

**TOP 10 FREQUENTLY ASKED QUESTIONS**

**1. What year should be the starting point for analysis?**

- There is no filing data from electronically filed documents before 01/01/2000. Only name and address fields were taken before 2000 to populate the system.

**2. What Cal Format version should I use?**

- For HDR table entries for versions other than 2.00 or 2.01 use the 1.05 Cal Format document, otherwise use the 2.01 document. Version 2.00 was the first enforcement of the version identification.

**3. What is the data format for CSV files?**

- The first row of data contains the field names. The following rows contain data with fields separated by a comma using a double quote as a qualifier (e.g., " field content").

**4. How do you import CSV files into Microsoft Access?**

- On the import window, check the box that the first row contains field names and the text qualifier is a double quote (").
- Some of the tables contain fields longer than 255 characters. The field type is defaulted to "Text", change the field type to "Memo" to process the record.

**5. Importing CSV files into Microsoft Excel results in message *"Not all records Processed"*.**

- Microsoft Excel has a limit of 65,000 records. Many of the tables exceed this number, thus not all rows can be read into a Microsoft Excel spreadsheet.

**6. How does the amendment process work?**

- Amendment number zero (0) represents the original filing. Amendment numbers greater than zero are amendments. To find the most current amendment, find the maximum number for a given filing.
- Campaign amendments replace the filing. The maximum amendment number represents the current data.
- Lobbyist registration amendments require Form 605, use the Lobby\_Amendment table and supplement the existing data. The data must be used in concert with other lobby table data to obtain the current filing.
- Amendments to Lobbyist disclosure docs (i.e., 615, 625, 635, 645) are complete replacements like their Campaign counterparts.

**7. Why do summary amounts not equal the sum of individual amounts?**

- Reporting requirements for individual amounts can cause this condition.

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**8. What is the FilerName table format and purpose?**

- The FilerName table is a combination of Cal-Access tables to provide the analyst with filer information

Field Name	Description
Xref_Filer_Id	The external filer id saved in the forms tables
Filer_Id	The internal filer id saved in Cal-Access
Filer_Type	The type of filer.
Status	Active, Inactive, or Terminated
Effect_Dt	Effective date for status
Nam1	Last Name (see note)
Namf	First name
Namt	Title
Nams	Suffix
Adr1	Address 1
Adr2	Address 2
City	City
St	State
Zip4	Zip code
Phon	Telephone number
Fax Fax	Telephone number
Email	E-mail address

*Note: Name Last can also be the full name of the filer (for both Campaign and Lobbying filing entities). Full name of all pacs, firms, and employers are always in this last name field. Major Donors can be split between first and last name fields, but usually are contained in the last name field only. Individual names of Lobbyists, candidates/officeholders,treasurers/responsible officers, and major donors (when they are only an individual's name) use both the first and last name fields in conjunction.*

**9. When do I use the xref\_filing\_id and when do I use the filing\_id?**

- The filing\_id occurs in the tables Filer\_filings table. To determine the filer name, search the filername table field filer\_id.
- To determine the filings a filer has filed, find the filer in the filername table (a filer name may have more than one filer id). Search the filer\_filings table using the filer id for associated filing\_ids.
- The xref\_filing\_id is found in the form tables. Using the xref\_filing\_id, the filer name may be found by searching the filername table.

**10. What are the values for the filing\_type field in the Filings?**

Value	Description
22000	Filing Type
22001	Electronic
22002	Key Data Entry
22003	Historical Lobby
22004	Historical Campaign
22005	AMS
22006	Cal Online