

CONTRACT AUDIT SYSTEM



Agency User Guide

CHIEF FINANCIAL OFFICER
JIMMY PATRONIS
FLORIDA DEPARTMENT OF FINANCIAL SERVICES

*Division of Accounting and Auditing
Bureau of Auditing*

November 2012

Revised December 2015

Table of Contents

System Overview	<u>23</u>
Contact Information.....	<u>23</u>
System Access	<u>23</u>
User Account Types.....	<u>23</u>
Agency Response Process	<u>34</u>
Audits Pending Agency Response Page	<u>67</u>
Agency Audit Search Page	<u>67</u>

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

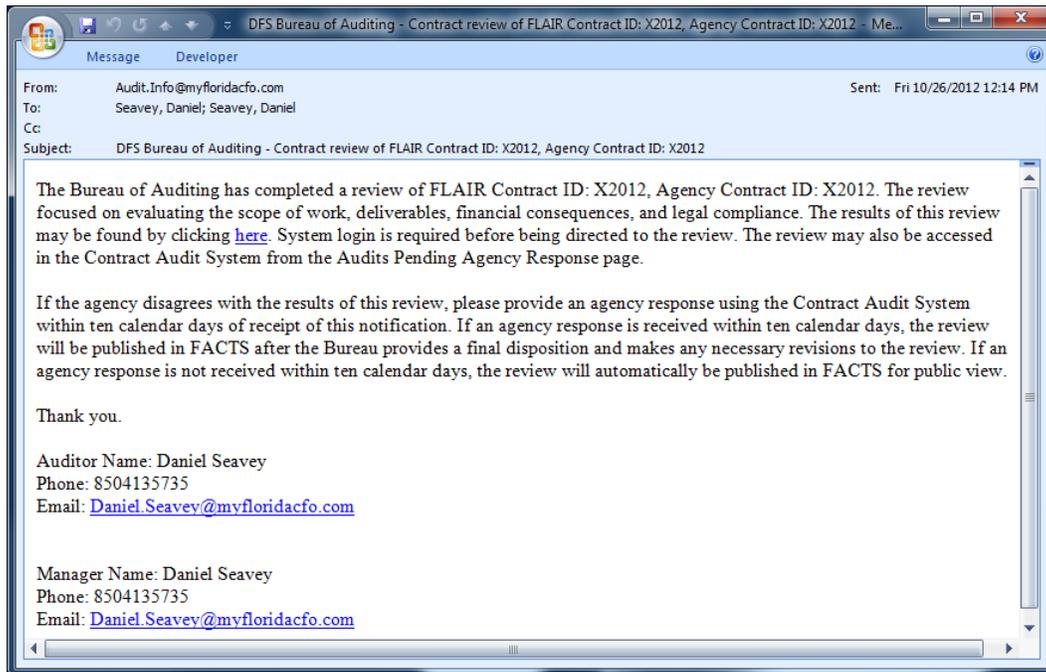
The following types of user accounts are available to agency employees:

- **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.

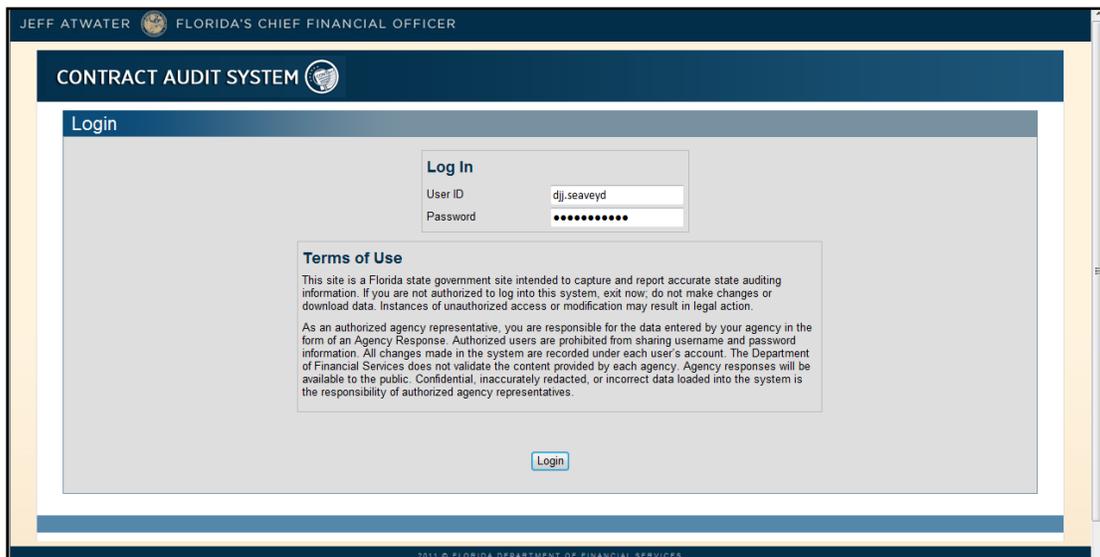
Both types of accounts allow users to search for and view contract audits that are Pending Agency Response, Pending Agency Response Review, or Finalized for his/her agency.

