

DEPARTMENT OF FINANCIAL SERVICES

Meeting Name:	Florida AccountabilityContractTrackingSystem(FACTS)Workshop									
Date:	February 3, 2012									
Time:	8:30 am – 11:00 am									
Location	Department of Revenue, Conference Ctr –									
Location:	2450 Shumard Oak Blvd,									

Agenda

- FACTS User Manual
- Test File Conversion Extracts
- Training
- Agency's Points of Contact and User Access
- Agency Meetings
- Other Items
- Next Meeting

Florida Accountability Contract Tracking System (FACTS)

February 3, 2012

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- Policy Work Group assisted in the development of policies and proofing the manual.
- FLAIR Education group added screen shots and created the FACTS User Manual.
- The draft manual without screen shots is available on the project web site.
- The final manual will be available in a few weeks.

- Reminder A contract is any written agreement between two or more parties.
- All contracts must be reported no later than April 2 with the exception of the following contract types:
 - Grant Award Agreements
 - Grant Disbursement Contracts
 - Purchase Orders

- Important Definitions:
 - Contract Type
 - Contract Status
 - Contract's Change Type
 - Method of Payment
 - Major Deliverable
 - Contract's Performance Metrics
 - Contract's Financial Consequences

Test File Conversion Extracts

Test File Conversion Extracts

- CDs of agency conversion data are available after today's meeting.
- Final data will be available on 3-5-2012, as of 2-29-2012.
- Extract File User Guide is available on the project web site: <u>http://www.myfloridacfo.com/aadir/statewidecont</u> <u>ractreporting.htm</u>

Test File Conversion Extracts

- Help sessions for conversions and creation of upload files will be held on February 9–10, 2012 in the FLAIR classroom.
- This is a voluntary process.
- It might be easier to key the initial data in manually.
- DFS has been the test pilot for the conversion process

DFS Pilot – Conversion Process

DFS Pilot – Conversion Process

Demo – Excel template built by DFS

Training

Training

- Agency Addressed Memo regarding training will be issued next week.
- Data Conversion assistance February 9–10, 2012.
- FACTS training –

 Focus is Online input
 Begins February 27, 2012.
 2 sessions per day
 Just-in-Time training

Agency's Points of Contact (POC) and User Access

Agency's POCs

- Requesting three points of contact:
 - Technical
 - Access Custodian
 - Public Inquiries
- Technical contact is required if you will send or receive batch files.
- Public Inquiries contact will be displayed on the system to the public.

Submission of Agency's POCs

Agency Contact form is available on our website:

http://www.myfloridacfo.com/aadir/statewidecont ractreporting.htm

- Form requires the signature of a director or equivalent
- Signed forms should be emailed to: <u>SCRS.Info@myfloridacfo.com</u>

System User's Access

- Access Control POC responsible for signing and submitting access request forms to: <u>SCRS.Info@myfloridacfo.com</u>
- Access Request Form will be posted on our website next week

User IDs

- o Up to 20 characters
- [Last Name][First Name][Middle Initial][Numerical suffix]

System User's Access

Passwords

- FACTS will provide a default password that must be changed upon the initial sign-in.
- Up to 20 digits
- Must contain at least 1 instance from 3 of the following 4 categories:
 - English UPPERCASE letters (A–Z)
 - English lowercase letters (a-z)
 - 10 base numeric digits (0-9)
 - Non-Alpha special characters (e.g. \$, !, #, %)

Agency Meetings

Agency Meetings

- We have met with or scheduled meetings with all agencies who have requested meetings.
- Does anybody else need to meet with us?
- Responses to the Agency Impact Statements have been posted on the website.

Other Items

Implementation Dates

- Deadline for requesting implementation dates is February 17, 2012.
- Request them through the project email: <u>SCRS.Info@myfloridacfo.com</u>
- After 2-17-2012, we will assign you a conversion date.

• This is only for initial batch loads.

Next Steps

- Request date for conversion no later than February 17th
- Sign Up for Conversion Help Session if needed
- Next Workshop
 - February 17th, 8:30 11:00, DOR Conference Ctr.



