

Payment Beneficiary

PURPOSE

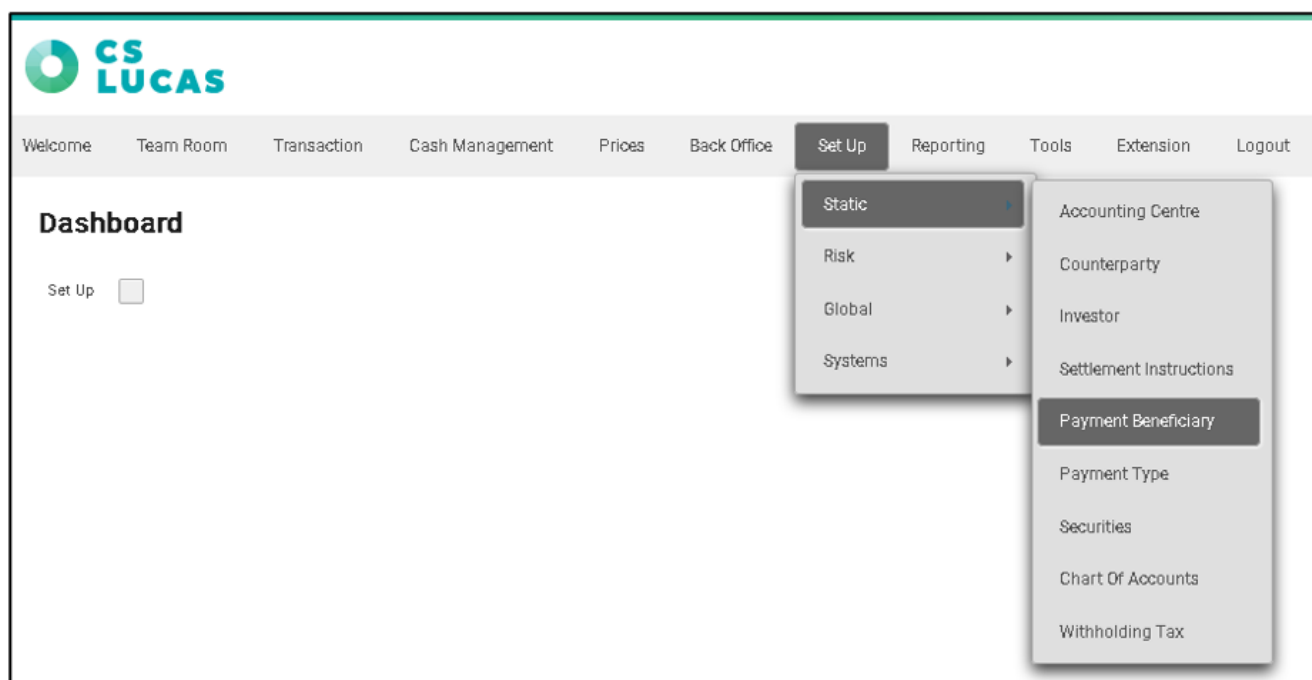
This document shows the procedure on how to launch and view payment beneficiary set up in CS Lucas system.

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.



Welcome Team Room Transaction Cash Management Priors 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 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.

Payment Beneficiary

Acct Cntr* Payment Type*

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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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.

Amend Payment Beneficiary

Shortname

CS Lucas 5

Acct Cntr*

TFS-SG

Paying SSI

TFS-NAB-AUD-418

Payment Type

NAB-DE

Fields	Values
Bene BSB Number	123457
Bene Account Number	1092389902

6. To return to Payment Beneficiary Listing screen, click



Payment Beneficiary

Acct Cntr* TFS-SG

Payment Type* NAB-DE

	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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FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[New Payment Beneficiary](#)

[Amend Payment Beneficiary](#)

[Approve Payment Beneficiary](#)

[Delete Payment Beneficiary](#)

CHANGE HISTORY

Date	By	Changes
16-Sep-2019	TS	Created.