PNG-02 Federal Check Clearance Pattern

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of the Federal Check Clearance Pattern in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of running a NC Federal Check Clearance Pattern Report in NCFS. The report identifies invoices paid through checks for federal programs, provides necessary information related to these invoices along with payment details, and calculates the number of interest days i.e., a difference between the date the check was issued and the date the check was cleared.

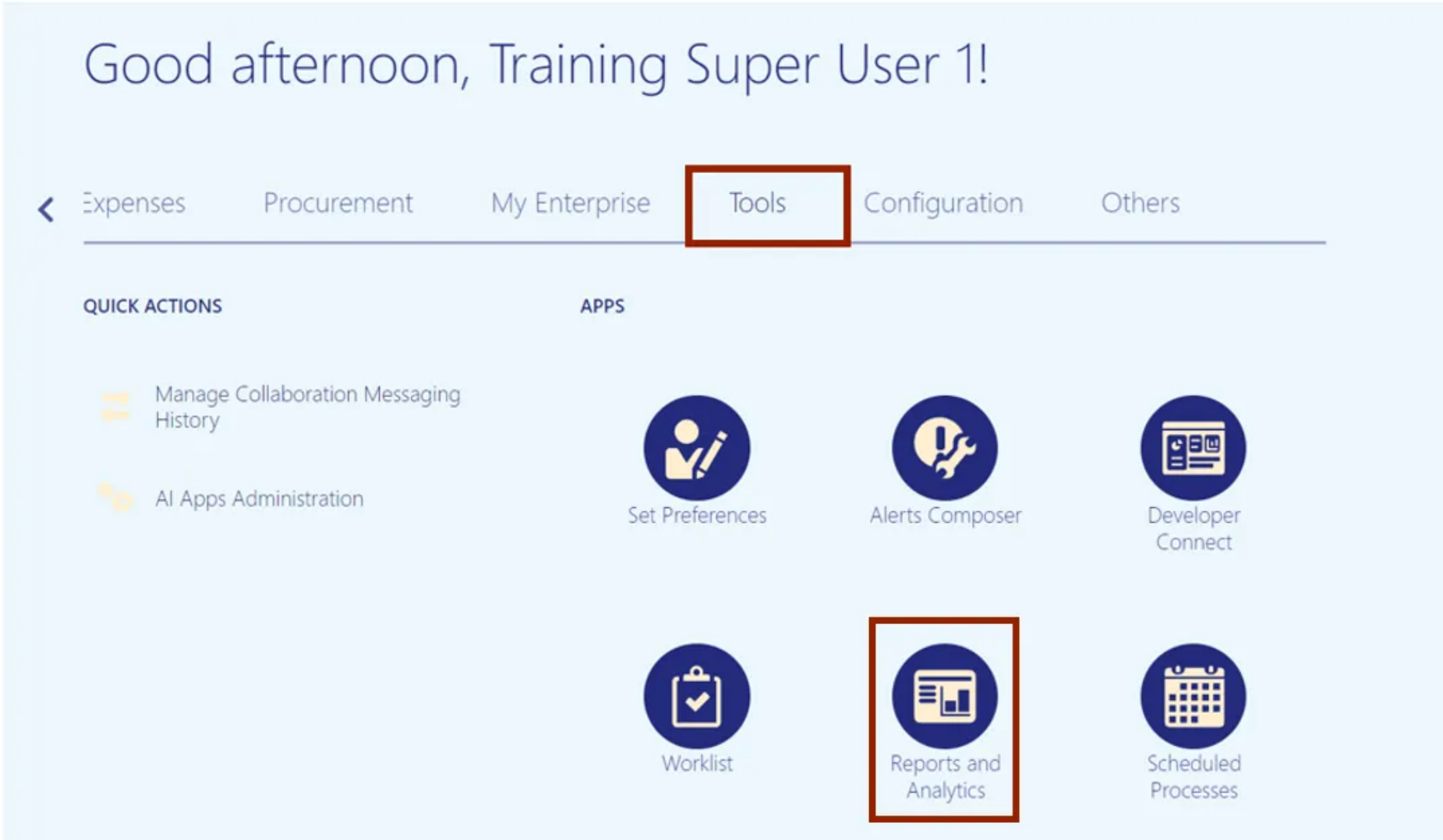
Run Federal Check Clearance Patterns Report_RPT-GM-020

To run a NC Federal Check Clearance Pattern Report _RPT-GM-020, please follow the steps below. There are 13 steps to complete this process.

