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FI$Cal Transparency Data Handbook
(September 13, 2018)

FI$Cal Transparency Data Handbook

The purpose of this document is to serve as a guideline for FI$Cal staff, State Entities, and the public concerning the type and structure of the data displayed on FI$Cal's transparency website, as well as the processes and governance structure that determine how data decisions are made and issues are addressed. It is expected that this will facilitate FI$Cal's efforts to enhance the state's transparency, civic engagement, innovation, and effectiveness by opening up California's financial data.

Revision History

Date	Revision	Last Updated By	Change
06/04/18	0.1	Myra Yeung	Created preliminary handbook template
06/07/18	0.2	Myra Yeung	Populated info in sections 1, 2, 3, and 5
06/19/18	0.3	Joel Riphagen	Revisions and additional info added
06/24/18	0.4	Joel Riphagen	Revised based on Partners feedback
07/19/18	0.5	Myra Yeung	Updated definitions
07/22/18	1.0	Joel Riphagen	Incorporated feedback from Partners, execs, etc.
07/31/18	1.1	Myra Yeung	Added Terms of Use, Metadata as appendices
09/13/18	1.2	Myra Yeung	Minor edits to sections 2, 3.1, 6.1, 6.3, and appendix B

Table of Contents

1. Background and Policy Goals 1
1.1 Background 1
1.2 Policy Goals 1
1.3 Future Review for Potential Changes to This Document 2
2. Definitions 2
3. Roles and Responsibilities 4
3.1 Department of FI$Cal 4
3.2 State Entities 4
3.3 Customer Impact Committee (CIC) 4
3.4 Transparency Coordinators 5
4. Data Inclusion Policy and Dataset Availability 5
4.1 Included Data 5
4.2 Excluded Data 6

4.3 Publication Frequency and Lag 6

5. General Disclaimer and Terms of Use 7

6. Data Review Process 7

6.1 Review for Errors 7
6.2 Confidential Data Review 8
6.3 Reporting Issues to FI$Cal 8

7. Metadata Format 8

Appendices 9

Appendix A – Disclaimer and Terms of Use 9
Appendix B – Metadata 12

1. Background and Policy Goals

1.1 Background

The Financial Information System for California (FI$Cal) began as a business transformation project in 2005, and was formalized with a Memorandum of Understanding (MOU) signed in 2007 by the State Controller, the State Treasurer, and the Directors of Departments of Finance and General Services. Chapter 31, Statutes of 2016 (Senate Bill 836, Committee on Budget and Fiscal Review) established the Department of FI$Cal.

FI$Cal is one of the largest and most dynamic information technology (IT) undertakings by state government in California. FI$Cal enables the state to combine accounting, budgeting, cash management, and procurement operations into a single financial management system. This undertaking involves the technical challenges of unifying different functions of more than 2,500 legacy systems and processes ranging from mainframes to desktop spreadsheets.

FI$Cal provides more standardization, transparency, discipline, effectiveness, and efficiency for the state's business processes. Upon full implementation, about 160 state entities and about 15,000 state employees will use FI$Cal in some capacity to conduct financial business for California.

To achieve its vision as a trusted, innovative solution provider that protects the accuracy, reliability, availability, and integrity of the state's financial information, FI$Cal is committed to providing financial data on the Open FI$Cal website (transparency website) in a format that is open, freely available, machine readable, and formatted according to uniform technical standards to facilitate visibility and re-use of published data. This document reaffirms FI$Cal's commitment to open data.

1.2 Policy Goals

One of FI$Cal's stated objectives, outlined in Government Code §11854(f), is to "improve access [to] and transparency of California's financial information…while sharing information [among] the public, the Legislature, external stakeholders, state, federal, and local agencies." The Open FI$Cal website is FI$Cal's flagship effort to accomplish this goal.

