



Florida Department of Financial Services

*Florida Accountability Contract Tracking System
(FACTS)*

*Document Image Batch FTP File Layout/Format
User Guide*

March 2014

Department of Financial Services
Document Image Batch FTP File Layout/Format User Guide

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Summary

FACTS expects the document batch data and document images in a zipped file. The zipped file should contain a flat data file containing details of document images (format discussed below) and document images. The flat data file should be a delimited file. The column delimiter should be “|” (one pipe) and the new line (carriage return) should be row delimiter.

An agency can provide multiple zipped files to be processed. The document images can be in pdf or tif format. However, FACTS process will convert the tif image to pdf before storing it.

Document Data Flat File Format

Data Element Name/Detail	Type	Size	Allowed values (in case of code values)	Required	Comments
Document Type	Text	2	“CN” – Contract/Grant Disbursement Document “PC” – Contract Procurement Document “GA” – Grant Award	Yes	
FLAIR Agency Identifier (OLO)	Text	6		Yes	
FLAIR Contract Identifier or Grant Award ID	Text	5		Yes	Must provide FLAIR Contract Identifier when document type is either “CN” or “PC”. If document type is “GA”, Grant Award ID.
Agency Amendment Reference	Text	8		Conditionally Required	It is required if the document type is “CN” and document image is for the contract amendment.

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File Name	Text	255		Conditionally Required	This is the name of the document image file that is present in the zipped file. This is required if the Agency Document Link is not provided.
Agency Document Link/URL	Text	1000		Conditionally Required	This is Document Image URL accessible via internet. This is required if the File Name (of actual document image) is not provided.
The Respondents final proposal is included as part of the Original Contract Document?	Text	1	"Y" – Yes "N" – No	Optional	It is only needed with the Original Contract Document record. If not provided, it will be defaulted to "N".

Error File Information

Uploaded files will be processed nightly. The results will be returned via an error log available either via FTP or the Web interface. Error log file will be created for each zipped file.

Records that did not contain an error will not be placed into the file. Records that resulted in an error will be placed into the file in their entirety. Error log will always contain the summary information at the end containing the details on how many records were found, how many were processed and how many errored.

Error logs will use the following naming convention:

FilenameReceived_YYYYMMDD_HHMMSS_Documents_Log.txt

The resulting error record will be formatted as:

Error: Error Description | Delimited record received

Sample File

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CN|430000|D0160||ImageDocument160.pdf|
CN|430000|D0160|E3|ImageAmendmentDocument160.pdf|
CN|430000|D0160|E2|ImageAmendment2Document160.pdf|
CN|430000|D0160|E1||www.myfloridacfo.com/somedocument
PC|430000|D0160||ImageProcDocument160.pdf|

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Revision Control

Name	Action	Date
Vivek Natani	Initial Draft	9/4/2013
Vivek Natani	Added data element information to capture information if the Respondents final proposal is included as part of the Original Contract Document	9/16/2013
Bill DuBose	Remove references to PO and Grant Award images	11/7/2013
Bill DuBose	Modified guides name to clarify that the guide applied only to FTP transmitted files.	2/11/2014