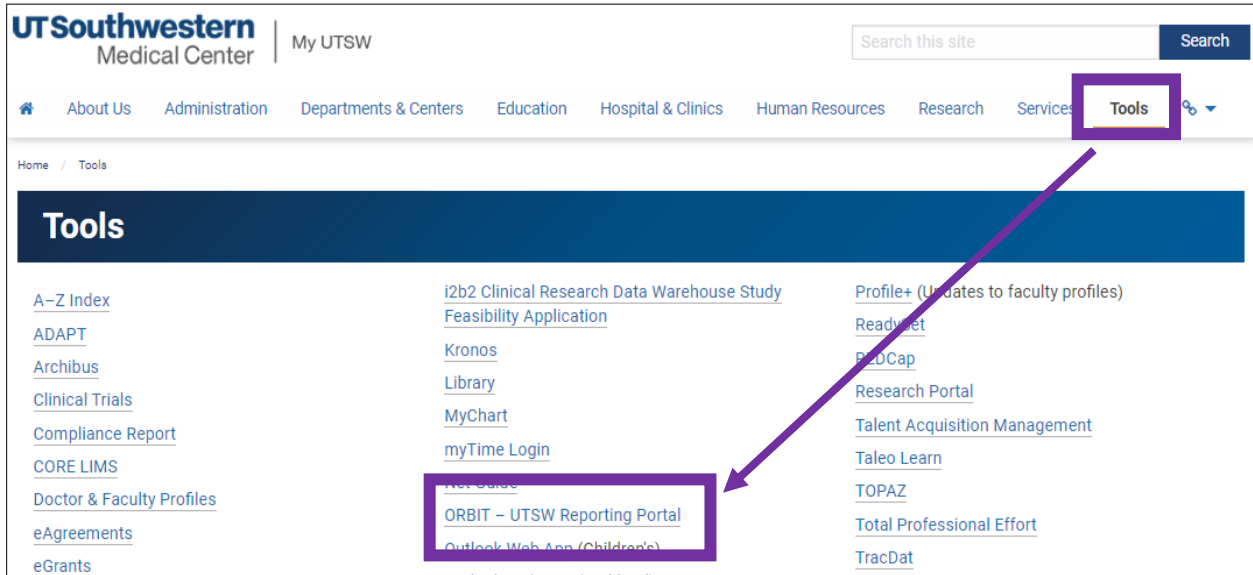


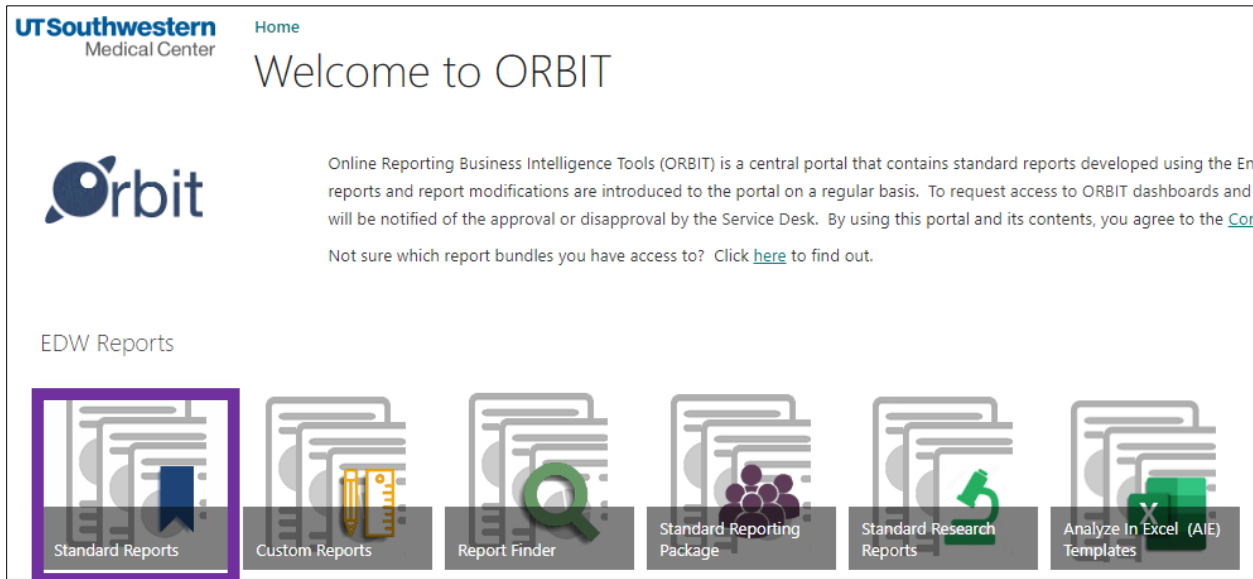
Q1. How do I find out what Subcontract (sub k) invoices have been paid?

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.

UT Southwestern Medical Center Home
Welcome to ORBIT

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 Reports for PeopleSoft 9.2

✓ Title	Dashboard ID	Status	Executive Version	Full Version	Static Version	PivotTable Version	Description
▶ Subject Area : Chart of Account (3)							
▶ Subject Area : Clinical Research (3)							
▶ Subject Area : Facilities Management (6)							
▶ Subject Area : Financials (21)							

Invoices Vouchered by Accounts Payable SCI005 LIVE Full Version

Invoices Vouchered by Accounts Payable displayed by Principal Investigator or By Department.

