



HUB Reporting 101

Statewide Historically Underutilized Business Program

Statewide Procurement Division

Texas Comptroller of Public Accounts

Today's Presenters



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The Statewide Historically Underutilized Business Program

Texas Government Code §2161 authorizes the Comptroller of Public Accounts (CPA) to establish and administer the Statewide Historically Underutilized Business (HUB) program.

Texas Administrative Code, Title 34, Chapter 20, Subchapter D, Division 1, Sections §20.281 to §20.298 (34 TAC 20) provide the rules for administering the HUB program.

Texas Administrative Code

The screenshot shows a web browser window with the URL [texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=34&pt=1&ch=20&sch=D&div=1&rl=Y](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=34&pt=1&ch=20&sch=D&div=1&rl=Y). The page features a header with the Texas state flag and the text "Texas Administrative Code". Below this is a navigation menu with the following items:

- [TITLE 34](#) PUBLIC FINANCE
- [PART 1](#) COMPTROLLER OF PUBLIC ACCOUNTS
- [CHAPTER 20](#) STATEWIDE PROCUREMENT AND SUPPORT SERVICES
- [SUBCHAPTER D](#) SOCIO-ECONOMIC PROGRAM
- [DIVISION 1](#) HISTORICALLY UNDERUTILIZED BUSINESSES

Below the navigation menu is a section titled "Rules" containing a list of specific rules:

- [§20.281](#) Policy and Purpose
- [§20.282](#) Definitions
- [§20.283](#) Evaluation of Active Participation in the Control, Operation, and Management of Entities
- [§20.284](#) Statewide Annual HUB Utilization Goals
- [§20.285](#) Subcontracts
- [§20.286](#) State Agency Planning Responsibilities
- [§20.287](#) State Agency Reporting Requirements
- [§20.288](#) Certification Process
- [§20.289](#) Protests
- [§20.290](#) Recertification
- [§20.291](#) Revocation
- [§20.292](#) Certification and Compliance Reviews
- [§20.293](#) Texas Historically Underutilized Business Certification Directory
- [§20.294](#) Graduation Procedures
- [§20.295](#) Program Review
- [§20.296](#) HUB Coordinator Responsibilities
- [§20.297](#) HUB Forum Programs for State Agencies
- [§20.298](#) Mentor-Protégé Program

At the bottom of the page is a navigation bar with the following links: [HOME](#), [TEXAS REGISTER](#), [TEXAS ADMINISTRATIVE CODE](#), and [OPEN MEETINGS](#).

34 TAC 20.281 Policy and Purpose

It is the policy of the comptroller to encourage the use of HUBs in the state procurement process through race, ethnic, and gender-neutral means.

The purpose of the HUB program is to promote good faith effort business opportunities for all businesses in state procurement and contracting in accordance with 34 TAC 20.284.

Texas Govt Code 2161.181

Goals for Purchases of Goods and Services

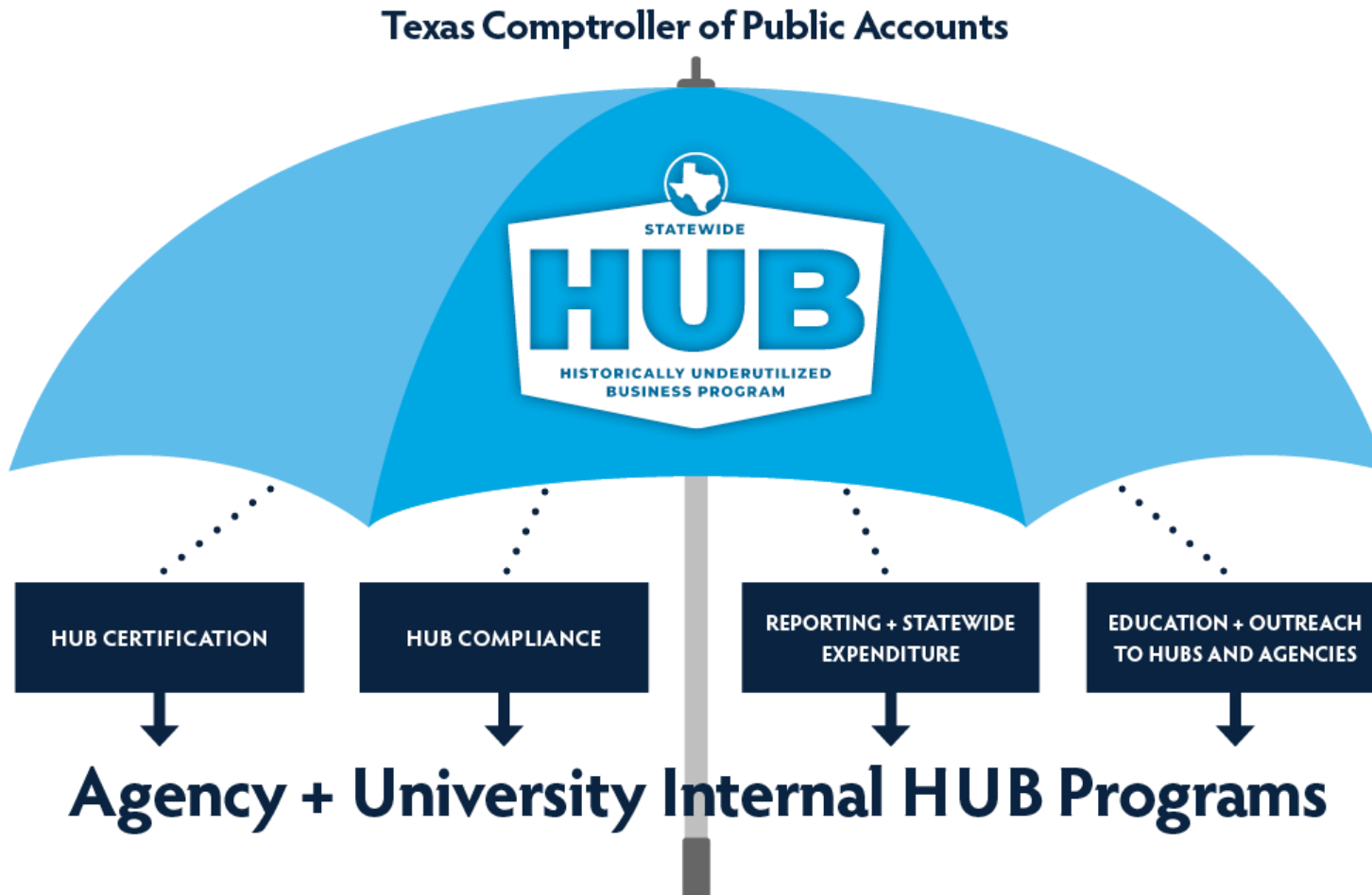
- **11.2% Heavy Construction**, other than building contracts
- **21.1% Building Construction**, including general and operative builders' contracts;
- **32.9% Special Trade Construction Contracts**
- **23.7% Professional Services** contracts
- **26.0% Other Services** contracts
- **21.1% Commodities** contracts

