Q6. How do I determine if my DCT invoice has been paid?

To determine if the DCT invoice has been paid, please utilize EDW ORBIT report RHi013 Contract Billing.

1) On the **Tools** page of the UTSW website, select **ORBIT**.

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Focus On Faculty	PeopleSoft					
Health System Portal	Phone Directory					
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	Procurement Portal	Students				

 Select Standard Reports, then scroll to the Subject Area for Grant Proposals, Funding, and Research Expenditures. Select Contract Billing and Payments, also known as RHi013. (The report will open when you click Full Version or allow you to request access if you do not already have it.)

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	Payments (RHI013) Contr	ract Billing and Payme	ents RHi013 Full Version	Contract Billing and Payments from PeopleSoft

3) The next screen may default to the **Billing** page. Change this to the **Payments** page using the menu on the left side.

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	9/1/2017 2/10/2023		V00028678-12913		6,425.48	-6,425.48	0.00			
			DCT0000391	11/4/2021	910.00	-910.00	0.00			
			DCT0000169	10/13/2021	6,444.79	-6,444.79	0.00			
			DCT0000119	9/30/2021	6,425.48	-6,425.48	0.00			
	Invoice		Total		20,205.75	-20,205.75	0.00			
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4) To look for a specific invoice, you can enter the invoice, or you can enter the award ID and pull ALL invoices. You can also **Select Export** data for all invoicing and payment transactions for further review and analysis.

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