More specifically, by opening the state's financial data, we hope to achieve:

- **Transparency** – Open financial data supports public oversight and increases public trust in government
- **Improved Public Engagement** – Open financial data gives citizens the raw materials they need to engage their government on issues important to them
- **Innovation and Economic Value** – Open financial data provides a new opportunity for government to collaborate with citizens on improving public

services, and for entrepreneurs to understand markets and build new data-driven tools

- **Efficiency and Effectiveness** – Open financial data reduces transaction costs for sharing data within government and empowers citizens to alert government to data gaps and inaccuracies

1.3 Future Review for Potential Changes to This Document

Because technology changes rapidly, this Transparency Data Handbook should be regularly reviewed for revisions or additions that will continue to position FI$Cal as a leader on issues of openness, efficiency, collaboration, and information technology best practices.

2. Definitions

Within this document, the following terms have these meanings:

Term	Definition
Data	Data includes lists, tables, graphs, charts, and images. Data may be structured or unstructured and organized; and can be geospatial or location neutral. Data becomes "information" when analyzed and possibly combined in order to extract meaning and to provide context and insight. Data is regularly created or maintained by "State Entities" as defined herein.
Open Data	Data is open if it can be freely accessed, used, modified and shared by anyone for any purpose.
Confidential Data	Data that may not be released as Open Data pursuant to statute, regulation, or contract, generally for the purpose of protecting Protected Information, Sensitive Information, or the intellectual property of non-state entities.
Dataset	A dataset is any organized collection of data. The most basic dataset is composed of data elements in a table. Each column represents a particular variable. Each row corresponds to a given value of that column's variable. A dataset may also present information in a variety of non-tabular formats, such as an extended mark-up language (XML) file, a geospatial data file, or an image file. Dataset is a flexible term and may refer to an entire database, a spreadsheet or other data file, or a related collection of data resources. Dataset does not include "Confidential Data", "Protected Information", and/or "Sensitive Information" as defined herein.
Metadata	Metadata is information about a dataset that makes the data easier to find or identify. Metadata includes the title and description,

	method of collection, limitations, author, publisher, area and time period covered, license, date and frequency of release. Metadata describes the dataset's structure, data elements, its creation, access, format, and content.
Protected Information	Any data, dataset, or portion thereof, to which a department or division may deny access pursuant to the California Public Records Act or any other applicable rule, regulation, public records law or any other provision of a federal or state law. Protected information includes any data, dataset, or portion thereof which contains any personally identifiable information or financial identifying information that can be associated with a particular individual through one or more identifiers or other information or circumstances and specifically includes, but is not limited to, a private individual's home address, personal electronic mail address, personal telephone number, social security number and/or driver's license number.
Sensitive Information	Any data which, if published online, could raise privacy, confidentiality, or security concerns, result in the publication of privileged information, result in the publication of information not subject to public disclosure requirements, or have the potential to jeopardize public health, safety, or welfare to an extent that is greater than the potential public benefit of publishing that data.
Machine Readable	Information or data that is in a format that can be easily processed by a computer without human intervention. To be machine readable, data must be structured in an organized way. CSV, JSON, and XML, among others, are formats that contain structured data that a computer can automatically read and process. Non-digital materials such as photos and handwritten documents are not machine readable even when scanned. For example, a PDF document containing tables of data is digital but is not machine-readable because the tables are still simply images. These files should be accompanied by documentation related to the format and how to use it in relation to the data.
State Entities	All state offices, officers, departments, divisions, bureaus, boards, commissions, organizations, or agencies, claims against which are paid by warrants drawn by the Controller, and whose financial activities are reported in the annual financial statement of the state or are included in the annual Governor's Budget.

3. Roles and Responsibilities

Below is a list of roles and responsibilities critical to the successful operation and maintenance of the Open FI$Cal website.

3.1 Department of FI$Cal

The Department of FI$Cal (FI$Cal) is mandated to "include a state transparency component that allows the public to have access to information regarding General Fund, special fund, and federal fund expenditure data, using an Internet Web site" (CA Government Code §11862, as amended by Chapter 186, Statutes of 2018 (Assembly Bill 2198, Obernolte)). FI$Cal is also required to post state contracting information on its website (CA Government Code §12025). In compliance with its legal mandate, FI$Cal will:

- Develop the state transparency website, known as Open FI$Cal
- Monitor and manage the transparency website
- Publish data from the FI$Cal System on the transparency website

While FI$Cal will publish and monitor data from the FI$Cal system on the website, the data is entered into the FI$Cal system by individual State Entities, and they are responsible for the accuracy of its content.