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

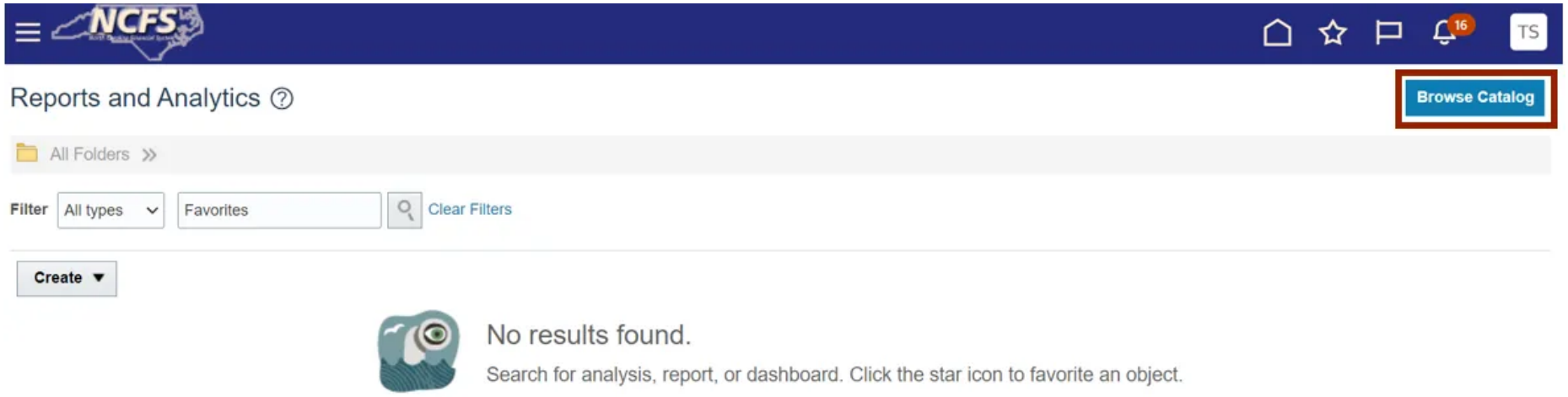
Step 2. On the **Home** page, click the **Tools** tab and select the **Reports and Analytics** app.

Image



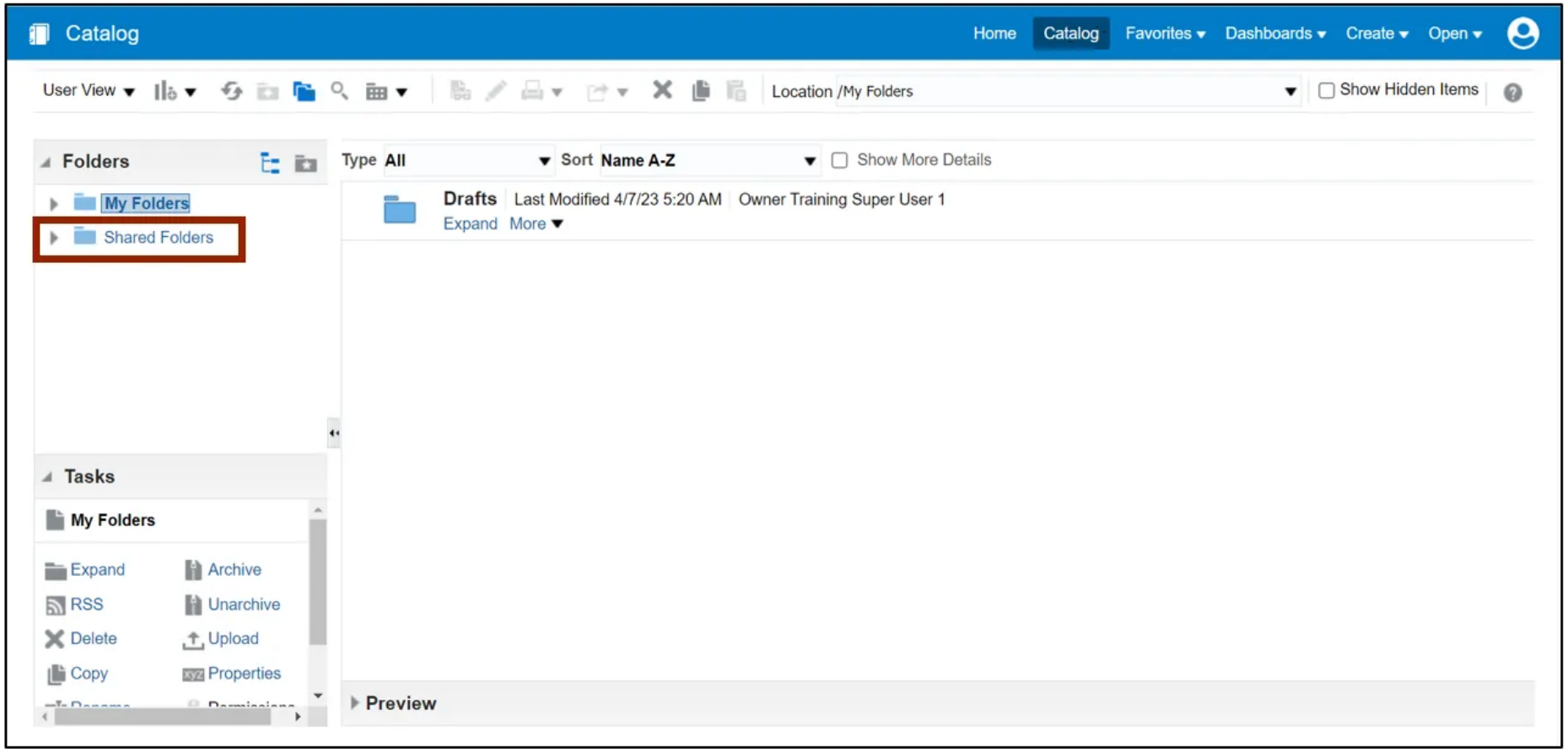
Step 3. On the **Reports and Analytics** page, click the **Browse Catalog** button.

