

New Payment Beneficiary

PURPOSE

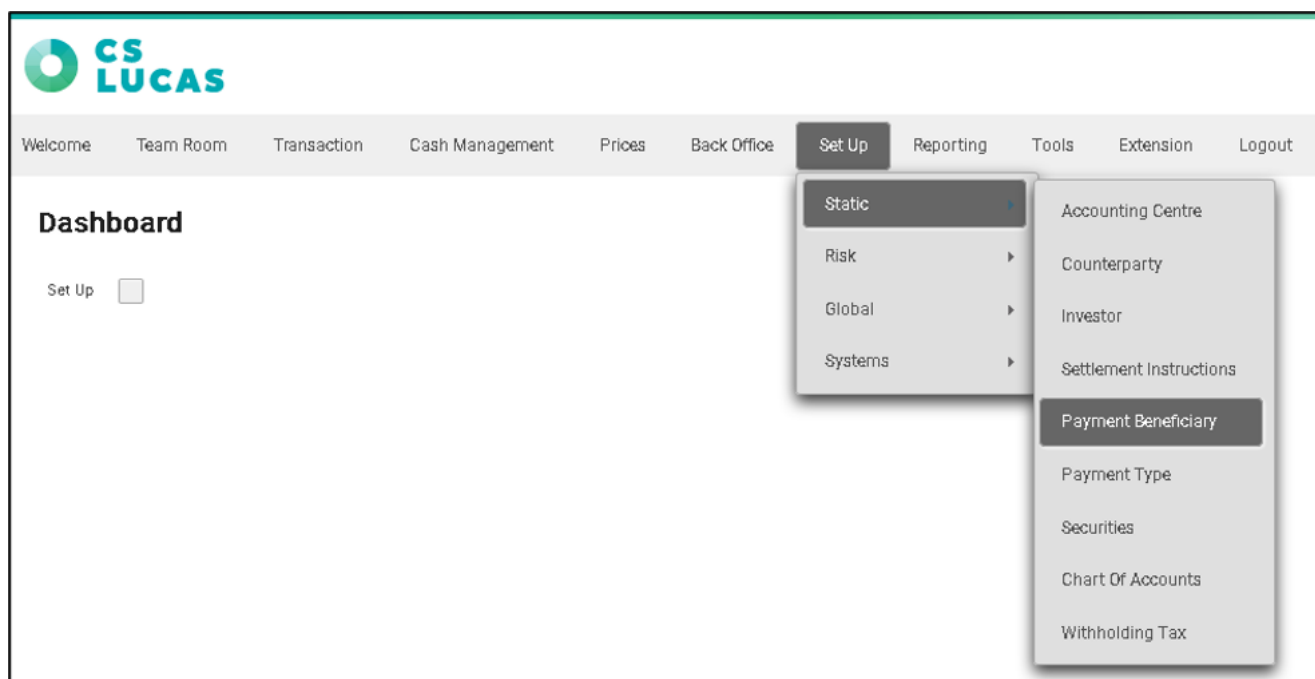
This document shows the procedure on how to create new payment beneficiary in CS Lucas system.

WHY IS THIS IMPORTANT

This screen allows set up of payment beneficiary 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.

Payment Beneficiary

Acct Cntr* Payment Type*

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

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3. To add a new payment beneficiary, click Add Bene.

New Payment Beneficiary

Shortname*

Acct Cntr*

Paying SSI*

Payment Type*

Fields	Values
No records found.	

4. In this screen, you can set up a payment beneficiary that is linked to a paying SSI and payment type.

5. First, type in a short name for the payment beneficiary.

6. Select the Acct Cntr from the drop down field. Acct Cntr drop down field is a restricted accounting centres that user has the access rights.

7. Next, select the SSI/ bank account. The Paying SSI field is populated based on the Acct Cntr selected.

8. Select the Payment Type. The payment beneficiary details required for the

selected payment type will be shown in the table below.

New Payment Beneficiary

←

Save

Shortname*

CS Lucas 5

Acct Cntr*

TFS-SG

▼

Paying SSI*

TFS-NAB-AUD-418

▼

Payment Type*

NAB-DE

▼

Fields	Values	
Bene BSB Number		
Bene Account Number		

9. Type in the fields required accordingly.

New Payment Beneficiary

←

Save

Shortname*

CS Lucas 5

Acct Cntr*

TFS-SG

▼

Paying SSI*

TFS-NAB-AUD-418

▼

Payment Type*

NAB-DE

▼

Fields	Values	
Bene BSB Number	123456	
Bene Account Number	1092389902	

10. Once completed, click Save. 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:123456, Bene Account Number:1092389902

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11. Newly created payment beneficiary will have an “N” under “App?” column. This means the set up requires approval.

12. To approve payment beneficiary, see [Approve Payment Beneficiary](#).

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Payment Beneficiary](#)

[Amend Payment Beneficiary](#)

[Approve Payment Beneficiary](#)

[Delete Payment Beneficiary](#)

CHANGE HISTORY

Date	By	Changes
16-Sep-2019	TS	Created.