Approve Payment Beneficiary

PURPOSE

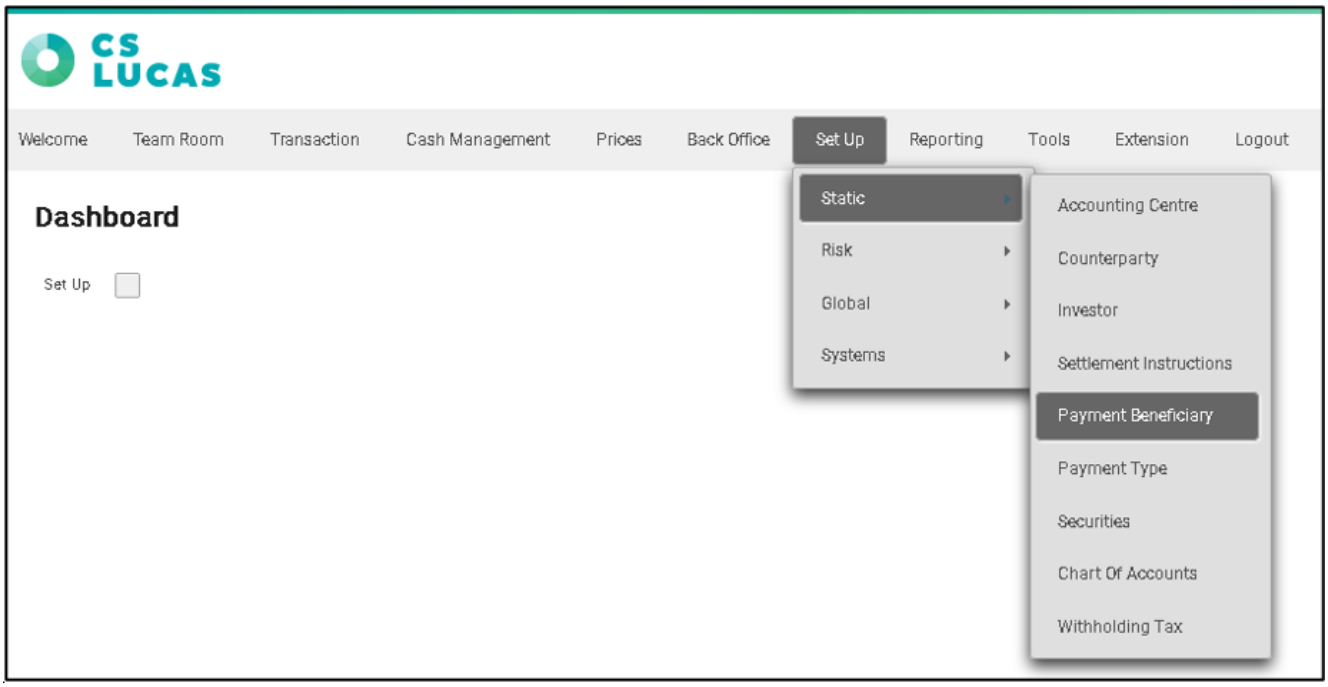
This document shows the procedure on how to approve payment beneficiary set up in CS Lucas system.

WHY IS THIS IMPORTANT

Approved payment beneficiary can be used for payment.