Image



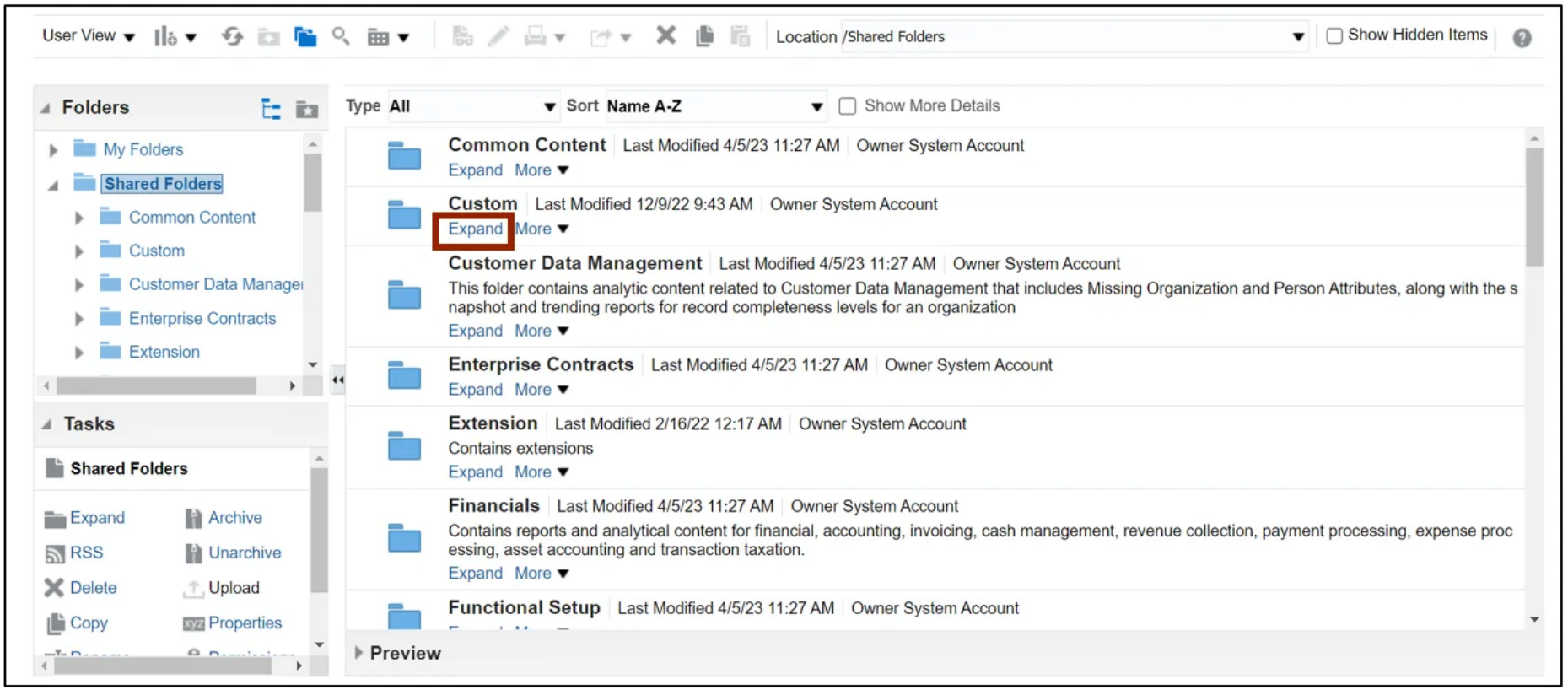
Step 4. The **Catalog** page opens. Under the ***Folders*** section on the left side of the page, click **Shared Folders**.

