Creating a Recurring Invoice

Overview
This guide will show you how to schedule a Recurring Invoice.

Navigation
Within myUFL, navigate to:

- Nav Bar
- Main Menu
- My Self Service
- myUF Marketplace

Process
Begin this process by creating an invoice.

Making a Payment Recurring
1. Click on Accounts Payable icon.
2. Click AP Home.
3. Search for the invoice you want to make recurring.
   - When you find it, click on the Invoice number.
4. Open the drop-down menu in the upper right-hand corner.
5. Select Create Recurring Invoice.
6. Click Go.
7. Add information to the form.
   - Name the **Recurring Invoice**.
   - Add the **Description**.
   - Select your **Schedule Type** and **Occurrence**.
   - Choose the **Monthly Schedule**.
   - Check the **Time Zone**.
   - Select the **Start Date**.
   - Determine the **End By** date.

8. Click **Create**.
   *You will see a success notification.*

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**Additional Assistance**

**Marketplace Help Desk**

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