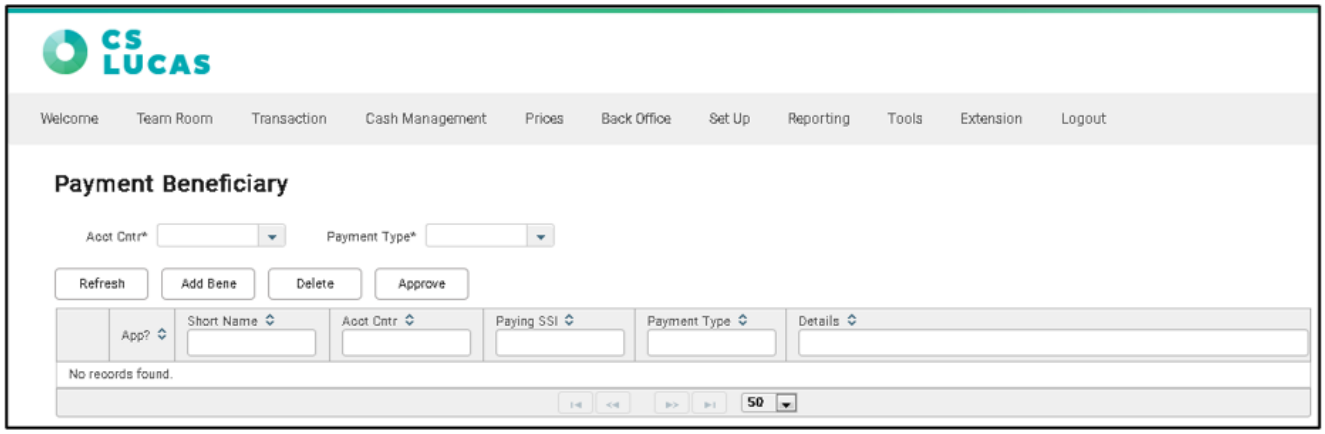
PROCEDURE

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

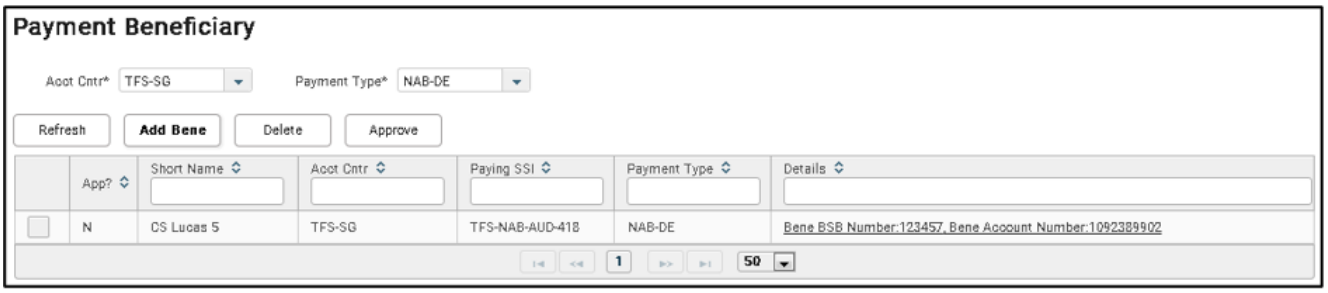


Tip: If you do not see the Payment Beneficiary in the menu navigation, please ensure that you have the access rights to access this screen. Access rights required is 19800 Access Payment Beneficiary.

2. The Payment Beneficiary screen displays.



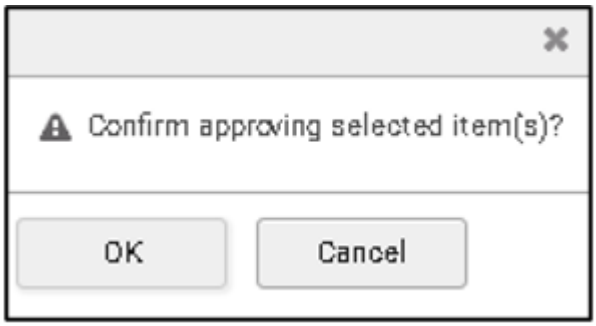
3. Select Acct Cntr and Payment Type. Click Refresh.



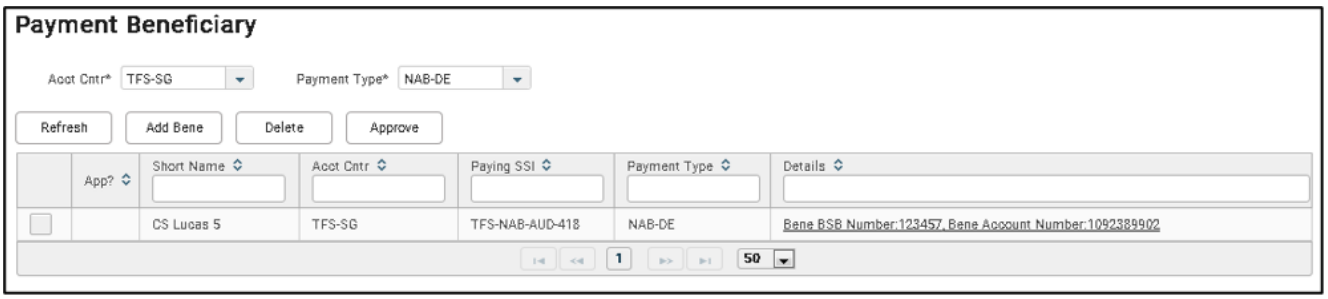
4. Unapproved payment beneficiary will have an “N” under “App?” column. To approve, tick on the checkbox of the payment beneficiary shot name, click Approve.



5. A prompt displays.



6. Click OK. The payment beneficiary is approved.



FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

Payment Beneficiary

New Payment Beneficiary

Amend Payment Beneficiary

Delete Payment Beneficiary

CHANGE HISTORY

Date	By	Changes
16-Sep-2019	TS	Created.