

AP-47 Zero Dollar Invoices

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation of how to create and pay a Non-PO matched Zero-Dollar Invoice in the Accounts Payable module in the North Carolina Financial System (NCFS). Please reference [QRG AP-41](#) if the purpose of the Non-PO matched Zero Dollar invoice is for 1099 purposes.

Introduction and Overview

This QRG covers the steps on how to create and then pay Non-PO matched zero-dollar invoices in the AP module in NCFS.

Note: Zero-dollar invoices should always have a total amount of \$0. The invoices have an equal positive and negative line amounts.

Zero Dollar Invoice

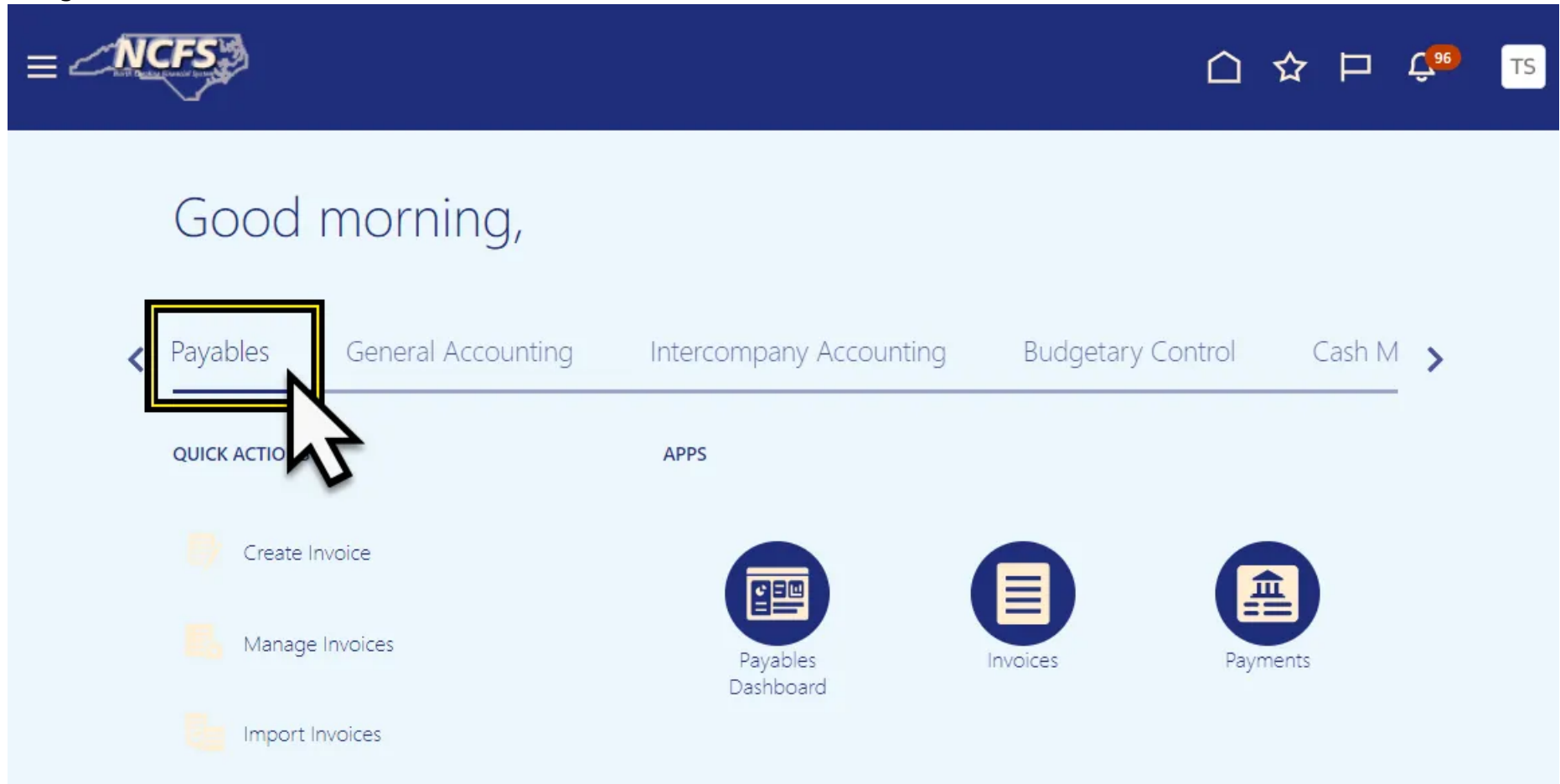
There are 18 steps to complete this process.

