Agency User Guide

Division of Accounting and Auditing
Bureau of Auditing

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System Overview

The purpose of the Contract Audit System (CAS) is to provide a tracking system for contract audits performed by the Bureau of Auditing (Bureau), as well as a mechanism to make that information available for public viewing via the Florida Accountability Contract Tracking System (FACTS). Agencies will submit contracts, grant disbursement agreements, and purchase orders to the Bureau for review in accordance with Chief Financial Officer Memoranda (CFOM).

Contact Information

Questions regarding system access or technical concerns should be directed to the Bureau at audit.info@myfloridacfo.com. Questions regarding specific contract audits should be directed to the Bureau’s Financial Administrator (FA) assigned to the agency. Agency employees may contact the Bureau at (850) 413-5512 if they are uncertain which FA is assigned to the agency.

System Access

Please refer to DFS-A2-2098 Contract Audit System (CAS) Access Control Procedures and Forms for information regarding agency access to CAS. The forms should be completed electronically, printed and signed, then submitted to the Bureau at audit.info@myfloridacfo.com. The forms are available at http://www.myfloridacfo.com/Division/AA/Forms/default.htm.

User Account Types

The following types of user accounts are available to agency employees:

- **Agency User:** Users are able to enter data on behalf of his/her agency in the form of an Agency Response to Contract Reviews, which is viewable to the public via FACTS.

- **Agency Read-Only:** Users are not able to enter any data into CAS.

Both types of accounts allow users to search for and view contract audits that are Pending Agency Response, Pending Agency Response Review, or Finalized for his/her agency.
Agency Response Process

1. Users with an Agency User account will receive a notification email when a Contract Review has been completed and is ready for the agency to review and respond (if necessary); please note that this process applies only to Contract Reviews completed in accordance with CFOM or in connection with an Expanded Audit of Payment:

![Notification Email Example](image)

The Bureau of Auditing has completed a review of FLAIR Contract ID: X2012, Agency Contract ID: X2012. The review focused on evaluating the scope of work, deliverables, financial consequences, and legal compliance. The results of this review may be found by clicking here. System login is required before being directed to the review. The review may also be accessed in the Contract Audit System from the Audit Pending Agency Response page.

If the agency disagrees with the results of this review, please provide an agency response using the Contract Audit System within ten calendar days of receipt of this notification. If an agency response is received within ten calendar days, the review will be published in FACTS after the Bureau provides a final disposition and makes any necessary revisions to the review. If an agency response is not received within ten calendar days, the review will automatically be published in FACTS for public view.

Thank you.

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2. The user will click on the link provided in the body of the notification email, enter his/her assigned Agency User account User ID and Password, then click Login to access CAS:

![CAS Login Example](image)
3. The user will be able to review the results of the Contract Review completed by the Bureau:

**NOTE:** Click Back to Audits at the top of the page to exit without providing a response.
4. If the agency decides that a response is not necessary, no action is required; the Contract Review will be automatically Finalized after fourteen (14) calendar days. If the agency chooses to provide a response, the user will type a response of no more than 5000 characters in the Agency Response field, then click Submit Response:

![Contract Review Interface]

5. The user will be prompted to confirm that the response is ready for submission; click OK:

![Message from webpage]

6. The user will receive a message to confirm that the response has been submitted; click OK:

![Message from webpage]

7. The user will be redirected to the Audits Pending Agency Response page.

8. After the Agency Response has been submitted, or after fourteen (14) calendar days have passed with no action, the Contract Review will no longer be available via the link provided in the body of the notification email or on the Audits Pending Agency Response page; users can view the Contract Review using the Agency Audit Search page. If the agency enters an Agency Response, the Bureau will enter a Final Disposition and make any necessary revisions before Finalizing the Contract Review; meanwhile, users can also view Contract Reviews that are Pending Agency Response Review using the Agency Audit Search page.
Audits Pending Agency Response Page

The Audits Pending Agency Response page is available to users with an Agency User or Agency Read-Only account by accessing CAS directly at https://apps8.fldfs.com/cas. Click on the six-digit OLO under AGENCY to view the Contract Review; please note that the link provided in the notification email shown on Page 3 bypasses the Audits Pending Agency Response page and takes the user directly to the Contract Review. Users with an Agency User account may follow the process shown on Page 5 to enter an Agency Response; users with an Agency Read-Only account will only be permitted to view the Contract Review.

Agency Audit Search Page

Finalized contract audits can be viewed by agency employees and the public by searching for the agreement in FACTS and clicking on the Audits tab. If an agreement is not recorded in FACTS, associated contract audits are not viewable in FACTS. If applicable, the Bureau will prompt an agency to add a missing agreement to FACTS before completing a contract audit.

Users with an Agency User or Agency Read-Only account can view all contract audits (i.e. Contract Reviews, Expanded Audits of Payments, Contract Management Reviews, and Settlement Agreement Audits), including those for agreements that are not viewable in FACTS, by accessing CAS directly at https://apps8.fldfs.com/cas.

1. Click Search Contract Audits at the top of the Audits Pending Agency Response page.

2. Enter the desired search criteria (i.e. Agency Assigned Contract ID, FLAIR Contract ID, and/or Audit Type), then click Search Audits.
3. Click on the link under AUDIT TYPE (e.g. Contract Review) to view a contract audit. Search results can be sorted by clicking any column header (e.g. REVIEW DATE).

4. Click Back to Audit Search at the top of the page to return to the Agency Audit Search page.