Florida Department of Financial Services

Florida Accountability Contract System (FACTS)

Extract File User Guide

Contents

Reference documents needed for reviewing and updating Agency extracted contract data:	3
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Reference documents needed for reviewing and updating Agency extracted contract data:

- 1. Department of Financial Services SCRS (FACTS) File Format for Agencies
- 2. <u>SCRS (FACTS) System Code Validation Tables</u>
- 3. [FACTS User Manual]

Assumptions:

- 1. Agency has identified their Agency's Point of Contact (POC) and Technical Point of Contact (TPOC)
- 2. Agency has obtained user ID and password to log into the SCRS web application for Direct Data Entry.
- Agency has a Microsoft Excel version that allows users to import and export text file instructions. Minimum requirement is Microsoft Operating System Windows XP – contact Agency technical staff if using earlier versions of Microsoft Operating System and software
- 4. Agency has secure File Transfer Protocol (sFTP) software to retrieve and transmit data files (required for Agency Batch Transmission only). Contact agency technical staff technical staff if using earlier versions of Microsoft Operating System and software or if not familiar with sFTP software.
- 5. Agency has requested a secure File Transfer Protocol (sFTP) account via <u>SCRS.Info@MyFloridaCFO.com</u> to retrieve and transmit data, if this option is selected for the agency.

Introduction

An agency should consider using one of the three following options to load data into the Florida Accountability Contract Tracking System (FACTS/SCRS).

- The first option, referred to as the Direct Data Entry process, is completed via the direct FACTS web application
 data entry (online). Agency personnel would manually type in the information necessary to load the contract data
 into the FACTS web application. This is a non-technical option and it will take some careful planning to enter the
 Agency's contract data during the conversion period March 1st through March 31st. Agency personnel handson training will be made available during February and March.
- The second option, also referred to as the FACTS web application **User Interface Batch** process, is for agencies that are familiar with Microsoft Excel and have a large number of contract records to load. Agencies must have the ability to save the Microsoft Excel worksheet into a file format easily processed by the FACTS web application. Once the Agency user has verified and updated the file for required data, the Excel spreadsheet with contract data is saved in the format and with the prescribed file name that the FACTS web application can process. The user then logs into the FACTS website and can select the upload option to upload the data. This requires that the Agency user have a sFTP user name and password provided via SCRS.Info@MyFloridaCFO.com.
- The third option, also referred to as the Agency Batch Transmission process, is used when the agency has a
 high volume of contract records (hundreds or more) and is looking for a technical FACTS web application loading
 solution. The agency will generate a "Batch" file in the format and with the prescribed file name that the FACTS
 web application can process at the Agency and transmit it via sFTP to the FACTS web application. This requires
 the agency to request a sFTP account via <u>SCRS.Info@MyFloridaCFO.com</u>.

Agency Level Processes;

- Direct Data Entry Process:
 - 1. Extract File Pickup Steps;
 - a. Using the Agency sFTP software, access the sFTP using the user name and password provided via <u>SCRS.Info@MyFloridaCFO.com</u>.
 - b. Login with sFTP user name and password.
 - c. Retrieve Agency extract files.
 - 2. Opening the Extract file(s) with Microsoft Excel Steps:
 - a. Open the Excel application

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b. Click the "Data" tab; click "From Text"; locate the extract file using the "Import Test File" browser (e.g. Merge_OLO Number); double click the file

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c. Once the "Text Import Wizard" appears, click the "Delimited" button and make sure "Start import a row:" is set at "1" and "File origin:" is "Windows (ANSI)"; click "Next"

Text Import Wizard - Step 1 of 3										
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d. Uncheck any Delimiters boxes and check "Other"; enter the "Pipe" character in the field next to "Other" (Hold Shift key and press the "Back Slash" (\) key; click "Next"

Text Import Wizard - Step 2 of 3
This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.
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e. Click "Text" button; click "Finish"

Text Import Wizard - Step 3 of 3 🛛 🔹 💽 🔀
This screen lets you select each column and set the Data Format. Column data format O General O Text O Date: MDY O Do not import column (skip)
Data preview Text General MAIN ADD DLBL Other Florida's participating local education agencies (LEAs) receive MAIN ADD
DLBL Other Florida's participating local education agencies (LEAs) receive VAIN ADD 480000 Cancel < Back

f. When the "Import Data" dialog box appears, click "OK"

Import Data 🛛 🛛 🔀
Where do you want to put the data? Existing worksheet:
New worksheet
Properties OK Cancel

g. The data will appear in Excel. Each parent record starts with "MAIN" and will "roll" into multiple rows that represent the 7 different Record Types:

