

CTC001 – Contracts

CTC001 is used to convert active contracts to Florida PALM from FLAIR. FACTS and FLAIR are the official record keepers of agency contract data; however, only data in FLAIR will be loaded into Florida PALM.

Review the Mock Conversion 4 results for CTC001, which includes data as of November 8, 2025. Validate the active contracts listed and address errors by updating records in FACTS. The most common errors and the recommended action to address these errors are provided in the table below. If you do not want a contract converted, you must deactivate the contract 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	<p>Determine if the contract needs to be deactivated or if the ALN value should be updated for the contract record.</p> <p>NOTE: If the contract record has an invalid ALN, it is likely the contract should be closed in FACTS <u>and</u> deactivated in FACTS/FLAIR.</p> <p>NOTE: ALN values that are valid in Florida PALM are available for review in the Knowledge Center. ALNs must have been included in the active value list provided by sam.gov as of 10/04/2025.</p>
Invalid value CSFA provided for field CSFA	<p>Determine if the contract needs to be deactivated or if the CSFA value should be updated for the contract record.</p> <p>NOTE: If the contract record has an invalid CSFA, it is likely the contract should be closed in FACTS <u>and</u> deactivated in FACTS/FLAIR.</p> <p>NOTE: CSFA values that are valid in Florida PALM are available for review in the Knowledge Center. CSFAs must have been certified and included in the catalog for FY23, FY24, and FY25 to be configured in Florida PALM.</p>
Invalid characters within Contract Value or Description	<p>Special characters are not allowed in ChartField values or their descriptions. Agencies should consider deactivating the invalid value and creating a new value without special characters.</p> <p>ChartField values may not contain the following special characters: !, @, #, \$, %, ^, &, *, (,), -, ., <, ?, ', comma, or space.</p>

Common Error Messages in Error File	Recommended Action in FACTS or FLAIR
	Agencies should reference guidance on the Use of Special Characters within Florida PALM document for additional information.

NOTE: If a Contract is marked closed in FACTS, the agency should verify the Contract is also marked closed in FLAIR. For assistance with resolving discrepancies (i.e., sync issues) between FACTS and FLAIR, agencies should reach out to the FACTS team at Facts.Info@myfloridacfo.com with a copy to AcctAudTransformationSupport@myfloridacfo.com.

NOTE: All ALN and CSFA values that errored for Mock Conversion 4 were confirmed inactive prior to 2021.

NOTE: Special characters in ChartField description fields were replaced with an underscore to prevent the conversion from erroring.

For general FLAIR data cleanup assistance, agencies should contact the FLAIR data cleanup team at AcctAudTransformationSupport@myfloridacfo.com.