Follow steps one through five to create a zero-dollar invoice.

Step 1. Login to the NCFS portal.

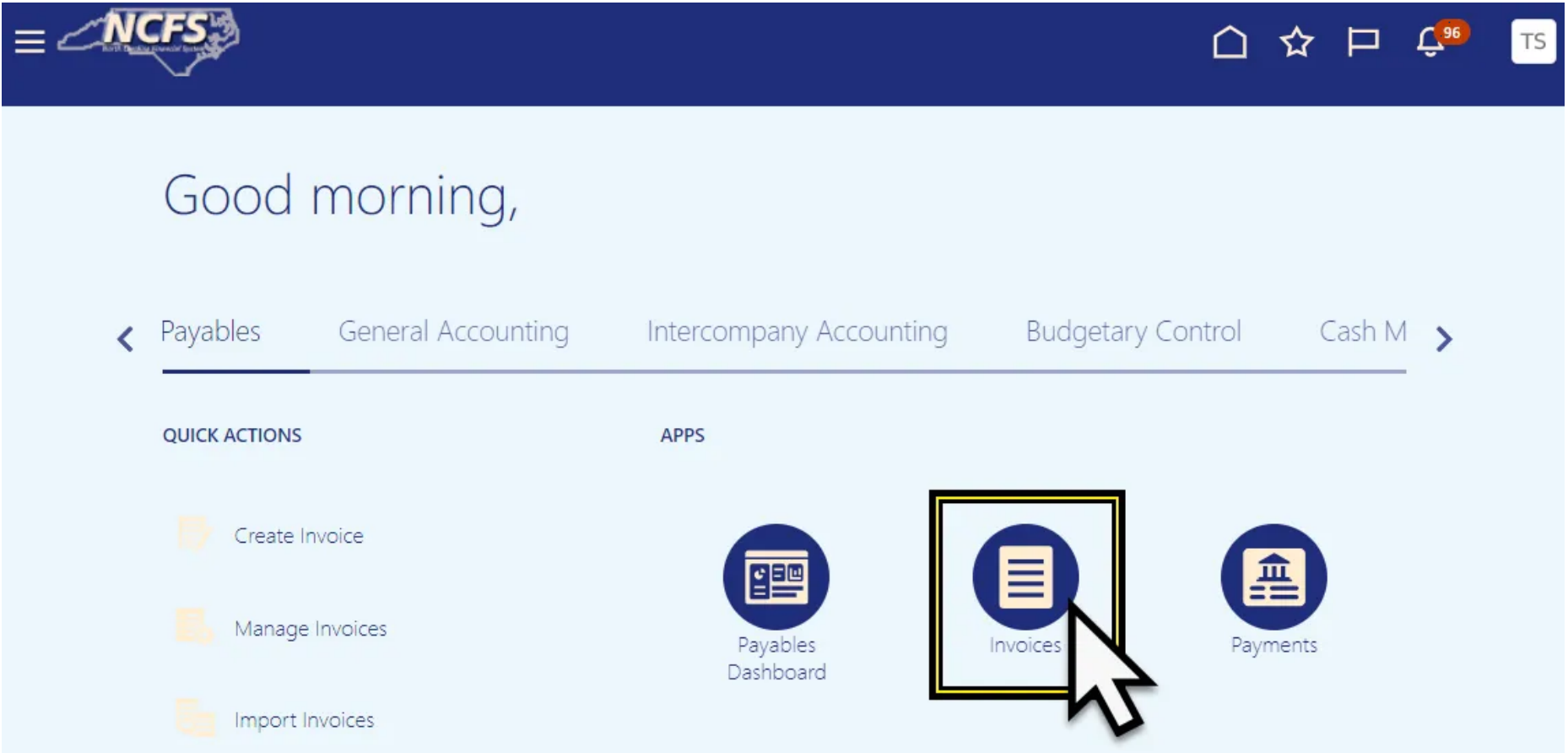
Step 2. Click the **Payables** tab from the home page.