3.2 State Entities

State Entities, as defined in *Section 2. Definitions* of this document, are responsible for ensuring that the expenditure data that FI$Cal plans to publish to the transparency website is consistent with their understanding of their expenditures and does not contain any Confidential Data. They are also responsible for responding to specific inquiries regarding their data posted on the transparency website.

FI$Cal recommends that each State Entity designate a Transparency Coordinator, as defined in Section 3.4 below, to fulfill these duties.

3.3 Customer Impact Committee (CIC)

The Customer Impact Committee already exists within the FI$Cal governance structure, and provides an opportunity for State Entity users of the FI$Cal system to voice concerns and provide feedback on the operation of the system. The CIC will also serve as a means for State Entities to learn about and provide feedback on the transparency website, including:

- Working with FI$Cal to ensure that State Entities are familiar with the data that will be posted on the transparency website and their role in reviewing that data
- Discussing concerns and recommending improvements to the transparency data review process

- Reviewing additional datasets FI$Cal may propose to add to the transparency website from time to time and providing feedback on data quality, metadata, and review processes
- Meeting regularly to discuss and report on State Entities' statuses for meeting data publication requirements

3.4 Transparency Coordinators

A Transparency Coordinator is an employee designated by a State Entity to coordinate transparency data efforts for that State Entity. Transparency Coordinators should have access to the FI$Cal System or supervise staff that do. Specifically, Transparency Coordinators are responsible for:

- Reviewing or coordinating review of the State Entity's data on the transparency website, as described in *Section 6, Data Review Process*, to ensure that:
  - The data to be published on the site matches the data the state entity entered into FI$Cal
  - The data to be published on the site does not contain any Confidential Data
- Raising issues or concerns and providing recommendations to FI$Cal or the CIC about the website or the published data
- Responding, in conjunction with the State Entity's communications division, to comments and questions from the public regarding the State Entity's transparency data
- Informing FI$Cal of updates to the State Entity's public contact information, so that FI$Cal can update the contact information on the transparency website.

4. Data Inclusion Policy and Dataset Availability

4.1 Included Data

Upon full rollout, the transparency website will include every expenditure transaction in the FI$Cal PeopleSoft modified accrual general ledger (i.e. every transaction with an Account Code beginning with "5"). It will also separately include every vendor payment included in the FI$Cal PeopleSoft accounts payable module.

Each transaction published from the general ledger will include the following fields:

- Business Unit
- Accounting Date
- Fiscal Year
- Accounting Period

- Account Code
- Fund Code
- Program Code
- Budget Reference
- Year of Enactment
- Monetary Amount

Each vendor payment published from the accounts payable module will include all of the above fields plus Vendor Name.

Labels will be attached to each of the numeric code fields listed above, to allow non-expert users to understand them.

All of the fields listed here are defined in the metadata, attached as Appendix B to this document.

4.2 Excluded Data

FI$Cal will exclude from publication any fields not listed above, including item descriptions and any specific vendor information beyond Vendor Name. Vendor Name is entered as Supplier Name in FI$Cal; the transparency website will not display any information entered into a Payee Name field or on the Single Payment Vendor screen. Thus, any Confidential Data entered into those fields will remain unpublished.

Additionally, FI$Cal will mask the Vendor Name for all employee transactions paid through accounts payable. Certain types of employee payments, such as disability and workers' compensation payments, as well as certain payments to undercover employees, are confidential. Out of an abundance of caution, FI$Cal is currently masking employee names for all employee transactions.

4.3 Publication Frequency and Lag

New expenditure data will be published on the transparency website on a monthly basis.

To allow adequate time for State Entity review, data will be published at least two months after the period (i.e. month) in which the expenditure occurs. For example, expenditures from July in a given year will be eligible to be published starting October 1 of the same year.

