

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 3 results for CTC001, which includes data as of June 30, 2025. 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 these errors are provided in the table below. If you do not want a contract converted, you must inactivate that 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	Determine if the contract needs to be inactivated or if the ALN value should be updated for the contract record.
Invalid value CSFA provided for field CSFA	Determine if the contract needs to be inactivated or if the CSFA value should be updated for the contract record.

NOTE: *CSFA and ALN sample error review is confirmed to be old data that is inactivated.*

NOTE: *CSFA and ALN values that are configured and 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. ALNs must have been included in the active value list provided by sam.gov as of 06/13/2025.*

NOTE: *Contract IDs containing a space, or a special character will error during conversion starting with Mock 4. If you want the contract converted, you must correct the Contract ID within FLAIR or FACTS, as applicable.*

Agencies can direct any data clean up questions to the FLAIR data cleanup team at acctaudtransformationsupport@myfloridacfo.com.