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.**

Pages < File > Export > Share > Chat in Teams > Get insights > Subscribe to report >>>

By Principal Investigator

By Department
Powered By

EDW Level 4-Sub-School
All

EDW Level 5-Department
Acute Care

Department ID Description
All

Principal Investigator
All

Project
All

Award
All

PO Business Unit
All

Purchase Order Number
All

Invoice
All

Voucher Id
All

Data Through: Mar 28, 2023
Next Refresh: Tonight

Invoices Vouchered by AP By Principal Investigator

PI / Award / Invoice Data	PO Encumbrance Balance	Voucher Line Paid Amount
Total		

Encumbrance Balance by PI

Principal Investigator	Award	Award End Date	Project	Po Reference	PO ID	PO Date	OnBase Voucher Document	PO Encumbered Balance Amount	PO Line Amount	Voucher Line Paid Amount	Voucher Lin Distrib Amount
PI Total											

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.

The screenshot displays a Power BI report with the following components:

- Navigation Pane (Left):** Filters for 'By Principal Investigator', 'By Department', and 'Powered By'. Specific filters include 'EDW Level 4-Sub-School', 'EDW Level 5-Department', 'Department ID Description', 'Principal Investigator', 'Project', 'Award', 'PO Business Unit', and 'Purchase Order Number', all currently set to 'All'.
- Report Title:** 'Invoices Vouchered by AP By Principal Investigator'.
- Summary Table:**

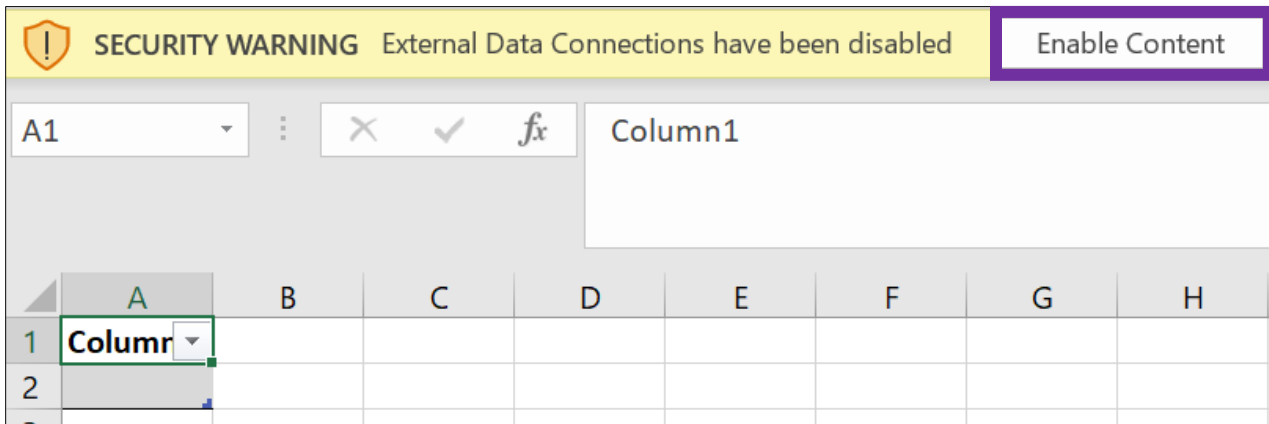
Principal Investigator	PO Encumbrance Balance	Voucher Line Paid Amount
Total	0.00	8,896.73
- Chart:** 'Encumbrance Balance by PI' showing a 100.00% bar for 'Encumbrance Balance'.
- Table (Bottom):** 'SCI005 Details by PI' with columns: Principal Investigator, Award, Award End Date, Project, Po Reference, PO ID, PO Date, OnBase Voucher Document, PO Encumbered Balance Amount, PO Line Amount, and Voucher Paid Amount.
- Context Menu:** Opened over the chart, with 'Export data' highlighted in a purple box.

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

The dialog box 'Which data do you want to export?' contains the following information:

- Instructions:** 'Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)'
- Options:**
 - 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). (This option is selected and highlighted with a purple box.)
 - Underlying data:** The report author turned off this option.
- File format:** .xlsx (Excel 150,000-row max)
- Buttons:** 'Export' (highlighted with a purple box) and 'Cancel'.

Enable editing in the Excel file, then **Enable Content**.



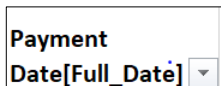
Once the Excel sheet is downloaded, you will see many columns (below is a portion).

Person Principal Investigator[PrimaryName]	Project[Award]	Project[Award]	Project[Project]	Invoices Vouchered By Accounts Payable[BKPo Reference]	Invoices Vouchered By Accounts Payable[BKPo]	PO Date[Full_Date]	Status PO[PoStatusDescription]	Invoices Vouchered By Accounts Payable[BKInvoice]
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Scroll the tool bar to **Account with Description**.



View the **Payment Date** column.



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