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:



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:



3. The user will be able to review the results of the Contract Review completed by the Bureau:

The screenshot displays the 'Contract Review Audit' page in the 'CONTRACT AUDIT SYSTEM'. The page is divided into three main sections: 'Audit Summary', 'Audit Findings', and 'Agency Response'.

Audit Summary: A table of key information including Agency Name (DEPARTMENT OF JUVENILE JUSTICE), Agency OLO (800000), Auditor's Name (Daniel Seavey), Vendor Name (Vendor Name), Contract Received Date (10/23/2012), Contract Type (Standard Two Party Agreement by Statute), Begin Date (11/01/2012), Review Type (CR), Date Agency Notified (10/26/2012 12:14:12 PM), Audit Status (Pending Agency Response), Review Finalized Date, Last Updated By (Daniel Seavey), FLAIR Contract ID (X2012 (Non-FACTS Contract)), Agency Contract ID (X2012), Auditor ID (531193), Vendor ID (Vendor ID), Date Executed (10/19/2012), Contract Amount (\$1,000,000,000.00), End Date (11/01/2013), Review Date (10/26/2012 12:13:44 PM), Agency Response Date, Assign Date (10/24/2012), and Last Updated Date (10/26/2012 12:14:08 PM).

Audit Findings: A list of findings with associated page numbers and comments. The findings are categorized into sections: 1. Scope of Work, 2. Deliverables, 3. Financial Consequences, 4. Financial Assistance, and 6. Annual Appropriation Contingency Statement.

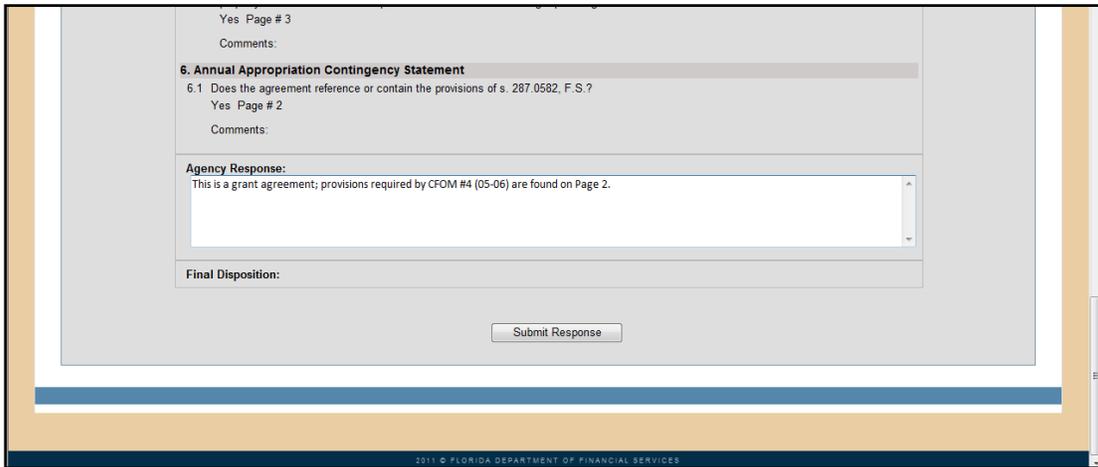
Agency Response: A text area for providing a response to the findings, with a 'Submit Response' button below it.

Final Disposition: A field for the final disposition of the audit.

Red arrows on the right side of the screenshot indicate the scroll direction for each section.

