

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.

Image

Good evening, CM Bank Reconciliation 1400!

Cash Management

Tools

QUICK ACTIONS



Create Bank Statement



Manage Bank Statements

APPS



Bank Statements
and Reconciliation



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

Image

Overview

Processing Warnings and Errors

Search

View ▼

Process Date Range

File and Statement ID	Process Date	Request ID	Status

Bank Statement Reconciliation

Incomplete

Complete

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

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

Image

Create Bank Statement ?

Save

Save and Close

Cancel

* Bank Account3000046 - GENERAL EXPENSE - OSC

* Period Start Datem/d/yy

* Period End Datem/d/yy

* Statement ID

Entry TypeManual

Sequence Number

Legal Sequence Number

☐ Intraday

AttachmentsNone

Reconciliation StatusIncomplete

BalancesStatement Lines

View

+

×

Balance Code	Description	Balance Date	Amount
OPBD	Opening booked		0.00

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

Image

Create Bank Statement ?

Save

Save and Close

Cancel

* Bank Account3000046 - GENERAL EXPENSE - OSC

* Period Start Date3/3/23

* Period End Date3/17/23

* Statement ID

Sequence Number

Legal Sequence Number

☐ Intraday

AttachmentsNone

Reconciliation StatusIncomplete

Entry TypeManual

BalancesStatement Lines

View

+

×

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

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

Image

Create Bank Statement ?

Save

Save and Close

Cancel

* Bank Account3000046 - GENERAL EXPENSE - OSC

* Period Start Date3/3/23

* Period End Date3/17/23

* Statement IDTestStatement

Entry TypeManual

Sequence Number

Legal Sequence Number

☐ Intraday

AttachmentsNone

Reconciliation StatusIncomplete

BalancesStatement Lines

View

+

×

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

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

Image

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

+

✕

🔍

📄

Detach

📊

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

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

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

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

Image

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

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

Image

Create Bank Statement Line

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

OK Create Another Cancel

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

Image

Create Bank Statement Line

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

OK Create Another Cancel

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

Image

Create Bank Statement ?

Save

Save and Close

Cancel

* Bank Account

3000046 - GENERAL EXPENSE - OS(

* 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	

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

Image

Overview

Processing Warnings and Errors

Search

Request ID

File Name

Statement ID

Status

Import warning

Search

Reset

Confirmation

Your changes were saved.

