

Recurring Payables Invoice Processing

Requests for Recurring Payables Invoice Processing should be submitted to University Payables Customer Service with the following documentation: completed, signed [Purchase Order/Encumbrance Special Payment Request Form](#) and attached payment documentation (purchase order, contract, or vendor invoice). University Payables must complete the **Banner Invoice/Credit Memo Form (FAAINVE)** marked for **Recurring** before completing the **Recurring Payables Form (FAARUIV)**.

Recurring Payables Guidelines

- Recurring payables can only be used if each payment submission is the same as the original invoice document processed as recurring.
- Changes to individual payments cannot be made once set up.
- Change orders should not be processed on an encumbrance with active recurring invoices.
- The **Recurring Payables Form (FAARUIV)** tracks the **Next Submission Date**, **Maximum Submissions**, and **Submissions To Date**.
- Scheduled payments may not extend beyond the current fiscal year.
- Cancellation of recurring payables requires the **Maximum Submissions** to be changed to match the new number of submissions prior to the final check being issued for the current pending transaction.
- Vendors must not send invoices for each recurring submission.
- **Banner** continues to use the original invoice document for each submission. A query of the invoice document provides only the current submission information. The **Banner Document History Form (FOIDOCH)** will display one invoice document with multiple checks issued.
- Recurring payables are paid as single-transaction payments and will not combine with any other invoice credit transactions to the same vendor.

Contact Information

If you have questions, contact:

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