DATE: January 15, 2013

TO: Agency Addressed (No. 17, 2012-13)

FROM: Christina B. Smith, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: ENHANCEMENTS TO THE FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM (FACTS)

Several enhancements have recently been made to the Florida Accountability Contract Tracking System (FACTS). The enhancements allow Agency Users to:

1. Change “Unfinished Contracts” that are in a “Closed/Expired” status to “Deleted” status. When an unfinished contract is deleted, the FLAIR Contract ID can be reused.
2. See the "As of Date" for the “Budget Information” section on the “Contract Information page.”
3. Download all “Commodity/Service Types” available within FACTS from the “Commodity/Services Type” section of the “Advance Search” page.
4. Change “Children Record” information on a previously uploaded contract without having to resubmit the “Main” record in its entirety. Agencies will only need to provide the following data elements from the “Main” record when uploading changes to the “child record”:
   - FLAIR Agency Identifier (i.e., OLO)
   - FLAIR Contract Identifier
   - Contract Record Type
   - Action
5. Select all contract statuses (Active, Renewed, Extended, Closed/Expired) using the “Contract Status” box on the “Advance Search” page. To view contracts for multiple Contract Statuses, Agency Users will need to press and hold the Ctrl key (Windows) or the Command key (Mac) on their keyboard along with your mouse button. As Contract Statuses are picked, they will be highlighted in the entry field.
6. Search for contracts with published audits using criteria from the “Agency” or “Public” search page, with a link to the individual reports.

The enhancements will now allow Public Users to:

1. Use the “Advanced Search” page with the following added selection criteria:
   - Contract Type
   - Method of Procurement
   - Administrative Costs
   - Periodic Increase
2. Sort the search results by the Vendor Name
3. Search for contracts with published audits, with a link to the individual reports.

Please contact Bill DuBose at 850-413-4627 if you have questions on these changes, or you may submit your questions to FACTS.Info@MyFloridaCFO.com.