Payment Beneficiary

PURPOSE

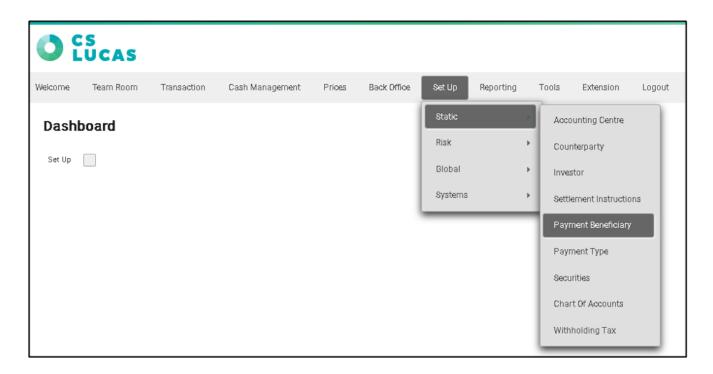
This document shows the procedure on how to launch and view payment beneficiary set up in CS Lucas system.

WHY IS THIS IMPORTANT

Payment beneficiary set up can be used for payment.

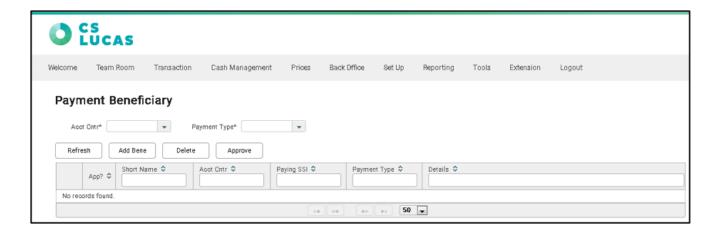
PROCEDURE

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.

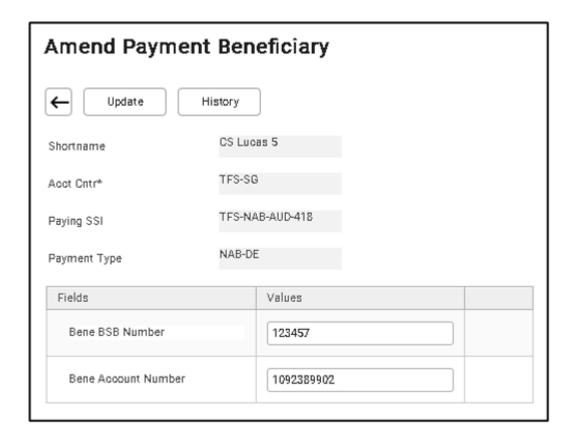
2. The Payment Beneficiary screen displays.



3. To view 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.



- 4. The payment beneficiary for the selected accounting centre and payment type will be displayed.
- 5. To view the details for a particular payment beneficiary, click on the Details hyperlink to drill down to Amend Payment Beneficiary screen.



6. To return to Payment Beneficiary Listing screen, click



FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

New Payment Beneficiary

Amend Payment Beneficiary

<u>Approve Payment Beneficiary</u>

Delete Payment Beneficiary

CHANGE HISTORY

Date	Ву	Changes
16-Sep-2019	TS	Created.