Image



Step 3. Click the **Invoices** app.

Image



Step 4. Click **Create** to create a zero-dollar invoice.

Image

NCFS

Invoices ?

Recent 24 Hours

0 Incomplete
0 Complete
0 Total

Holds 7 Days

7 Validation
2 Purchasing
0 Other

Approval

0 Pending
6 Others
38 Rejected

Prepaid

0

View

×

Detach

Create

Validate

Cancel

Post to Ledger

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status
----------------	--------	----------	---------------	-------------------	-------------------

Step 5. The Create Invoice page is displayed.

Image

Create Invoice: ?



Invoice Actions ▼

Save and Create Next

Save

Save and Close

Cancel

Invoice Header [Show More](#)

Identifying PO

* Business Unit

* Supplier
Supplier
Number

* Supplier Site

Legal Entity

Invoice Group

* Number

* Amount

* Type

Description

* Date

* Payment Terms

* Terms Date

Requester

Attachments None +

Note

► Lines ?

Step 6. Enter the supplier information, invoice number, set the payment terms to Immediate, and enter **Zero (0.00)** in the Amount field.

Image

Create Invoice: ?



Invoice Actions ▼

Save and Create Next

Save

Save and Close

Cancel

Invoice Header [Show More](#)

Identifying PO

* Business Unit 4600 DEPARTMENT OF NA ▼

→ * Supplier MAINE BALSAM FIR PRODUC
Supplier Number 100029

* Supplier Site R.46PT.01 ▼

* Legal Entity NC DEPARTMENT OF NAT ▼

Invoice Group

► Lines ? →

→ * Number 07544740
* Amount USD - ▼
* Type Standard ▼
Description

* Date 3/11/24

→ * Payment Terms Immediate ▼

* Terms Date 3/11/24

Requester

Attachments None +

Note

Step 7. Enter the positive line for the information that is being corrected to for this correction. Be sure to enter the correct distribution combination.

Image

▲ Lines ? Match Invoice Lines

View + [Icons] Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Income Tax Asset Project

* Number	* Type	* Amount	Distribution				Budgetary Control	
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status
1	Item	1,000.00		4600-105137-53800029-4600548-0000	2/16/24	☐	2/16/24	Not attempted

Step 8. Enter the negative line for the information that is being changed that reverses the original information. **The two lines must net to 0.00.**

Image

▲ Lines ? Match Invoice Lines

View + [Icons] Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Income Tax Asset Project

* Number	* Type	* Amount	Tax	Purchase Order			Income Tax
			Ship-to Location	Number	Line	Schedule	Type
2	Item	-1,000.00	4600DNCRNI-4605				DAU/AR
1	Item	1,000.00	4600DNCRNI-4605 MAIL SE				MISC3

Step 9. Click **Save**.

Image



Step 10. Click the **Invoice Actions** drop-down menu.

Image



Step 11. Select **Manage Installments**.

Image

Not validated

Invoice Actions Save Save and Close Cancel

Manage Installments

Calculate Tax Ctrl+Alt+X

Check Funds

Validate Ctrl+Alt+V

Request Override

Apply or Unapply Prepayments

Manage Holds

Approval

View Approval and Notification History

Cancel Invoice

Delete Invoice

Pay in Full

Post to Ledger

Account in Draft

53 PM

4740

- 0.00

Standard

Step 12. Select **Check Supplier** option under Payment Method.

- When paying the Non-PO matched Zero Dollar invoice the Zero Dollar Check template will be used so that a \$0 check is not printed when paying the Non-PO Zero Dollar invoice.

