CM-48 Clear Zero Dollar Payments

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to clear zero-dollar payments manually in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of how to manually clear zero-dollar payments inside NCFS.

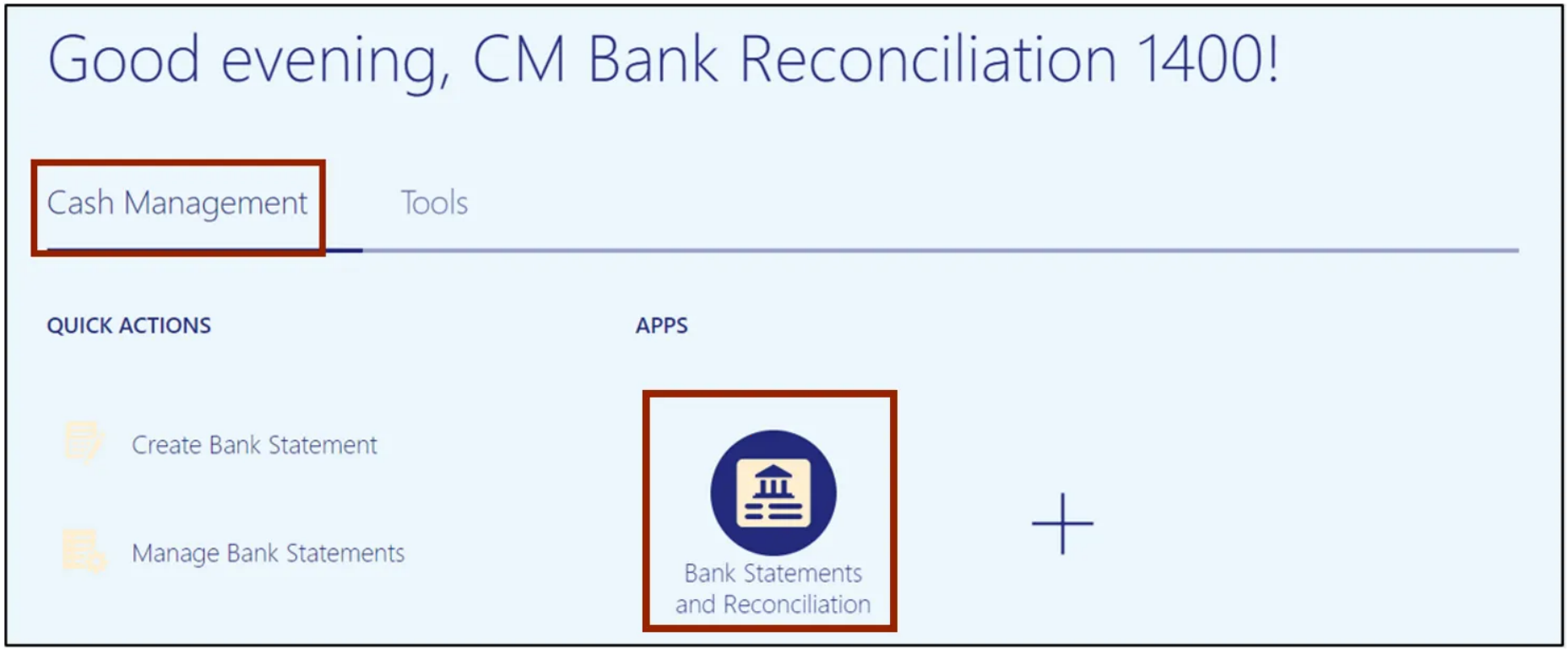
Clear Zero Dollar Payments

To clear Zero Dollar Payments manually, please follow the steps below. There are 20 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

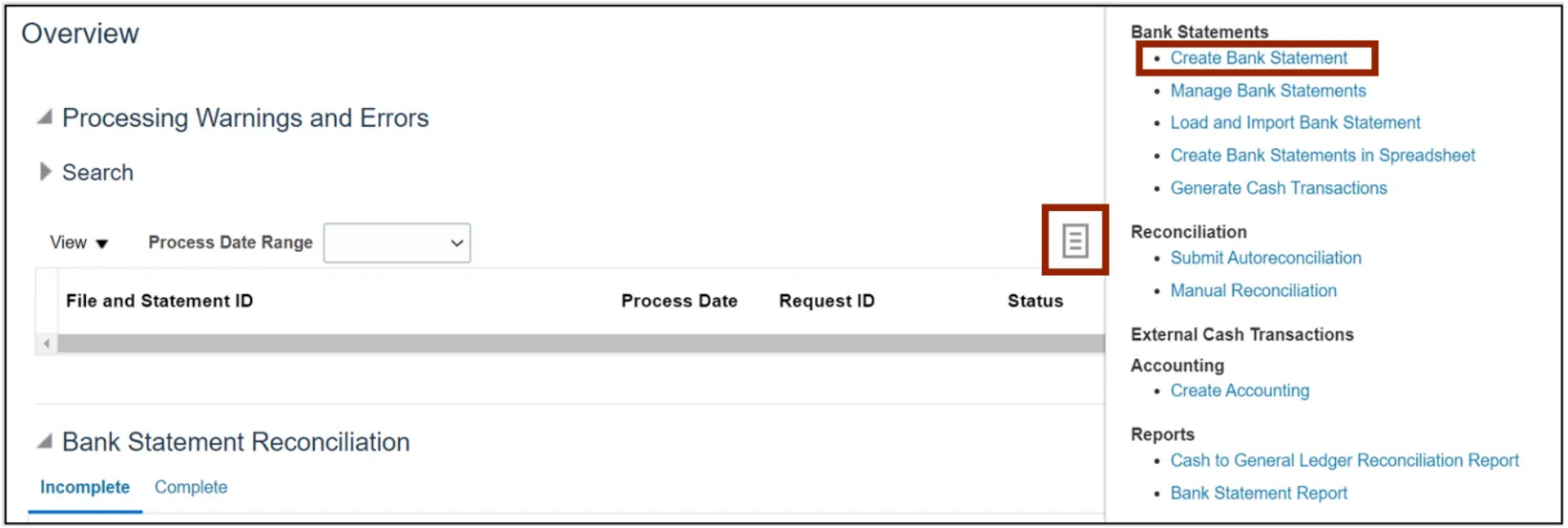
Step 2. On the **Home** page, click the **Cash Management** tab and select the **Bank Statements and Reconciliation** app.

