

# Approve Payment Beneficiary

## PURPOSE

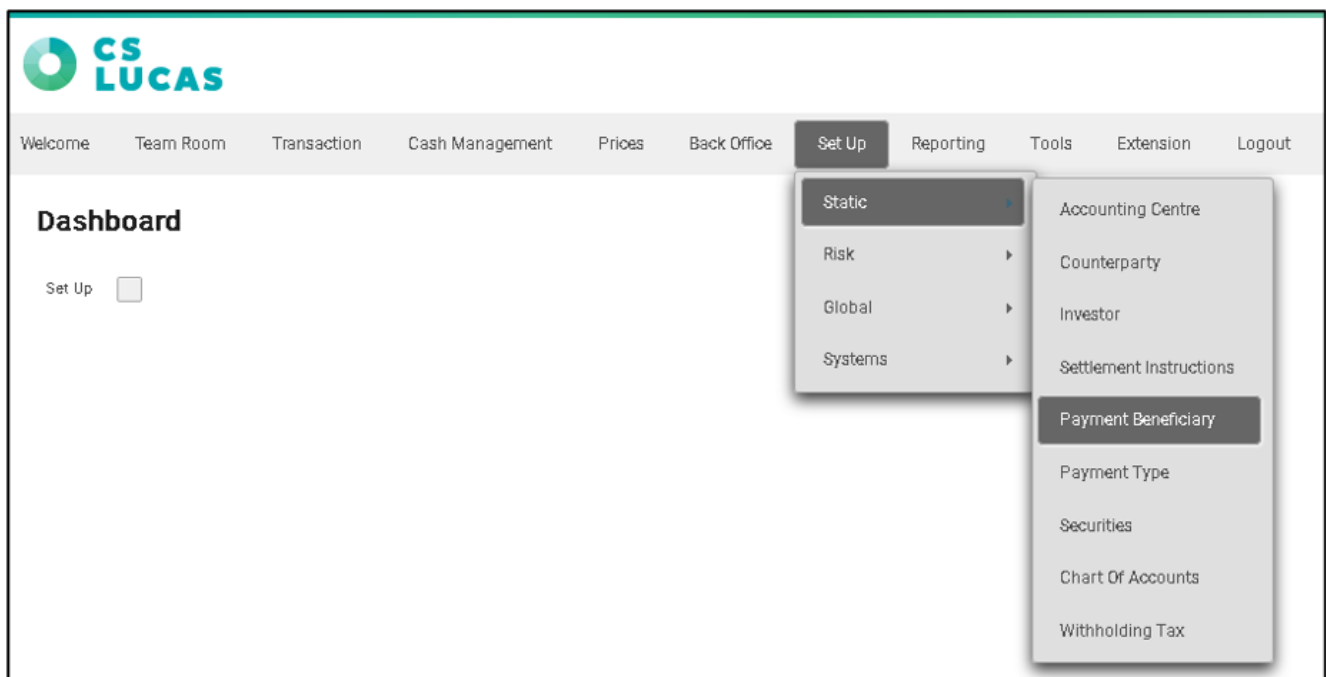
This document shows the procedure on how to approve payment beneficiary set up in CS Lucas system.

## 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.

**CS LUCAS**

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

### Payment Beneficiary

Acct Cntr\*  Payment Type\*

Refresh Add Bene Delete Approve

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

1 50

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

### 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
<input type="checkbox"/>	N	CS Lucas 5	TFS-SG	TFS-NAB-AUD-418	NAB-DE	<a href="#">Bene BSB Number:123457</a> , <a href="#">Bene Account Number:1092389902</a>

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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.

### 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
<input checked="" type="checkbox"/>	N	CS Lucas 5	TFS-SG	TFS-NAB-AUD-418	NAB-DE	<a href="#">Bene BSB Number:123457</a> , <a href="#">Bene Account Number:1092389902</a>

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5. A prompt displays.

✕

**⚠ Confirm approving selected item(s)?**

OK Cancel

6. Click OK. The payment beneficiary is approved.

Payment Beneficiary

Acoot Cntr\*

TFS-SG

Payment Type\*

NAB-DE

Refresh

Add Bene

Delete

Approve

	App? <div></div>	Short Name <div></div>	Acoot Cntr <div></div>	Paying SSI <div></div>	Payment Type <div></div>	Details <div></div>
<input type="checkbox"/>		CS Lucas S	TFS-SG	TFS-NAB-AUD-418	NAB-DE	<a href="#">Bene BSB Number:123457</a> <a href="#">Bene Account Number:1092389902</a>

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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.