FISCAL 2023 SEMI-ANNUAL
STATEWIDE HISTORICALLY UNDERUTILIZED BUSINESS (HUB) REPORTING PROCEDURES

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1. General Information

According to Texas Government Code, Chapter 2161, the Office of the Comptroller of Public Accounts (CPA) is responsible for managing the Statewide Historically Underutilized Business (HUB) Program for minority- and women-owned businesses. CPA is required to compile a semi-annual and annual report of contracts awarded to HUBs by state agencies and institutions of higher education. The report documents expenditures in six (6) procurement categories identified as Heavy Construction, Building Construction, Special Trade, Professional Services, Other Services and Commodity Purchases. The report also documents the total dollar amount of contracts awarded. This report must be submitted to the presiding officer of each House of the Legislature and the Joint Committee.

Electronic versions of the HUB Reports are available on-line free of charge at this link **Final Posted HUB Reports**

2. Format for the Semi-Annual and Annual HUB Reports

The format for the HUB Report reflects six (6) procurement categories. The report shows one state agency or institution of higher education per page. The comptroller object (expenditure) codes that are inclusive to compiling the HUB Report are identified on **Attachment A.**

The HUB Report contains total expenditure data for Treasury, Non-Treasury, subcontracting, group purchasing, term contract, and procurement card purchases. ***It is the responsibility of each state agency and institution of higher education to ensure the accuracy of their expenditure and supplemental data (e.g., Treasury, Non-Treasury, credit card, subcontracting, bond issuance, bids and proposals received, and competitive and non-competitive contracts awarded).***

Following the procedures herein, each state agency and institution of higher education will report their **Non-Treasury**, **subcontracting**, **group purchasing**, **term contract**, and **procurement card expenditures** online to the CPA using the on-line HUB Reporting System at this link **HUB Report Login Page**

The Comptroller's Office shall report the **Treasury expenditures** of each state agency and institution of higher education.

Object codes for benefits, claims and judgments, interfund transfers, interagency payments, investments, payment of interest, payment of principal, public assistance payments, rentals and leases, utilities, salaries, wages, travel, grants, scholarships, real estate purchases, rights-of-way, emergency abatement response, and other expenses, as determined by the 2009 State of Texas Disparity Study (as defined by 34 TAC § 20.281), will be excluded from the HUB Report.

See **Attachment A** for a list of Comptroller object codes used to prepare the HUB Report. Expenditures must be reported to the CPA according to the following legislatively mandated timelines. If the due date for the HUB Report expenditure data falls on a weekend, all data will be due on the Friday before the weekend.

The **Treasury, Non-Treasury, subcontract,** and **term contract** data received for the semi-annual reporting period (September 1 - February 28 or 29) and the CPA will compile the annual reporting period (September 1 - August 31) of the current Fiscal Year. The system electronically cross-references the State's certified HUB Directory to search for the first 11 digits of the Vendor Identification Number (VID). All VID number matches will be used to record the state agencies' and institutions' total dollar amount of contracts awarded to certified HUB vendors.

The HUB Report identifies for each state agency, institution of higher education, and the State as a whole, the total expenditures with all vendors, the total spent with Non-HUBs, and the total spent with certified HUBs. The CPA Statewide HUB Program certifies businesses by ethnicity and gender and by service disabled veteran status. Minority men and women certified as HUBs are counted as an ethnic minority. The "American Woman" category includes all American Women other than Black American, Hispanic American, Asian-Pacific American, Native American or Service-Disabled Veteran.

HUB Eligible Groups are identified as follows:

AI = Native American
AS = Asian-Pacific American
BL = Black American
HI = Hispanic American
DV = Service-Disabled Veteran
WO = American Woman

Agency and Institution of Higher Education data for the consolidated total expenditures; (Treasury, Non-Treasury, subcontracting, delegated, open market, term contracts, emergency, proprietary, catalogue, exempt, etc.) must be reported to the CPA according to these reporting procedures and legislatively mandated timelines.

SEMI-ANNUAL REPORTING PERIOD
September 1 through February 28 or 29 of the current Fiscal Year

- HUB Report Data Submittal Deadline — March 15th of the current Fiscal Year
- CPA HUB Report Due Date — May 15th of the current Fiscal Year

ANNUAL REPORTING PERIOD
September 1 through August 31 of the current Fiscal Year

- HUB Report Data Submittal Deadline — September 15th of the current Fiscal Year
- CPA HUB Report Due Date — November 15th of the current Fiscal Year

3. State of Texas HUB Goals

There are six procurement categories and each procurement category has a HUB goal (see table below). The six procurement categories and HUB goals are from 34 TAC § 20.284. Pursuant to Section 2161.002(c), the HUB goals are based on the 2009 State of Texas Disparity Study. (See Table 2.2)

For more details on HUB Goals, please refer to 34 TAC § 20.284.

