

Amend Payment Beneficiary

PURPOSE

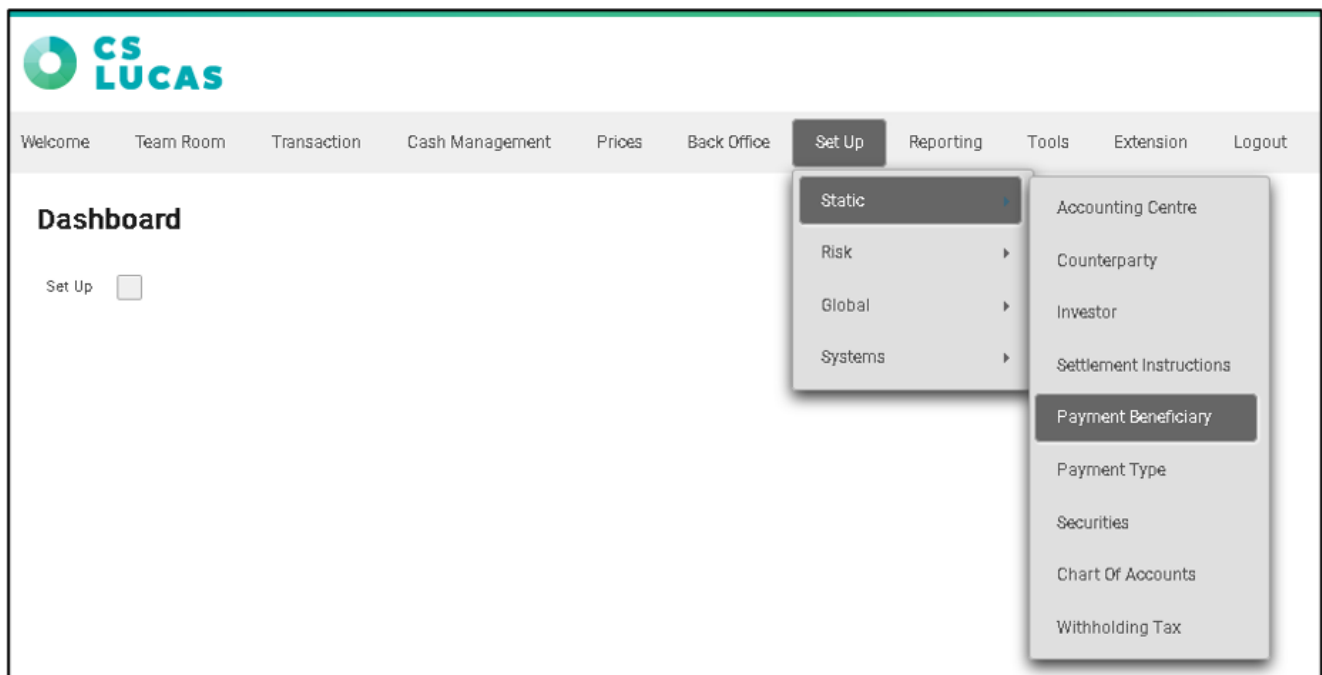
This document shows the procedure on how to amend payment beneficiary set up in CS Lucas system.

WHY IS THIS IMPORTANT

This screen allows amendment to the payment beneficiary set up in the system.

PROCEDURE

1. From the menu, select Set Up > Static > Payment Beneficiary.



Tip: If you do not see the Payment Beneficiary in the menu navigation, please ensure that you have the access rights to access this screen. Access rights required is 19800 Access Payment Beneficiary.

2. The Payment Beneficiary screen displays.



Welcome Team Room Transaction Cash Management Pricers Back Office Set Up Reporting Tools Extension Logout

Payment Beneficiary

Acct Cntr* Payment Type*

	App?	Short Name	Acct Cntr	Paying SSI	Payment Type	Details
No records found.						

1-4 <-4 >-1 50

3. To amend a payment beneficiary, filter out the payment beneficiary set up in the system by selecting Acct Cntr and Payment Type and then click Refresh.

Payment Beneficiary

Acct Cntr* Payment Type*

	App?	Short Name	Acct Cntr	Paying SSI	Payment Type	Details
☐	N	CS Lucas 5	TFS-SG	TFS-NAB-AUD-418	NAB-DE	Bene BSB Number:123456,Bene Account Number:1092389902

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4. Click on the Details hyperlink to drill down to Amend Payment Beneficiary screen.

Amend Payment Beneficiary

Shortname

Acct Cntr*

Paying SSI

Payment Type

Fields	Values
Bene BSB Number	123456
Bene Account Number	1092389902

5. Amend the fields in the table accordingly. In this example, we will amend Bene

BSB Number.

Amend Payment Beneficiary



Update

History

Shortname

CS Lucas 5

Acct Cntr*

TFS-SG

Paying SSI

TFS-NAB-AUD-418

Payment Type

NAB-DE

Fields	Values	
Bene BSB Number	123457	
Bene Account Number	1092389902	

6. Click Update when completed. You will return to Payment Beneficiary screen.

Payment Beneficiary

Acct Cntr* TFS-SG

Payment Type* NAB-DE

Refresh

Add Bene

Delete

Approve

	App? ↕	Short Name ↕	Acct Cntr ↕	Paying SSI ↕	Payment Type ↕	Details ↕
☐	N	CS Lucas 5	TFS-SG	TFS-NAB-AUD-418	NAB-DE	Bene BSB Number:123457, Bene Account Number:1092389902

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7. Amended payment beneficiary requires approval. To approve, see [Approve Payment Beneficiary](#).

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Payment Beneficiary](#)

[New Payment Beneficiary](#)

[Approve Payment Beneficiary](#)

[Delete Payment Beneficiary](#)

CHANGE HISTORY

Date	By	Changes
16-Sep-2019	TS	Created.