

## Bloomberg manual

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## About Bloomberg

Bloomberg offers an overwhelming amount of data. The database is especially strong in equity, bonds, ratings, intraday, news.

There are 10 Bloomberg terminals available in the Bloomberg class in room B1-05 in the University Library. It's not possible to reserve a terminal.

## Getting access to Bloomberg

1. Start up a terminal
2. Enter your ERNA-login credentials
3. Click on the Bloomberg icon on the desktop to open Bloomberg



4. A Bloomberg screen – Bloomberg tries to connect. After a few seconds you see:



5. Click **Press Enter of <GO> to begin** (it's a link). You see this:



6. The Login Name and Password depend on the terminal you are using. Check the credentials on the computer.  
Hit the **Login** button
7. Two additional Bloomberg screens will open and you can start using Bloomberg.

## Ending your session

Save your output on a USB-stick or save it on the computer and e-mail it to yourself. Please delete your files before you log off the computer.

You stop your Bloomberg session, by clicking the red **ESC Cancel** button. Don't forget to **shut down** the pc, otherwise other people can (mis)use your ERNA-account.

## Need help?

- Enter BU and press GO to access Bloomberg University, with online tutorials.
- Enter CHEA and press GO to go to the 'cheatsheets' with the most used commands per market sector

## The Keyboard

The Bloomberg keyboard is color-coded, to allow users to quickly access information in Bloomberg.

The yellow keys represent the market sectors, you can use them to quickly access that particular market sector:

- GOVT Worldwide sovereign and agency securities
- CORP Corporate debt
- MTGE Mortgage-backed security pass-throughs
- M-MKT Continuously issued and short-term dated paper
- MUNI U.S. municipality issued debt
- EQUITY ADRs, mutual funds, rights, stocks, options, warrants
- COMDTY Commodities, futures, options, spot rates
- INDEX World financial markets, economic indices
- CRNCY Spots, futures, options on over 100 currencies

The green keys are action keys, and allow you to move through the system:

- Enter GO To activate a function <GO>
- NEWS To access the news service
- HELP To get definitions, formulas
- MENU To go back through the previous screen
- PRINT To print a screen (there is no printer connected to the EDSC Bloomberg terminal!)

The red keys

- CONNECT/DEFAULT To log off or log on
- CANCEL Reset a screen

## Searching for data

You can search for data in a number of ways:

### 1. Searching for one item

- **Using the market sector keys**

- Press the button of the market sector you're interested in, for example Equity
- You'll get an overview of all available functions in that sector
- Type the number or the mnemonic of the sub-category you're interested in and press GO to go to the next level. In this next level you have to make a new choice.

Example: Searching for the prices of Ahold

Press F8 or Equity <GO>



- Choose 'Ticker look up'
- Type for example Ahold
- Choose GP (graph price) or HP (historical table)



• **Enter the Mnemonic directly**

- When you already know the mnemonic of the market sector or equity you are looking for you can also enter them directly. Press <GO> to go to the next level.
- When you don't press <GO> directly, you'll see an overview of all items that fit the entered letters. Select the one you are looking for and press <GO>

Example: Searching for the price index of the S&P 500 <SPXU>



## 2. Searching for multiple items

- Type Equity Screening EQS <GO>
- Make sure the '91) Built/Edit Screen' button is selected (it should be black), under the list of 'Example Screens Folders'
- Check if 4) Universe is selected at the left side of the window
- Choose your 'Universal Criteria': do you want to make a selection based on exchange, index, country etc.?  
After selecting a criteria click 'Update' to add this criteria to your selected options
- Hit the 'Next' button, if a further selection on e.g. larger then or in between certain values in needed.

<HELP> for explanation. Govt EQS

Document voorbeeld3.gif upload complete. PFM<GO> to view. MSGA<GO> to send.

95) Advanced Screening Mode 99) Actions Equity Screening

4) **Universe**  
Configure the Categories Below to Limit the Security Universe  
Limit security universe from a total of 427950 securities

Limit to exchanges in Netherlands

Universe Category	Selected Options
11) Exchanges	London
12) Sectors (ICB)	Oil & Gas, Alternative Energy
13) Indices	
14) Country of Domicile	
15) Portfolios/Monitors	
16) State of Domicile	
17) Security Types	
18) Trading Status	Active
19) Security Attributes	Show Primary Security of company only

88) Set as Default Universe  
Selections above limit universe to 131 securities

2) Next >      1) Results

91) Build/Edit Screen 92) Example Screens

Australia 61 2 9777 8600 Brazil 5511 3048 4500 Europe 44 20 7330 7500 Germany 49 69 9204 1210 Hong Kong 852 2977 6000  
Japan 81 3 3201 8900 Singapore 65 6212 1000 U.S. 1 212 318 2000  
Copyright 2010 Bloomberg Finance L.P.  
SN 105874 G459-97-0 25-Feb-2010 08:20:42

- Finish your selection and hit 'Results'
- View your results
- You can now adjust the default layout of your results by adding or deleting variables to your report. Click on 96) Actions and choose Edit Display.

