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## 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 Banking & merchant services'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**.

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## Creating a DTF

1. Login to myUFL with your Gatorlink username/password.
2. Navigate through **Nav Bar > Main Menu > Financials > 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 you 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](mailto:helpdesk@ufl.edu)
- Policies and Directives,
  - Contact Banking & merchant services at 392-9057
  - Refer to Cash Handling and Controls at <https://www.fa.ufl.edu/directives/cash-and-check-handling/management/cash-handling-and-controls/>

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