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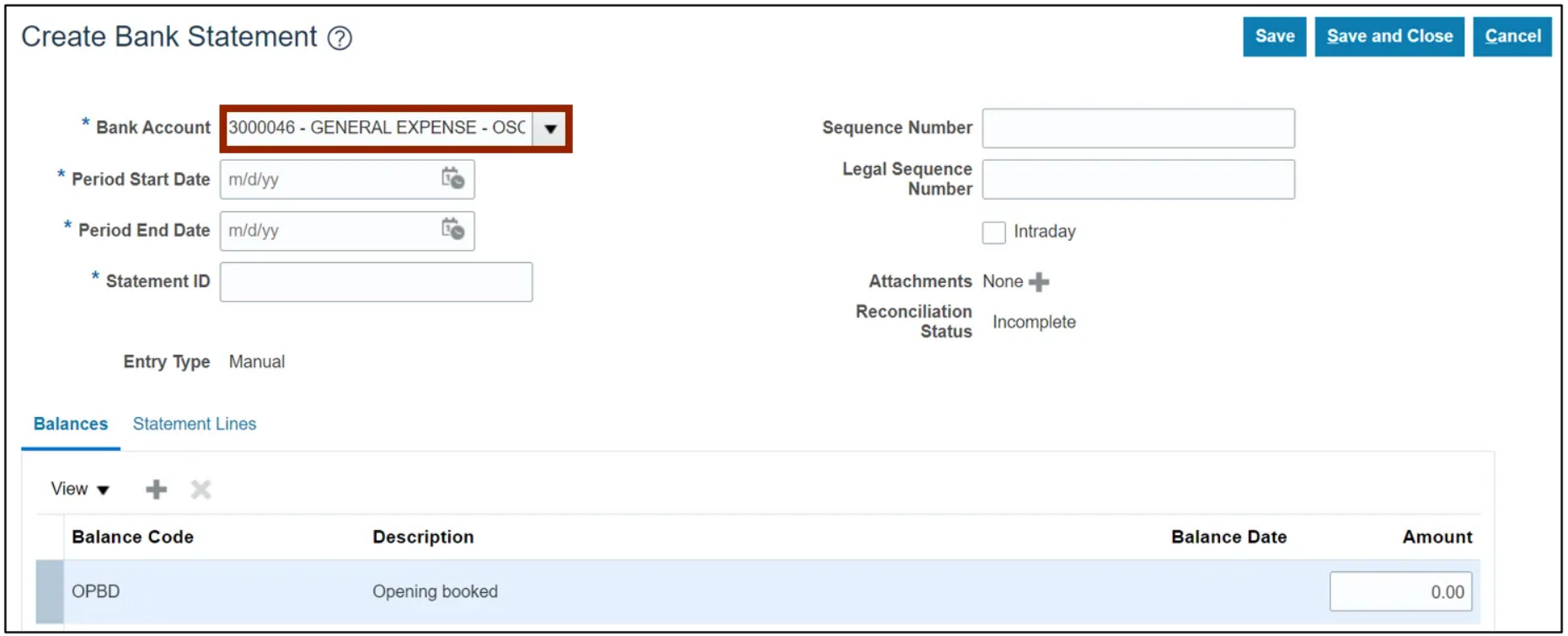
Step 3. Click the **Tasks** icon on the right side and select **Create Bank Statement** from the **Tasks** pane.

Image



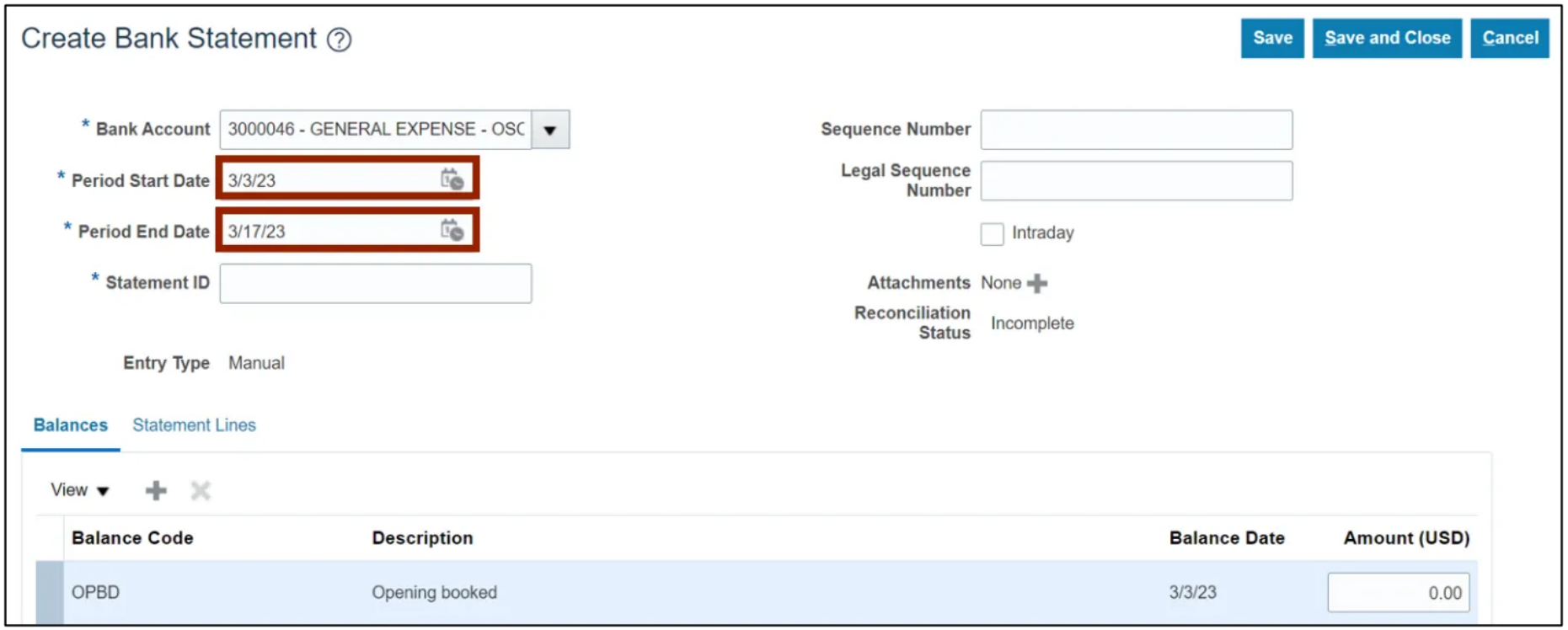
Step 4. Select the **Bank Account** details in the **Bank Account** field.

