Q1. How do I find out what Subcontract (sub k) invoices have been paid?

To determine which sub k invoices have been paid, login to **ORBIT** and locate the report labeled **SCi005**.

From the **Tools** page on the UTSW intranet website, click **ORBIT**.



Select Standard Reports.

UT Southwestern Medical Center	Welcome to ORBIT							
Ø rbit	Online Reporting Business Intelligence Tools (ORBIT) is a central portal that contains standard reports developed using the En reports and report modifications are introduced to the portal on a regular basis. To request access to ORBIT dashboards and will be notified of the approval or disapproval by the Service Desk. By using this portal and its contents, you agree to the <u>Cor</u>							
	Not sure which report bundles you have access to? Click here to find out.							
EDW Reports								
Standard Reports	Custom Reports Report Finder Reporting Package Standard Reporting Package Standard Research Reports Re							

Search for the **Subject Area** labeled "**Financials**." Scroll down to the line labeled "**Invoices Vouchered by Accounts Payable**," also known as **SCi005**. Right click the **Full Version** to open the report in a new tab.

UTSouthwestern	Home
Medical Center	Welcome to ORBIT
S rbit	Please contact the Service Desk (and mention ORBIT) to request access to the reports. Standard EDW Reports for PeopleSoft 9.1 Crosswalk: 9.1 PeopleSoft Reports to 9.2 EDW Reports Crosswalk: GL Summary to 9.2 EDW Reports Refresh Schedule Tip: ORBIT Power BI Overview Training classes AND Power BI's Analyze in Excel Training classes are available. Sign up for Live Class: Taleo Learn
Standard EDW Rep	orts for PeopleSoft 9.2
Subject Area : Chart of	Dashboard ID status executive version Full Version Static Version Privot lable Version Description Account (3)
[▷] Subject Area : Clinical I	Research (3)
Subject Area : Facilities	Management (6)
⁴ Subject Area : Financia	IS (21)
ouchered by Accounts	Full Version Full Version Invoices Vouchered by Accounts Payable displayed by Principal Investigator

By default, the page should open on the page labeled "**By Principal Investigator**." Users can search by **Project** or **Purchase Order Number**. If you don't have the PO number, search by **Project**.

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By Prinicipal Investigator By Department	EDW Level 4-Sub-School All	Data Through Next Refresh Mar 28, 2023 Tonight	Invoices V By Princi	ouchered by A pal Investigator	AP r				UT Souti M	western dical Center
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Click the **ellipses** in the top right corner, then choose **Export data**. NOTE: Sub k's begin with three zeros (000) followed by numbers and a letter.

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	Purchase Order Number	/								0.00	13,320,28		 ♀ Get insights 煮↓ Sort descending Sort ascending Sort by >

Choose Summarized data, then Export.

Which data do you want to export?								
Export your data in the format rows you export might be limi <u>exporting data</u>	that suits your needs. If you hav ted depending on the file type y	e a lot of data, the number of ou select. <u>Learn more about</u>						
•	0 G	○						
Data with current layout Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.	Summarized data Export the summarized data used to create your visual (for example, sums, averages, and medians).	Underlying data The report author turned off this option						
File format: .xlsx (Excel 150,000-row max)	IV .	Export Cancel						

Enable editing in the Excel file, then Enable Content.

SEC	Enable	Enable Content						
A1 • : $\times \checkmark f_x$ Column1								
		В	С	D	E	F	G	Н
2								

Once the Excel sheet is downloaded, you will see many columns (below is a portion).

				Invoices	Invoices				Invoices
				Vouchered By	Vouchered By				Vouchered By
Person Principal				Accounts	Accounts		Status		Accounts
Investigator[Prima		Project[Award		Payable[BKPo	Payable[BKPol	PO	PO[PoStatusDe		Payable[BKinvoicel
ryName]	Project[Award]	EndDate]	Project[Project]	Reference] 💌	D] 🔹	Date[Full_Dat 👻	scription]	Vendor[VendorName]	• D] •

Scroll the tool bar to Account with Description.

Account[AccountWithDescription]

View the **Payment Date** column.

Payment Date[Full_Date] 💌

Create a pivot table and go by type of vendor to get the sum of the PO.

2				
8	Row Labels	Sum of Sum of PO_EncumbranceBalanceAmount	Sum of Sum of PO_DistrAmount	Sum of Sum of CC_voucherLinePaidAmount
4		71869.63	232506.1	144037.37
5		30747.56	528705.43	447170.44
5		139.2	1558.55	1419.35
7		46225.59	248080.52	213444.57
В		0	2323.58	2323.58
9		0	85	85
0		0	189130	103288.18
1	Grand Total	148981.98	1202389.18	911768.49

Pull in the invoice number under each vendor. Show in tabular form.

Vendor 🔹	Invoice	Sum of Sum of PO_EncumbranceBalanceAmount	Sum of Sum of PO_DistrAmount	Sum of Sum of CC_voucherLinePaidAmount	
		\$ 71,869.63	\$ 88,468.73	\$.	
		\$.	\$ 34,179.14	\$ 5,807.80	
		\$.	\$ 3,960.78	\$ 3,960.78	