Amend Payment Beneficiary

PURPOSE

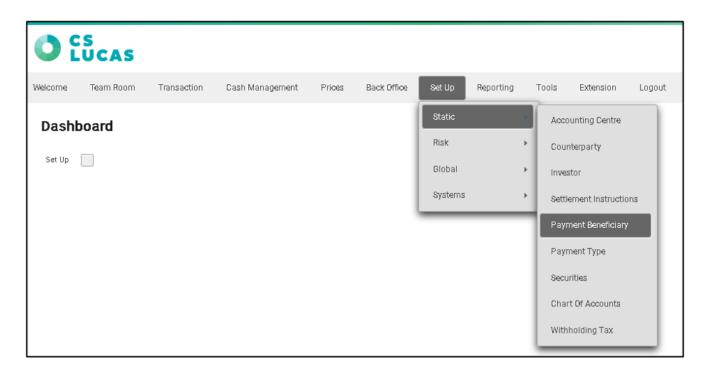
This document shows the procedure on how to amend payment beneficiary set up in CS Lucas system.

WHY IS THIS IMPORTANT

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

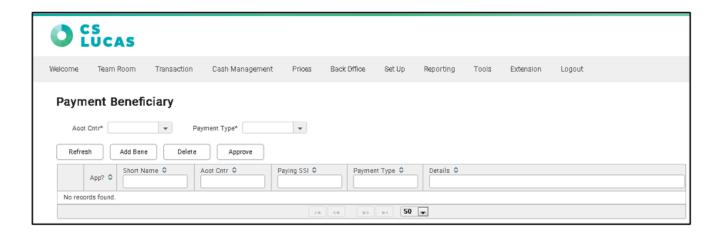
PROCEDURE

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.

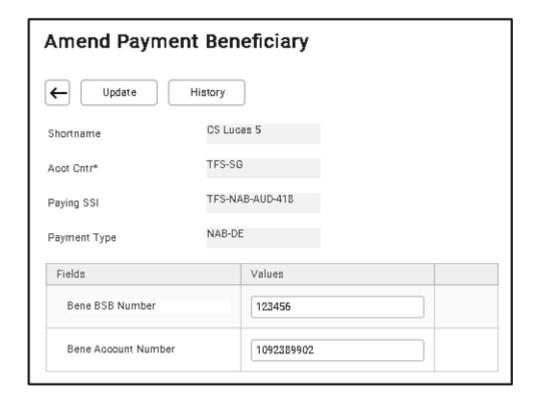
2. The Payment Beneficiary screen displays.



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.

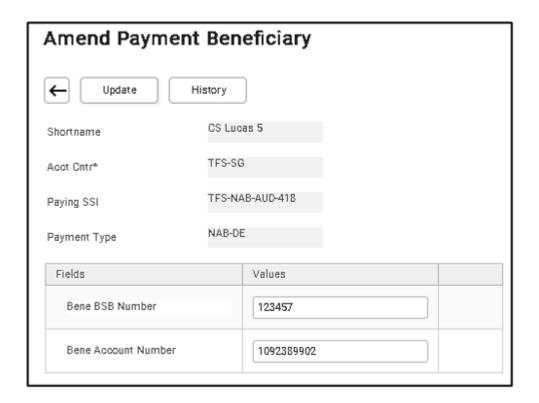


4. Click on the Details hyperlink to drill down to Amend Payment Beneficiary screen.

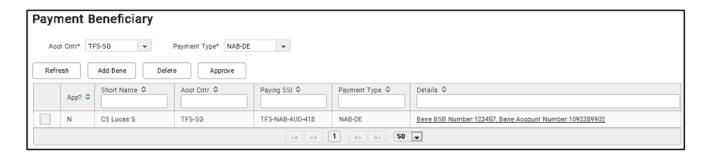


5. Amend the fields in the table accordingly. In this example, we will amend Bene

BSB Number.



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



7. Amended payment beneficiary requires approval. To approve, see <u>Approve Payment Beneficiary</u>.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

Payment Beneficiary

New Payment Beneficiary

Approve Payment Beneficiary

Delete Payment Beneficiary

CHANGE HISTORY

Date	Ву	Changes
16-Sep-2019	TS	Created.