PREPARING A DEPOSIT TRANSMITTAL FORM (DTF)

There 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 can be used by departments for their internal record-keeping purposes.

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

NAVIGATION

Login to myUFL with your GatorLink username/password.

1. Click **Nav Bar** > **Main Menu** > **Financials**

2. Click **Accounts Receivable** > **Payments** > **Reports**

3. Click **Deposit Transmittal Form**

CREATE A DTF

4. 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.

5. Enter a new Run Control ID (i.e., **MyDepositTransmittalForm**) into the **Run Control ID** field.

   NOTE: The Run Control ID can contain no spaces.

6. Click the **Add** button.

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

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

9. Click the **Run** button.

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

11. Click the **OK** button.

12. Click the **Process Monitor** link.

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

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

15. Click the **View Log/Trace** link.

16. Click the link for the .PDF document.

17. Click the **Open** button.

18. Verify the information on the Deposit Transmittal Form.

19. Print or save the form.

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives
UF Banking and Merchant Services
Cash Handling and Controls
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