OK

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

Image

Overview

Processing Warnings and Errors

Search

Request ID

File Name

Statement ID

Status

Import warning

Search

Reset

View

Process Date Range

Last 45 days

File and Statement ID	Process Date	Request ID	Status

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

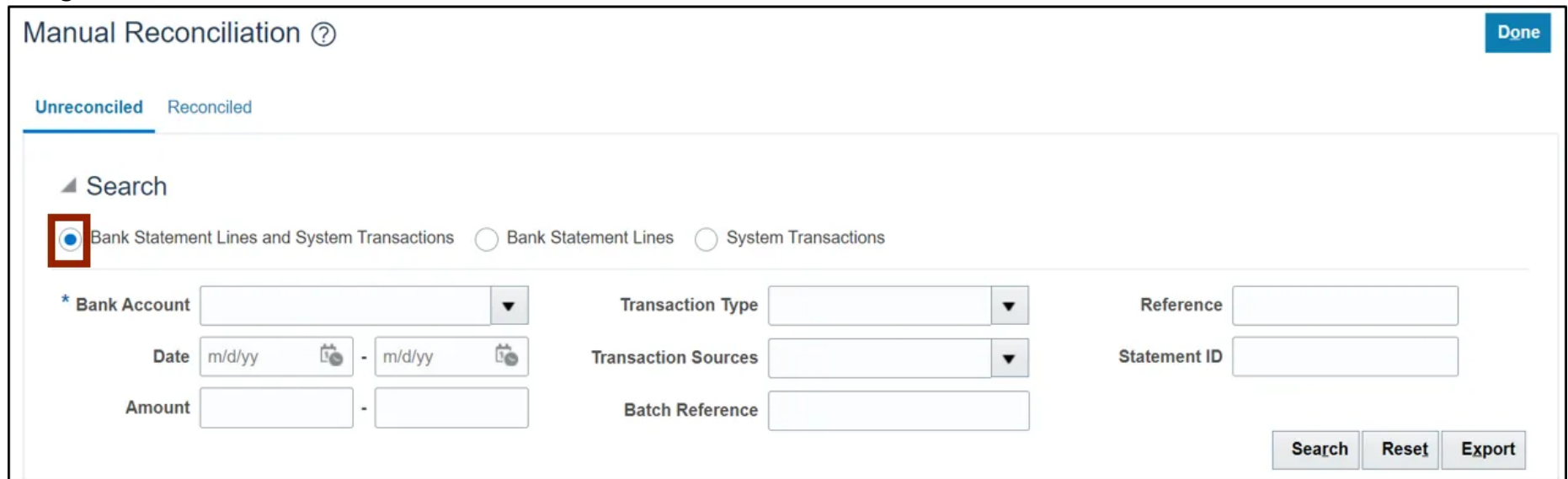
- Create Accounting

Reports

- Cash to General Ledger Reconciliation Report
- Bank Statement Report

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

Image



The screenshot shows the 'Manual Reconciliation' window. At the top right is a 'Done' button. Below the title bar are two tabs: 'Unreconciled' (active) and 'Reconciled'. A 'Search' section contains three radio buttons: 'Bank Statement Lines and System Transactions' (selected and highlighted with a red box), 'Bank Statement Lines', and 'System Transactions'. Below the radio buttons are several input fields: '* Bank Account' (a dropdown menu), 'Transaction Type' (a dropdown menu), 'Reference' (a text field), 'Date' (two date pickers with a range separator), 'Transaction Sources' (a dropdown menu), 'Statement ID' (a text field), 'Amount' (two text fields with a range separator), and 'Batch Reference' (a text field). At the bottom right are three buttons: 'Search', 'Reset', and 'Export'.

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

Manual Reconciliation ?

Done

Unreconciled Reconciled

Search

☒ Bank Statement Lines and System Transactions ☐ Bank Statement Lines ☐ System Transactions

* Bank Account 3000046 - GENERAL EXPENSE - 0

Transaction Type

Reference

Date m/d/yy - m/d/yy

Transaction Sources

Statement ID

Amount -

Batch Reference

Search

Reset

Export

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

Bank Statement Lines					
View				Detach	
☒	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
Columns Hidden 10					
				Selected	1
				Amount	0.00

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

Image

Bank Statement Lines

View

Detach

☒	Reference	Date	Amount (USD)	Transaction Type	Statement
☒	zero-dollar pay...	1/11/25	0.00	Check	Line 1, clear zero-dollar payment for the month of Jan

Columns Hidden: 59

Selected

1

Amount

0.00

System Transactions

View

Detach

☒	Reference	Date	Amount (USD)	Transaction Type	Source
☒	123085	12/29/23	0.00	Payables	
☒	122985	12/29/23	0.00	Payables	
☒	123562	12/29/23	0.00	Payables	
☒	123658	12/29/23	0.00	Payables	
☒	122980	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	
☒	122881	12/29/23	0.00	Payables	
☒	123428	12/29/23	0.00	Payables	

Columns Hidden: 13

Selected

277

Amount

0.00

Difference

0.00

Reconcile

Manual Reconciliation ?

Unreconciled Reconciled

Search

☒ Bank Statement Lines ☐ System Transactions

* Bank Account

3000046 - GENERAL EXPENSE - O

Date

m/d/yy

-

m/d/yy

Amount

-

Transaction Type

Transaction Sources

Batch Reference

Reference

Statement ID

Search Reset

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

Image

Wed, 10/01/2025

[View PDF](#)