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.
• 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 (determines when the system creates recurring invoices)
    • Payment Terms Due Date
    • First Day of the Following Month
    • Last Day of the Month
    • Days Past Invoice Date

• Click Create.

You will see a success notification.

**Important tips:**

• **Start Date** is the day when the schedule will start creating recurring invoices as long as the original invoice has completed workflow. **To prevent two invoice payments in the first month, make sure the Start Date isn’t set for the same month as the original invoice.**

• Wireless device reimbursement schedules do not have to have an end date or be limited to 12 monthly payments. myUF Marketplace creates each recurring invoices on the scheduled Start Date and the invoices will only go to Peoplesoft after the department approver (level 2) has reviewed and approved the recurring invoice.

• **Need to cancel a recurring invoice?**
  Any recurring invoices that should not be paid can be canceled by the department approver (level 2) in myUF Marketplace before going to Peoplesoft for payment. Canceling a recurring invoice is useful if an extra invoice was created due to the recurring invoice schedule starting in the same month as the original non-po invoice.
Cancel/Deactivate a Recurring Schedule

If the entire recurring invoice schedule should be canceled:

• Click on the Accounts Payable icon.
• Click on Invoices.
• Click on View Recurring Invoice Schedules.
• Expand the Filter section.
• On the Scheduled By field, click Me if you created the recurring schedule.
• Make sure Status is set to Active and click Apply.
• On the results page, find the original invoice used to create the recurring schedule.
• Click the Actions drop down to the far right of the invoice line and select Deactivate.

Important tips:
• Please be sure to verify the correct recurring invoice number prior to deactivating.
• There is also the option to edit a schedule and view any invoices (occurrences) that were created using the recurring schedule.