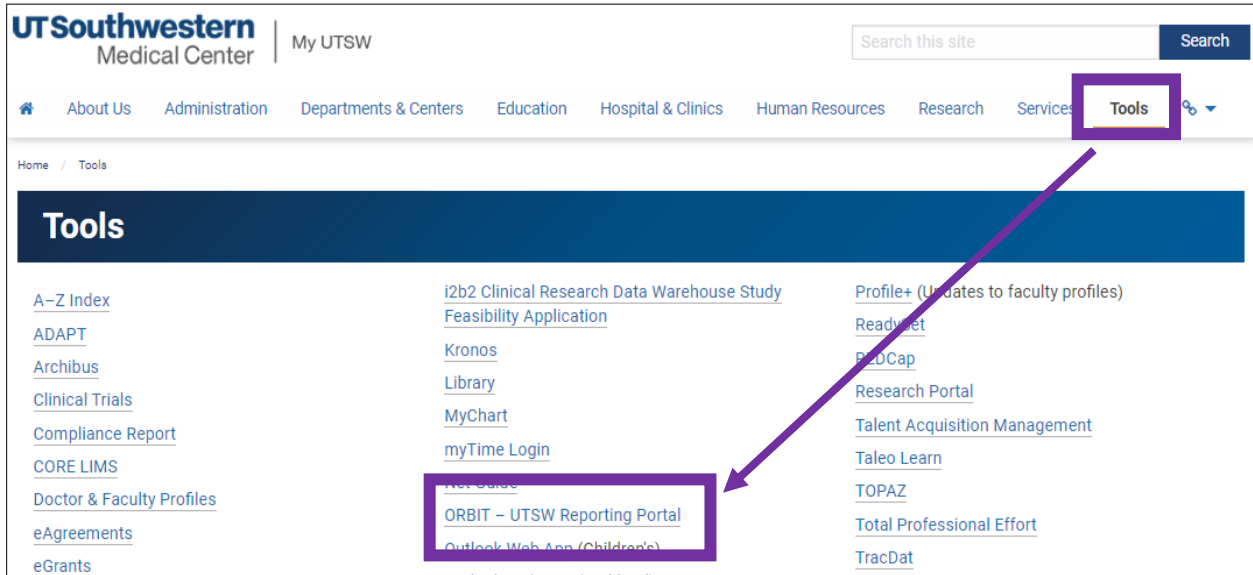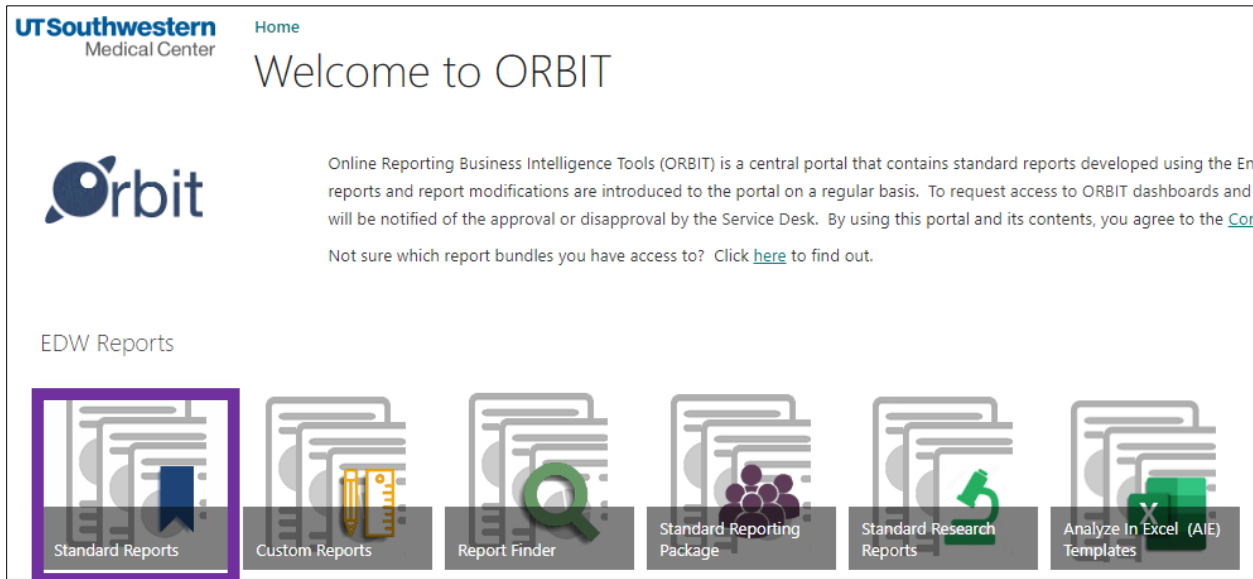## Q1. How do I find out what Subcontract (sub k) invoices have been paid?

