



Florida Department of Financial Services

*Florida Accountability Contract Tracking System
(FACTS)*

Data Correction Procedures

March 2014

Agency Users can edit or delete data in FACTS for their agency contracts, grant disbursement agreements and grant awards once “Finished” by using the “Update Contract/Grant Disbursement/Grant Award Details” buttons available on the **Contract/Grant Disbursement/Grant Award Information** pages. Contract payment and receipt data can be adjusted using appropriate transactions in FLAIR. However, the “Agency Amendment Reference” and “Date of Execution” for contracts and grant disbursements are not editable by agency personnel for system and data integrity reasons.

Agencies may request FACTS data corrections using the [FACTS Data Correction Request Form \(DFS-A0-2131\)](#) available at <http://www.myfloridacfo.com/Division/AA/Forms/default.htm> [Forms Home](#), Agency Administrative Service Director must sign the form. Email the scanned the form, data error explanation and any supporting documentation (i.e. contract signature page) to the FACTS Administrator at FACTS.Info@myfloridacfo.com.

FACTS Administrator may email or phone the Agency Contact for addition information. FACTS Administrator will notify the Agency Contact, within 10 business days of receipt of the request, DFS action on the request by email.