

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 2 results for CTC001, which includes data as of March 1, 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 grant 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 grant needs to be inactivated or if the CSFA value should be updated for the contract record |

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 12/01/2024. Any errors for a value added to either catalog after 12/01/2024 can be ignored, as the configuration will be updated to include these new values for the next Mock Conversion.*

Agencies can direct any data clean up questions to DFSFinancialEd@MyFloridaCFO.com to reach the FLAIR data cleanup team.