



CLEAR ZERO DOLLAR PAYMENTS

QUICK REFERENCE GUIDE CM-48

CM

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**).

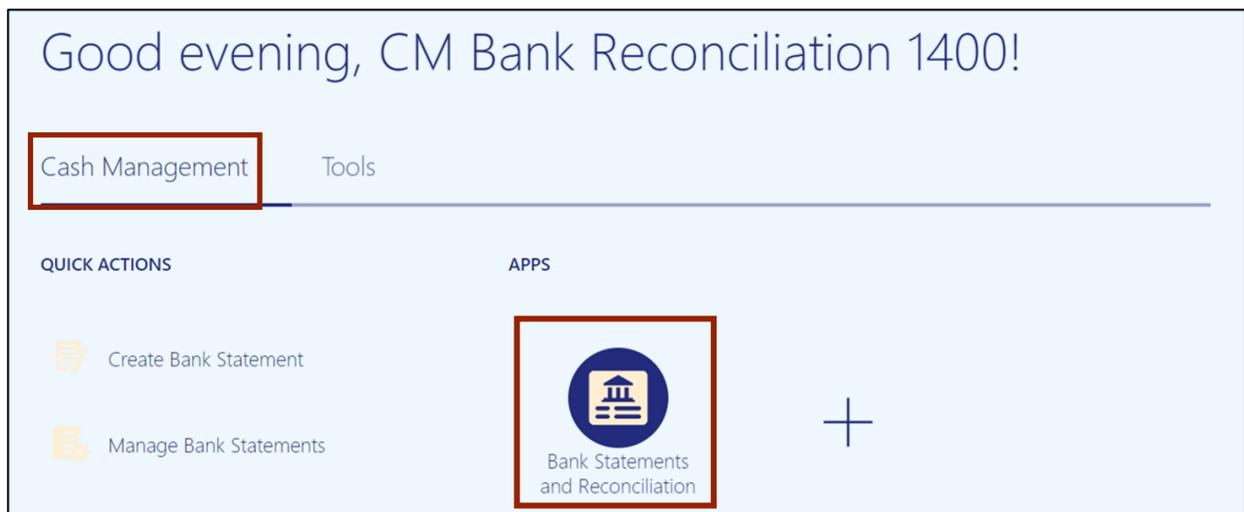
Introduction and Overview

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:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the Home page, click the **Cash Management** tab and select the **Bank Statements and Reconciliation** app.



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

The screenshot shows the 'Overview' page with a sidebar on the right. In the sidebar, the 'Tasks' icon (a list icon) is highlighted with a red box. Below it, the 'Bank Statements' menu is highlighted with a red box, and 'Create Bank Statement' is the first item in the list. Other items in the sidebar include 'Manage Bank Statements', 'Load and Import Bank Statement', 'Create Bank Statements in Spreadsheet', 'Generate Cash Transactions', 'Reconciliation', 'External Cash Transactions', 'Accounting', and 'Reports'.

- Select the **Bank Account** details in the **Bank Account** field.

The screenshot shows the 'Create Bank Statement' form. The 'Bank Account' dropdown menu is highlighted with a red box, showing '3000046 - GENERAL EXPENSE - OSC'. Other fields include 'Period Start Date', 'Period End Date', 'Statement ID', 'Sequence Number', 'Legal Sequence Number', 'Intraday' checkbox, 'Attachments', and 'Reconciliation Status'. Below the form is a table with columns 'Balance Code', 'Description', 'Balance Date', and 'Amount'. The table contains one row: 'OPBD', 'Opening booked', and '0.00'.

- Enter the **Period Start Date** and **Period End Date**.

The screenshot shows the 'Create Bank Statement' form with the 'Period Start Date' and 'Period End Date' fields highlighted with red boxes. The 'Period Start Date' is '3/3/23' and the 'Period End Date' is '3/17/23'. The 'Bank Account' dropdown is also visible, showing '3000046 - GENERAL EXPENSE - OSC'. The table below the form now shows the 'Balance Date' as '3/3/23' and the 'Amount (USD)' as '0.00'.