When State Entities make adjustments to a given period's expenditures after the period has ended but before the period is closed, those adjustments are treated the same as expenditures that were recorded during the period. Later adjustment transactions, therefore, can be published on the site much more quickly than transactions recorded during the period. For example, an adjustment recorded against the July period, but completed in September, is eligible for publication on October 1. An adjustment to July that is completed in October or later is eligible for publication at the next monthly upload.

5. General Disclaimer and Terms of Use

Data will be published on the transparency website with a disclaimer and terms of use. The current version of the disclaimer and terms of use is included as Appendix A to this document.

6. Data Review Process

Data is published on the transparency website at least two months after the period for which the data is recorded, in order to give State Entities sufficient time to review the data for errors and Confidential Data. Prior to their data being published on the transparency website, State Entities are given access to the same data in a business intelligence tool that allows them to see the transactions in near real-time.

FI$Cal does not require that State Entities review their data prior to publication on the transparency website. However, FI$Cal does recommend that State Entities review their data to become familiar with what will be published on the website and be confident that it matches what they entered into the system. State Entities are responsible for their data.

6.1 Review for Errors

FI$Cal has developed a business intelligence dashboard that allows State Entities to review the data that will be published on the transparency website. State Entities can use this tool in conjunction with a PeopleSoft report generated out of the FI$Cal system to compare PeopleSoft entries to the data to be published on the transparency site using a process designed by FI$Cal. To use this process, Transparency Coordinators should:

- Ensure that they and any other necessary staff have access to “OBIEE” (Oracle Business Intelligence Enterprise Edition) when they login to FI$Cal. If OBIEE does not appear as an option after logging in to FI$Cal, staff should contact their Departmental Authority and Designee (DAD) to request access. Note that FI$Cal has a limited number of OBIEE licenses and must divide them among all State Entities using the system. Licenses will be allocated to State Entities in rough proportion to the size of their annual budget.
- Review the job aid created by FI$Cal explaining how to compare the information shown in OBIEE with the information entered in PeopleSoft, using the Ledger Activity Report.
- Review their State Entity’s data using the FI$Cal-recommended process or any other process they find effective, at whatever schedule and frequency makes

their State Entity comfortable that the published data matches what they entered into PeopleSoft.

6.2 Confidential Data Review

If State Entities make payments through the accounts payable module to vendors or recipients whose names could be considered to be Confidential Data, the State Entities should also review their data to ensure that no confidential vendor names are published on the transparency website. The business intelligence tool can be used for this activity as well. Transparency Coordinators should:

- Ensure that they and any other necessary staff have access to "OBIEE" when they log into FI$Cal, as described in Section 6.1 above.
- Generate a list of transactions they know to be with vendors or recipients whose name must be kept confidential per law, regulation, or contract. This list can be a full list or a random sample, at the State Entity's discretion based on its assessment of the risk of revealing Confidential Data. The State Entity can generate this list by whatever means it finds appropriate.
- Compare their list of confidential transactions with the transparency data shown in the business intelligence tool. This can be accomplished by searching for the appropriate vendor names in the Annual Vendor Spending or Monthly Vendor Spending dashboard tabs. If the names do not appear, they will not appear on the transparency website. If the names do appear, the individual transactions should be reviewed to determine whether the names are appearing attached to confidential or non-confidential transactions.

6.3 Reporting Issues to FI$Cal

If review of the data reveals that the transactions do not match the transactions the State Entity entered into PeopleSoft or contain Confidential Data, the State Entity's Transparency Coordinator should immediately notify FI$Cal at the email address transparency@fiscal.ca.gov.

The Transparency Coordinator should thoroughly describe the discrepancy or the Confidential Data found, attaching the data in question if possible and if not confidential. Confidential Data should not be sent via email. If the issue is the publication of Confidential Data, the Transparency Coordinator should clearly state what law, regulation, or contract requires that the information be kept confidential. The Transparency Coordinator should include their contact information and indicate the best way for FI$Cal to contact them with the issue resolution or follow-up questions.

7. Metadata Format

The metadata format FI$Cal uses to describe the data on the transparency website is included as Appendix B to this document.