Image

View     Detach

Release Hold

Installment	Due Date	Gross Amount	Unpaid Amount	Payment Priority	Payment Method	Bank Account	Details
1	2/16/24 	0.00	0.00	10	Electronic - Supp 	XXXXXXXX152 	
Totals		0.00	0.00				

Installment 1: Details

Discounts (0) Remittance Messages Holds

1

Date

Discount

Electronic - Supp 

Check - One Time Payment

Check - Supplier

Electronic - GO

Electronic - One Time Payment

Electronic - Supplier

Search...

13. Click **Save and Close**.

Image

Manage Installments

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Bank Charge Bearer

Settlement Priority

Delivery Channel

Pay Group

Standard

Payment Reason

Payment Reason Comments

☐ Pay alone

Discountable Amount

1.00

View

Detach

Release Hold

Installment	Due Date	Gross Amount	Unpaid Amount	Payment Priority	Payment Method	Bank Account	Details
1	1/9/26	1.00	1.00	10	Check - Supplier		
Totals		1.00	1.00				

Installment 1: Details

Discounts (0)

Remittance Messages

Holds

1	Date	Discount		Net Amount	
2	Date	Discount		Net Amount	
3	Date	Discount		Net Amount	

Save

Save and Close

Cancel

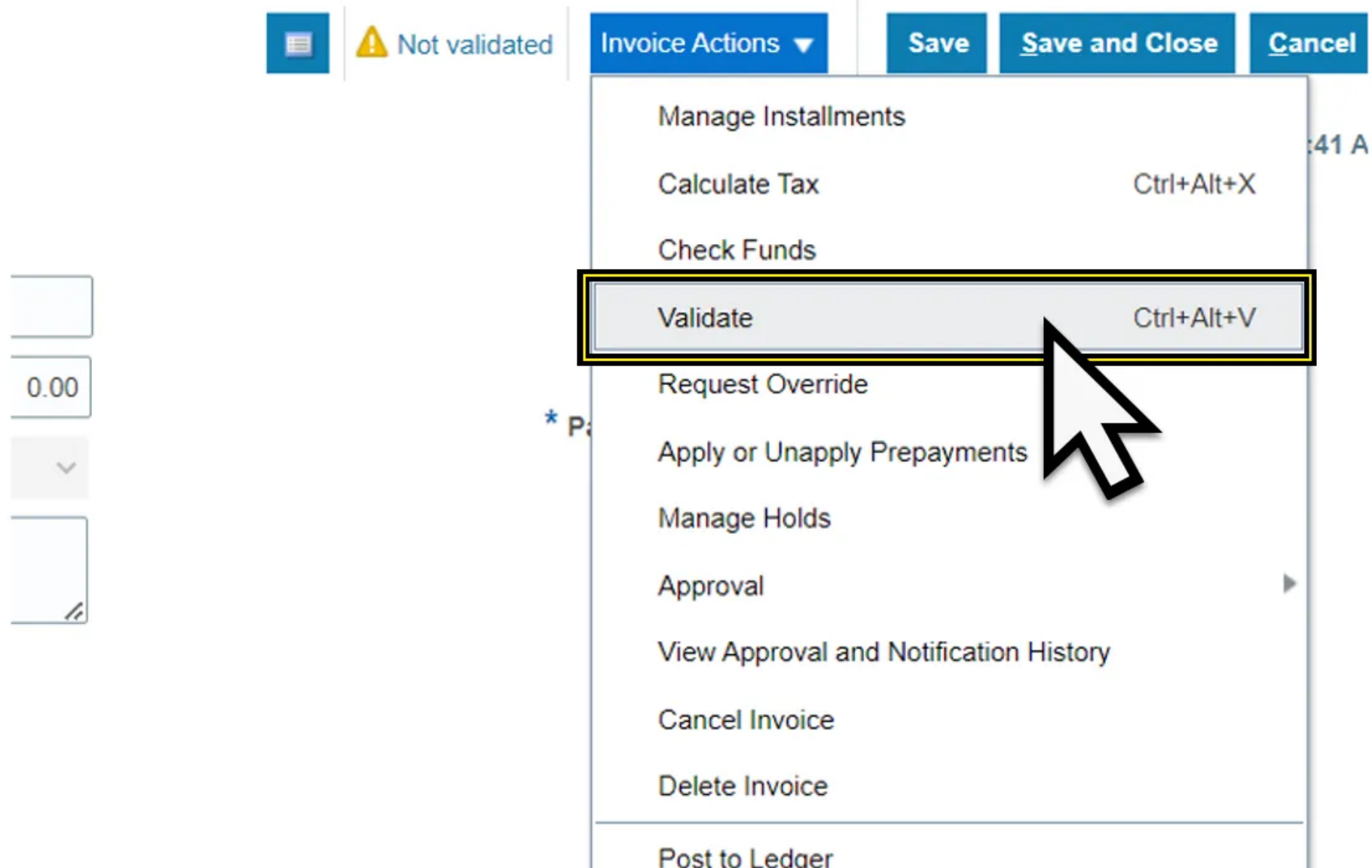
14. Return to the invoice page and click the **Invoice Actions** drop-down menu.

