

Viewing Recurring Payments Using FAARUIV

The **Recurring Payables Form (FAARUIV)** is used to view recurring payment transactions in **Banner**. This form is both a payment form and an information query form, depending on your authorized access in **Banner**.

| Step | Task |
|------|---|
| 1. | Type FAARUIV in the GoTo... field and press ENTER. |
| 2. | Click the Enter Query button to clear the form. |
| 3. | Type the search criteria, such as vendor ID or invoice number. |
| 4. | Click the Execute Query button to display the submission information for the vendor. |
| 5. | Click the Exit button to return to the main menu. |