Texas Government Code 2161.062(e) 34 TAC 20.296

A state agency or institution of higher education with a biennial budget of at least \$10 million, SHALL designate at least 1 FTE as the **HUB Coordinator** to:

- Coordinate training programs for recruitment and retention of HUBs
- Report required expenditure information

Statewide HUB Program Structure



What is the HUB Report?

- Texas Government Code 2161.121
 - Requires the Statewide HUB Program to consolidate and analyze the agency and university expenditures.
 - The report includes the number and dollar amount of contracts awarded and paid to HUBs.
 - It analyzes the relative level of opportunity for HUBs provided in the various categories of acquired goods and services.
 - Semi and Annual expenditure report

HUB Reporting Reminders

- Statewide HUB Program will send a reminder email to all HUB coordinators in preparation for the HUB Annual and Semi-Annual report.
- The email will include:
 - Reporting Instructions
 - Timelines
 - Attachment A (Reportable comp object codes)
 - Attachment B (Report requirements and structure)

“What goes into the HUB report?”

- Treasury and Non-Treasury Expenditures **Paid** by the object codes (COBJ's) listed in “Attachment A”.
- CPA uses the PCC (Purchasing Category Codes) to identify the type of purchases and allocates expenditures to the proper reports (i.e., Term Contracts)
- Term Contracts are recorded in the agency's detail report, but then subtracted from the agency's report base and marked as TC.
- *Note: TXMAS contracts and DIR Contracts are not subtracted, and agencies must report any HUB Sub payments made through these contracts.*

Exclusions to the HUB Report

- All expenditures NOT included in the “Attachment A” COBJs
- Expenditures made to Other Governmental Entities (Interagency, Interlocal, and Intergovernmental contracts)
 - Governmental Payment Exclusion application allows agencies to remove government Treasury payments from the HUB Report base.
- Payments made to set-aside-programs (WorkQuest and TCI)
- Note only the VID number for WorkQuest-17419760511 and TCI-17460014313 are excluded from the report

HUB Reporting Timelines

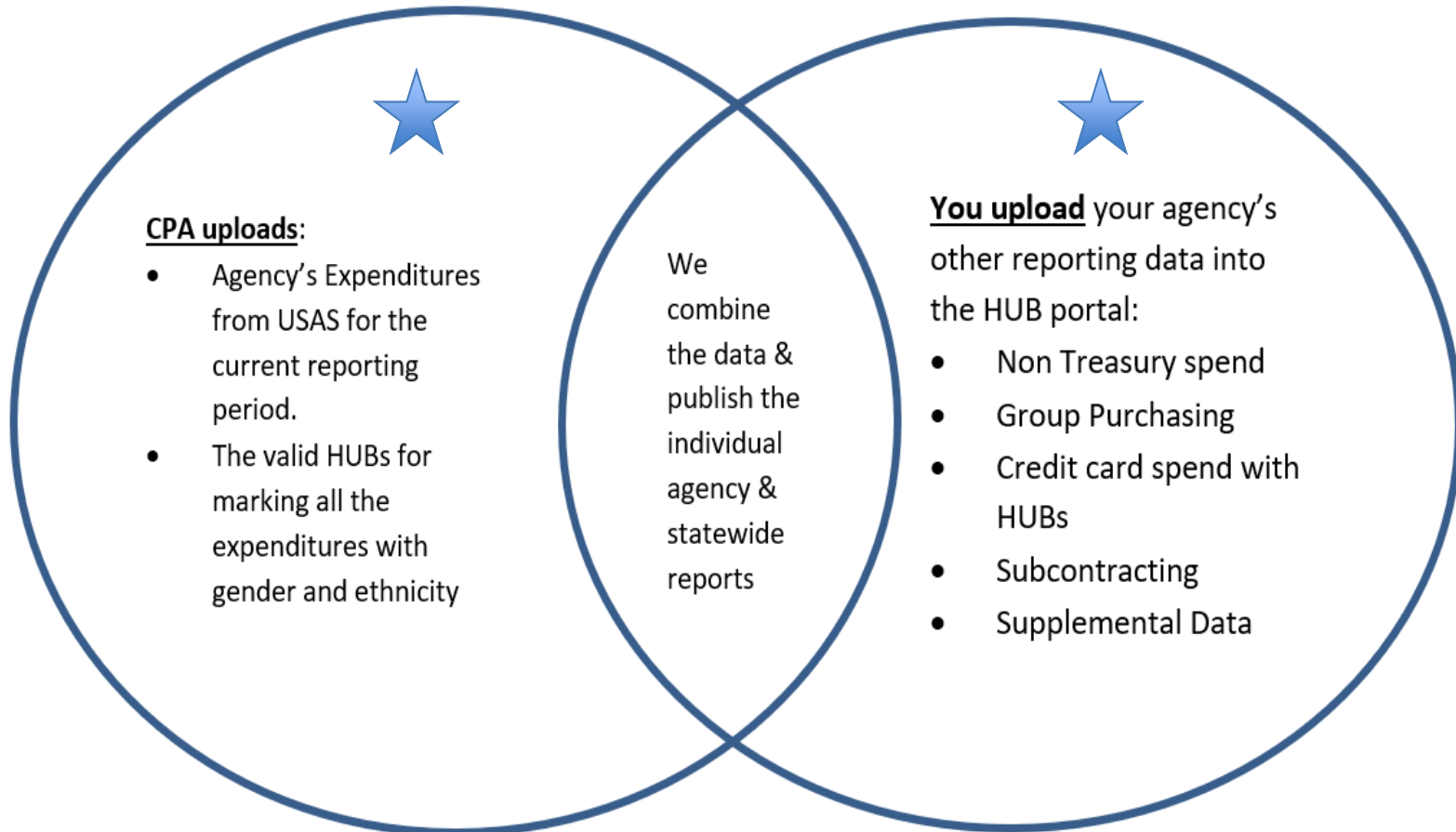
Reporting Period for the Semi-Annual is Sept. 1st to February 28th