Appendices

Appendix A – Disclaimer and Terms of Use

Welcome to Open FI$Cal!!

In accordance with Government Code section 11862, FI$Cal developed this website to provide the public with unprecedented access to information about California's expenditures. We invite you to connect with state departments throughout California by freely using the information tools provided. We ask only that you abide by our terms of use to protect the data and our website from misuse or unlawful acts. You may use the data as you wish provided your use is neither illegal nor malicious.

Each time you visit Open FI$Cal you are required to review these Terms of Use for any changes since your last visit.

Disclaimer

Open FI$Cal provides data as is; users understand and agree that the content on this website is based only on the input of individual departments. Departments supplying data to this website have the authority and source information that forms the basis of the data herein and as such, are responsible for ensuring the integrity and content of their respective data. Individual departments, as data owners, are responsible for making the determination whether the information herein is classified public or confidential.

The data contained on this website is not intended to be used for auditing purposes or as a financial statement of any of the state departments using FI$Cal. The data is raw, unaudited and unconsolidated and therefore, will neither reconcile with any audited or printed financial statements nor past year actual expenditures in the Governor's Budget or the enacted budget. California's financial statements are available from the State Controller's Office, and its budget documents are available from the Department of Finance. Use of this data is at your own risk. The State does not warrant that the website will be uninterrupted or error free. The information on this website is provided "as is" and changes may be made to the information herein at the department level which may not be reflected on the website until a subsequent date.

The State does not assume legal liability or responsibility for the accuracy, timeliness, completeness, or quality of the content provided and makes no warranty, express or implied, including warranties of merchantability and fitness for a particular purpose, nor represents that use of the content would not infringe on private rights. Once the content has been downloaded from this website, the accuracy, quality and content of the data or any re-use of that content will not be warranted by the State.

For purposes of the accuracy of the website, FI$Cal will make reasonable efforts to correct errors that state departments bring to our attention.

By accessing or using Open FI$Cal in any way, you agree and warrant that activities associated with your use of the data are lawful in every jurisdiction where access is provided. Resolution of disputes arising from use of this website shall be governed by the laws of the State of California.

The State reserves the right to modify or remove any content on Open FI$Cal and to terminate access to our website with or without cause, without notice, at any time and without liability to any user.

The State of California, its departments, or employees shall not be held liable for any improper or incorrect use of the information described or contained in this website. The State is not responsible for direct, indirect, incidental, special or consequential damages to you or any third party including, but not limited to, business interruption, procurement, lost profits, lost data, and loss of goodwill, under any theory of liability or any cause of action. This is in addition to any and all defenses available to the State pursuant to the state and federal Constitution, statutes and sovereign immunity.

Any user of this website agrees to defend, indemnify and hold harmless the State, its officers, directors, employees and agents and any contributor to this website, their affiliates and their respective directors, officers, employees, and agencies from and against any and all claims, liability, damages, loss or expense, including reasonable attorneys' fees and costs, arising out of or in any way connected with your access to or use of the Open FI$Cal website, in reference to any claim however caused and on any theory of liability.

Your use of this website and compliance with these terms of use does not create any partnership, agency, joint venture or employment relationship between you and the State.

If one or more of the provisions of these terms of use is for any reason declared unenforceable by a court of competent jurisdiction, those provisions will not have any effect on the validity of the remainder of the terms.

If you are dissatisfied in any manner with these Terms of Use, you understand and agree that your exclusive remedy is to discontinue use of this website.

Non-exclusive Revocable License

The State grants you a nonexclusive revocable license to use the content on this website in a manner consistent with the above terms of use. Access to this website does not give you ownership or license to any intellectual property rights in Open FI$Cal or any content you access on the website. On the website, there may be logos, service marks, photographs, software or other protected materials. Use of these copyrighted, trademarked, or other protected materials are not licensed to you without obtaining prior written permission of the department, agency or third party to whom such logos, service marks, photographs, software or other protected materials pertain. It is your responsibility to obtain this permission.

Third party websites

Open FI$Cal may contain links to other websites operated at the discretion of their respective owners and under their respective terms of use. The State does not control any third party web service or any material on their sites. You expressly acknowledge and agree that the State is in no way responsible or liable for any third party services or features.