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

Create Bank Statement ? Save Save and Close Cancel

* Bank Account 3000046 - GENERAL EXPENSE - OSC

* Period Start Date 3/3/23

* Period End Date 3/17/23

* Statement ID **TestStatement**

Sequence Number

Legal Sequence Number

Intraday

Attachments None +

Reconciliation Status Incomplete

Entry Type Manual

Balances Statement Lines

View + x

Balance Code	Description	Balance Date	Amount (USD)
OPBD	Opening booked	3/3/23	0.00

- Navigate to the **Statement Lines** tab and click the **Create [+]** icon.

Create Bank Statement ? Save Save and Close Cancel

* Bank Account 3000046 - GENERAL EXPENSE - OSC

* Period Start Date 3/3/23

* Period End Date 3/17/23

* Statement ID TestStatement

Sequence Number

Legal Sequence Number

Intraday

Attachments None +

Reconciliation Status Incomplete

Entry Type Manual

Balances **Statement Lines**

View + x Detach

Line Number	Booking Date	Transaction Code	Transaction Code Description	Transaction Type	Reconciliation Reference	Reconciliation Status
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- 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.

Create Bank Statement Line OK Create Another Cancel

Bank Account 3000046 - GENERAL EXPENSE - OSC E-PAY

Statement ID TestStatement

General Information

Line Number 1

* Booking Date **2/24/23**

Value Date m/d/yy

Reconciliation Reference

Reconciliation Status Unreconciled

* Transaction Code **475**

Transaction Type Check

* Flow Indicator

* Amount 0.00 USD

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

Create Bank Statement Line
OK Create Another Cancel

Bank Account 3000046 - GENERAL EXPENSE - OSC E-PAY
Statement ID TestStatement

General Information

Line Number 1

* Booking Date 2/24/23

Value Date m/d/yy

Reconciliation Reference 1033

Reconciliation Status Unreconciled

* Transaction Code 475

Transaction Type Check

* Flow Indicator

* Amount 0.00 USD

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

Create Bank Statement Line
OK Create Another Cancel

Bank Account 3000046 - GENERAL EXPENSE - OSC E-PAY
Statement ID TestStatement

General Information

Line Number 1

* Booking Date 2/24/23

Value Date m/d/yy

Reconciliation Reference 1033

Reconciliation Status Unreconciled

* Transaction Code 475

Transaction Type Check

* Flow Indicator Debit

* Amount USD

- Click the **OK** button.

Create Bank Statement Line
OK Create Another Cancel

Bank Account 3000046 - GENERAL EXPENSE - OSC E-PAY
Statement ID TestStatement

General Information

Line Number 2

* Booking Date 2/28/23

Value Date m/d/yy

Reconciliation Reference 1024

Reconciliation Status Unreconciled

* Transaction Code 475

Transaction Type Check

* Flow Indicator Debit

* Amount USD

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

Create Bank Statement Save Save and Close Cancel

* Bank Account 3000046 - GENERAL EXPENSE - OSC
 * Period Start Date 3/3/23
 * Period End Date 3/17/23
 * Statement ID TestStatement

Sequence Number
 Legal Sequence Number
 Intraday
 Attachments None +
 Reconciliation Status Incomplete

Entry Type Manual

Balances **Statement Lines** 1033

View + - X Detach

Line Number	Booking Date	Transaction Code	Transaction Code Description	Transaction Type	Reconciliation Reference	Reconciliation Status	Amount (USD) Deposit
1	2/24/23	475	Check Paid	Check	1033	Unreconciled	
2	2/28/23	475	Check Paid	Check	1024	Unreconciled	

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

Overview

Processing Warnings and Errors

Search

Request ID File Name

Statement ID Status Import warning v

Search Reset

Confirmation X

Your changes were saved.

