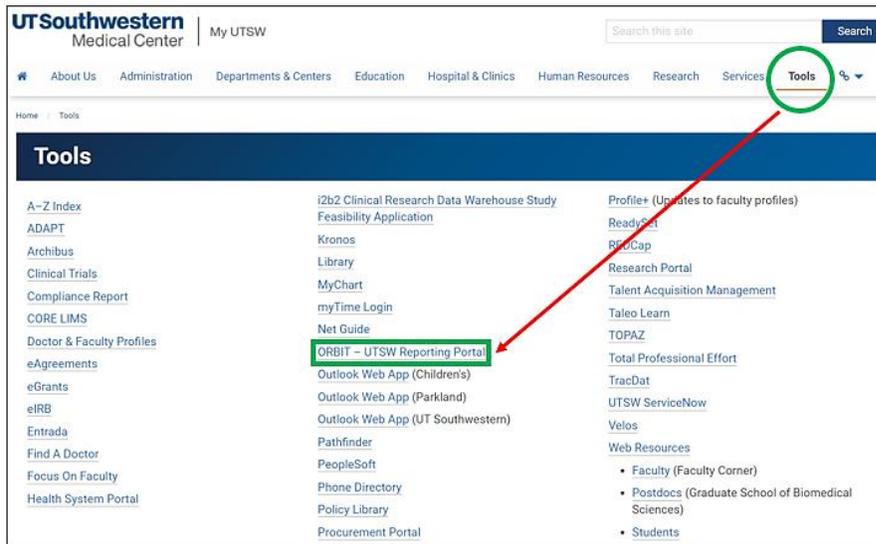


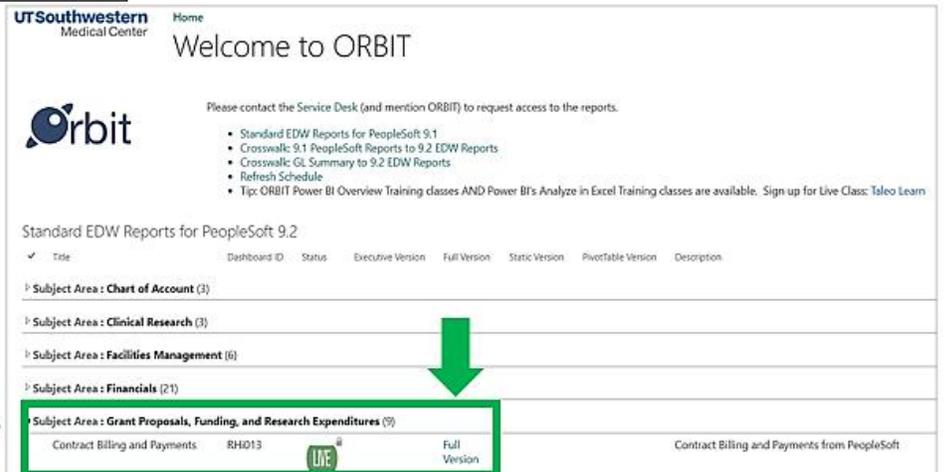
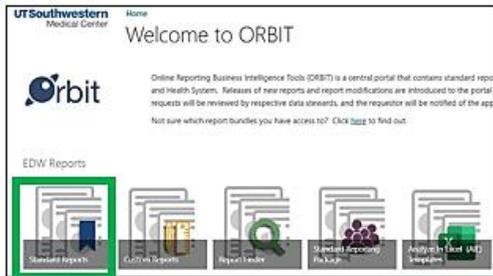
## Q6. How do I determine if my DCT invoice has been paid?

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**.



- 2) 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.)



**Contract Billing and Payments (RHi013)**

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

**RH1013 CONTRACT BILLING AND PAYMENTS**

UT Southwestern Medical Center

Payment data through 02/16/2023

Invoice Date: 9/1/2017 to 2/10/2023

Invoice: All

Award ID: OPA0010056

Sponsor: All

EDW Level 5-Department, De...: All

1 Award Count | 4 Invoice Count

Award ID	Invoice	Invoice Date	Invoice Amount	Payments/Offsets	Total
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
<b>Total</b>			<b>20,205.75</b>	<b>-20,205.75</b>	<b>0.00</b>

Award ID	Contract type	Begin Date	End Date	Customer ID	Sponsor	CFDA	Ref Awd Number	Employee ID	PI Name	Dept
NBP	2/9/2021	12/31/2040	100135	ALLERGAN SALES INC	C19-A172	18673				4250
NBP	2/9/2021	12/31/2040	100135	ALLERGAN SALES INC	C19-A172	18673				4250
NBP	2/9/2021	12/31/2040	100135	ALLERGAN SALES INC	C19-A172	18673				4250
NBP	2/9/2021	12/31/2040	100135	ALLERGAN SALES INC	C19-A172	18673				4250
NBP	2/9/2021	12/31/2040	100134	ALLERGAN PHARMACEUTICALS	C19-A172	18673				4250
NBP	2/9/2021	12/31/2040	100134	ALLERGAN PHARMACEUTICALS	C19-A172	18673				4250
NBP	2/9/2021	12/31/2040	100134	ALLERGAN PHARMACEUTICALS	C19-A172	18673				4250
NBP	2/9/2021	12/31/2040	100134	ALLERGAN PHARMACEUTICALS	C19-A172	18673				4250
<b>Total</b>										

- 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.

**RH1013 CONTRACT BILLING AND PAYMENTS**

UT Southwestern Medical Center

Payment data through 03/20/2023

Invoice Date: 1/2/2023 to 3/22/2023

Invoice: All

Award ID: All

Sponsor: All

EDW Level 5-Department, De...: All

4 Award Count | 4 Invoice Count

Award ID	Invoice	Invoice Date	Invoice Amount	Payments/Offsets	Total
		3/20/2023	441,837.64	-441,837.64	0.00
			441,837.64	-441,837.64	0.00
		3/14/2023	3,000.00	-3,000.00	0.00
			3,000.00	-3,000.00	0.00
		3/14/2023	3,000.00	-3,000.00	0.00
			3,000.00	-3,000.00	0.00
		1/9/2023	90,000.00	-90,000.00	0.00
			90,000.00	-90,000.00	0.00
<b>Total</b>			<b>537,837.64</b>	<b>-537,837.64</b>	<b>0.00</b>

Department	Invoice	Invoice Date	Entry Type	Entry Type Definition	Entry Amount	Activity Date
9	SPA0119816	3/20/2023	IN	Invoice	441,837.64	3/20/2023
9	SPA0119816	3/20/2023	MT	Payment or Offset	-441,837.64	3/20/2023
	SPA0119674	3/14/2023	IN	Invoice	3,000.00	3/14/2023
	SPA0119674	3/14/2023	MT	Payment or Offset	-3,000.00	3/15/2023
	SPA0119673	3/14/2023	IN	Invoice	3,000.00	3/14/2023
	SPA0119673	3/14/2023	MT	Payment or Offset	-3,000.00	3/15/2023
	SPA0114317	1/9/2023	IN	Invoice	90,000.00	1/9/2023
	SPA0114317	1/9/2023	MT	Payment or Offset	-90,000.00	1/10/2023
					0.00	

Export data