Image



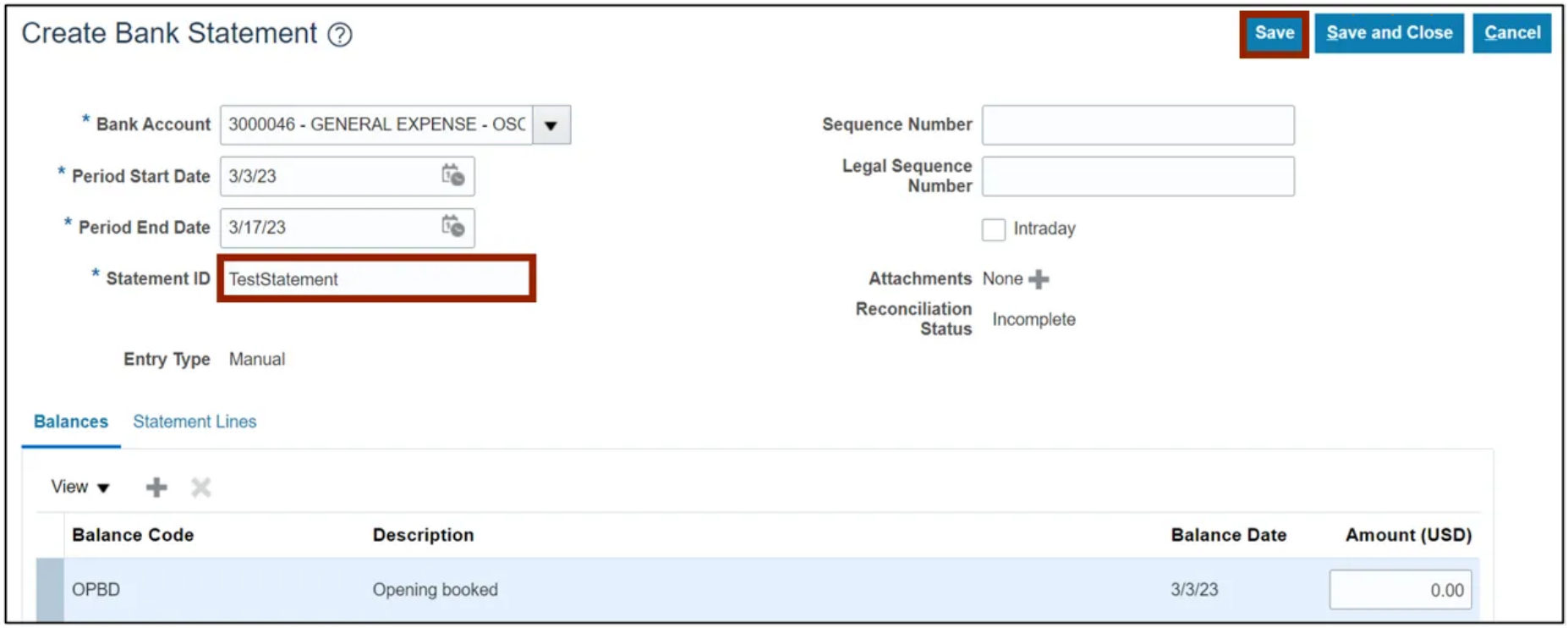
Step 5. Enter the **Period Start Date** and **Period End Date**.

Image



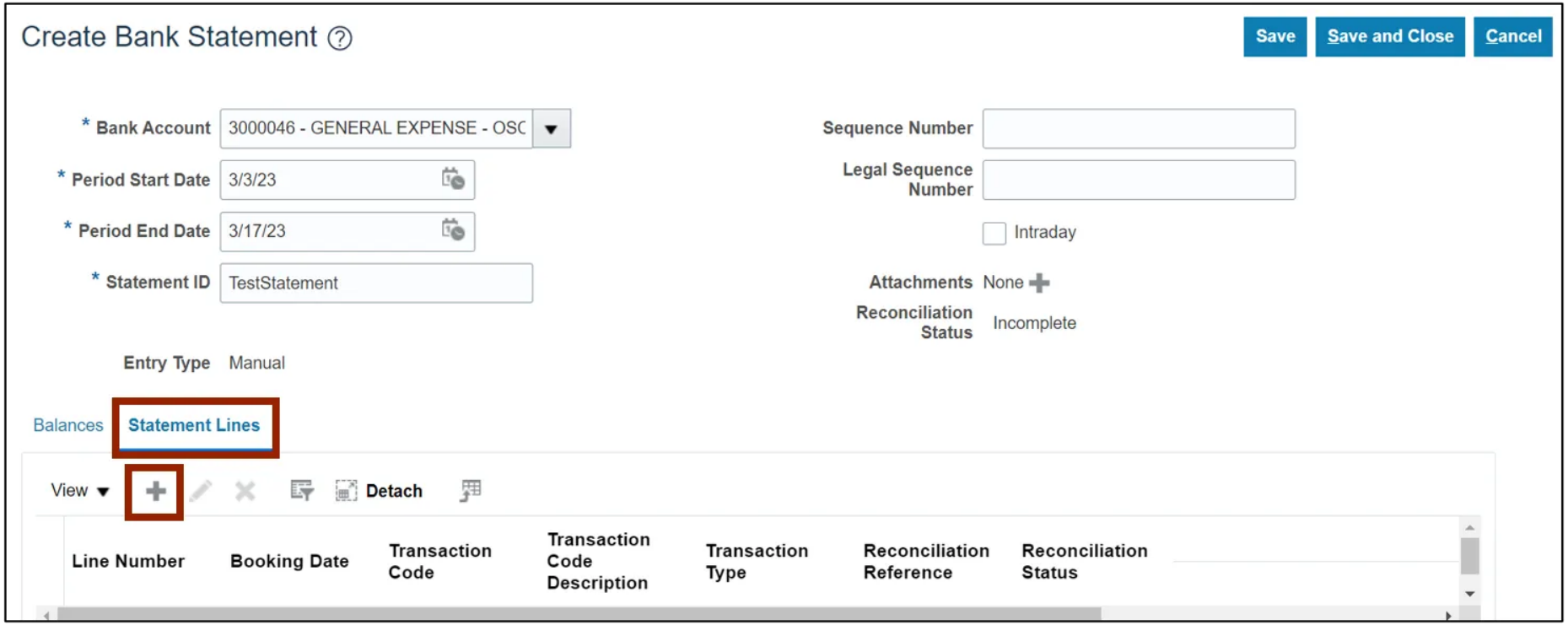
Step 6. Enter **Statement ID** and click the **Save** button. Suggested statement ID name “Clear zero-dollar payment for the month of xx”.

Image



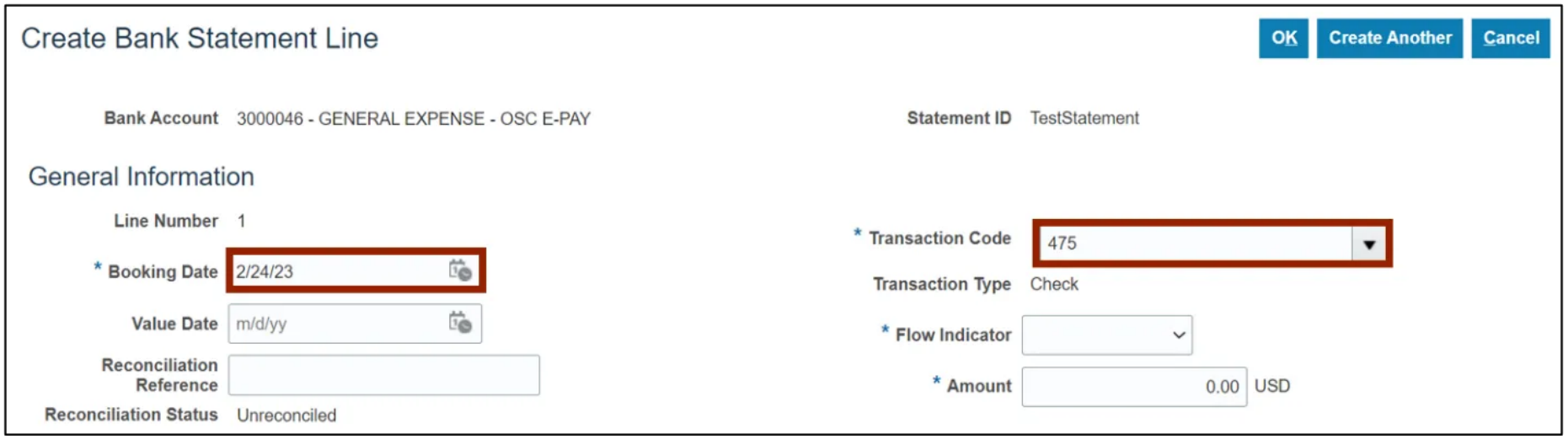
Step 7. Navigate to the **Statement Lines** tab and click the **Create** icon.