<HELP> for explanation. Govt EQS  
 <Menu> to edit screening criteria

95) Output 96) Actions 97) Rank Results 131 securities Equity Screening

92) Fields							
Ticker	Short Name	ISIN	Market Cap	Price:D-1	P/E	Total Return YTD	Revenue T12M
1) HSN LN	HANSEN TRANSMISS	BE0947727377	668.43M	100.00	51.71	-8.26	599.89M
2) DPL LN	DOMINION PETROL	BMG2897M1064	52.59M	5.63	N.A.	-26.23	0.00
3) GPK LN	GEOPARK HOLDINGS	BMG383271050	173.96M	420.50	129.95	11.39	40.72M
4) GKP LN	GULF KEYSTONE PE	BMG4209G1087	384.46M	78.00	N.A.	-13.33	N.A.
5) SRO LN	SPLITFIRE OIL LTD	BMG836741048	5.00M	11.75	N.A.	11.90	1.21M
6) UEN LN	URALS ENERGY PUB	CY0000111027	11.80M	6.75	N.A.	-6.90	174.85M
7) BPC LN	BPC LTD	FK0020041496	33.36M	4.20	N.A.	14.29	N.A.
8) FOG LN	FALKLAND OIL & G	FK00B030JM18	229.62M	155.50	N.A.	21.48	0.00
9) AMEC LN	AMEC PLC	GB0000282623	2.61B	788.00	12.28	-0.51	2.61B
10) SIA LN	SOCO INTL PLC	GB0000394469	1.28B	1554.00	27.22	15.97	121.94M
11) FTO LN	FORTUNE OIL	GB0001022960	138.73M	6.98	16.27	-10.40	180.65M
12) TLW LN	TULLOW OIL	GB0001500809	10.56B	1201.00	72.99	-7.97	604.88M
13) DES LN	DESIRE PETROL	GB0002689494	361.74M	106.50	N.A.	15.76	0.00
14) ALK LN	ALKANE ENERGY	GB0003286613	15.56M	16.25	8.16	-9.72	5.43M
15) HTG LN	HUNTING PLC	GB0004478896	807.84M	603.00	33.52	3.52	359.90M
16) JOC LN	JOC OIL & GAS	GB0004697420	436.83M	255.30	12.73	-9.63	168.78M
17) KBC LN	KBC ADVANCED TEC	GB0004804646	27.73M	49.00	10.29	25.64	55.38M
18) LSMO LN	ENI LASMO PLC-UT	GB0005316301	N.A.	24.04	N.A.	-18.92	0.00
19) PRE LN	PAN ANDEAN RES	GB0006688518	18.18M	15.25	84.21	-3.17	1.17M
20) PRV LN	PORVAIR PLC	GB0006963689	25.88M	61.50	37.55	2.50	55.23M
21) SEA LN	SEAENERGY PLC	GB0007219479	29.51M	42.75	N.A.	-18.57	0.00

Analyze Stats:  Min  Max  Avg  Std Dev More... Grouping None Zoom 100%

Australia 51 2 9777 8600 Brazil 5511 3048 4500 Europe 44 20 7330 7500 Germany 49 69 9204 1210 Hong Kong 852 2977 6000  
 Japan 81 3 3201 8900 Singapore 65 6212 1000 U.S. 1 212 918 2000 Copyright 2010 Bloomberg Finance L.P.  
 SN 105874 6459-97-0 25-Feb-2010 08:29:42

- Your output can be exported to Excel, click on 95) Output button and select Excel. Due to different versions of Excel, you will first see an error message: just click Yes and your report will appear.

### Looking for bonds?

- Type SRCH A <go>

<HELP> for explanation. M

Enter 1<Go> to search

Bond Search	
Search	Options
2) Issuance Information	
3) Coupon	All Coupon Types
4) Redemption Features/Dates	All Maturity Types
5) Credit Ratings	All Rating Agencies
6) Collateral	All Collateral Types
7) Inventory and Analytical Data	
8) Currency	All Currencies
9) Country	All Countries
10) Exchanges	All Exchanges
11) Industry Sectors & Issuer Types	All Industry Sectors
12) Security/Market Types	All Market Types
13) Convertible Bonds	
14) Floating Rate Notes	All Benchmarks
15) Structured Notes	All Structured Notes
16) Shariah Scholars/ Shariah Boards / Other	Exclude PPCR's, Exclude Certs
17) Import Security List	
18) Certificates	Exclude Certificates

**Tip:** it's not always clear what datatypes are available in Bloomberg. When you have a bond, stock, future etc on your screen, type FLDS <GO> to get a list of the available items for that particular bond, stock, future etc. You can use the codes you get in the Excel Wizard.

## Using the Excel add-in

You can also continue retrieving Bloomberg data directly through Excel. This can be done two ways, either by Wizard or by specific functions.

### 1. Wizards

From the earlier example we now have an report in Excel. Now that you have your series in Excel you can retrieve historical data with the Bloomberg wizard

- Click on the Bloomberg tab
- Choose Real time/Historical
- Select Historical end of day
- When you already have a list of identifiers in your Excel sheet: change 'select securities' from Indices to Spreadsheet.
- Click on icon right to range field and select your series from your Excel sheet
- Click on import
- Click Next
- Select fields, like price, return, volume and so forth
- Click Next
- Select your time frame
- Click Next until you see the finish button
- Click on the finish button.
- Your output will be generated.

### 2. Functions

The Wizards are user-friendly but don't allow users much flexibility. So expert users probably prefer the functions. The three most used functions are:

1. BDS (for static request)
2. BDH (for time series)
3. BDP (for bulk output for one series)

Example: the BDH function to get the historical price of a company.

- You should already have the identifier(s), in this format: THAL LN Equity (ticker, exchange, information type)
- Next you select an empty cell in Excel and type the formula  
`=BDH("identifier","variable","start date","enddate")`

In this example:

```
=BDH("THAL LN Equity","Px_last","01/01/2009","01/01/2010")
```