MAIN = Contract CTCH = Contract Change/Amendment BUGT = Budget Info VNDR = Vendor Info DLBL = Deliverable Info CSFA = CSFA Info CFDA = CFDA Info

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- h. Save the Excel file.
- 3. Validation and Cleaning Steps;
 - a. Verify existing data and add any additional required data using the information contained in the FACTS User Manual and the <u>SCRS (FACTS) System Code Validation Tables</u> documents. The web application enforces data integrity rules for many of the required fields to avoid inaccurate data from being reported.
 - b. Some agencies may want to insert rows at the top of the Excel spreadsheet to enter the field names for each Record Type using the Department of Financial Services <u>SCRS (FACTS) File Format for</u> <u>Agencies</u> document to help identify the data in each row and column.



c. Following the steps listed above will also allow agencies to use the Excel filtering function to group Record Types.

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d. Some agencies may want to use the Excel spreadsheet template developed by DFS that take the record of a contract and lays out he data in horizontal line instead of the stacked version above.



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4. Loading Step:

Once the spreadsheet data is verified and updated with additional required data, access the FACTS web application. From the FACTS web application manually enter the required contract data elements using the Excel file as the reference document.

• User Interface Batch Process:

- 1. Extract File Pickup Step;
 - a. Using the Agency sFTP software, access the sFTP site
 - b. Login with the sFTP User name and password provided via <u>SCRS.Info@MyFloridaCFO.com</u>.
 - c. Retrieve Agency Extract files.
- 2. Opening the Extract file(s) with Microsoft Excel Steps:

a. Open Excel application



b. Click the "Data" tab; click "From Text"; locate extract file using the "Import Text File" browser (e.g. Merge_OLO Number); double click the file

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c. Once the "Text Import Wizard" appears, click the "Delimited" button and make sure "Start import a row:" is set at "1" and "File origin:" is "Windows (ANSI)"; click "Next"

Text Import Wizard - Step 1 of 3
The Text Wizard has determined that your data is Fixed Width. If this is correct, choose Next, or choose the data type that best describes your data.
Choose the file type that best describes your data: • Delimited • Characters such as commas or tabs separate each field. • Fixed width • Fields are aligned in columns with spaces between each field.
Start import at row: 1 🗘 File grigin: Windows (ANSI)
Preview of file C:\Documents and Settings\duboseb\Desktop\Merge_480000_S.txt.
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d. Uncheck any "Delimiters" boxes and check "Other"; enter the "Pipe" character in the field next to "Other" (Hold Shift key and press the "Back Slash" (\) key); click "Next"

Text Import Wizard - Step 2 of 3	? ×
This screen lets you set the delimiters your data contains. You can see how your text is affected in the pre- below.	view
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e. Click "Text" button; click "Finish"

Text Import Wiz	ard - Step 3 of 3 🛛 🔹 🕐 💽	<
This screen lets you select each colu Column data format General Text Date: MDY Do not import column (skip)	imn and set the Data Format. 'General' converts numeric values to numbers, date values to dates, and all remaining values to text. <u>A</u> dvanced	
Data preview Text SeneraSeneral MAIN ADD 480000 DLBL Other Florida's pa MAIN ADD 480000 DLBL Other Florida's pa MAIN ADD 480000 <	rticipating local education agencies (LEAs) receive rticipating local education agencies (LEAs) receive	
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f. When the "Import Data" dialog box appears, click "OK"

Import Data 🛛 🛛 🔀
Where do you want to put the data? <u>E</u>xisting worksheet:
ESAS1
Properties OK Cancel

g. The data will appear in Excel format. Each parent record starts with "MAIN" and will "roll" into multiple rows that represent the 7 different Record Types:

MAIN = Contract CTCH = Contract Change/Amendment BUGT = Budget Info VNDR = Vendor Info DLBL = Deliverable Info CSFA = CSFA Info CFDA = CFDA Info

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9	MAIN	ADD			480000				Replace	ment Kitchen Hood	Exhaust Sys. Rhode Bldg.	_
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11	MAIN	ADD			480000				Vending	g Machine Placemer	nt Services	_
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13	MAIN	ADD			480000				Building	g Renovation, DOE P	Project Number 24027010/DO	E Pro
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CAUTION: DO NOT DELETE ANY COLUMNS, EVEN IF THEY CONTAIN FIELDS THAT APPEAR BLANK. WE MUST PRESERVE THE FORMAT OF THE DATA FILE.

