

Steps for the Secure Invoice Transfer Process

1. The file needs to use the following naming convention:
INVOICETYPENAMEOFFILE.pdf where NAMEOFFILE will be specified by the file creator. The file must have the Invoice type prefix and the .PDF extension (happens once the file is converted).

INVOICETYPE will be one of the following.

SRINV – for School Readiness

VPKINV – for Voluntary Pre-Kindergarten

OAMINV – for Outreach and Awareness and Monitoring

If we had a file called **Oct_Invoice.doc**, then the resulting file to be placed in the transfer directory would be **SRINVOct_Invoice.pdf** or **VPKINVOct_Invoice.pdf** or **OAMINVOct_Invoice.pdf** depending on the type of invoice.

2. The file will be converted to a .PDF before transfer. So, if you do not have a PDF writer such as Adobe Acrobat, there are many free programs available such as CutePDF found at

<http://www.cutepdf.com/Products/CutePDF/writer.asp>

“Portable Document Format (PDF) is the de facto standard for the secure and reliable distribution and exchange of electronic documents and forms around the world. CutePDF Writer (formerly CutePDF Printer) is the free version of commercial PDF creation software. CutePDF Writer installs itself as a "printer subsystem". This enables virtually any Windows applications (must be able to print) to create professional quality PDF documents - with just a push of a button!”

3. The finished .PDF file is now ready to be transferred. The file needs to be placed on your coalitions EFS server. Each coalitions EFS server has a directory called *FilestoOEL* which can be found under the following path.

(MachineName)/D:/FilestoOEL_(CoalitionNumber)

Example: FLES100/D:/FilestoOEL_100

(1 or 2 coalitions may have this path under the E: drive rather than the D: drive)

4. Every hour scripts run that will transfer the file from the coalition to the AWI Secure ftp server. Subsequent scripts will run to delete the file from the source directory once it has been sent.

5. Once the file has been transferred to AWI, the appropriate AWI staff will retrieve the file from the secure ftp server.

Process complete.

Please feel free to contact me by email at todd.behnke@awi.state.fl.us if you have any questions.

Todd Behnke

Below is a list of contacts. These are the people that AWI already has contact with regarding the EFS Servers and should be able to assist with getting access to the appropriate directory to place your file.

Contacts

ELC of NorthWest	100	Bo Butler	850-872-7550x2262
ELC of Pinellas	101	Sue Hanna	727-547-5738
ELC of Broward	102	John Roig, Ulysses Fuentes	954-724-3886 (954) 724-3898
ELC of Brevard	103	Anne Beecham	321-637-7241
ELC of Hillsborough	104	Linda Kern	813-744-8941x246
ELC of Duval	105	Kathy Osborne	904-208-2040
ELC of Marion	106	Dave McAlister	352-266-8720
ELC of Flagler, Volusia	107	Lisa Guzzu	386-323-2400x143
ELC of Alachua	108	C.J. Burroughs	352-374-0946x112
ELC of Gateway	110	Chip Garner	386-961-0123, 386-752-9770
ELC of Florida's Heartland, Inc.	111	Kevin Bordwell,	941-365-6900 contractor office number
ELC of Santa Rosa	112	Ron Geri	850-983-5316 reception 5313
ELC of Clay, Nassau, Baker, Bradford	113	Eric VanTasse	904-726-1500x217
ELC of South West Florida	114	Mark West	239-278-1002 x177
Redlands Christian Migrant Association	115	Nidia	239-658-3560 X281
ELC of Pasco, Hernando	117	David McCollister	352-266-8720
<i>ELC of Miami - Monroe</i>	<i>118</i>	<i>scott shores</i>	<i>305-731-3207</i>
ELC of Manatee	120	Casey Buchta	941-745-5949x2110
ELC of Palm Beach	123	Warren Eldridge, coalition ED	(561)214-8000
ELC of Okaloosa, Walton	124	Ben Seda	850-833-9330
ELC of Orange,osceola,seminole	125	Joe Alberts	407-761-8996
ELC of Miami-Dade	126	Jammell Robins	305-908-5808
ELC of Putnam/St. Johns (St. Johns)	127	Eric VanTasse	904-726-1500x217
ELC of Indian River, Martin, Okeechobee	128	Steve Margetis	772-220-1220
ELC of the Big Bend Region	129	Harold Stephenson	850-385-0551x308

ELC of St. Lucie	130	Andrea Fedoff, Brian Bower, Martin	772-595-6424x104 772-335-3030 X*818
ELC of the Nature Coast (Citrus/Sumter)	131	David McCollister	352-266-8720
ELC of the Nature Coast (D/G/L)	132	David McCollister	352-266-8720
ELC of Sarasota	134	Steve Webber(NA), Cleshia Woodie(SA)	941-556-3410, 941.556.1600x103
ELC of Polk	135	Bernie Wade, Dan Wineberg	800-355-6522
ELC of Escambia	136	Jeff Bradberry,	850-776-0297-C
ELC of Hernando	137	David McCollister	352-266-8720
ELC of Lake	138	Tom Hutchins	352-516-9210C
ELC of Putnam/St. Johns (Putnam)	139	Eric VanTasse	904-726-1500x217