Table 2.2

Procurement Category	HUB Goal
Heavy Construction	**11.2%**
Building Construction	**21.1%**
Special Trade	**32.9%**
Professional Services	**23.7%**
Other Services	**26.0%**
Commodity Purchases	**21.1%**

4. HUB Expenditure Credit

State agencies and institutions of higher education will receive HUB credit for payments made to HUBs certified by the CPA within the reporting period. Certification is determined by verifying that the 11-digit VID number used for HUB certification matches the 11-digit VID number used for issuing the purchase order and making the payment. Representatives of the Statewide HUB Program may access the Comptroller's Texas Identification Number System (TINS) to verify the payment history under the VID number submitted by the vendor on the HUB certification application. **(This verification does not automatically confirm the correct assigned VID).**

If a state agency or institution of higher education determines that there is a discrepancy between the VID number identified in the HUB Directory, TINS and/or their payment records, the agency/institution of higher education should notify the vendor, and contact a representative of the Statewide HUB Program at 512-463-5872 or 1-888-863-5881. The CPA will conduct research, and the vendor record will be updated accordingly. CPA will notify the requesting entity regarding the correct VID number for the certified HUB. The CPA and the agency's Accounting Office must also update the vendor's record.

- **HUB Credit** - State agencies and institutions of higher education **will receive** HUB credit for payments made to 11-digit VID numbers that were a certified HUB for any period of time during the current fiscal year. Payments meeting this criterion are added to the total expenditure column and HUB expenditure column.

- **No HUB Credit** - State agencies and institutions of higher education **will not receive** HUB credit for payments made to 11-digit VID numbers that were not a certified HUB for any period during the current fiscal year. Payments meeting this criterion are added to the total expenditure column and are considered to be Non-HUB expenditures.

If a vendor's HUB status was active (i.e. HUB status code "A") for any period of time during the current fiscal year's reporting period, state agencies and institutions of higher education will receive HUB credit for the payments that were awarded to the HUB vendor during the entire fiscal year (retroactive).

There are eleven Status Codes in the CPA HUB Directory. These status codes are identified below in table 4.1:

Table 4.1

A - Active*	I - Inactivated*	R - Rejection
D - Decertified*	M - Returned Mail*	V - Vendor Requested Removal*
G - Graduated*	N - Not HUB	X - Audit Removal*
O - Old VID Number*	P - Pending	

*Note: Provided that the VID number was HUB certified/active during the current fiscal year's reporting period, state agencies and institutions of higher education will receive HUB credit for payments made to VID numbers displaying these HUB status codes.

State agencies and institutions of higher education are encouraged to reference the "***HUBs Active During Current Fiscal Year Master File (hub_name.dat)***" online at Active HUBS this Fiscal year which is a list of vendors who have been a Texas certified HUB (i.e., HUB status code "A") for at least one day during the current fiscal year. For the purposes of producing the HUB Reports, payments that are awarded during the current fiscal year to the Vendor ID Numbers contained within this file will be counted as HUB expenditures.

5. Expenditure (Object) Codes Included in HUB Report (*Attachment A*)

The object codes included in the HUB Report have been reviewed and developed by a subcommittee of the HUB Cooperative Committee, which evaluated all existing Comptroller object codes. The subcommittee reviewed each object code definition and made a determination whether to include or exclude the object code. The selection criteria allows and includes all object codes that pertain to the purchase of goods, services, and public works contracts and excludes all object codes that pertain to benefits, claims and judgments, interfund transfers, interagency payments, investments, payment of interest, payment of principal, public assistance payments, rental and leases, utilities, salaries, wages, travel, grants, scholarships, real estate purchases, right-of-way, emergency, abatement response, and other expenses as determined by the 2009 State of Texas Disparity Study. Total expenditures are awarded contracts with allowable object codes, which are actually paid from Treasury and Non-Treasury funds. This includes delegated, open market, term contract, proprietary, emergency, and exempt purchases.

The 2009 State of Texas Disparity Study used a list of object codes and corresponding procurement categories to

identify results of state agency expenditures and utilization of HUBs. The CPA includes these object codes as part of the HUB Report.

