

Delete Payment Beneficiary

PURPOSE

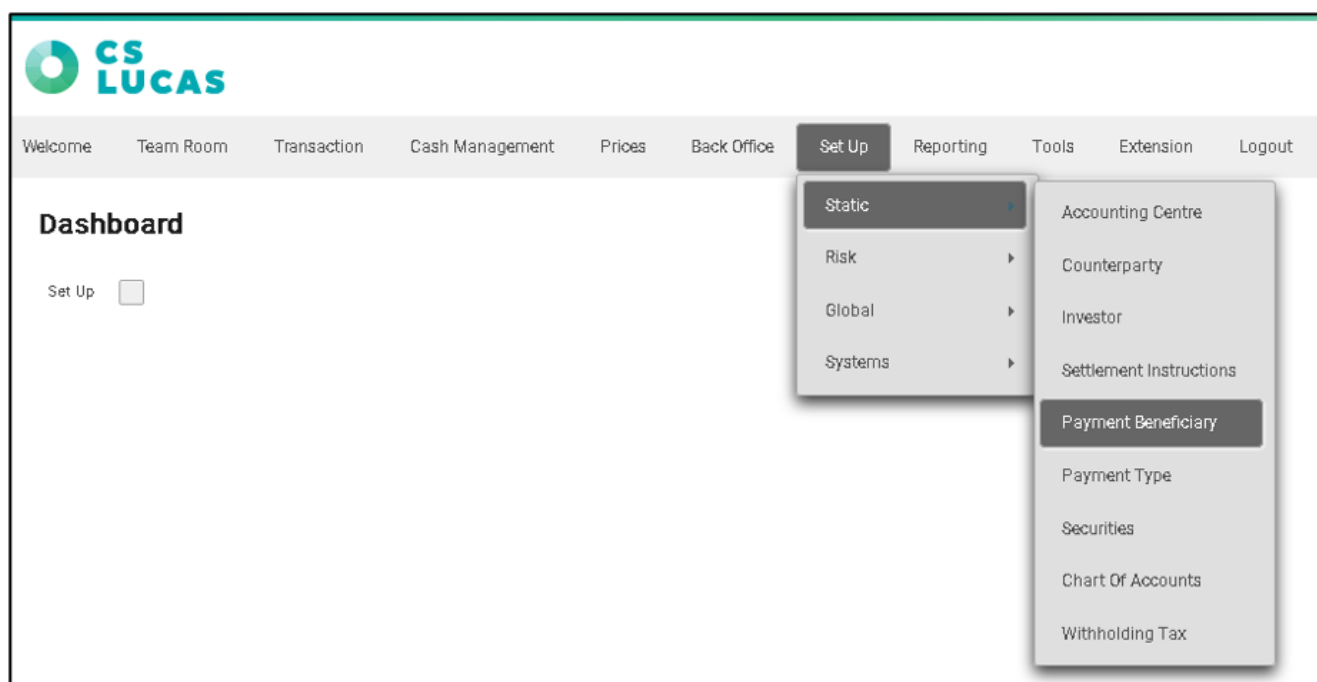
This document shows the procedure on how to delete payment beneficiary set up in CS Lucas system.

WHY IS THIS IMPORTANT

Payment beneficiary set up 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.



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.						

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3. To delete payment beneficiary set up in the system, select the Acct Cntr and Payment Type from the drop down field. The Acct Cntr field is a restricted by the accounting centre that user has the access rights to view. Click Refresh.

Payment Beneficiary

Acct Cntr* Payment Type*

Refresh Add Bene Delete Approve

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

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4. The payment beneficiary for the selected accounting centre and payment type will be displayed.

5. Tick on the checkbox of the payment beneficiary short name to delete, click Delete.

Payment Beneficiary

Acct Cntr* Payment Type*

Refresh Add Bene Delete Approve

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

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6. A pop up message displays to confirm deletion.

✕

 Are you sure you want to delete the selected payment beneficiary?

OK

Cancel

7. Click OK.

Payment Beneficiary

Acot Cntr* TFS-SG

Payment Type* NAB-DE

Refresh

Add Bene

Delete

Approve

App?	Short Name	Acot Cntr	Paying SSI	Payment Type	Details

No records found.

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8. The selected payment beneficiary is deleted.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Payment Beneficiary](#)

[New Payment Beneficiary](#)

[Amend Payment Beneficiary](#)

[Approve Payment Beneficiary](#)

CHANGE HISTORY

Date	By	Changes
16-Sep-2019	TS	Created.