Creating a Recurring Invoice

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

Navigation
Within myUFL, navigate to:

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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.
   - Select Due Date
     - Payment Terms Due Date
     - First Day of the Following Month
     - Last Day of the Month
     - Days Past Invoice Date

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

Additional Assistance

Marketplace Help Desk

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