OK

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

Overview

Processing Warnings and Errors

Search

Request ID File Name

Statement ID Status Import warning v

Search Reset

View Process Date Range Last 45 days v

File and Statement ID	Process Date	Request ID	Status

Tasks

- Bank Statements
 - Create Bank Statement
 - Manage Bank Statements
 - Load and Import Bank Statement
 - Create Bank Statements in Spreadsheet
 - Generate Cash Transactions
- Reconciliation**
 - Submit Autoreconciliation
 - Manual Reconciliation**
- External Cash Transactions
- Accounting
 - Create Accounting
- Reports
 - Cash to General Ledger Reconciliation Report
 - Bank Statement Report

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

The screenshot shows the 'Manual Reconciliation' search interface. The 'Bank Statement Lines and System Transactions' radio button is selected and highlighted with a red box. Other fields include 'Bank Account', 'Transaction Type', 'Reference', 'Date', 'Transaction Sources', 'Statement ID', 'Amount', and 'Batch Reference'. 'Search', 'Reset', and 'Export' buttons are at the bottom right.

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

The screenshot shows the search form with the 'Bank Account' dropdown menu open, displaying '3000046 - GENERAL EXPENSE - 0'. The 'Search' button is highlighted with a red box. The 'Amount' field is empty.

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.

The screenshot displays two tables side-by-side. The left table is 'Bank Statement Lines' and the right is 'System Transactions'. Both tables have a 'Selected' column.

Reference	Date	Amount (USD)	Transaction Type	Statement
zero-dollar pay	1/31/25	0.00	Check	Line 1 - clear zero-dollar payment for the month of Jan

Reference	Date	Amount (USD)	Transaction Type	Source
123095	12/29/23	0.00	Payables	
122986	12/29/23	0.00	Payables	
122552	12/29/23	0.00	Payables	
123658	12/29/23	0.00	Payables	
122950	12/29/23	0.00	Payables	
122433	12/29/23	0.00	Payables	
123432	12/29/23	0.00	Payables	
123010	12/29/23	0.00	Payables	
122981	12/29/23	0.00	Payables	
122428	12/29/23	0.00	Payables	

18. Scroll down to the bottom of the page and ensure that **Difference** is 0. Then, click the **Reconcile** button.

Reference	Date	Amount (USD)	Transaction Type	Statement
zero-dollar pay...	12/1/25	0.00	Check	Line 1, clear zero-dollar payment for the month of Jan

Reference	Date	Amount (USD)	Transaction Type	Source
123095	12/29/23	0.00	Payables	
122995	12/29/23	0.00	Payables	
122952	12/29/23	0.00	Payables	
123058	12/29/23	0.00	Payables	
123050	12/29/23	0.00	Payables	
122433	12/29/23	0.00	Payables	
123432	12/29/23	0.00	Payables	
123010	12/29/23	0.00	Payables	
122981	12/29/23	0.00	Payables	
122428	12/29/23	0.00	Payables	

Selected: 277
Amount: 0.00
Difference: 0.00
Reconcile

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.

Manual Reconciliation Done

Unreconciled **Reconciled**

Search

Bank Statement Lines System Transactions

* Bank Account: **3000046 - GENERAL EXPENSE - C** Transaction Type: [] Reference: []

Date: m/d/yy - m/d/yy Transaction Sources: [] Statement ID: []

Amount: [] - [] Batch Reference: []

Search **Reset**

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

Manual Reconciliation ⊙ Done

Unreconciled Reconciled

Search

Bank Statement Lines System Transactions

Bank Account: Transaction Type: Reference:

Date: - Transaction Sources: Statement ID:

Amount: 0.00 - 0.00 Batch Reference:

Search Reset

Search Results

Actions

Transaction Source	Reference	Date	Transaction Type	Amount (USD)
Group 6303				
Statement	zero-dollar payments	1/31/25	Check	0.00
Payables	123095	12/29/23		0.00
Payables	122986	12/29/23		0.00
Payables	122952	12/29/23		0.00
Payables	123658	12/29/23		0.00
Payables	122950	12/29/23		0.00
Payables	123433	12/29/23		0.00
Payables	123432	12/29/23		0.00
Payables	123010	12/29/23		0.00
Payables	122981	12/29/23		0.00

Wrap-Up

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