Reporting Period for the Annual Report is the Complete Fiscal Year

- March 1st to 15th and Sept. 1st to 15th - CPA Portal Open for Data submission
- 1st Draft Review Period Opened (6 Days)
 - Agencies review submitted data for accuracy and make corrections if needed
 - Agencies review and identify draft expenditure data for government payment exclusion
 - Supplemental Letter (Optional) is due by April 12th
- 2nd Draft Review Period Opened (3 Days)
 - Final review of draft data for accuracy and make last minute corrections if needed.
- May 15th and Nov. 15th – Final HUB Reports are sent to Legislative Offices then posted on-line
 - <https://comptroller.texas.gov/purchasing/vendor/hub/reporting.php>

Note: Agencies will be sent a specific timeline and procedures ahead of each reporting period.

HUB Report Overview



Treasury and Non-Treasury funds are combined to create your agency's total expenditures. Group, credit card, & subcontracting records are submitted so your agency can receive HUB credit for purchasing using these non direct payment methods. **This information typically comes from your agency's financial and solicitation tracking systems.**

Agency Provided Data

Data that your Agency/University provides for the HUB Report

- Subcontracting payments to HUBs (data collected from Progress Assessment Reports (PARs) submitted to your agency by prime contractors)
- HUB payments made with the agency's Citibank credit card
- Non-Treasury Expenditure Data (i.e. payments outside of the Treasury)
- Group Purchases Expenditure Data

Supplemental Data

- Number of Bond Issuances
- Number of Bids Sent (Optional)
- Number of Bid/Proposal Responses from HUBs and Non-HUBs
- Number of Awards to both HUBs and Non-HUBs
- Supplemental Letter (Optional)

Do I have any data to upload?

- Does your agency have HUB subcontracting records to report?
 - ✓ Yes - you need to submit a file containing S records to get HUB credit for those expenditures.
 - ✓ No - you don't need to submit a file with S records.
- Does your agency use Group Purchasing Contracts (typically only used by higher education systems)?
 - ✓ Yes - you need to submit a file containing G records to get HUB credit for those expenditures.
 - ✓ No - you don't need to submit a file with G records.
- Does your agency pay any HUB vendors with your Citibank card for reportable COBJ?
 - ✓ Yes - you need to submit a file containing H records to get HUB credit for those expenditures
 - ✓ No - you don't need to submit a file with H records to submit.
- Do all your agency's payments go through USAS (Treasury payments)?
 - ✓ Yes - you have no expenditures to upload.
 - ✓ No - you will need to upload a file with N records (Non-Treasury).
- Does your agency have any Supplemental data to submit?
 - ✓ Yes - you need to complete the Supplemental data form in the HUB reporting portal.
 - ✓ No - then you are done until the draft is posted for you to review.

Verifying Active HUBs

home » purchasing » downloads

Purchasing

DOWNLOADABLE FILES

Data files from the [CMBL/HUB vendor search database](#) and the [Agency Address List](#) system are available as downloads below.

For questions on additional content or systematic file transfer options, please contact our [Procurement Customer Service](#) staff at 512-463-3034.

Note: For best results downloading and viewing these files, use Internet Explorer.

Vendor Files (CMBL/HUB)

To search this data, go to [CMBL/HUB Search](#).

- **Active CMBL/HUB Vendors** Master File (dat)
 - File Information & Record Layout (txt)
 - Alternate version of CMBL/HUB Vendors Master File for existing users (dat)
 - File Information & Record Layout (txt)
 - Class Data and VIDs for Active CMBL/HUB Vendors (dat)
 - File Information & Record Layout (txt)
- **HUBs Active During Current Fiscal Year Master File** (dat)
 - File Information & Record Layout (txt)
 - Class Data and VIDs for Active HUBs (dat)
- **All** Active and Inactive CMBL/HUB Vendors (dat)
 - File Information & Record Layout (txt)

Agency Contact Files

- File Information & Record Layout (txt)

If a HUB vendor is certified 1 day of the current fiscal year, they count as a HUB for the entire Fiscal Year.

A list of the HUBs eligible for the current Fiscal year can be downloaded from this link on the comptroller website.

<https://comptroller.texas.gov/purchasing/downloads/>

Note: After August 31st, the list will contain the eligible HUBS for the new Fiscal Year

Upload File Format

Formatting errors – the data **MUST** be submitted with the exact character length and location for each field.