Image



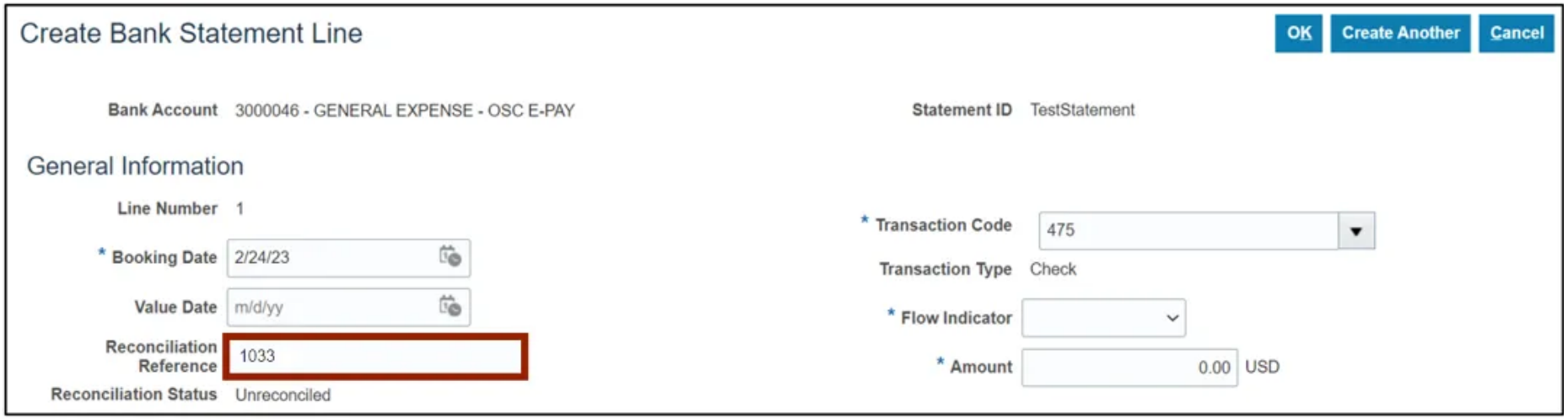
Step 8. Enter the **Booking Date (payment date)** “which could be the last day of the month that you are clearing the zero-dollar payments for it” and the **Transaction Code (475)** in the respective fields.

Image



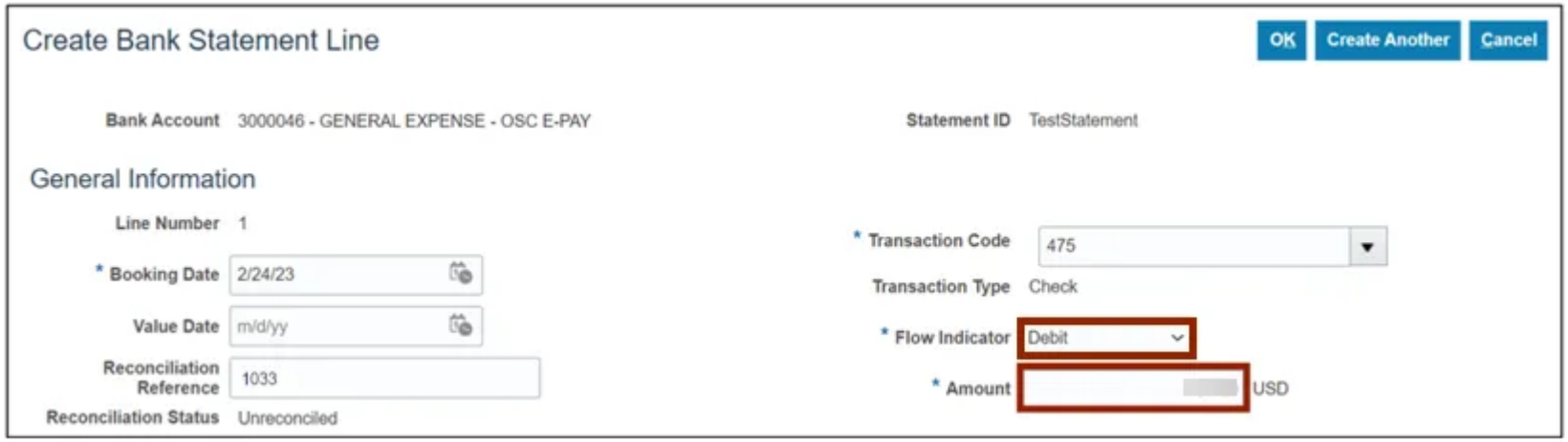
Step 9. Enter the **Reconciliation Reference (payment)** number, which can be entered as “Zero-Dollar Payments”.

Image



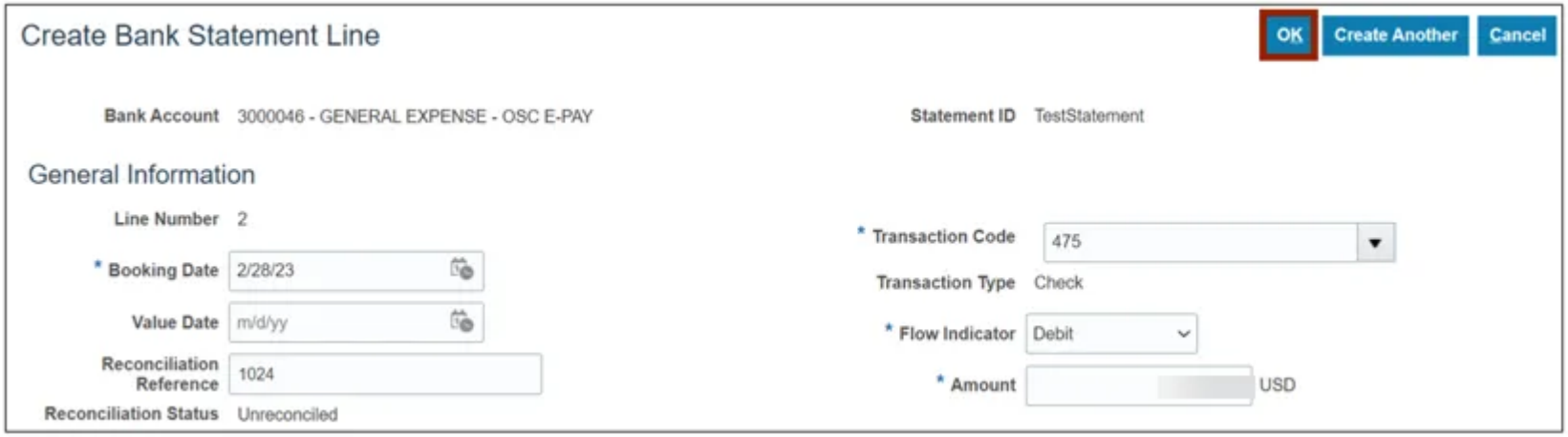
Step 10. Enter the details in **Flow Indicator** (always Debit) and payment **Amount** (zero).