Appendix B – Metadata

Spending Transactions Metadata

Table Header style	Table Header style
Description	All expense transactions entered into the modified accrual general ledger of the FI$Cal System by included departments of the State of California for the time period covered by the dataset (see About page for included departments and time period). This includes all transactions in the modified accrual general ledger that are coded as expenditures (Account Code begins with '5').
Publisher	Financial Information System for California (FI$Cal)
Owner	The Department of FI$Cal runs and maintains the database from which this dataset is extracted, and is responsible for its integrity. Individual departments enter data into the FI$Cal system and are responsible for its content.
Contact (General Questions)	FI$Cal Transparency Coordinator, (916) 576-4846, transparency@fiscal.ca.gov
Contact (Data Content)	Individual department contacts, see Contacts page
Release Date	September 17, 2018
Frequency	Monthly. Data published each month includes expenditures for all periods at least 60 days prior to the publication date.
License	Non-exclusive revocable license: see Terms of Use for details
Fields	See Spending Data Dictionary

Spending Data Dictionary

Field Name	Description	Format	Maximum Length	Values
Business Unit	The code assigned to each state governmental entity (or a program) for fiscal system purposes. Usually four digits in length.	String	5	Digits only, from 0110 through 9900
Agency Name	The name of the Agency within which the state entity associated with the Business Unit code is located. The highest level of the state organizational hierarchy.	String	30	English-language agency names
Department Name	The name of the state entity associated with the Business Unit code.	String	30	English-language department names
Document ID	An internal identifier sufficient to identify the specific general ledger journal in the FI$Cal System.	String	30	
Accounting Date	The date to which the transaction is assigned in FI$Cal.	String	10	Dates in YYYY-MM-DD format
Fiscal Year Begin	The calendar year in which the fiscal year of the transaction begins. For example, a value of "2017" means Fiscal Year 2017-18. California's fiscal year runs from July 1 through June 30.	Numeric	4	Valid years, 2016 or later

Field Name	Description	Format	Maximum Length	Values
Fiscal Year End	The calendar year in which the fiscal year of the transaction ends For example, a value of "2018" means Fiscal Year 2017-18.	Numeric	4	Valid years, 2017 or later
Accounting Period	The period of the fiscal year to which the transaction is assigned. Generally equates to the month of the transaction. Transactions that are assigned to adjustment periods in the state accounting system are assigned to period 12 in this dataset.	Numeric	2	Numbers 1 through 12. 1 = July, 12 = June
Account Code	The code indicating what the expenditure was for. Note that this dataset is limited to account codes beginning with '5', which denotes expenditure transactions. Usually 7 digits in length.	String	10	Digits only, always beginning with '5'
Account Type	The highest-level categorization of the expenditure, based on the Account code.	String	30	Broad categories of expenditure, such as "Operating Expense & Equipment" and "Personal Services"
Account Category	The second-level categorization of the expenditure, based on the Account code.	String	30	Second-level categories of expenditure, such as "Information Technology" and "Staff Benefits"
Account Subcategory	The third-level categorization of the expenditure, based on the Account code.	String	30	Third-level categories of expenditure, such as "Retirement Benefits"
Account Description	Detailed description of the expenditure, based on the Account code.	String	30	Detailed description of expenditures, such as "Dental Insurance" and "Supplies (paper, toner, etc.)"
Fund Code	The 4-digit code indicating the fund the transaction was paid from.	String	4	Digits only, from 0001 through 9999
Fund Group	The grouping of funds the transaction was paid from, based on the Fund Code.	String	30	Fund groupings, such as "Special Funds", "Federal Funds", and "General Fund"