EXAMPLE

Good Format

```
|--5-|-----11-----|-----20-----|4-|-----12-----|1|
0099915209401020BATTERIES INC 7300-00006320.88G
0099915209401020BATTERIES INC 7400-00000340.81G
0099919413818337BIO-RAD LABORATORIES7310000000093.00G
0099919426404653GENERAL MEDICAL CORP7300000000684.54G
0099919426404653MCKESSON GENERAL MED7300000002632.90G
```

Error File

```
0071012002687353Gessner Engineering 72560000000000.00S
0071012004155953Soji Services dba Me7341000000000.00S
0071012005396226JQ Infrastructure 7256000033500.00S
0071012005635003Belknap Concrete 7341000000000.00S
-----
```

- **Pro Tip**** Create a separate upload file for each record type (N,H,G,S)**
- **Make sure your file names are less than 50 characters in length or you will receive an undefined error when you upload****

The complete instructions on the HUB Reporting Procedures are sent to the state agencies and universities prior to each reporting period by the Statewide HUB Program.

Logging into the HUB Reporting Portal

www.txsmartbuy.com

PLEASE LOGIN TO ACCESS YOUR WEB APPLICATIONS

WARNING - RESTRICTED GOVERNMENT SYSTEM

This system is restricted to authorized users only. Unauthorized access, use, misuse or modification of this system, the data contained herein, or in transit to/from this system, may constitute a violation of federal and state and local laws and subject individual(s) to criminal and/or civil prosecution and penalties. This system and associated usage is subject to monitoring and security testing by authorized personnel. There is no expectation of privacy except as otherwise provided by applicable privacy laws. If you need a web applications id, Please Contact your Superuser

Login Credentials

Email Address (required)

Password (required)

[Sign In](#) [Forgot password?](#)

Enter your email address and password to CPA Portal

Home / My Account

My Account

- Overview
- Addresses
- Update Your Password
- Update Your Security Questions
- Purchase Requisitions
- Purchase Orders
- Favorite Orders
- Users
- HUB Report
- Vendor Performance Reporting
- TPPD
- ESBD

My Settings

Profile
eben731@cpa.texas.gov
(512) 123-4567

Contact Superuser
My Agency Superuser
Information List

Welcome to the Portal

Announcements Section
Home | TxSmartBuy | VPTS | ESBD | HUB Report | TPPD

Main Announcement Page

Please make sure to check the recent announcements for your apps.

Click On "HUB Report"

Load and Manage your Data Files

The View When The Reporting Period is Open

The screenshot displays the HUB Reporting interface. At the top, it shows the user logged in as Glenn Hegar, Texas Comptroller of Public Accounts. The main heading is "HUB Reporting". Below this, there is a sidebar on the left with user identification details and a "Return to Portal" / "Logout" button. The main content area shows the date and time (Thu Aug 23 09:31:14 CDT 2018) and the current year (2018). A "HUB Report Submit Menu" is listed with several options: "View HUB Report Draft", "Valid HUBs File Extract (Current - 2018 S)", "Submit Initial HUB Report Payment Data File(s)", "Search Confirmations & Resubmit", "Enter New or Revised Supplemental Data", "Exclude Government Expense", "View Government Exclusion Submissions", and "Email HUB Report Payment Summary". Two blue arrows point to the "Submit Initial HUB Report Payment Data File(s)" and "Search Confirmations & Resubmit" options.

Click “Load Initial HUB Report Payment File(s)” or “Search Confirmations & Resubmit”

Load Initial HUB Report Payment File(s)

- Choose file and browse to select the file to upload
- Submit
- You will be emailed a confirmation showing what you loaded.
- Email Summary is only needed if you want to send yourself another summary of what you have loaded.

Submit Initial HUB Report Payment Data File(s)

Home / [Submit Payment Data](#) / [Search Confirmations & Resubmit](#)

Non-Treasury, Sub-Contracting, Procurement Card, Group Purchasing and Term Contracts ONLY

Agency Number (Select from drop down) 304 - COMPTROLLER OF PUBLIC ACCOUNTS

Fiscal Year 2021

Reporting Period S

Select File Choose File No file chosen

Submit

Email Summary

Errors

Errors when loading files

If you have formatting errors when you try to load a file in the portal, you will receive an email summarizing issues to be fixed before uploading again.

```
FY21H_Semi_Annu... x
Line Number 383. Object Code 7303 is not one of the approved object codes.
"00'000000000000IN QUORUM REPORT 7303000000360.00H"

Line Number 490. Object Code 7303 is not one of the approved object codes.
"00'000000000000NEJM MASS MED SOCIET7303000000212.13H"

Line Number 687. Object Code 7303 is not one of the approved object codes.
"00'000000000000SOCIETY FOR SCIENCE 7303000000090.00H"

Line Number 732. Object Code 7303 is not one of the approved object codes.
"00'000000000000STANFORD GSB-SSIR SU7303000000054.95H"

Line Number 790. Object Code 7303 is not one of the approved object codes.
"00'500000000000THE CHRONICLE 7303000000139.00H"

Line Number 923. Object Code 7303 is not one of the approved object codes.
"00'14603583601CITIBANK 73030000000856.08N"
```

Errors Continued...

Validation Errors

Once the portal is closed data validation is run and may produce errors. You will receive information in an email about the data that needs to be corrected in your file.