Image



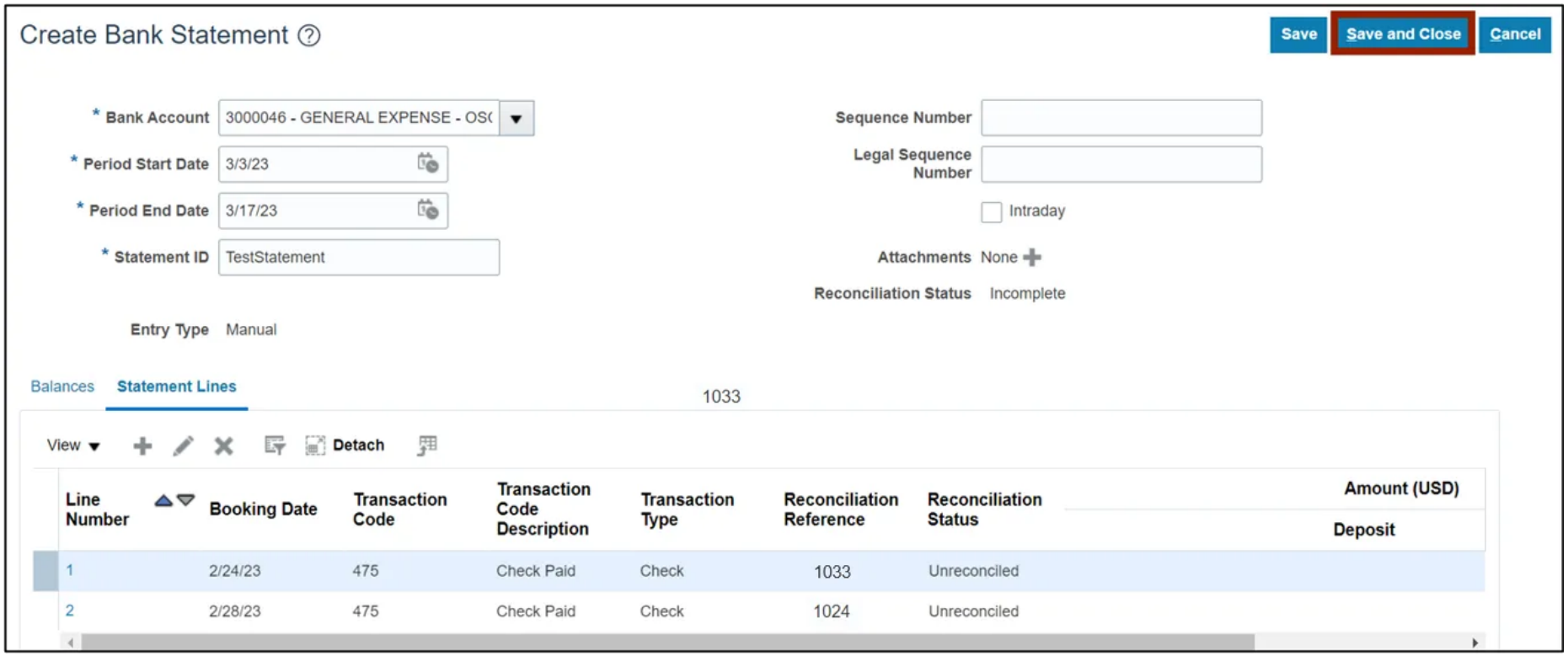
Step 11. Click the **OK** button.

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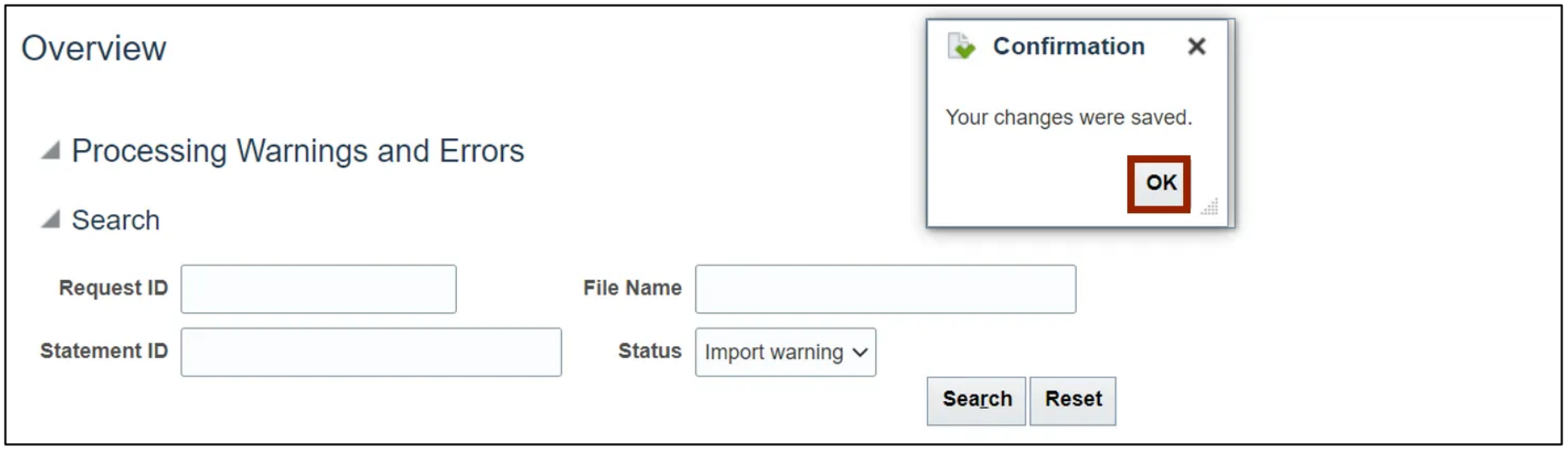
Step 12. Click the **Save and Close** button.

