

Finding Company Annual Reports

Annual reports are informational documents that public companies are required to produce each year, and that other companies have the option to produce. These reports contain much useful information on a company, often including financial statements, a letter from the chief executive officer outlining the year's operations and future goals, lists of products and services of the company, a directory of directors and officers of the company, and information on headquarters, subsidiaries, and properties.

This guide will help you find company annual reports in the library business databases *LexisNexis Academic* and *Mergent Online*, as well as on selected Internet web sites.

To access *LexisNexis Academic* or *Mergent Online*, do the following:

From the library's homepage at <http://www.usfca.edu/library>

- Click Database List A to Z.
- Select *LexisNexis* or *Mergent Online* from the list.
- *The next page you click on is a brief introduction to the database.*
- Click *the link to access the database*. This takes you to the main search page.

Finding Company Reports in *Lexis Nexis Academic*

LexisNexis Academic <http://www.usfca.edu/library/databases/academicuniv.html> contains the complete text for select company annual reports. To access these reports do the following: Under "Academic Search Forms" in the upper left corner of the main search page click on Business. From here click on the link for "SEC Filings and Reports." In the search form type in the name of your company, and next to the Source use the pull-down menu to choose "SEC Annual Reports to Shareholders." You can also use the pull-down menu underneath that to choose dates.

Finding Company Annual Reports in *Mergent Online*

The library database, *Mergent Online*, <http://www.usfca.edu/library/databases/mergent.html> contains the complete text and graphics for select company annual reports in PDF format. To access these reports, do a Basic Search on a company name. Once you have chosen your company, click on the tab that says "Annual Reports" to access these documents.

Internet web sites:

Some of these sites require free registration in order to access the annual reports.

Annual Report Gallery:

<http://www.reportgallery.com>

Annual Reports Library:

<http://www.zpub.com/sf/ar/>

CAROL: Company Annual Reports Online:

<http://www.carol.co.uk/>

The Public Register's Annual Reports Service:

<http://www.prars.com>

Investor Relations Information Network:

<http://www.irin.com/cgi-bin/main.cgi?index=main>

The Wall Street Journal Online Annual Reports Service

http://wsjie.ar.wilink.com/asp/WSJ3_search_eng.asp

Understanding Company Annual Reports:

The Edgar Online Guide to Decoding Financial Statements, by Tom Taulli. Call number: HF 5681 B2 T32 2004

The Four Financial Statements:

<http://www.quickmba.com/accounting/fin/statements/>

Understanding financial statements, by Lyn M. Fraser and Aileen Ormiston. Call number: HF5681.B2 F764 2004

Understanding the corporate annual report: nuts, bolts, and a few loose screws, by Lyn M. Fraser. Call number: HG4028.B2 F73 2003