- The agency is reporting \$197,348.98 in credit card payments to HUBS, but they don't have any Treasury or Non-Treasury payments to the Citibank VID.
 - The wrong Citibank VID (11352664707) or mail code (045) was sent the payment.
 - You may have missing Non-Treasury payments
 - Your payment to Citibank didn't process through the Treasury before the cut for this reporting period

Sample Error

September 16, 2020
Agency - [REDACTED]

CREDIT CARD ERRORS

Type of record H records submitted:

\$197,348.98

Non Treasury Payments (Type of record N):
Treasury Payments:

\$0.00
\$0.00

Total Credit Card (Actual) Payments:

\$0.00

Only payments on these VIDs count as Credit Card Payments:

19416876654	18606452656
13608998251	11349946506
14603583601	11352664707

You do not have enough actual payments to cover the records submitted.

Most Common Validation Errors in HUB Reporting

1. Reporting more HUB subcontracting payments than the direct expenditures paid to prime (Treasury and Non-Treasury under the COBJ)
 - Subcontracting payment(s) coded to a different COBJ from the direct payment(s).
 - Prime contractor's invoice payments haven't cleared the Treasury for the subcontracting expenditure that was submitted.
2. Reporting more HUB credit card payments than are reflected in your Treasury and Non-Treasury credit card payments to Citibank.
3. Failure to delete the initial file submitted in the portal, when submitting a corrected data file.



What do I need to do during the draft periods?

**REVIEW YOUR DRAFT REPORTS WHILE THE
PORTAL IS OPEN!**

Draft Period to Review the HUB Report

- Draft periods are determined by CPA are open to all state agencies and universities to review the data for accuracy and to make any corrections to the agency/university's submitted data before the report is published.
- The CPA HUB Portal will only be open to agencies and universities during the initial reporting period and both draft periods.
- Agencies can exclude inter government payments during the draft periods
- After the second draft review period is closed, no changes can be made to your data.
- Please note, no corrections may be made to treasury data after August 31st of the current fiscal year. These corrections MUST be made by the agency/university's financial office.

Viewing Draft Reports

HUB Reporting

User logged in :

User Identification

Erin Bennett

Agency 304
COMPTROLLER OF PUBLIC
ACCOUNTS
ADMIN

Return to Portal

Logout

Mon Nov 28 09:28:44 CST 2022 Current year is: 2022

HUB Report Submit Menu

[View HUB Report Draft](#)

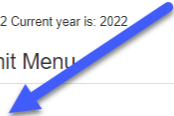
[Valid HUBs File Extract \(Current - 2022 A\)](#)

[Submit Initial HUB Report Payment Data File\(s\)](#)

[Search Confirmations & Resubmit](#)

[Enter New or Revised Supplemental Data](#)

[Exclude Government Expense](#)



HUB Report Draft

Home / Hub Report Draft

Please note the following:

- Under the data verification process for this reporting period, state agencies and institutions of higher education may also review their draft data by agency number for exclusions and errors. Each agency is accountable for its own data.
- If your agency's data is accurate, **no response is necessary**.
- If your agency's data is **NOT** accurate, you may re-submit your data during this time period by following the procedures outlined in the Statewide HUB Reporting Procedures.
- If you have any questions about this procedure, you may contact (512)463-5872.

Thanks in advance for your cooperation in preparation of the HUB Report.

- [Sections I-VI](#)
- [Section VII Summary by Agency](#)
- [Detail by Agency](#)
- [Consolidated Report and Analysis of Awards by Certified HUBs by Agency](#)
- [Data Validation Summary Reports](#)
- [Supplemental Data Reports](#)

Reviewing Draft Reports

1. Download your reports.
2. Review them while the HUB Portal is open for each draft period.
3. Should someone else review the draft? Share it with them and let them know your deadline for when the draft period closes.
 - a) Start with looking at your Agency Expenditure Report.
 - Are the totals what you expected?
 - b) Compare to Agency Detail Report.
 - Are there duplicate transactions?
 - If yes, search “Confirmations and Reload” and check for duplicate files.
 - c) Are there expenditures missing?
 - Make sure you aren’t missing reporting sections for your agency, subcontracting, non-treasury, group, or credit card records.
 - d) Are all HUB vendors marked with their HUB certification category?

Reviewing Report Continued...

4. Check the data on your consolidated report, does it look right?
 - Compare it to Agency Expenditures Report and the Detail Report if you have questions about the numbers.

5. Compare the numbers to last fiscal year report.
 - Are they drastically different? Why?

Consolidated Reports By Agency

The top section of the Consolidated Reports shows a summary of HUB and Non-HUB spend by category, for each agency.

- Be aware that Total Spent with HUB plus Non-HUB may not necessarily equal the total expenditures for the category. The amount spent with HUBs includes both subcontracting records and direct payments to prime and HUB contractors.
- To see where these numbers are coming from, compare them to your Agency Expenditure Data Report.

PROCUREMENT CATEGORY	TOTAL EXPENDITURES	TOTAL \$ SPENT WITH NON HUBS / %	TOTAL \$ SPENT WITH HUBS / %	ANNUAL PROCUREMENT GOAL %
HEAVY CONSTRUCTION	0	0 0%	0 0%	11.20%
BUILDING CONSTRUCTION	\$2,691,913	\$2,691,913 / 100.00%	\$2,636,174 / 97.93%	21.10%
SPECIAL TRADE	\$701,358	\$701,358 / 100.00%	0 / 0%	32.90%
PROFESSIONAL SERVICES	\$28,207,402	\$28,207,402 / 100.00%	\$7,074,039 / 25.08%	23.70%
OTHER SERVICES	\$349,329,187	\$343,141,505 / 98.23%	\$6,190,473 / 1.77%	26.00%
COMMODITY PURCHASING	\$169,842,135	\$168,236,403 / 99.05%	\$1,609,666 / 0.95%	21.10%
TOTAL:	\$550,771,995	\$542,978,581 / 98.59%	\$17,510,351 / 3.18%	

State Agency Expenditure Data

The State Agency Expenditure Report shows the summary of agency expenditures:

