

Q2. How do I confirm that payment has been received?

To confirm receipt of payment, access **ORBIT report RHi013**.

From the **Tools** page of the UTSW intranet, click the option for **ORBIT**.

UTSouthwestern Medical Center | My UTSW

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Select **Standard Reports**.

UTSouthwestern Medical Center Home

Welcome to ORBIT

Online Reporting Business Intelligence Tools (ORBIT) is a central portal that contains standard reports developed using the Er 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 [Co](#)

Not sure which report bundles you have access to? Click [here](#) to find out.

EDW Reports

- Standard Reports**
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Scroll to **Subject Area: Grant Proposals, Funding, and Research Expenditures**, then search for the report labeled **RHi013**, also known as **Contract Billing and Payments**. Right click "Full Version" to open the report in a new window/tab.

Subject Area : Grant Proposals, Funding, and Research Expenditures (9)

Contract Billing and Payments RHi013

LIVE

Full Version

By default, the report should open on the **Billing** page. From the left menu, click on **Billing/Payment Summary**. Enter the **Award ID**. Review the invoice number, date, and payment (if received). Review the Total column. If the total shows 0.00 (zero), then the invoice has been paid and applied.

Power BI EDS O92 AER PRD RHi013 Contract Billing | Data updated 3/8/23

Pages: Billing, Payments, **Billing/Payment Summ...**

RHi013 CONTRACT BILLING AND PAYMENTS

Payment data through 03/08/2023

Invoice Date: 9/1/2017 to 2/28/2024

Invoice: All

Award ID: OPA

Sponsor: All

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

1 Award Count | 12 Invoice Count

ENTRY AMOUNT BY SPONSOR AND INVOICE

| Sponsor | Invoice Amount | Payments/Offsets | Total |
|--------------|----------------|------------------|-------------------|
| Total | 1,210,136.57 | -811,465.14 | 398,671.43 |

BILLING/PAYMENT SUMMARY

| Award ID | Invoice | Invoice Date | Invoice Amount | Payments/Offsets | Total |
|----------|--------------|--------------|----------------|---------------------|--------------------|
| OPA0001 | SPA | 7/21/2020 | 82,558.74 | -82,558.74 | 0.00 |
| | SPA | 10/5/2020 | 82,558.74 | -82,558.74 | 0.00 |
| | SPA | 11/19/2020 | 82,558.74 | -82,558.74 | 0.00 |
| | SPA | 6/3/2021 | 82,558.74 | -82,558.74 | 0.00 |
| | SPA | 8/24/2021 | 82,558.74 | -82,558.74 | 0.00 |
| | SPA | 12/1/2021 | 82,558.74 | -82,558.74 | 0.00 |
| | SPA | 1/5/2022 | 50,331.74 | -50,331.74 | 0.00 |
| | SPA | 2/10/2022 | 132,890.48 | -132,890.48 | 0.00 |
| | SPA | 6/28/2022 | 132,890.48 | -132,890.48 | 0.00 |
| | SPA | 11/15/2022 | 132,890.48 | | 132,890.48 |
| | SPA | 12/16/2022 | 132,890.48 | | 132,890.48 |
| | SPA | 2/23/2023 | 132,890.47 | | 132,890.47 |
| | Total | | | 1,210,136.57 | -811,465.14 |