Image



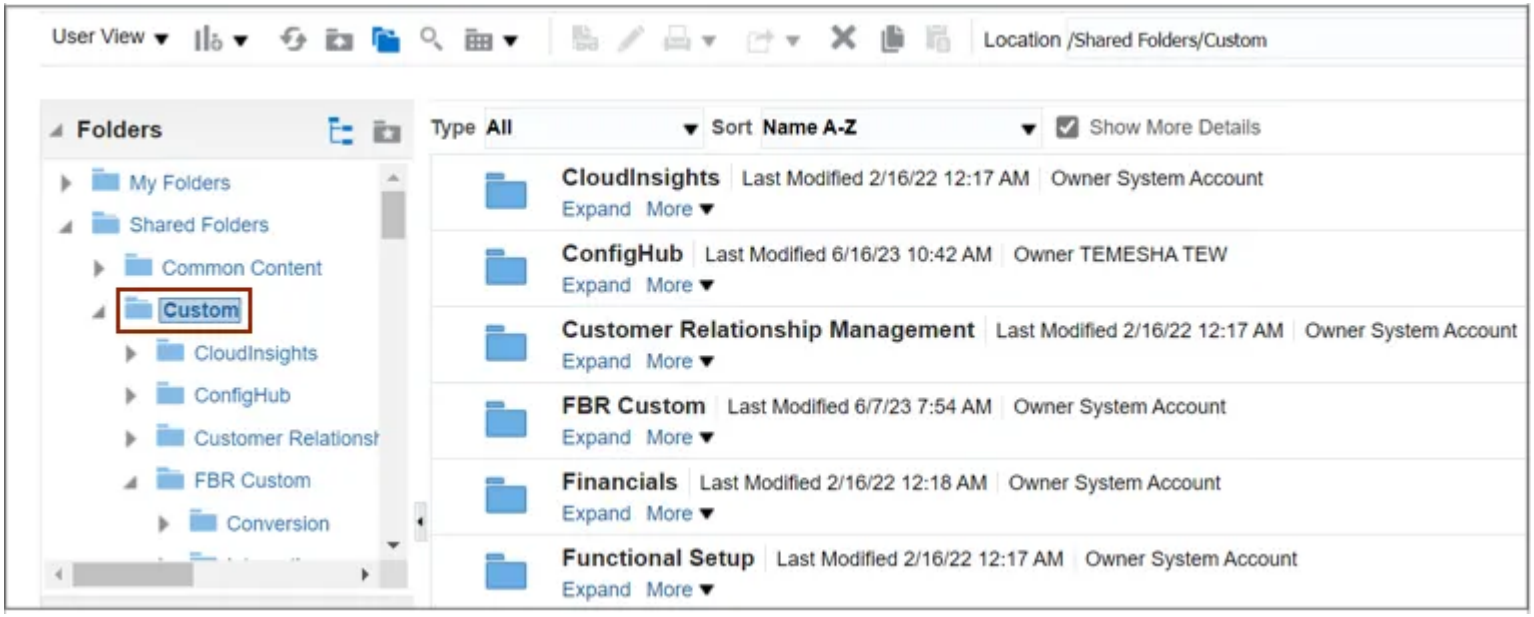
Step 5. Under the **Custom** folder, click **Expand**.