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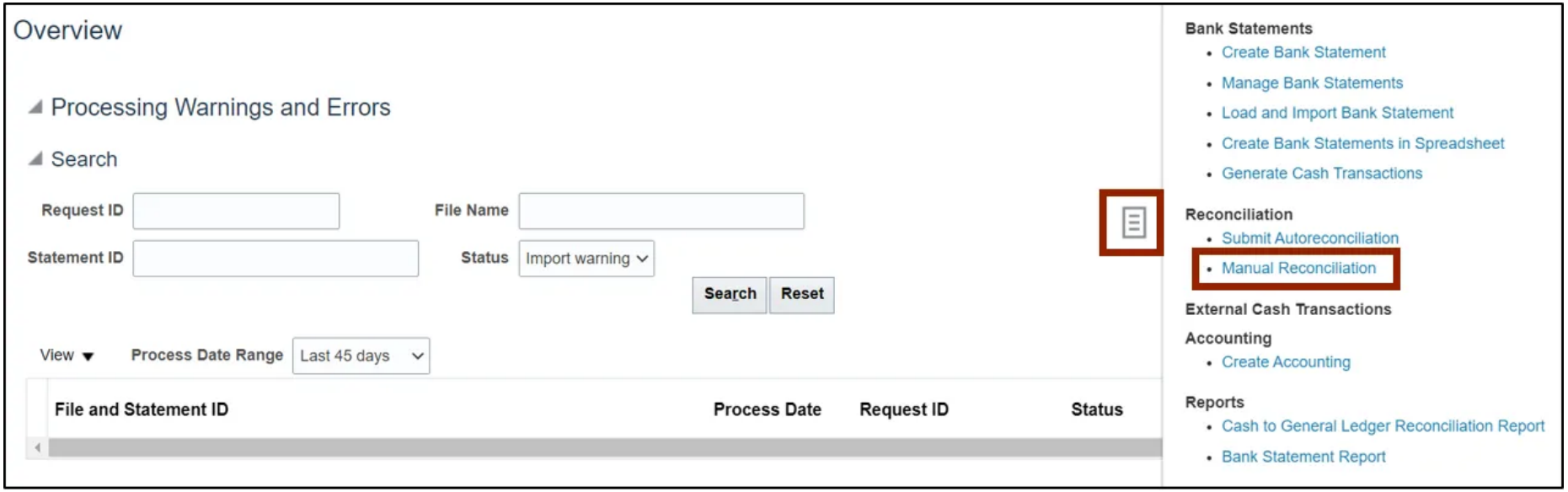
Step 13. The *Confirmation* pop-up appears. Click the **OK** button.

Image



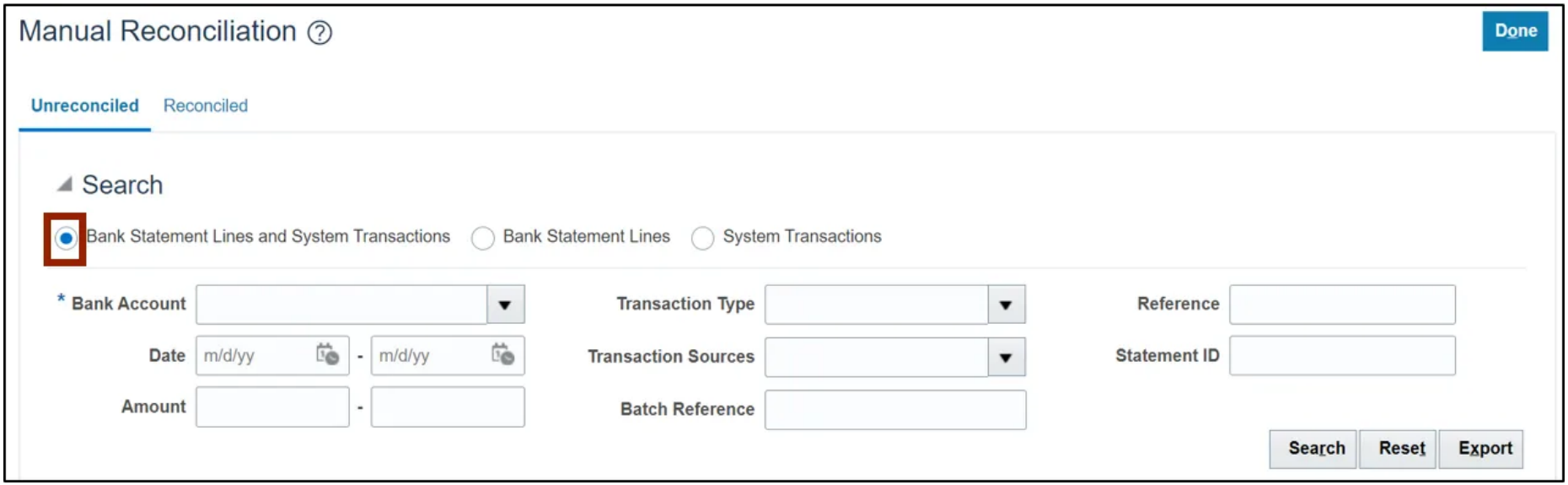
Step 14. Click the **Tasks** icon and select **Manual Reconciliation** under the **Reconciliation** section.

Image



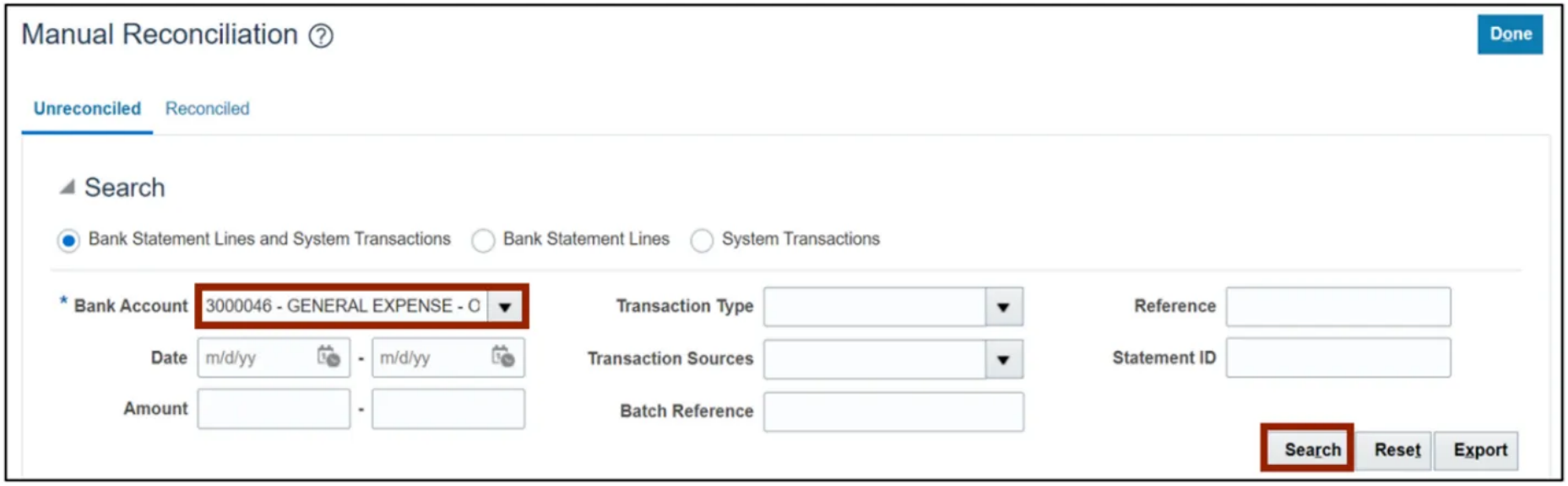
Step 15. Select the Bank Statement Lines and System Transactions radio button.