For the purpose of the HUB Report, an object code is either entirely included or entirely excluded. Therefore, if a contract is awarded under an excluded object code, then HUB credit cannot be received because the contract dollars are not part of the state agency's or the institution's total expenditures. CPA encourages the state agencies and institutions to seek creative options to report good faith efforts and contract opportunities from the excluded object codes. It may require state agencies and institutions to shift from the current way of coding an excluded contract by breaking down the contract and using included object codes for coding part of the contract. See the examples below:

Example #1: 7666 - Medical Services and Specialties - The Health and Human Services Commission (HHSC) has a large client service contract with National Heritage Insurance Company (NHIC). NHIC is the Health Care Financing Program's Prime Contractor for processing insurance claims for the Texas Medicaid Program. This contract is classified under object code 7666 (an exempt code). NHIC subcontracted part of the contract with a HUB. Since the NHIC contract is not part of the base for this state agency's or the institution's total expenditures, HUB subcontracting cannot be reported. In order for HHSC to receive HUB subcontracting credit, all expenditures under 7666 must be included, not just the NHIC contract. This would adversely affect HHSC's overall percentage and would greatly influence other state agencies and institutions as well. For example, the NHIC contract could be coded as follows:

If the NHIC contract was a $10 million contract and the actual payments made by NHIC to clients for medical reimbursements were $7 million, the remaining $3 million would be the amount paid to NHIC for administering this client reimbursement contract. CPA proposes that only $7 million (actual client reimbursements) should be coded as 7666. The other $3 million should be coded under an object code from the list of object codes used to compile the HUB Report which will best describe the service that NHIC is performing. All questions regarding expenditure codes should be directed to the Comptroller's Office, Claims Division, at 512-463-4850. Any other contracts with related administrative fees must be included under the same selected object code so that HHSC can hold NHIC accountable for subcontracting with HUBs. HHSC can then submit the HUB subcontractor dollars and receive credit on the HUB Report.

Example #2: 7462 - Rental of Office Buildings or Office Space - HHSC has very large leasing contracts throughout the state. The expenditure (object) code for leasing (7462) is currently exempt from the HUB Report. However, within a lease contract, there are contracting opportunities where a good faith effort could be made. A lease contract can be broken down to reflect the actual services performed within the contract. For example, at a minimum, the following object codes could be used to report services included in a full lease or a net lease contract: **7277 - Cleaning Services; 7271 - Real Property - Land - Maintenance and Repair - Expensed; and 7266 - Real Property Buildings - Maintenance and Repair-Expensed.**

Breaking down the lease contracts with these included expenditure codes allows HHSC to hold the lessor accountable for subcontracting with HUBs. HHSC can now be measured on all transactions that are within the included expenditure codes and receive full credit through the HUB Report for their committed efforts. **All subcontracting must be reported under the same object code under which the Prime Contractor was paid.**

6. Reporting of Supplemental Data

In accordance with Texas Government Code § 2161.122, state agencies and institutions of higher education shall report the following information to the CPA. Historically Underutilized Business (HUB) information must be reported by ethnicity and gender. The supplemental data must be submitted on-line through the HUB Reporting System at this link **HUB Report Login Page**

Approximately mid-February and mid-August, as a courtesy, the CPA's Statewide HUB Program will send the state agencies and institutions of higher education reminder notices for the submission of their semi- annual and annual HUB Report data, respectively.

- **Businesses Participating in State Bond Issuances**
  (Applicable to State Bond Issuers Only)
  State agencies and institutions of higher education **who issue bonds** are required to report to the CPA the total number of businesses (HUB and Non-HUB) that participate in bond issuances.

- **HUBS Submitting Bids / Proposals**
  All state agencies and institutions of higher education are required to report to the CPA the total number of HUBs submitting bids and/or proposals for the purchase of goods and services.

Types of bids (quotes or offers) and proposals include:

- ❑ Delegated Purchases (including informal and formal bids)
- ❑ Open Market Bids
- ❑ Information Technology Bids / Proposals
- ❑ Request for Proposals / Competitive Sealed Proposals
- ❑ Emergency Bids
- ❑ Proprietary Bids
- ❑ Term Contract Bids (applicable to CPA's Statewide Purchasing Division)
- ❑ Scheduled Purchase Bids (applicable to CPA's Statewide Purchasing Division)

- Number of Contracts Awarded

All state agencies and institutions of higher education are required to report to the CPA the total number of contracts awarded (HUB and Non-HUB) for the purchase of goods and services.