Image



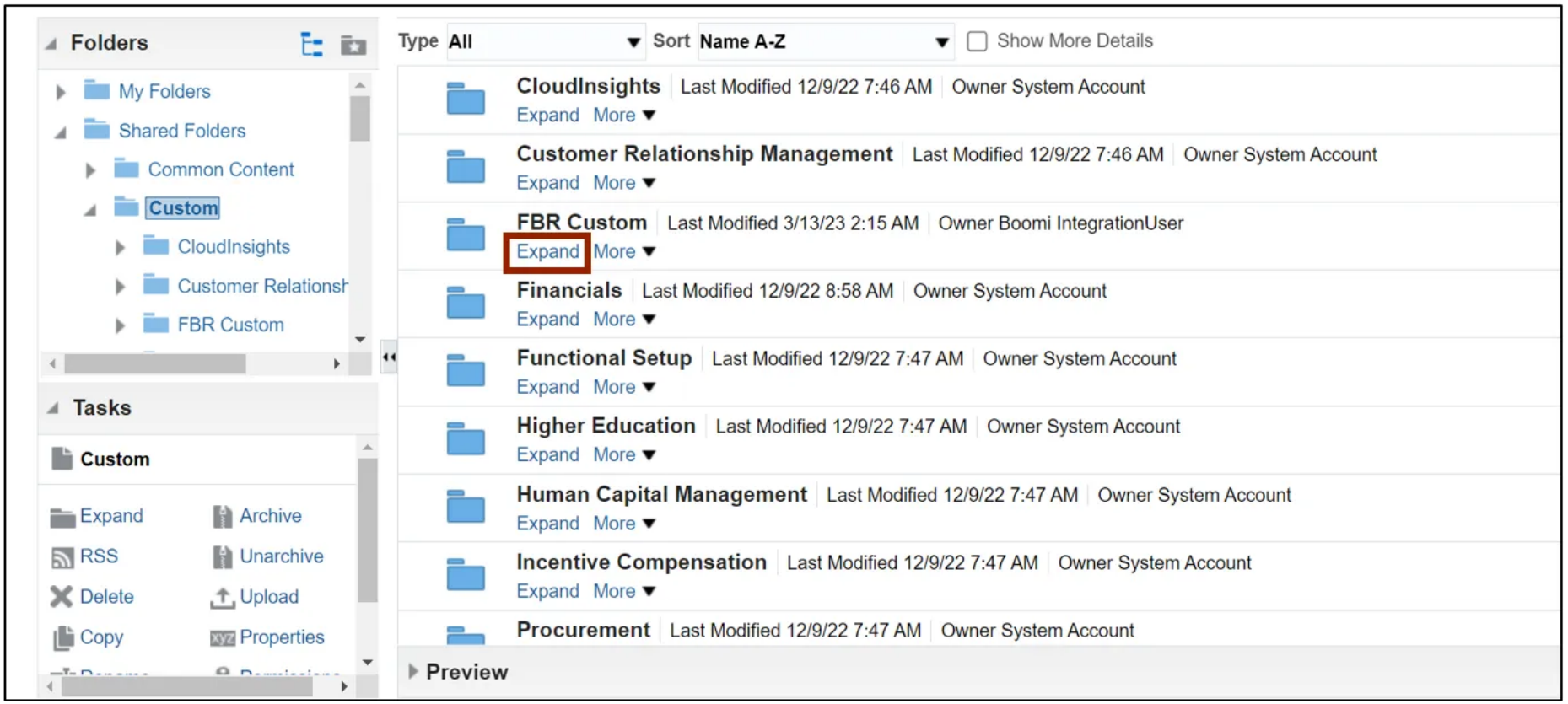
Step 6. Click on **Custom** folder.

Image



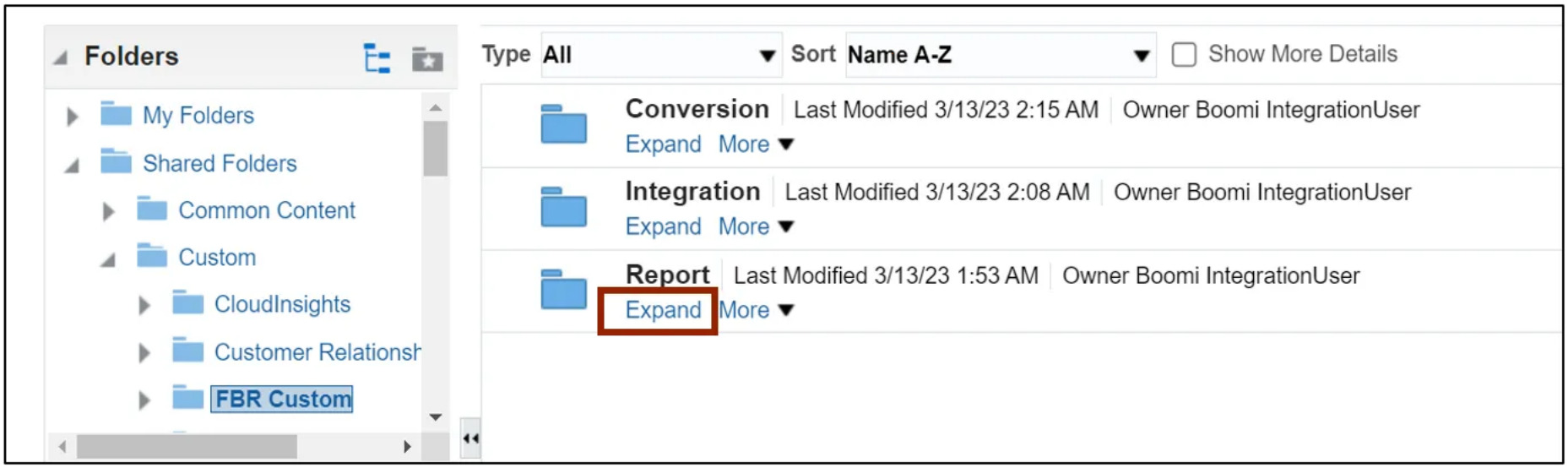
Step 7. Click **Expand**.

