

Using Mergent Online to find Company Information

Note: This is a great resource to determine the actual amount of “Accounts Payable,” (Yahoo Finance unfortunately combines accrued expenses with accounts payable so the amount shown for accounts payable is inaccurate and overstates the true amount of accounts payable.)

1. Get to Mergent Online from the library website <http://www.malone.edu/library>
 - Select **OhioLINK Resources** – then *By name or title* from left-hand column
 - Then click R-S, and scroll down, click on Mergent Online (click Back button on browser if you get an error message at this point)
 - If you are at home doing this, after selecting a database, the proxy server will automatically detect that you are off campus and ask you for your name and barcode to confirm that you are a Malone student.
2. In the identifier box on the left select **Ticker** and type **RT** into the box, and click Search. **Ruby Tuesday** will show up in the search screen. Click on this to retrieve the file for RT.
3. The default screen provides a basic overview of financial and company information with clickable tabs across the top of the screen.
4. For Financial Statements select **Company Financials** from the top of the page. Set the type of financial report, date range, currency etc. using the pull down menus at the top of the page.
5. To open the report as an Excel spreadsheet click on the text *Download to MS Excel* to the right of the Excel symbol. You may need to adjust the column width by clicking on the bars at the top of each column dividing the cells (such as A | B)
Repeat this process for each financial report you need.
6. For information on short-term borrowings (or lease or rental payments, if you are interested in those) and reports such as 10Ks, select the **EDGAR** tab.
Save yourself time looking for specific filings by selecting *Click here for Edgar Search*
 - Ticker = RT
 - Select the type of filing such as 10K (under Filing Type)
 - Click on Search (it takes awhile to do the search)
7. You will want to click on the Adobe PDF or Word format icon for each of the most recent three years of the 10-K report (select Save when your are prompted, then save to either your USB flash drive or your network drive). Alternatively, by accessing the table of contents or using the pull-down menu to the right you can view specific parts of the document if you do not want to download the whole thing. These are features that finance.yahoo.com does not offer. Yahoo also doesn't have 15 years worth of data.

Another unique option Mergent offers on this screen is a lookup by the CIK (Central Key Index) Use the **SEC CIK Database** tab for this option. This allows you see the entire listing of company filings that it has filed with the Securities Exchange Commission (SEC).

Need Help ?

- Go to the Help option in Mergent Online at the top right-hand side of the screen
- Get more information on Mergent's capabilities at <http://www.mergent.com/productsServices-desktopApplications-online.html>
- Contact the library reference desk at (330) 471-8314