The number of contracts awarded to HUBs should include:

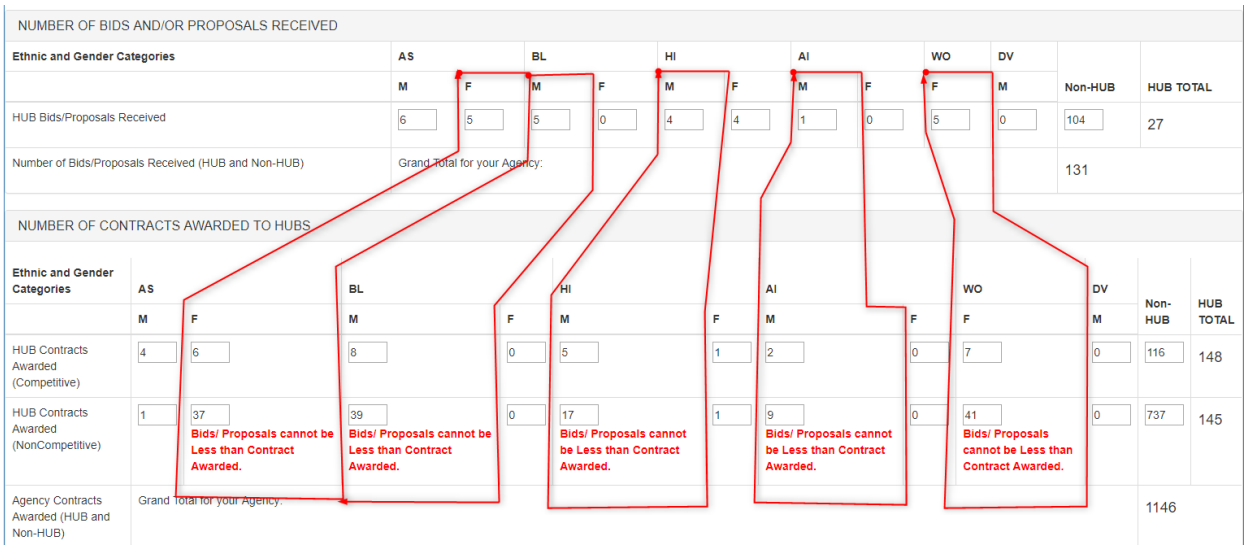
- ❑ Delegated Purchases
- ❑ Open Market Purchases
- ❑ Information Technology Purchases
- ❑ Emergency Purchases
- ❑ Proprietary Purchases
- ❑ Term Contracts (applicable to CPA's Statewide Purchasing Division)
- ❑ Scheduled Purchases (applicable to CPA's Statewide Purchasing Division)

Note: For the purposes of reporting contracts, state agencies and institutions of higher education should not report purchases that were made using the state procurement card. These purchases are not individual contracts for HUB Reporting. Individual requisitions against a blanket purchase order or against an IDQ (Indefinite Delivery Quantity) should not be counted as individual contracts.

Resolving Supplemental Data Errors

- The number of contracts Awarded to HUBS for each ethnic and gender category cannot be larger than the number of bids/proposals received for that category. (See image 6.1)
- To remove the error messages and save, the supplemental data must be corrected in each ethnic and gender category to reflect a larger pool of applicants than contract awardees.

Image 6.1



NUMBER OF BIDS AND/OR PROPOSALS RECEIVED

Ethnic and Gender Categories	AS		BL		HI		AI		WO	DV		
	M	F	M	F	M	F	M	F	F	M	Non-HUB	HUB TOTAL
HUB Bids/Proposals Received	6	5	5	0	4	4	1	0	5	0	104	27
Number of Bids/Proposals Received (HUB and Non-HUB)	Grand Total for your Agency:										131	

NUMBER OF CONTRACTS AWARDED TO HUBS

Ethnic and Gender Categories	AS		BL		HI		AI		WO	DV		
	M	F	M	F	M	F	M	F	F	M	Non-HUB	HUB TOTAL
HUB Contracts Awarded (Competitive)	4	6	8	0	5	1	2	0	7	0	116	148
HUB Contracts Awarded (NonCompetitive)	1	37 Bids/ Proposals cannot be Less than Contract Awarded.	39 Bids/ Proposals cannot be Less than Contract Awarded.	0	17 Bids/ Proposals cannot be Less than Contract Awarded.	1	9 Bids/ Proposals cannot be Less than Contract Awarded.	0	41 Bids/ Proposals cannot be Less than Contract Awarded.	0	737	145
Agency Contracts Awarded (HUB and Non-HUB)	Grand Total for your Agency:										1146	

In the above example for AS, F there were 5 bids received, but 43 contracts awarded. This cannot happen.