Image



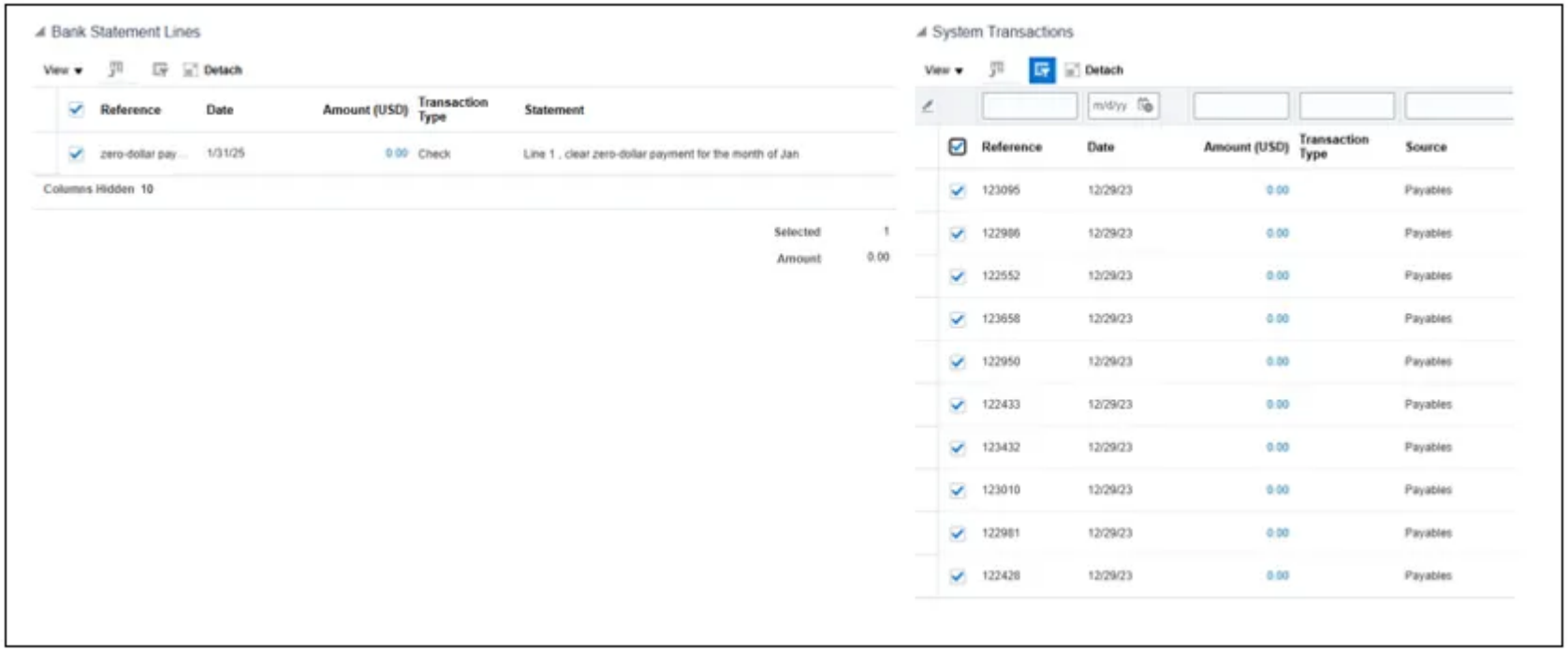
Step 16. Select the **Bank Account** details on the **Bank Account** field and enter 0.00 in the amount fields. Then, click the **Search** button.

Image



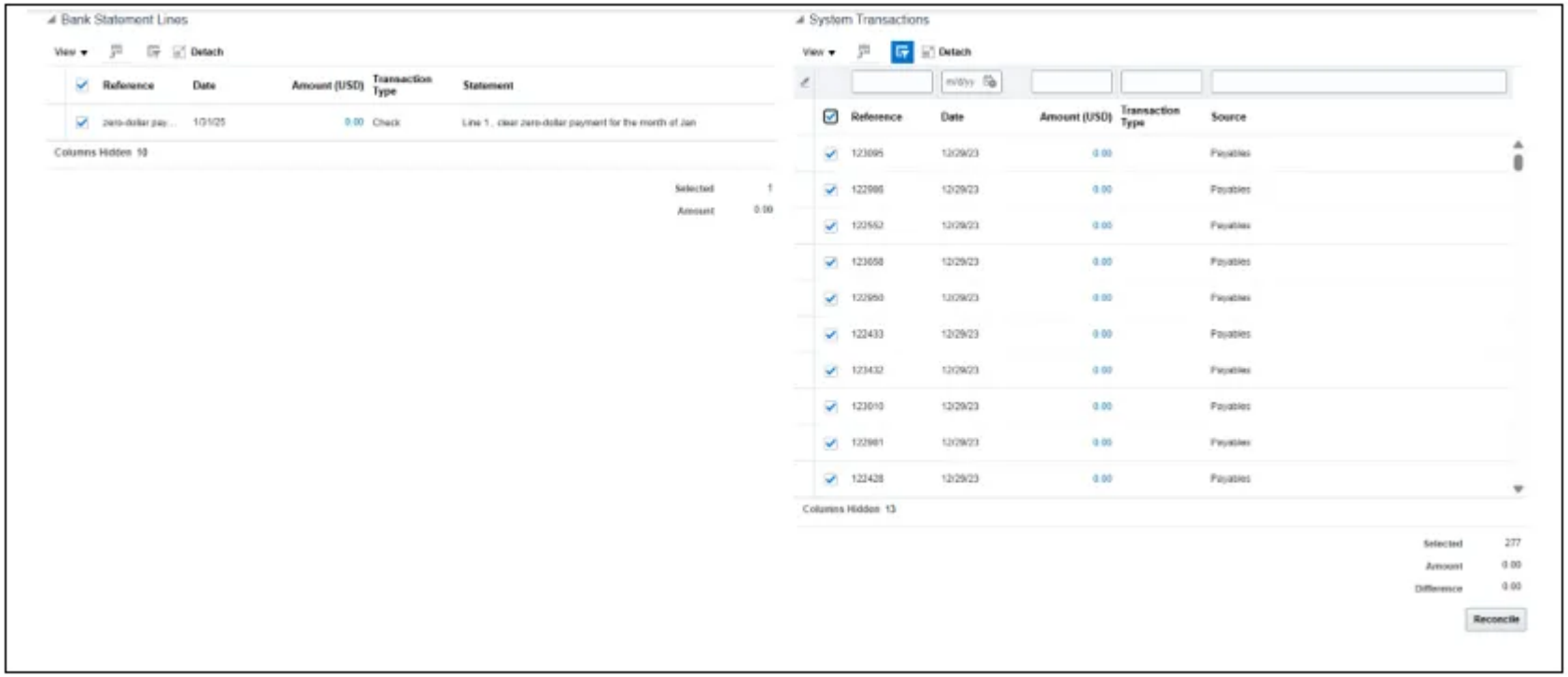
Step 17. Locate and select the desired bank statement line that was created from the above steps with the zero-dollar amount and select the system transaction(s) that has the zero-dollar value from the respective section.