- h. Save the Excel file.
- 3. Validation and Cleaning Steps;
 - a. Verify existing data and add additional required data using the information contained in the FACTS User Manual and the <u>SCRS (FACTS) System Code Validation Tables</u> documents. The web application enforces data integrity rules for many of the required fields to avoid inaccurate data from being reported.
 - b. Refer to the 3 of Direct Data Entry Process above.
 - c. Which ever method used to validate and update the extract data, stacked or horizontal) remember that the data must be placed back in the same order as received without the column labels in order to export the data back to a up loadable text file format.

- 4. Loading Steps:
 - a. Once the spreadsheet data is verified and updated with additional required data, save the file in the format and with the prescribed file name "Batch_OLO number_date code" (e.g. Batch_830000_2012_03_31) so the FACTS web application can process.
 - In order to save the Excel file in the required format, some Windows settings may need to be changed:
 - 1. Access the Control Panel.

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2. Double click the "Regional and Language Options" icon.



3. When the "Regional and Language Options" dialog box appears, click "Customize."

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- Location						
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	OK Cancel Apply					

4. When the "Customize Regional Options" dialog box changes, click the "Numbers" tab; enter the "Pipe" character in the "Line separator" field (Hold Shift key and press the "Back Slash" (\) key) and click "Apply."

Customize Region	al Options 🛛 🕐 🔀
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01	Cancel <u>Apply</u>

Note: After saving the data file in the prescribed text format you may want to change the "List separator" setting back to the comma ",".

5. When the next dialog box appears click "OK."



6. Back at the Excel sheet click "Save As; Other Formats."

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 When the "Save As" dialog box appears, enter the prescribed file name (e.g. Batch_OLO Number_YYYY_MM_DD); then select CVS (Comma delimited) in the "Save as type:" field; click "Save."



8. When the next dialog box appears, click "Yes."

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į)	Bach_480000_20120110.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format? • To keep this format, which leaves out any incompatible features, dick Yes. • To preserve the features, click No. Then save a copy in the latest Excel format. • To see what might be lost, click Help. Yes No Help

a. The saved file will look like this when opened with Microsoft Notepad.



- b. Access the FACTS web application, select the upload option to upload the agency contract data and follow the on screen instructions. This requires a sFTP user name and password provided via <u>SCRS.Info@MyFloridaCFO.com</u>.
- c. Agency will receive a confirmation that the file was transmitted successfully or a notification of errors. If an error was experienced in saving the Agency Batch data load, investigate and resubmit prior to 5 PM.
- d. All Batch data load files will be processed between the hours of 5:00 PM and 6:45 PM. The information will be validated and loaded into the FACTS web site database. If an error was encountered it will be written in an output log file and placed on the error screen of the web application.
- e. Essential information is passed through as second batch loading processes to FLAIR. If errors are encountered these errors will be captured in the same output log file described in the earlier paragraph.
- f. Valid data loaded under the batch process will be in FLAIR within 24 hours from the time the web system process the batch file. Remember loading processes are scheduled to run on regular working days.
- g. All errors encountered during the batch process will be posted by 5 AM the next business day.

Agency Batch Transmission Process:

- 1. Extract File Pickup Step;
 - a. Using the Agency sFTP software, access the sFTP site
 - b. Login with the user name and password provided via <u>SCRS.Info@MyFloridaCFO.com</u>.
 - c. Retrieve Agency Extract files.
- 2. Validation and Cleaning Steps;

Validation and cleaning steps should be used prior to transmitting agency data back to the FACTS web application.

- a. Conduct manual or system procedures to open the file.
- b. Validate the data contained in the agency batch file to make sure the data is correct. Some data stored in the source extracts may not be correct. The FACTS contract web application enforces data integrity rules for many of the required fields to avoid inaccurate data from being reported.
- c. Clean the data by moving into the correct position in the batch file or by deleting erroneous data and entering the correct data. Please refer to Agency Subject Matter Experts who are familiar with FLAIR

data, CFO Non-Competitive Solicitation of Commodities and Services Reporting data, and the State Contract Management System (Senate DB).