Image



15. Select **Validate**.

Image



16. Click the **Invoice Actions** drop-down menu.

Image



17. Select **Approval** and approve the invoice, based on your agency policy for the approval process.

Image



⚠ Not validated

Invoice Actions ▼

Save

Save and Close

Cancel

Manage Installments

Calculate Tax

Ctrl+Alt+X

Check Funds

Validate

Ctrl+Alt+V

Request Override

Apply or Unapply Prepayments

Manage Holds

Approval

View Approval and Notification History

Cancel Invoice

Delete Invoice

Post to Ledger

Initiate

Withdraw

Force Approve

Resubmit

Approve

Reject

41 A

18. Click **Save and Close**. The process is complete.

Image

Edit Invoice: 07544740 ?

Validated Invoice Actions Save **Save and Close** Cancel

Last Save 2/16/24 11:45 AM

Invoice Header Show More

Identifying PO

Business Unit 4600 DEPARTMENT OF NATURAL AND CULTURAL RESOURCES

Supplier MAINE BALSAM FIR PRODUCTS

Supplier Number 100029

Supplier Site R.46PT.01

* Legal Entity NC DEPARTMENT OF NAT

Invoice Group

* Number 07544740

* Amount USD 0.00

Type Standard

Description

* Date 2/16/24

* Payment Terms Immediate

* Terms Date 2/16/24

Requester

Attachments None

Note

Lines ? Match Invoice Lines

View + - Detach Allocate Cancel Line Distributions

Payment Process Request (PPR) Template for Zero Dollar Invoices

There are 6 steps to complete this process.

Step 1. Login into NCFS using your credentials.

Step 2. Navigate to the **Payables** tab from the home page.

Step 3. Click the **Payments** app.

Step 4. Click the **Tasks** icon.

Step 5. Click **Submit Payment Process Request** from the Payments section of the Task panel.

Step 6. Select the Template – **Zero Dollar Check**. Use this template to pay zero-dollar invoices without checks being printed.

Image

Submit Payment Process Request ?

* Name

Selection Criteria Payment and Processing Options

Pay Through Date

Pay from Date

From Payment Priority

To Payment Priority

Date Basis

Include Zero Amount Invoices

Supplier Type

Payment Method

Invoice Conversion Rate Type

Supplier or Party

Invoice Group

Template

- DST Check
- E-Pay
- IGO
- Non-DST Check
- Zero Dollar Check**
- _0700 Check-DST Use Only
- _0700 State Health-DST Use Only
- _0700 UPD-DST Use Only
- _1200 BOL Safe Wrk Comp-DOI Use ...
- _3900 Whitaker-DHHS Use Only

Search...

Note: Complete all the stages of the PPR. The PPR will not have to be approved by the cash management team. The PPR will be completed with a payment file that has no checks to print. This payment file does not need to be recorded.

Note: See NCFS QRG [AP-09a: Create and Process Check Payments](#) to see all the steps of creating a PPR.

First Published

Tue, 01/20/2026

Last Updated

Tue, 01/20/2026

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