Preparing a Deposit Transmittal Form (DTF)

The Deposit Transmittal Form (DTF) is a system-generated report that contains the basic control information of a deposit: the accounting date, the amount, and the tender type. It is used by Treasury Management’s cashiering department to verify the actual currency received in a deposit against what was input into myUFL. It is required for all cash and check deposits.

Create a **Deposit Transmittal Form (DTF)** for **Deposit ID 0500-XXXX**.

Creating a DTF

1. Login to myUFL with your Gatorlink username/password.

2. Navigate through **Main Menu > Accounts Receivable > Payments > Reports** and click on **Deposit Transmittal Form**

3. If you already have a Run Control ID, you can search for it or enter it on the **Find an Existing Value** tab. If you do not have a Run Control ID, you can click **Add a New Value** to create one.

   For this example, we will click the **Add a New Value** tab.

4. Enter a new Run Control ID (i.e., "MyDepositTransmittalForm") into the **Run Control ID** field. **NOTE:** The Run Control ID can contain no spaces.

5. Click the **Add** button.

6. Enter appropriate Deposit Unit (i.e., "0500") into the **Deposit Unit** field.

7. Enter the desired Deposit ID into the **Deposit ID** field.

8. Click the **Run** button.

9. If it is not already done for you, select the **checkbox** at Deposit Transmittal Form.

10. Click the **OK** button.

11. Click the **Process Monitor** link.

12. If the **Run Status** and **Distribution Status** does not display "**Success**" and "**Posted**", press the **Refresh** button to update the status.

13. Once the **Run Status** and **Distribution Status** reads "**Success**" and "**Posted**", click the **Details** link.

14. Click the **View Log/Trace** link.
15. Click the link for the .PDF document.

16. Click the Open button.

17. Verify the information on the Deposit Transmittal Form before you print it.

18. Print the form.

19. Sign the form and submit it with your cash or check deposit.

   **NOTE:** DTFs are not necessary for Credit Cards or EFT/ACH/Wire Deposits.

If you need help with...

- **Technical issues**, contact the UF Help Desk:
  - 392-HELP
  - helpdesk@ufl.edu

- **Policies and Directives**,  
  - Contact Treasury Management at 392-9057  
  - Refer to Cash Handling and Controls at [http://www.fa.ufl.edu/departments/treasury-management/cash-handling-and-controls/](http://www.fa.ufl.edu/departments/treasury-management/cash-handling-and-controls/)

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