7. Supplemental Summary Letter (Optional)

In accordance with 34 TAC § 20.284(e), state agencies and institutions of higher education may also demonstrate good faith under this section by submitting a supplemental letter with documentation to the CPA with its HUB Report or legislative appropriations request identifying its progress, including, but not limited to the following, as prescribed by the CPA:

- Identifying the percentage of contracts awarded to women-owned, minority-owned and/or service-disabled veteran-owned businesses that are not certified as HUBs
- Demonstrating that a different goal, that is identified in § 20.284(b), was appropriately given for the state agency's/institution's mix of purchases;
- Demonstrating that a different goal was appropriately given for the particular qualifications required by the state agency/institution for its contracts; or
- Demonstrating assistance to non-certified HUBs in obtaining certification with the CPA.

The Supplemental Letter **must** outline a state agency's or institution of higher education's good faith effort regarding procurement opportunities for HUBs. The Supplemental Letter should provide a comprehensive representation of the state agency's/institution's efforts and may address any unique purchasing requirements not directly reflected within the totals and percentages.

Supplemental Letters are limited to one page (front side only) on the state agency's/institution's official stationary letterhead.

- The first line should be the reference line, including the state agency /institution's 3-digit identification number. **EXAMPLE: "999 - Fiscal 20XX Annual HUB Report Supplemental Letter"**
- Do not include date, address, or salutation line
- **Font size** should be at least **10 point**, and **Margins** should be at least **1 inch**
- The letter must be signed, preferably by the state agency's/institution's *Executive Director, Purchasing Director, and/or HUB Coordinator*
- Include a point of contact, as well as the agency address, phone number, and/or e-mail address.

Supplemental Letters, which include negative language regarding other state agencies or institutions of higher education, will NOT be published. The subject of the summary must be directly related to your agency's or institution's outreach and good faith effort.

NOTE: The one page Supplemental Letter is optional. If submitted, the letter must adhere to the guidelines specified above, and must be received no later than **5:00 PM, Thursday, October 10** at the Texas Comptroller of Public Accounts via email at HUB.HUBReportData@cpa.texas.gov.

Supplement Letters must be of high resolution, properly centered, free of erroneous marks and must comply with 508 Accessibility Program standards.

8. Reporting Of Payment Data

Non-Treasury Funds: Non-Treasury funds are funds that are **not maintained** in the State Treasury. State agencies and institutions of higher education with Non-Treasury funds are required to submit payment data electronically to the CPA via the HUB Reporting System at this link **HUB Report Login Page.** The payment data includes subcontracting, group purchasing, term contract, and procurement card purchases.

Treasury Funds: Treasury funds are funds deposited and maintained in the State Treasury. The Comptroller's Office will submit each of the state agencies' and institutions of higher education's Treasury fund payments made (not processed) during the reporting period for the purchases of goods, services, and public works contracts

(which include delegated, open market, term contracts, proprietary, emergency and exempt purchases) applicable to the approved object codes listed on Attachment A.

9. Electronic Data Format and Data Submission Process

- Create your HUB Report data file. The electronic payment information for the HUB Report **must be in plain text format with a ".txt" extension**. No MS Word, Excel, or other types of files will be accepted.
  - **It is highly recommended that the data is grouped by record type in separate files**.
    - If there are errors in one record type that cannot be resolved, we can remove only the portion with the errors and the rest of the data can still be viewed during the draft periods.
  - The payment data must be stored in the following sequence (see Table 9.1 and Example 9.2):

Table 9.1

Field Name	Field Length	Field Specifications
♦ Agency Code	5 characters	Fill with leading zeroes
♦ Vendor Identification # (VID)	11 characters	No dashes, spaces, or alpha characters
♦ Vendor Name	20 characters	Uppercase letters, with trailing spaces (no tabs or special characters)
♦ Object Code	4 characters	The four-digit object code must be on the approved list of object codes
♦ Dollar Amount	12 characters	The first nine (9) characters must be whole dollars or zeros followed by a decimal point with the two (2) remaining characters identifying the cent values. All dollar values must be preceded by leading zeros. If reporting a negative dollar amount, the first character (41) must be a hyphen (dash).
♦ Type of Record	1 character	N = Non-Treasury S = Subcontracting G = Group Purchasing H = Credit Card

Example 9.2

```
|--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
```

NOTE: The sets of numbers identified in the first line of the example indicate the number of characters for each section.