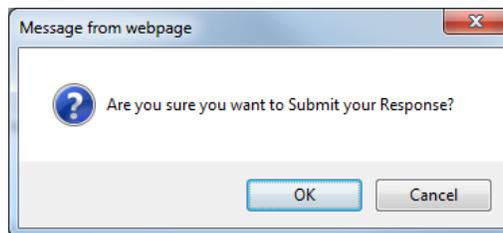
NOTE: Click Back to Audits at the top of the page to exit without providing a response.

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*:

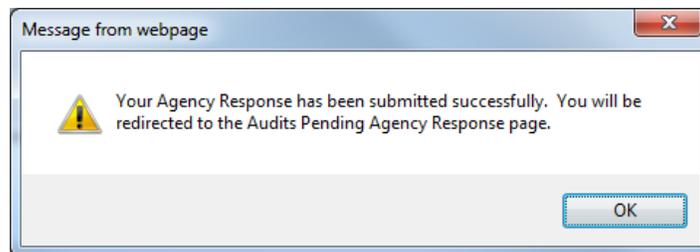


The screenshot shows a web form titled "6. Annual Appropriation Contingency Statement". It includes a "Comments" section, a question "6.1 Does the agreement reference or contain the provisions of s. 287.0582, F.S.?", and an "Agency Response" text area containing the text "This is a grant agreement; provisions required by CFOM #4 (05-06) are found on Page 2.". A "Submit Response" button is located at the bottom of the form. The footer of the page reads "2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES".

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



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



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.

The screenshot shows the 'Audits Pending Agency Response' page. At the top, it says 'JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER' and 'CONTRACT AUDIT SYSTEM'. The user is logged in as 'uat.agencyroad / DEPARTMENT OF JUVENILE JUSTICE'. The page title is 'Audits Pending Agency Response'. Below the title, there is a search bar and a 'Search Contract Audits' link. The results section shows a table with one row of data:

AGENCY	AUDIT TYPE	AGENCY CONTRACT ID	FLAIR CONTRACT ID	VENDOR NAME	RESPONSE DUE DATE
800000	Contract Review	P2116	P2116	MARK RUSSELL	11/02/2015

There are also 'Displaying 1 to 1 of 1' indicators on either side of the table.

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*.

The screenshot shows the 'Agency Audit Search' page. At the top, it says 'JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER' and 'CONTRACT AUDIT SYSTEM'. The user is logged in as 'D.J. seavey / DEPARTMENT OF JUVENILE JUSTICE'. The page title is 'Agency Audit Search'. Below the title, there is a search bar and a 'View Audits Pending Agency Response' link. The search criteria section includes:

- Agency Assigned Contract ID:
- FLAIR Contract ID:
- Audit Type:

At the bottom, there are 'Reset' and 'Search Audits' buttons.

- 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*).

Results

Displaying 1 to 10 of 140 [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) ... [14](#) [Next](#) >>

AUDIT TYPE	AGENCY CONTRACT ID	FLAIR CONTRACT ID ▲	REVIEW DATE
Contract Review	D2025		8/5/2009 12:00:00 AM
Contract Review	D2027		8/5/2009 12:00:00 AM
Contract Review	D2029		9/14/2009 12:00:00 AM
Contract Review	D2030		8/5/2009 12:00:00 AM
Contract Review	E6102		8/21/2009 12:00:00 AM
Contract Review	JB704		2/8/2008 12:00:00 AM
Contract Review	P2021		9/18/2008 12:00:00 AM
Contract Review	P2032		2/20/2009 12:00:00 AM
Contract Review	P2042		10/3/2008 12:00:00 AM
Contract Review	P2044		1/8/2009 12:00:00 AM

Displaying 1 to 10 of 140 [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) ... [14](#) [Next](#) >>

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

JEFF ATWATER  FLORIDA'S CHIEF FINANCIAL OFFICER

CONTRACT AUDIT SYSTEM 

Logged In As: DJJ.seaveyd / DEPARTMENT OF JUVENILE JUSTICE
[CHANGE PASSWORD](#) | [LOGOUT](#)

Contract Review Audit

[Back to Audit Search](#)

Audit Summary

Agency Name:	DEPARTMENT OF JUVENILE JUSTICE	FLAIR Contract ID:	X2013 (Non-FACTS Contract)
Agency OLO:	800000	Agency Contract ID:	X2013
Auditor's Name:	Daniel Seavey	Auditor ID:	531193
Vendor Name:	Vendor Name	Vendor ID:	Vendor ID
Contract Received Date:	12/03/2012	Date Executed:	11/30/2012