1. Treasury expenditures (uploaded from CPA financial system)
2. Non-Treasury expenditures (agency entered)
3. Subcontracting amounts (agency entered)
4. Term contract expenditures that were backed out based on PCC (A, B, or C)
5. Inter governmental transactions (agency backed out) during the draft period

- BUILDING CONSTRUCTION UNADJUSTED GOAL IS 21.1%

T	\$2,691,913	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%
N	0	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%
S	***	\$2,636,174 / 97.93%	0 / 0%	0 / 0%	\$2,636,174 / 97.93%	0 / 0%	0 / 0%	0 / 0%	0 / 0%
-TC	0	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%
-I	0	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%
	\$2,691,913	\$2,636,174 / 97.93%	0 / 0%	0 / 0%	\$2,636,174 / 97.93%	0 / 0%	0 / 0%	0 / 0%	0 / 0%

PROCUREMENT CATEGORY	TOTAL EXPENDITURES	TOTAL \$ SPENT WITH NON HUBS / %	TOTAL \$ SPENT WITH HUBS / %	ANNUAL PROCUREMENT GOAL %
HEAVY CONSTRUCTION	0	0 0%	0 0%	11.20%
BUILDING CONSTRUCTION	\$2,691,913	\$2,691,913 / 100.00%	\$2,636,174 / 97.93%	21.10%

What do I do if I have incorrect data?

1. Correct your file
2. Browse and choose file to select and upload
3. Click “submit”
4. Confirmation email will be sent verifying upload
5. Go to “Search Confirmations & Resubmit” to confirm changes

Submit Initial HUB Report Payment Data File(s)

Home / Submit Payment Data / Search Confirmations & Resubmit

Non-Treasury, Sub-Contracting, Procurement Card, Group Purchasing and Term Contracts ONLY

Agency Number (select from drop down) 304 - COMPTROLLER OF PUBLIC ACCOUNTS

Fiscal Year 2021

Reporting Period S

Select File Choose File No file chosen

Submit Email Summary

Search Confirmations & Resubmit

1. Delete the previous version(s) of the file.
2. Load additional files by going to “Search Confirmations and resubmit”.
3. Export the files you have loaded.

Confirmation Numbers

Home / Submit Payment Data / Search Confirmations & Resubmit

Confirmation Number	File Name	Submitted By	Submitted Date	Number Of Records	File Total	Action
51,385	HUB_09012022_ANNUAL_A.TXT	Keith V	Sep 9, 2022 8:14:03 AM	3,319	\$8,810,956.93	
51,390	HUB_09012022_ANNUAL_H.TXT	Keith V	Sep 9, 2022 11:32:46 AM	290	\$84,106.77	
51,391	HUB_09012022_ANNUAL_S.txt	Keith V	Sep 9, 2022 11:33:22 AM	57	\$11,833,465.17	
51,395	HUB_09012022_ANNUAL_N_3.txt	Keith V	Sep 9, 2022 3:58:55 PM	204,909	\$236,572,745.65	
51,637	HUB_10112022_ANNUAL_N_final.txt	Keith V	Oct 12, 2022 10:36:43 AM	204,272	\$232,254,525.50	

Email Confirmations

***Note:** when you finish with the initial file uploads, and draft reviews, take a screen shot of this page showing the final uploads were completed, in case of questions later in the process.

Identifying Government Expenses During the Draft Periods

To generate a list of your expenditures to help you identify your government exclusions:

- Go to View HUB Draft
- Details by Agency

The screenshot shows the 'HUB Reporting' interface. On the left, a sidebar indicates the user is logged in as 'User Identification' with agency number '54321'. The main content area is titled 'HUB Report Draft' and shows a dropdown menu for 'Agency Number' set to '304 - COMPTROLLER OF PUBLIC ACCOUNTS'. Below this is a table titled '2018 Semi-Annual HUB Report - Expenditure Detail Report by Agency'. The table lists various agencies and their corresponding 'Excel' download icons. A blue arrow points to the 'Excel' icon for the 'COMPTROLLER OF PUBLIC ACCOUNTS' entry.

Agency Number	Agency Name	Action
101	TEXAS SENATE	Excel
102	HOUSE OF REPRESENTATIVES	Excel
103	TEXAS LEGISLATIVE COUNCIL	Excel
104	LEGISLATIVE BUDGET BOARD	Excel
105	LEGISLATIVE REFERENCE LIBRARY	Excel
116	SUNSET ADVISORY BOARD	Excel
201	SUPREME COURT	Excel
211	COURT OF CRIMINAL APPEALS	Excel
212	OFFICE OF COURT ADMINISTRATION	Excel
213	OFFICE OF STATE PROSECUTING ATTORNEY	Excel
216	OFFICE OF CAPITAL VISITS	Excel
221	FIRST COURT OF APPEALS	Excel
222	COURT OF APPEALS - SECOND COURT	Excel
223	COURT OF APPEALS - THIRD COURT	Excel
224	COURT OF APPEALS - FOURTH COURT	Excel
225	COURT OF APPEALS - FIFTH COURT	Excel
226	COURT OF APPEALS - SIXTH COURT	Excel
227	COURT OF APPEALS - SEVENTH COURT	Excel
228	COURT OF APPEALS - EIGHTH COURT	Excel
230	COURT OF APPEALS - TENTH COURT	Excel
231	COURT OF APPEALS - ELEVENTH COURT	Excel
232	COURT OF APPEALS - TWELFTH DISTRICT	Excel
233	COURT OF APPEALS - THIRTEENTH COURT	Excel
234	COURT OF APPEALS -FOURTEENTH COURT	Excel
242	COMMISSION ON JUDICIAL CONDUCT	Excel
243	STATE LAW LIBRARY	Excel
300	OFFICE OF THE GOVERNOR - FISCAL	Excel
301	OFFICE OF THE GOVERNOR	Excel
302	OFFICE OF THE ATTORNEY GENERAL	Excel
303	TEXAS FACILITIES COMMISSION	Excel
304	COMPTROLLER OF PUBLIC ACCOUNTS	Excel
305	GENERAL LAND OFFICE	Excel

- Select the “Excel” icon next to your agency’s name to download a file of your expenditures.

