docs (20 years)
- Change of names
- Change of registration office
- Directors

**Peer Comparison** – compares your company from companies in different sectors on different financial variables. This shows what ranking your company has for the variable (e.g. pre-tax profits), the number of peers and the average for the peer group.

<table>
<thead>
<tr>
<th>Retail Industry</th>
<th>Childrenswear</th>
<th>Clothing Retailers</th>
<th>Department And Variety Stores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fashion Wear Retailers</td>
<td>Home Furnishings</td>
<td>Hosiery And Knitwear Industry</td>
<td></td>
</tr>
</tbody>
</table>

This Peer comparison is populated from "The Retail Industry"

**Size**

<table>
<thead>
<tr>
<th>Title</th>
<th>Ranking</th>
<th>Peers</th>
<th>Actual</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales (£000s)</td>
<td>1</td>
<td>16</td>
<td>10,399,700</td>
<td>2,390,636</td>
</tr>
<tr>
<td>Pre-tax profit (£000s)</td>
<td>1</td>
<td>16</td>
<td>580,400</td>
<td>-</td>
</tr>
<tr>
<td>No. of employees</td>
<td>2</td>
<td>16</td>
<td>85,813</td>
<td>22,575</td>
</tr>
</tbody>
</table>
Benchmark companies

To benchmark groups of companies first identify the company number for each company, listed on the results page or company overview.

Click on List and Benchmark and then Benchmark at top of screen. Then click on Add companies in middle of screen and type in company numbers, each on a new line and click Apply. You then have a list of your companies which you can compare by different variables. You can export to Microsoft Excel, change the name of the comparison or click on Save and open it the next time you log-in.
List builder

Key Note’s List builder tool allows you to easily apply key search criteria against all active companies in the database.

Choose Options - pick from different categories (Overview, Financials etc.) for criteria you want to search on.

Define search terms column – here you need to type in search words or numeric values, e.g. Trading office town depending on what category you have clicked on for Choose options.

Search Summary – this shows what criteria you have searched on and the number of results.

Help

Click on Help or contact the Library (see section at end of guide).
Library Help with all company financial databases

If you require further help and support, book an appointment with a member of the Learning & Teaching Team: [http://librarybookings.ntu.ac.uk/](http://librarybookings.ntu.ac.uk/) or email libinfodirect@ntu.ac.uk

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