

CTC001 - Contracts

CTC001 is needed to convert active contracts to Florida PALM. FACTS and FLAIR hold the data to be converted; however, only data in FLAIR will be converted.

Validate the active contracts listed and address errors by updating records in FACTS, or FLAIR if you are a FACTS-exempt agency. The most common errors and the recommended action to address errors are provided below in the table below. If you do not want the contract converted, you must inactivate in FACTS or FLAIR, as applicable.

NOTE: *FACTS exempt agencies (DACS, DLA, and LEG) must correct errors in FLAIR, unless data was initiated from FACTS. All other agencies will correct errors in FACTS.*

Table 1: CTC001 Common Errors and Recommended Action

Common Error Messages in Error File	Recommended Action in FACTS or FLAIR
Invalid value ALN provided for field ALN	Enter a valid ALN or delete the ALN as it is not a required field
Invalid value CSFA provided for field CSFA	Determine if contract needs to be inactivated or if the CSFA value should be deactivated