This instructional guide reviews the process for generating a Deposit Transmittal Form (DTF) to accompany cash, checks, and credit card deposits when submitting them to University Financial Services. You will only be able to print a DTF when the deposit is completed in myUFL. If you are not able to print your DTF, or you have questions about DTF’s, please contact the Treasury Management Staff at 392–9057.

NOTE: If you experience technical difficulties with the PDF, please download the latest version of the Adobe Reader from www.adobe.com.

- After you have completed and balanced the deposit in the myUFL system (PeopleSoft), log into the system via the myUFL portal, using your GatorLink username and password (http://my.ufl.edu).
- Navigate to "Deposit Transmittal Form," following the navigational path: Accounts Receivable > Payments > Reports > Deposit Transmittal Form.
- At the "Deposit Transmittal Form" screen:
  - Choose the "Add a New Value" tab if this is the first time you’ve generated a "Deposit Transmittal Form.”
  - Once a form has been established, choose the "Find an Existing Value" tab to reuse the form’s name.

**“Add a New Value” tab**

- At the “Run Control ID” Field, name your deposit transmittal form. Keep the name of your form simple and correspond it to the activity. Suggested naming conventions include (### = your business unit):
  - DTF###
  - ###Deposit
  - DepositForm###
  - ###DepositTransmittalForm

- Then, click “Add.”

- Then, at the “Deposit Transmittal Form” screen:
  - Enter or select your "Deposit Unit" by clicking on the magnifying glass view icon. Your "Deposit Unit" is the same as the "Receivables" business unit used to enter the deposit.
  - Enter or select your "Deposit ID" by clicking on the magnifying glass view icon. The Deposit ID is the same as the ID on your deposit.
    - When searching for a "Deposit ID," consider using the "User ID" (UFID) of the operator entering the deposit or the "Entered Date" to filter search results.
  - Once the "Deposit Unit" and "Deposit ID" fields have been populated, click “Run.”

- Next, at the “Process Scheduler Request” screen, look for the blue bar that contains the words “Process List.”
  - Underneath the bar, make sure the checkbox under the “Select” heading (to the left of the "Deposit Transmittal Form” description) is checked.
  - Click “OK.”

- At the “Deposit Transmittal Form” screen, note the “Process Instance” number, which has been assigned to your process for monitoring purposes.
Then, click the “Process Monitor” link located above that number

At the “Process List” screen (as shown below), click the yellow “Refresh” button until the “Run Status” of your numbered process is “Success” and the “Distribution Status” is “Posted”

Then, click the “Details” link at the right

At the “Process Detail” screen, click the “View Log/Trace” link

At the “View Log/Trace” screen, under the blue bar that contains the words “File List,” click on the link that is named “UFCRRDTF.htm.”

UFCRRDTF stands for “University of Florida Customer Relations Receivables Deposit Transmittal Form”

After clicking that link, your Deposit Transmittal Form will be displayed in a web browser

To print, click the print icon for your web browser

After the form is printed:

Review to make sure all of your payments are listed with the correct totals

Verify “Accounting Date” listed on the form

The “Accounting Date” should be the date on which University Financial Services will process your deposit

Ensure the form is initialed by the cashier and signed by the supervisor (on the department approval signature line) using blue ink. Be sure to print the supervisor’s name on the line provided

Complete the Contact Information lines so the Cashiering Area knows where to send your receipted copy

Make one copy for University Financial Services as well as any copies you may need

Place the form (with one copy) in the lock bag

Include any backup materials that have been required in the past

Deliver to the Criser Hall night drop box or to its inside counter. **Do not send any deposits through campus mail**

“Find an Existing Value” tab

Best Practice: Once you have saved this form once, reuse the name over again by beginning at the “Find an Existing Value,” then follow the steps as described above