

FEDERAL CHECK CLEARANCE PATTERN

PNG

QUICK REFERENCE GUIDE PNG-02

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:

- 1. Log in to the NCFS portal with your credentials to access the system.
- 2. On the Home page, click the Tools tab and select the Reports and Analytics app.

Expenses Procurement	My Enterprise	Tools Configuration	Others
QUICK ACTIONS	APPS		
Manage Collaboration Messaging History			
AI Apps Administration	Set Preferen	Alerts Composer	Developer Connect
	Worklist	Reports and	Scheduled

NORTH CAROLINA OFFICE OF THE STATE CONTROLLER



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



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



5. Under the Custom folder, click Expand.



6. Click on **Custom folder.**

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🖌 Folders 🛅 🛅	Type All	▼ Sort Name A-Z ▼ Show More Details
My Folders Shared Folders		CloudInsights Last Modified 2/16/22 12:17 AM Owner System Account Expand More ▼
Common Content		ConfigHub Last Modified 6/16/23 10:42 AM Owner TEMESHA TEW Expand More ▼
CloudInsights		Customer Relationship Management Last Modified 2/16/22 12:17 AM Owner System Account Expand More ▼
ConfigHub Customer Relationst		FBR Custom Last Modified 6/7/23 7:54 AM Owner System Account Expand More ▼
FBR Custom FBR Conversion	. 🖿	Financials Last Modified 2/16/22 12:18 AM Owner System Account Expand More ▼
		Functional Setup Last Modified 2/16/22 12:17 AM Owner System Account Expand More ▼

7. Click Expand.

🖌 Folders 🛅 🛅	Type All	▼ Sort Name A-Z ▼ □ Show More Details
My Folders		CloudInsights Last Modified 12/9/22 7:46 AM Owner System Account Expand More ▼
Common Content		Customer Relationship Management Last Modified 12/9/22 7:46 AM Owner System Account Expand More ▼
CloudInsights		FBR Custom Last Modified 3/13/23 2:15 AM Owner Boomi IntegrationUser Expand More ▼
 Customer Relationsh FBR Custom 		Financials Last Modified 12/9/22 8:58 AM Owner System Account Expand More ▼
	••	Functional Setup Last Modified 12/9/22 7:47 AM Owner System Account Expand More ▼

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



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

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Cash Management and Treasury	1	Accounts Payable Last Modified 7/4/23 3:32 AM Owner System Account Expand More
Expense Fixed Asset	- 1 A A	Accounts Receivable Last Modified 6/8/23 8:52 AM Owner System Account Expand More ▼
 General Ledger Grants 		Budget Last Modified 6/8/23 8:53 AM Owner System Account Expand More ▼
Image: NC Federal Check Clearance Patter Image: NC Federal Grant 488-588 Transfer	n Report (RPTGM0 Account Reconciliat	Cash Management and Treasury Last Modified 6/8/23 8:52 AM Owner System Account Expand More ▼
NC Fixed Asset Report with COA (Ri	PTGM021)	Expense Last Modified 6/8/23 8:54 AM Owner System Account Expand More
No GL Project Summary Report (RP	+ GMU13)	Fixed Asset Last Modified 6/8/23 8:52 AM Owner System Account Expand More ▼
Report		General Ledger Last Modified 6/8/23 8:53 AM Owner BI Consumer Role Expand More ▼
Expand Archive		Grants Last Modified 6/8/23 8:53 AM Owner System Account Expand More ▼
RSS Unarchive		Inventory Last Modified 6/8/23 8:11 AM Owner System Account Expand More ▼
Copy In Properties		OTBI Reports Last Modified 6/8/23 8:53 AM Owner System Account

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

Catalog	Home Catalog Favorites • Dashboards • Create • Open • 🥹
User View 🔻 📙 🔻 🌮 🖬 📔 🤍 🎰 🔻	🖺 🖉 📮 🕐 👻 🗜 🖥 Location /Shared Folders/Custom/FBR Custom/Report/Grants 🔻 🗋 Show Hidden Items 👔
✓ Folders Type All	▼ Sort Name A-Z ▼ □ Show More Details
My Folders	NC Federal Check Clearance Pattern Report (RPTGM020) Last Modified 3/13/23 1:53 AM Owner Boomi IntegrationUser Expand More ▼
Common Content	NC Federal Grant 488-588 Transfer Account Reconciliation Report (RPTGM016) Last Modified 3/13/23 1:53 AM Owner Boomi IntegrationUser Expand More ▼
CloudInsights CloudInsights Customer Relationsr	NC Fixed Asset Report with COA (RPTGM021) Last Modified 3/13/23 1:53 AM Owner Boomi IntegrationUser Expand More ▼
FBR Custom	NC GL Project Summary Report (RPTGM013) Last Modified 3/14/23 11:52 AM Owner Boomi IntegrationUser Expand More ▼

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



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

Business Unit A	11	•				
From Period Ap	or-23	×	To Period	May-23	•	
Parent Project A	(IL	T Apply				
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13. Open the report to view and verify all the details.

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		NC Federal Check Clearance Pattern Report (RPT-GM-020)							
				05/15/2023 04·20·38 AM		/			
				05, 15, 2020 04.20.00 122					
Parameters									
Business Unit	All	1							
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- 11G0023G07-000000-0000-00000-	54534000	FederalGrantTest1100-6	113620	BLAIRHILL LLC	NC.28235.02	6,000.00	04/20/2023	04/30/2023	7
1100-101512-1101359-110023G-3023- 11G0023G12-000000-0000-00000-	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- 11G0023G06-000000-0000-0000-0	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- 11G0023G01-000000-0000-00000-	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- 11G0023G01-000000-0000-00000-	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