Image



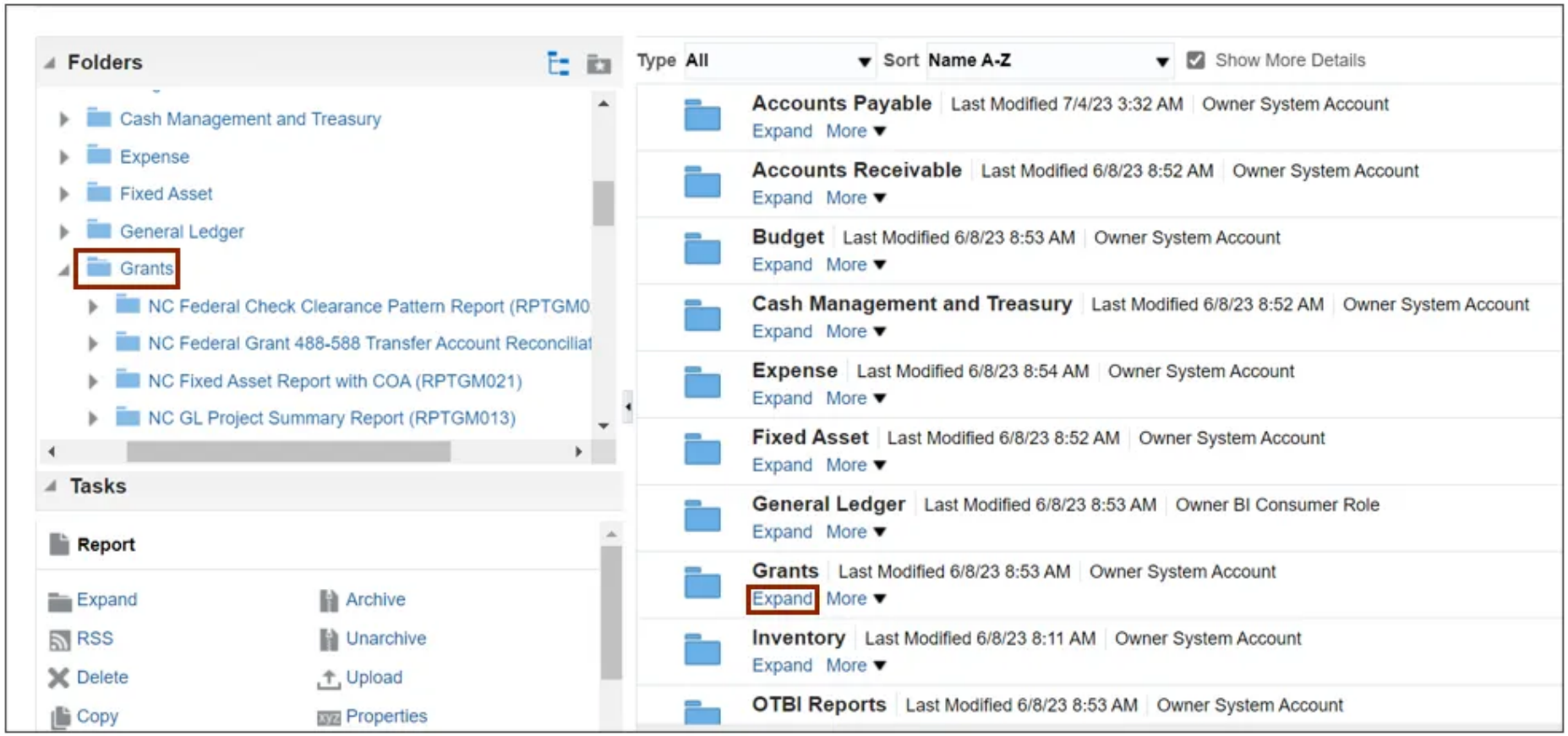
Step 8. Under the **Report** folder, click **Expand**.