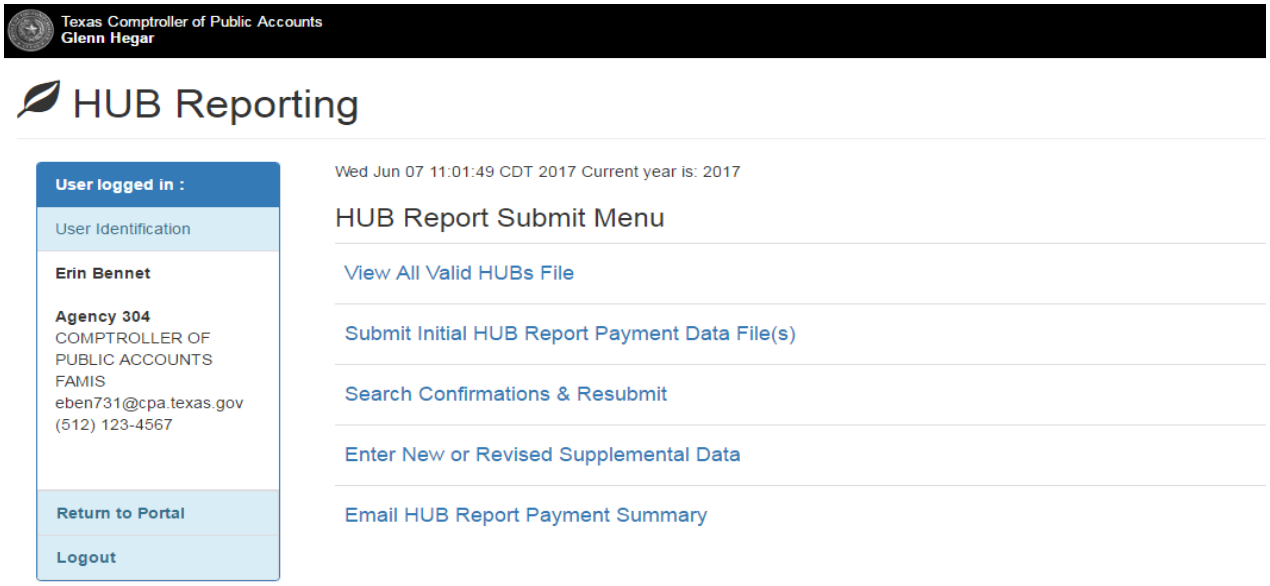
When saving your payment data in an electronic format, begin the file name with your agency number. Also, if you submit multiple files, specify the file type (i.e. **S** - Subcontracting, **G** - Group, **H** - Credit Card).

Example: 999_FY16.TXT; or **999_FY15S.TXT;** or **999_FY16G.TXT;** or **999_FY16H.TXT**

- Access the on-line HUB Reporting System at this link **HUB Report Login Page** enter your email address and password for accessing this portal. **If you have forgotten your password, click the "Forgot Password" link and your password will be sent to your e-mail account (as registered in the HUB Coordinators contact list)**. If you do not have a password and/or user name, please contact Erin Bennett at erin.bennett@cpa.texas.gov.

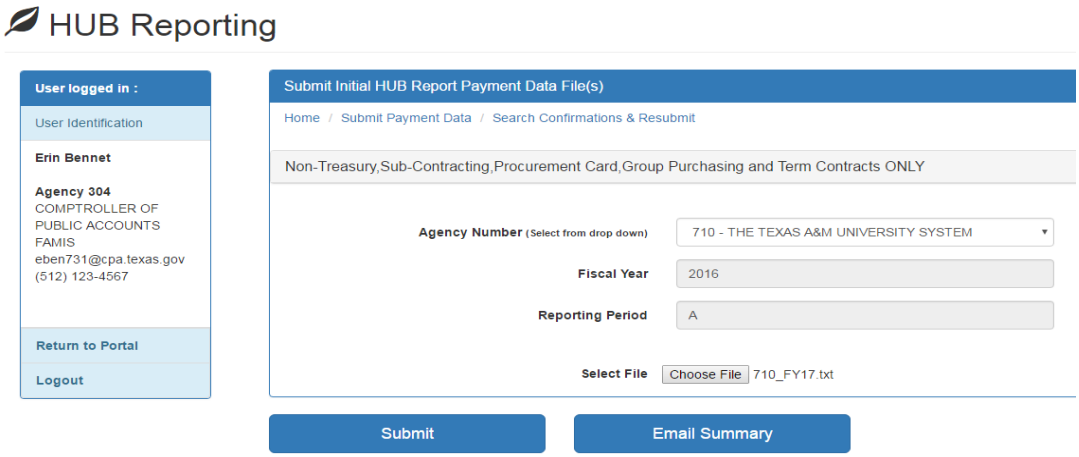
- If the reporting period or draft is not currently open, you will only see the View All Valid HUBs link.
- If the reporting period has begun, you will see additional options as shown below.(See Image 9.3)
  - **View All Valid HUBs File**
  - **Submit Initial HUB Report Payment Data File(s)**- To load a new Payment file
  - **Search Confirmations & Resubmit**- View the summary or delete your loaded files
  - **Enter New or Revised Supplemental Data**
  - **Email HUB Report Payment Summary-** For sending yourself an email of the file summary
- To submit a new payment file, select **"Submit Initial HUB Report Payment Data File(s)"**