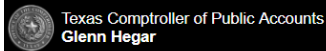
Identifying Government Expenses

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Gov Payments	Record Type	Procurement Category	Object Code	Vendor Name	VID	HUB	HUB Category	Term Contract	Amount		
87	X	Treasury	Other Services	7243	CITY OF AUSTIN	17460000858				\$525.00		
315	X	Treasury	Other Services	7276	SAN PATRICIO COUNTY	17419971811				\$1,082.52		
399	X	Treasury	Other Services	7273	UNIVERSITY OF TEXAS	17460002037				\$22,872.42		
400	X	Treasury	Commodity Purchasing	7300	UNIVERSITY OF TEXAS	17460002037				\$107,751.87		
401	X	Treasury	Commodity Purchasing	7334	UNIVERSITY OF TEXAS	17460002037				\$1,794.80		
461												
462												
463												
464												
465												
466												
467												
468												
469												
470												

- You can use the spreadsheet as a guide to identify and mark government expenditures in the “Exclude Government Expense” Application

Excluding Government Treasury Payments



HUB Reporting

Thu Aug 23 09:31:14 CDT 2018 Current year is: 2018

HUB Report Submit Menu

[View HUB Report Draft](#)

[Valid HUBs File Extract \(Current - 2018 S\)](#)

[Submit Initial HUB Report Payment Data File\(s\)](#)

[Search Confirmations & Resubmit](#)

[Enter New or Revised Supplemental Data](#)

[Exclude Government Expense](#)

[View Government Exclusion Submissions](#)

[Email HUB Report Payment Summary](#)



User logged in :

User Identification

Laura Cagle-Hinojosa

Agency 54321

ADMIN
Laura.Cagle-Hinojosa@cpa.texas.gov
(512) 123-1234

[Return to Portal](#)

[Logout](#)

Exclude Government Expense

Note only Treasury payment data records will display in this application

The screenshot shows the 'HUB Reporting' application interface. On the left, a sidebar indicates the user is logged in as 'ADMIN' for 'Agency 54321'. The main content area is titled 'Exclude Treasury Government Expenses' and features a search filter for 'Agency Number' set to '304 - COMPTROLLER OF PUBLIC ACCOUNTS'. Below the search bar is a table with columns for Agency, Recordtype, Category Code, Object Code, Vendor Name, Amount, Cat Description, DIR Flag, and VID. A blue arrow points to a checkbox in the VID column of the second row.

Agency	Recordtype	Category Code	Object Code	Vendor Name	Amount	Cat Description	DIR Flag	VID	
304	Treasury	03	7266	CARL KUMAR	\$2,800.00	Special Trade		70055340809	<input type="checkbox"/>
304	Treasury	03	7266	HOLZMAN GROUP LTD	\$1,383.27	Special Trade		17427385822	<input type="checkbox"/>
304	Treasury	03	7266	KNIGHT SECURITY SYST	\$90,470.22	Special Trade		12031864908	<input type="checkbox"/>
304	Treasury	03	7266	MCCOY-ROCKFORD INC	\$26,674.69	Special Trade		12744023297	<input type="checkbox"/>
304	Treasury	03	7266	MCCOY-ROCKFORD INC D	\$21,755.55	Special Trade		17425107640	<input type="checkbox"/>
304	Treasury	03	7266	NORTH TEXAS INSTALLA	\$2,600.00	Special Trade		13840304367	<input type="checkbox"/>
304	Treasury	03	7266	SUN TINT INC	\$1,216.00	Special Trade		17429102407	<input type="checkbox"/>
304	Treasury	04	7248	SANDAD INC	\$55.00	Professional Services		12046706896	<input type="checkbox"/>

1. Agency expenditure detail data will display
2. By clicking on the record's box the government payment record will be marked for exclusion.

Exclude Government Expense Continued...

 HUB Reporting

User logged in :

User Identification

Lauren Hegar-Whitney

Agency 54321

ADMIN

[Return to Portal](#)

[Logout](#)

Exclude Treasury Government Expenses

Home

Agency Number (Select from drop down) 304 - COMPTROLLER OF PUBLIC ACCOUNTS Search

Filter Search

View Selected
Submit

Agency	Recordtype	Category Code	Object Code	Vendor Name	Amount	Cat Description	DIR Flag	VID		
304	Treasury	06	7243	CITY OF AUSTIN	\$525.00	Other Services		17460000858	<input checked="" type="checkbox"/>	

3. To view the government payments tagged for exclusion press “View Selected”
 4. Once you are finished press “Submit” to submit exclusion data
 5. An email will be generated with an Excel file reflecting all of the records that were selected for exclusion/removal
- **Pro Tip**** If you have a large number of exclusions to make, do them in batches. If you go 15 minutes with out submitting you will lose those unsaved selections.**

Excluding Government Expenses

Excerpt from Detail

***** OTHER SERVICES :			
7204	ARCH INSURANCE		\$423.54
7204	ARTHUR J GALLAGHER R		\$168,391.60
7204	COMPSOURCE MUTUAL IN		\$1,833.00
7204	GULF COAST INSURANCE		\$9,141.00
7204	STATE COMPENSATION I		\$4,587.70
7204	THE HARTFORD		\$4,400.00
7204	TRAVELERS CL REMITTA		\$2,280.96
7211	THE PIN DEPOT NETWOR		\$874.46
7240	RSM US LLP		\$20,625.00
7240	TIM S WOOTEN		\$5,250.00
7242	SHI GOVERNMENT SOLUT	HUB AS	\$40,077.50
7243	CA INC		\$39,000.00
7243	CARRASOFT TECHNOLOGY		\$985.00
7243	CITY OF AUSTIN		\$525.00
7243	CRITICAL START LLC	HUB WO	\$14,700.00
7243	HARRELL COMMUNICATIO		\$1,000.00
7243	HUMINTELL LLC		\$6,600.00
7243	JAFFE HUSTON	HUB WO	\$22,612.45