Image



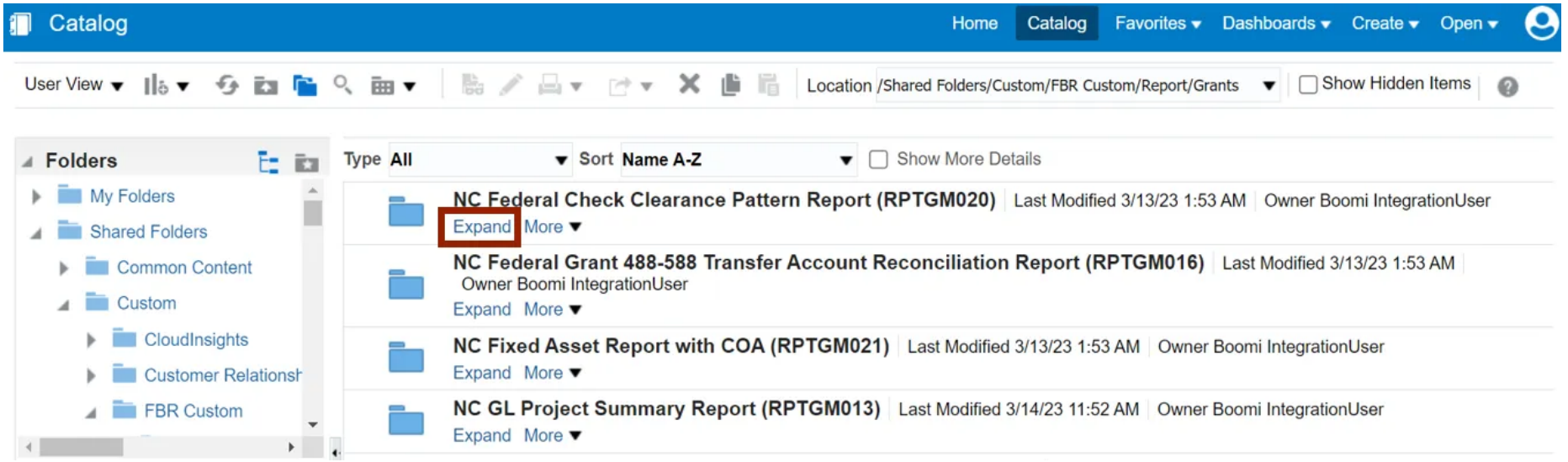
Step 9. Scroll down to find the **Grants** folder. Then, click **Expand**.

Image



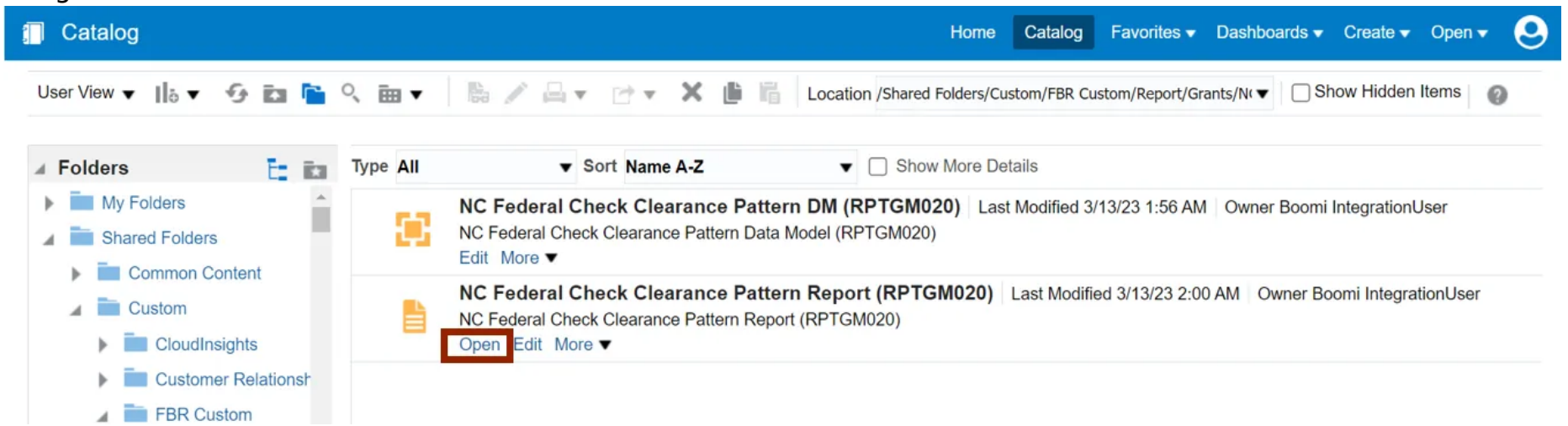
Step 10. Find the **NC Federal Check Clearance Pattern Report (RPTGM020)** and click the **Expand** button.

Image



Step 11. Find the **NC Federal Check Clearance Pattern Report (RPTGM020)** and click the **Open** button.