Image 9.3



- Your Agency number and the reporting period will be auto populated.
- Next, click the "**Choose File**" button, browse to your file location, and choose the data file you want to submit. (The file must be in plain text format with a ".txt" extension. No MS Word, Excel, or other types of files will be accepted.) When you click "**Open**" the file name will appear to the right of the Choose File Button, then click submit. (See image 9.5)

Image 9.5

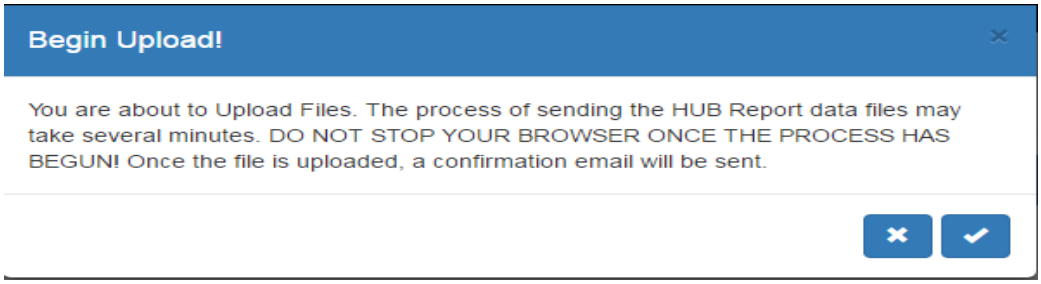


After you click the "**Submit**" button, the data will be uploaded and validated simultaneously.

IMPORTANT: You will get a message warning you not to close your browser while this process occurs. If you do close your browser before you have received your validation results, the upload will not complete properly and your HUB Report expenditures may not be accurate. (See Image 9.6)

- Select the check button to proceed with loading the file.
- Select the X to cancel and load a different file.

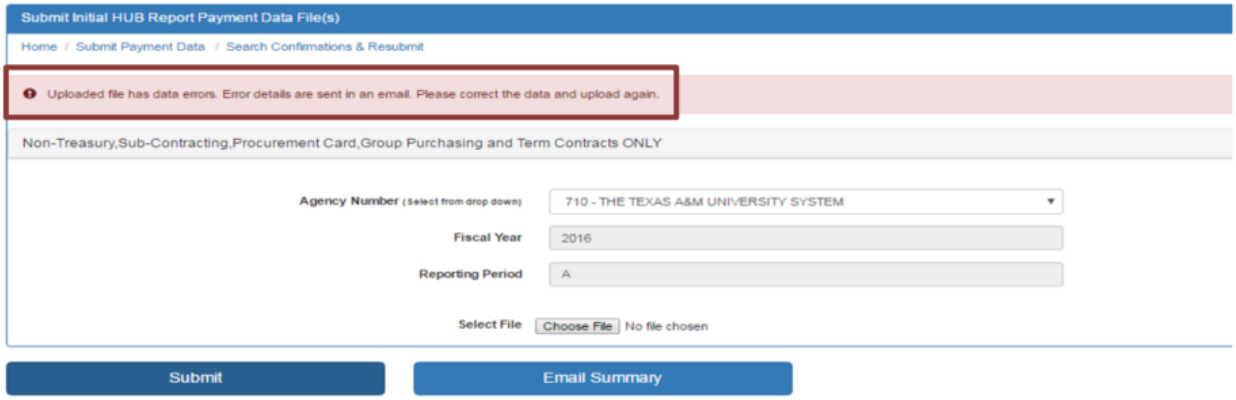
Image 9.6



- You will receive a confirmation message when the process is complete either identifying any errors that existed in the file (see image 9.7) or confirming and summarizing the file load. (see image 9.9)

Load Error Warning

Image 9.7



- You will be sent an email with an attachment showing the lines that have errors, below is an example of the report and the section of the loaded data file containing the errors.