HUB Reports will reflect the expenditure records that were excluded from the reports by either IG or I depending on the report

Excerpt from Section VII

304-COMPTROLLER OF PUBLIC ACCOUNTS-Commodity Purchasing Unadjusted Goal is 21.1%							
T	\$7,102,721	\$768,692/10.82%	\$208,571/2.94%	\$250,020/3.52%	\$164,739/2.32%	\$143,650/2.02%	\$1,710/0.02%
N							
S							
-TC	\$68,246	\$1,483/2.17%			\$1,483/2.17%		
-I	\$109,546						
	-----	-----	-----	-----	-----	-----	-----
	\$6,924,928	\$767,209/11.08%	\$208,571/3.01%	\$250,020/3.61%	\$163,256/2.36%	\$143,650/2.07%	\$1,710/0.02%



Excluding Government Expense

Each agency is accountable for the records they excluded from their HUB report base.

Make sure no other record is excluded other than government expenditures.

The screenshot shows the website's navigation bar with links for HOME, TAXES, TRANSPARENCY, ECONOMY, PURCHASING, PROGRAMS, and ABOUT. Below the navigation is a search bar with the text "Find Enter a search term" and a magnifying glass icon. The main content area is divided into two columns. The left column is titled "Business Center" and includes sections for "File & Pay" (with links for Tax Forms, TEXNET, and Due Dates), "Register" (with links for various applications and deposits), "Manage Account" (with links for address changes and notifications), and "Announcements and Notifications" (with a "Holiday Notice" for Labor Day). The right column is titled "Get Help" and includes a "Fraud Alert" icon, "Tax Help" (with links for Franchise Tax, Sales and Use Tax, Property Tax, etc.), and "Other Help" (with links for Unclaimed Property, Texas College Savings Plans, etc.). Below "Get Help" is a section titled "Explore Transparency" with a dollar sign icon and the text "Open government is accountable government." This section lists various financial reports and data, such as State Revenue, State Spending, State Budget, Key Economic Indicators, Open Data, Data Visualization, Sources of Revenue, Expenditures by County, Local Government, Tax Allocations, State of Texas Comprehensive Annual Financial Report (CAFR), Biennial Revenue Estimates, Certification Revenue Estimates, Cash Report, and Bond Appendix.

“Franchise Tax Account Status,” “Sales Taxpayer Search,” can be used to determine if an expenditure belongs to a vendor or a government entity.

HUB Report Best Practices

1. The Comptroller's HUB Expenditure Reports are the official report for each agency's HUB utilization.
2. Always use CPA HUB data when preparing reports to the extent possible.
3. Always make sure your data is consistent in all of your reporting.
4. Supplemental Letter should include variances and special circumstances that are not reflected in your agency's data.

Required Internal Monthly Evaluations of HUB Participation

Texas Government Code §2161.122

Monthly expenditure information gathering data by division

This is intended to assist in preparation of the semi and annual reports and

allow for HUB planning to increase HUB participation:

- For internal use only
- HUB meetings with procurement and other divisions
- Progress Assessment Reports
- Group Purchasing with HUBs to Comptroller for semi and annual reporting

Required Internal Annual Evaluations of HUB Participation

Texas Government Code 2161.123

- **Strategic Planning**

requires a written plan to increase HUB usage in contracts and requires:

- Mission or Policy Statement relating to increasing HUBs
- Goals to be met by carrying out the policy or mission statement
- Plans to increase HUB participation (outreach plans)

- **Performance Measures** (Strategic Plan Due Quarterly)

- Submission is according to agency's policy

34 TAC 20.286

- **HUB Plan**

State agencies to prepare a written HUB Business Plan for the use of HUBs in purchasing, and in public work contracts based on the Strategic Plan with detail information to be included in the LAR.

Required Annual Evaluations of HUB Participation (cont.)

Texas Government Code §2161.124

- ❖ **Agency Progress Report** is an annual self assessment documenting progress in the HUB Plan to increase HUBs:
 - Due December 31st
 - Statewide HUB provides the form
 - Agencies provide the report to the agency's financial division to submit with nonfinancial data report (complete instructions <https://gov.texas.gov/organization/bpp>)
 - Agencies and Universities submit their report via email to the Governor, Lt. Governor and Speaker of the House of Representatives' offices

Required Internal Evaluations of HUB Participation

Texas Government Code §2161.127

- **Legislative Appropriation Requests (LAR)**
 - Requires LAR include HUB information
 - Should include the past 3-year expenditure analysis including HUB goals.
 - Provide to agency's budget division to incorporate into LAR every other year prior to session

Texas Government Code §2161.183

- **Estimate of Expected Contracts Awards**
 - Due no later than the 60th day of the new fiscal year
 - Prepare and keep on file

The Statewide HUB Program will:

- Continue its commitment to administer the program based on the legislative requirements.
- Assist state agencies in education, outreach, and compliance to meet the HUB good faith effort.
- Provide training to small businesses and HUB vendors to extend their ability to competitively bid and increase their award opportunities.

Need Assistance?

- Link for reporting portal www.txsmartbuy.com
- For questions contact the program manager at (888)863-5881 or (512)463-5872
statewidehubprogram@cpa.Texas.gov or
linda.rogers@cpa.Texas.gov
- For system issues contact Erin Bennett
(512) 463-4840 erin.bennett@cpa.texas.gov