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**.

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.

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**.

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.

Choose **Summarized data**, then **Export**.

Enable editing in the Excel file, then **Enable Content**.
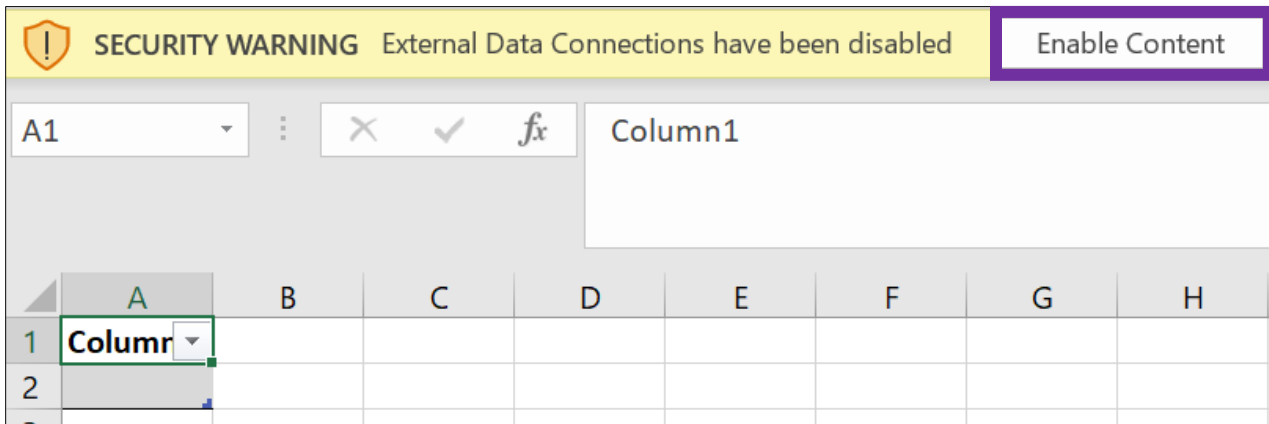
Once the Excel sheet is downloaded, you will see many columns (below is a portion).

| Person Principal Investigator[Prima ryName]	Project[Award]	Project[Award EndDate]	Project[Project]	Invoices Vouchered By Accounts Payable[BKPo Reference]	Invoices Vouchered By Accounts Payable[BKPoI D]	PO Date[Full_Dat	Status PO[PoStatusDe scription]	Vendor[VendorName]	Invoices Vouchered By Accounts Payable[BKinvoiceI D]

Scroll the tool bar to **Account with Description.**

Account[AccountWithDescription]

View the **Payment Date** column.

Payment Date[Full_Date]
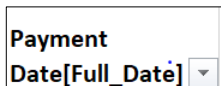
Create a pivot table and go by type of vendor to get the sum of the PO.

Row Labels	Sum of Sum of PO_EncumbranceBalanceAmount	Sum of Sum of PO_DistrAmount	Sum of Sum of CC_voucherLinePaidAmount
	71869.63	232506.1	144037.37
	30747.56	528705.43	447170.44
	139.2	1558.55	1419.35
	46225.59	248080.52	213444.57
	0	2323.58	2323.58
	0	85	85
	0	189130	103288.18
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