

DATE: October 21, 2025

TO: Agency Addressed (No. 14, 2025–2026)

FROM: Renée Hermeling, Director
Division of Accounting & Auditing
Department of Financial Services

SUBJECT: FACTS SYSTEM CHANGES – FIELD VALIDATION UPDATES FOR
CONTRACT ID, GRANT ID, LONG TITLE, AND SHORT TITLE FIELDS

The Department of Financial Services, Division of Accounting and Auditing, has implemented updates to the Florida Accountability Contract Tracking System (FACTS) to enhance data integrity and system compatibility.

Effective immediately, the following field validation changes have been applied:

- **Contract ID and Grant ID Fields:**
These fields now accept only **alpha-numeric characters**; special characters including dashes and spaces are no longer accepted.
- **Long Title and Short Title Fields:**
The use of double quotes (“ ”) is now prohibited. These fields continue to allow the following **special characters**:
!~@#\$\$%^&*()_+!-=\\{}[]:;<?.,/*\$

These changes align FACTS input requirements with Florida Accounting Information Resource (FLAIR) system standards and are intended to prevent formatting errors, ensure consistent data entry across platforms, and support a smooth transition to Florida Planning, Accounting, and Ledger Management (Florida PALM).

Agencies are encouraged to review their internal processes and make updates accordingly to comply with these new validation rules.

For questions or further assistance, please contact the Division of Accounting and Auditing’s FACTS Support Team at FACTS.info@myfloridacfo.com.