Field Name	Description	Format	Maximum Length	Values
Fund Description	The name of the individual fund the transaction was paid from, based on the Fund Code	String	30	Individual fund names limited to 30 characters, such as "California Beverage Container" and "Motor Vehicle Insurance Accoun"
Program Code	The 7-digit code indicating the activity undertaken with the expenditure. Each department has its own unique program or programs. The first four digits denote the program, and the last three digits denote the sub-program, if any. When there is no sub-program, the last three digits are '000'.	String	7	Digits only, from 0001000 through 9999999
Program Description	The name of the program undertaken with the expenditure, based on the first four digits of the Program Code.	String	30	Program names, such as "Statewide Systems Development" and "Waste Reduction and Management"
Subprogram Description	The name of the sub-program undertaken with the expenditure, if any, based on the last three digits of the Program Code. If there is no sub-program, the Program Description is repeated in this field.	String	30	Sub-program names, such as "Accounting and Reporting" and "Fleet Administration"
Budget Reference	A code indicating the major purpose of an expenditure, also known as the "character" of the expenditure. Major categories include state operations, local assistance, and capital outlay. Also indicates whether it is a budget act or non-budget act expenditure. Usually 3 digits in length.	String	8	Digits only, from 001 through 999
Budget Reference Category	The highest-level purpose of the expenditure, based on the Budget Reference code.	String	30	High level budget reference categories, such as "State Operations", "Local Assistance", and "Capital Outlay"
Budget Reference Subcategory	The second-level purpose of the expenditure, based on the Budget Reference code.	String	30	Second-level budget reference categories, such as "Budget Act" and "Non-Budget Act"

Field Name	Description	Format	Maximum Length	Values
Budget Reference Description	The detailed description of the purpose of the expenditure, based on the Budget Reference code.	String	30	Detailed budget reference descriptions, such as "BA State Operations Support" and "Non-BA Capital Outlay Proj"
Year of Enactment	The year the funding that paid the expenditure was first authorized. For funding appropriated by the annual Budget Act, Year of Enactment will be no more than five years prior to the Fiscal Year of the expenditure. For continuously appropriated funding, the Year of Enactment is the year the continuous appropriation was first authorized, which could be decades before the Fiscal Year of the expenditure.	Numeric	4	Valid four-digit years
Monetary Amount	The amount of the expenditure, in current US dollars.	Numeric	NA	Valid dollar amounts, including negative amounts for various expenditure adjustments

Vendor Transactions Metadata

Table Header style	Table Header style
Description	All payments to vendors entered into the accounts payable module of the FI$Cal System by included departments of the State of California for the time period covered by the dataset (see About page for included departments and time period). This is a subset of the Spending Transactions dataset, with Vendor Name added.
Publisher	Financial Information System for California (FI$Cal)
Owner	The Department of FI$Cal runs and maintains the database from which this dataset is extracted, and is responsible for its integrity. Individual departments enter data into the FI$Cal system and are responsible for its content.
Contact (General Questions)	FI$Cal Transparency Coordinator, (916) 576-4846, transparency@fiscal.ca.gov
Contact (Data Content)	Individual department contacts, see Contacts page
Release Date	September 17, 2018
Frequency	Monthly. Data published each month includes expenditures for all periods at least 60 days prior to the publication date.
License	Non-exclusive revocable license: see Terms of Use for details
Fields	See Vendor Data Dictionary

Vendor Data Dictionary

Field Name	Description	Format	Maximum Length	Values
Business Unit	The code assigned to each state governmental entity (or a program) for fiscal system purposes. Usually four digits in length.	String	5	Digits only, from 0110 through 9900
Agency Name	The name of the Agency within which the state entity associated with the Business Unit code is located. The highest level of the state organizational hierarchy.	String	30	English-language agency names
Department Name	The name of the state entity associated with the Business Unit code.	String	30	English-language department names
Document ID	An internal identifier sufficient to identify the specific accounts payable voucher in the FI$Cal System.	String	30	
Accounting Date	The date to which the transaction is assigned in FI$Cal.	String	10	Dates in YYYY-MM-DD format
Fiscal Year Begin	The calendar year in which the fiscal year of the transaction begins. For example, a value of "2017" means Fiscal Year 2017-18. California's fiscal year runs from July 1 through June 30.	Numeric	4	Valid years, 2016 or later
Fiscal Year End	The calendar year in which the fiscal year of the transaction ends For example, a value of "2018" means Fiscal Year 2017-18.	Numeric	4	Valid years, 2017 or later
Accounting Period	The period of the fiscal year to which the transaction is assigned. Generally equates to the month of the transaction. Transactions that are assigned to adjustment periods in the state accounting system are assigned to period 12 in this dataset.	Numeric	2	Numbers 1 through 12. 1 = July, 12 = June
Vendor Name	The name of the vendor paid by the transaction, if not confidential.	String	30	Vendor names or "Confidential" for transactions with confidential vendors.
Account Code	The code indicating what the expenditure was for. Note that this dataset is limited to account codes beginning with '5', which denotes expenditure transactions. Usually 7 digits in length.	String	10	Digits only, always beginning with '5'
Account Type	The highest-level categorization of the expenditure, based on the Account code.	String	30	Broad categories of expenditure, such as "Operating Expense & Equipment" and "Personal Services"