Image

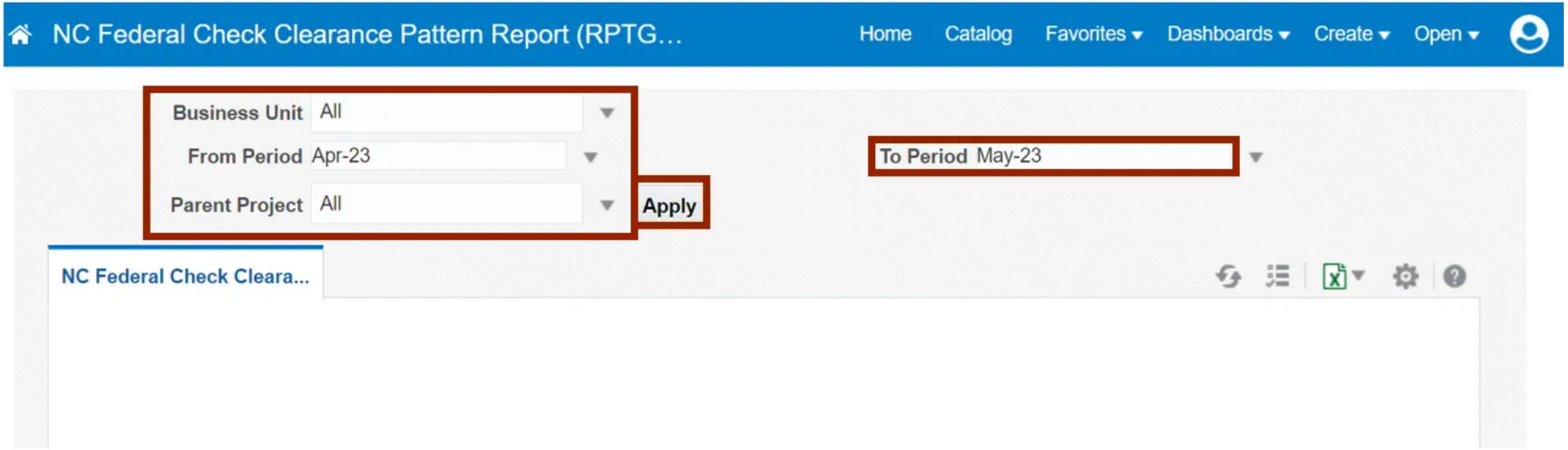


Step 12. Enter the required parameters and click the **Apply** button.

In this example, we choose:

- ***Business Unit*: All**
- ***From Period*: Apr-23**
- ***Parent Project*: All**
- ***To Period*: May-23**

Image



Step 13. Open the report to view and verify all the details.

Image

North Carolina Financial System
Office of State Controller
NC Federal Check Clearance Pattern Report (RPT-GM-020)
05/15/2023 04:20:38 AM

Parameters

Business Unit	All
From Period	Apr-23
To Period	May-23
Parent Project	All

Invoice Distribution without	Account	Invoice Number	Supplier Number	Supplier Name	Site Number	Paid	Payment Date	Clear Date	Interest Days
1100-101514-1101346-110023G-1023-11G0023G03-000000-0000-000000-	54534000	FederalGrantTest1100-5	113620	BLAIRHILL LLC	NC.28235.02	5,000.00	04/20/2023	04/30/2023	7
1100-101515-1101353-110023G-1023-11G0023G07-000000-0000-000000-	54534000	FederalGrantTest1100-6	113620	BLAIRHILL LLC	NC.28235.02	6,000.00	04/20/2023	04/30/2023	7
1100-101512-1101359-110023G-3023-11G0023G12-000000-0000-000000-	54534000	FederalGrantTest1100-4	113620	BLAIRHILL LLC	NC.28235.02	8,000.00	04/20/2023	04/30/2023	7
Payment Number	**1000**		**Total Interest Days**	**7**	**Total Amount**	**19,000.00**	**Dollar Weight Clear**		**1,330.00**
1100-101512-1101352-110023G-3023-11G0023G06-000000-0000-000000-	54539000	DBTest041423	112165	RAY SHAW OFFICE SUPPLIES INC	NC.28358.02	7,000.00	04/20/2023	04/30/2023	7
Payment Number	**1002**		**Total Interest Days**	**7**	**Total Amount**	**7,000.00**	**Dollar Weight Clear**		**490.00**
1100-101513-1101351-110023G-1023-11G0023G01-000000-0000-000000-	53110000	DB0411Freight Non Inv 3Way	111327	SYSTEL BUSINESS EQUIPMENT COMPANY INC	NC.27609.10	212.18	04/26/2023	04/30/2023	3
1100-101513-1101351-110023G-1023-11G0023G01-000000-0000-000000-	53110000	DB0411Freight Non Inv 3Way	111327	SYSTEL BUSINESS EQUIPMENT COMPANY INC	NC.27609.10	25.00	04/26/2023	04/30/2023	3
Payment Number	**1001**		**Total Interest Days**	**3**	**Total Amount**	**237.18**	**Dollar Weight Clear**		**7.12**

Project Totals	
Number of Checks	3
Total Amount Paid	26,237.18
Average Clearance Amount	8,745.73
Number of Checks	3
Total Days	17
Average Clearance Days	5.67
Total Amount Paid	26,237.18
Total Dollar Weight Clear Amount	1,827.12

Wrap-Up

Using the steps above, a user will be able to explain the Federal Check Clearance Pattern by running a NC Federal Check Clearance Pattern Report.

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - GM100: Grants Management

First Published

Tue, 07/25/2023

Last Updated

Wed, 09/03/2025

Printable PDF