Image



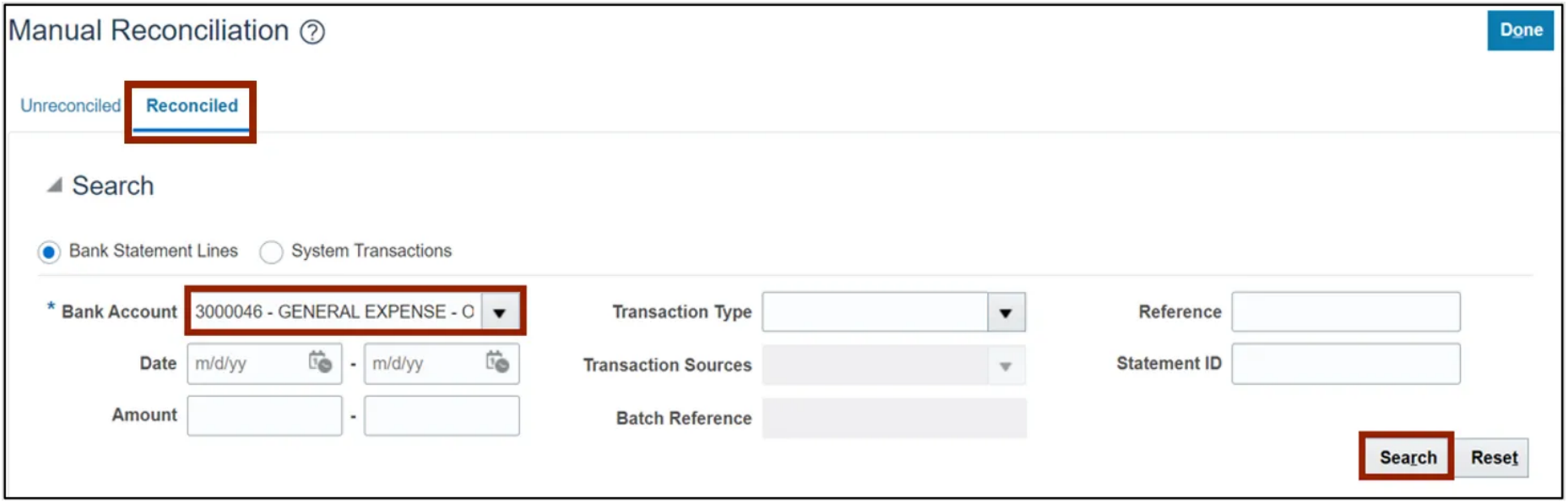
Step 18. Scroll down to the bottom of the page and ensure **Difference** is set to zero. Then click the **Reconcile** button.

Image



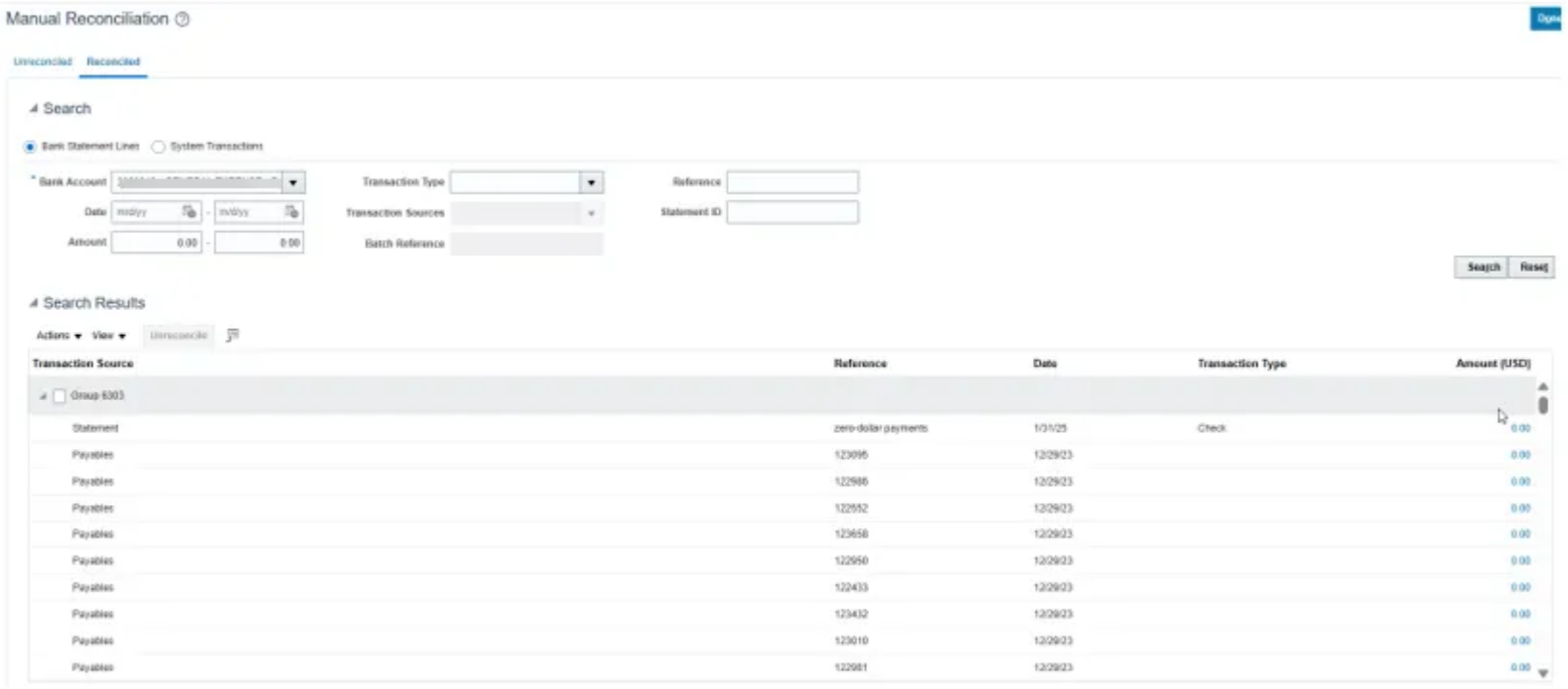
Step 19. To verify completion, navigate to the **Reconciled** tab. Select the **Bank Account** and enter 0.00 in the amount fields. Then, click the **Search** button.

Image



Step 20. The reconciliation details will populate, as shown below.

Image



Wrap-Up

This QRG covers the process of how to manually clear zero-dollar payments inside NCFS. OSC suggests completing this task monthly.

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