CAUTION: DO NOT DELETE ANY COLUMNS, EVEN IF THEY CONTAIN FIELDS THAT APPEAR BLANK. WE MUST PRESERVE THE FORMAT OF THE DATA FILE.

Refer to the document Department of Financial Services <u>SCRS (FACTS) File Format for Agencies</u> document for more details on the data records.

3. Loading Steps:

- a. Configure local system to export data according to the Department of Financial Services <u>SCRS (FACTS)</u> <u>File Format for Agencies</u> document. Remember to save the file with the proper format and naming convention, "Batch_OLO number_date code" (e.g. Batch_830000_2012_03_31).
- b. Transmit the batch file with the Agency's sFTP client software, user name and password provided via <u>SCRS.Info@MyFloridaCFO.com</u>.
- c. The sFTP client will provide a confirmation that the file was transmitted successfully or a notification that an error occurred. If an error was experienced in saving the Agency Batch data load, investigate and resubmit prior to 5 PM.
- d. All Batch data load files will be processed between the hours of 5:00 PM and 6:45 PM. The information will be validated and loaded into the FACTS web site database. If an error was encountered it will be written in an output log file and placed on the error screen of the web application.
- e. Essential information is passed through as a second batch loading process to FLAIR. If errors are encountered the errors will be captured in the same output log file described in the earlier paragraph.
- f. Valid data loaded under the batch process will be in FLAIR within 24 hours from the time the web system processes the batch file. Remember loading processes are scheduled to run on regular working days.
- g. All errors encountered during the batch process will be posted by 5 AM the next business day.

AGENCY DATA CONVERSION CHECKLIST

- 1) _____ Identify Agency Point of Contact (POC) and Technical Point of Contact (TPOC).
- 2) Obtain user ID and password to log into FACTS web application for Direct Data Entry.
- 3) _____ Ensure Agency has a Microsoft Excel version that allows users to import and export text file instructions. Minimum requirement is Microsoft Operating System Windows XP. Contact Agency technical staff if using earlier versions of Microsoft Operating System and software or if not familiar with sFTP software.
- 4) _____ Ensure Agency has secure File Transfer Protocol (sFTP) software to retrieve and transmit data files (**required for both the User Interface Batch and Agency Batch Transmission options**).
- 5) _____ Request sFTP account via <u>SCRS.Info@MyFloridaCFO.com</u>.
- 6) _____ Identify and track all contract agreements in one central location.
- 7) Develop internal policy defining how the Agency will leverage FACTS to comply with the Laws of Florida, 2011-049 and Section 215.985, F.S. Identify what elements or types of contracts are classified as confidential as defined by Agency legal advisors. NOTE: Dates and amounts of contracts are not necessarily a classification for confidentiality.
- 8) _____ Prior to one-time merge file delivery to Agency, identify "old" contracts and designate with the proper status to prevent review of expired data from the following 3 sources:
 - a. State Contract Management System (Senate database)
 - b. FLAIR (Contract module)
 - c. CFO Non-Competitive Solicitation of Commodities and Services Reporting System data
- 9) _____Receive one-time merge file from DFS.
- 10) Extract data into Excel spreadsheet format and re-format in accordance with the option chosen for the agency to review with subject matter experts (refer to FACTS Extract User Guide).
- 11) _____ Review and validate all data, make corrections (clean the data) and add the remainder of contracts and data in accordance with Agency internal policy (refer to #7 above).
- 12)_____ Based on the option selected by the agency, proceed with one of the following:
 - a. **Direct Data Entry** = Manually enter the data directly into the FACTS web application
 - b. User Interface Batch Process = Save the re-formatted final spreadsheet (pipe delimited flat file) using the prescribed name (e.g., Batch_OLO_Number_YYYY_MM_DD) and upload into the FACTS web application
 - c. Agency Batch Transmission Process = Save the re-formatted final spreadsheet (pipe delimited flat file) using the prescribed name (e.g., Batch_OLO_Number_YYYY_MM_DD) and transmit the batch file using the Agency's sFTP client software.
- 13)_____ If errors occur in saving the batch data load, investigate, correct and re-submit prior to 5 PM.
- 14) Check the error screen for any errors that occurred during the batch upload process (post by 5 AM the next business day), correct and re-submit or manually enter correction.