Field Name	Description	Format	Maximum Length	Values
Account Category	The second-level categorization of the expenditure, based on the Account code.	String	30	Second-level categories of expenditure, such as "Information Technology" and "Staff Benefits"
Account Subcategory	The third-level categorization of the expenditure, based on the Account code.	String	30	Third-level categories of expenditure, such as "Retirement Benefits"
Account Description	Detailed description of the expenditure, based on the Account code.	String	30	Detailed description of expenditures, such as "Dental Insurance" and "Supplies (paper, toner, etc.)"
Fund Code	The 4-digit code indicating the fund the transaction was paid from.	String	4	Digits only, from 0001 through 9999
Fund Group	The grouping of funds the transaction was paid from, based on the Fund Code.	String	30	Fund groupings, such as "Special Funds", "Federal Funds", and "General Fund"
Fund Description	The name of the individual fund the transaction was paid from, based on the Fund Code	String	30	Individual fund names limited to 30 characters, such as "California Beverage Container" and "Motor Vehicle Insurance Accoun"
Program Code	The 7-digit code indicating the activity undertaken with the expenditure. Each department has its own unique program or programs. The first four digits denote the program, and the last three digits denote the sub-program, if any. When there is no sub-program, the last three digits are '000'.	String	7	Digits only, from 0001000 through 9999999
Program Description	The name of the program undertaken with the expenditure, based on the first four digits of the Program Code.	String	30	Program names, such as "Statewide Systems Development" and "Waste Reduction and Management"

Field Name	Description	Format	Maximum Length	Values
Subprogram Description	The name of the sub-program undertaken with the expenditure, if any, based on the last three digits of the Program Code. If there is no sub-program, the Program Description is repeated in this field.	String	30	Sub-program names, such as "Accounting and Reporting" and "Fleet Administration"
Budget Reference	A code indicating the major purpose of an expenditure, also known as the "character" of the expenditure. Major categories include state operations, local assistance, and capital outlay. Also indicates whether it is a budget act or non-budget act expenditure. Usually 3 digits in length.	String	8	Digits only, from 001 through 999
Budget Reference Category	The highest-level purpose of the expenditure, based on the Budget Reference code.	String	30	High level budget reference categories, such as "State Operations", "Local Assistance", and "Capital Outlay"
Budget Reference Subcategory	The second-level purpose of the expenditure, based on the Budget Reference code.	String	30	Second-level budget reference categories, such as "Budget Act" and "Non-Budget Act"
Budget Reference Description	The detailed description of the purpose of the expenditure, based on the Budget Reference code.	String	30	Detailed budget reference descriptions, such as "BA State Operations Support" and "Non-BA Capital Outlay Proj"
Year of Enactment	The year the funding that paid the expenditure was first authorized. For funding appropriated by the annual Budget Act, Year of Enactment will be no more than five years prior to the Fiscal Year of the expenditure. For continuously appropriated funding, the Year of Enactment is the year the continuous appropriation was first authorized, which could be decades before the Fiscal Year of the expenditure.	Numeric	4	Valid four-digit years
Monetary Amount	The amount of the expenditure, in current US dollars.	Numeric	NA	Valid dollar amounts, including negative amounts for various expenditure adjustments