Example of Emailed Load Error Report

Line Number 5. Invalid Type of record 00S. Valid values are A|B|C|G|H|S|N.

"0071012002687353Gessner Engineering 725600000000000.00S"

Line No: 18 Invalid format. Please make sure all records are fixed length of 53 characters and data in correct format.

Image 9.8 shows the sample load that contains the above errors.

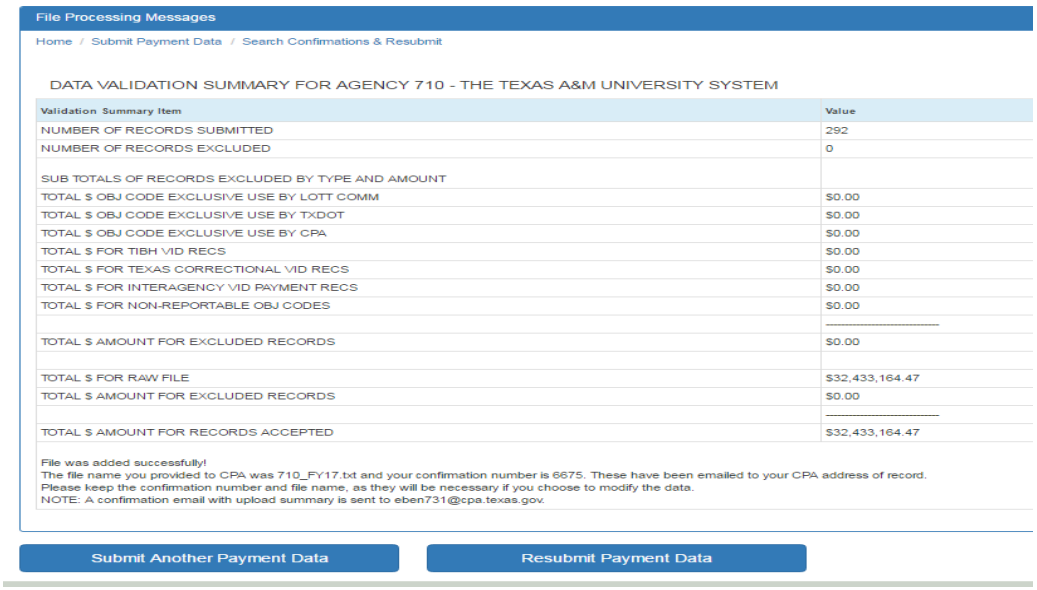
Image 9.8

Example Data File Loaded With Errors

```
0071012002687353Gessner Engineering 725600000000000.00S
0071012004155953Soji Services dba Me7341000000000.00S
0071012005396226JQ Infrastructure    7256000033500.00S
0071012005635003Belknap Concrete     7341000000000.00S
0071012007531291Gerald Nunn Electric7341000018936.00S
0071012008421476Mendes Ent           7341000000000.00S
0071012012361734Edward & Leona Fowle7341000000000.00S
0071012012738626Cen Tex Hydroseed    7341000000000.00S
0071012018612569River City Waste     7341000000000.00S
0071012020867870Henderson Rogers     7256000020063.00S
0071012020867870Henderson Rogers     7341000000000.00S
0071012021122960Kieschnick General C7341000410882.55S
0071012024199759CC Creations LTD     7341000000000.00S
0071012025409082Texas Tap            341000000000.00S
```

- In the example above, the first line (Line Number 5) has an error because there are too many zeros in front of the decimal throwing off the column alignment.
- In the example above, the bottom line (Line No: 18) has an error because the object code is missing the leading 7. It should be 7341 not 341.
    - You will need to fix the lines with the errors and reload the file.

Successful Load (Image 9.9)



File Processing Messages

Home / Submit Payment Data / Search Confirmations & Resubmit

DATA VALIDATION SUMMARY FOR AGENCY 710 - THE TEXAS A&M UNIVERSITY SYSTEM

Validation Summary Item	Value
NUMBER OF RECORDS SUBMITTED	292
NUMBER OF RECORDS EXCLUDED	0
SUB TOTALS OF RECORDS EXCLUDED BY TYPE AND AMOUNT	
TOTAL $ OBJ CODE EXCLUSIVE USE BY LOTT COMM	$0.00
TOTAL $ OBJ CODE EXCLUSIVE USE BY TXDOT	$0.00
TOTAL $ OBJ CODE EXCLUSIVE USE BY CPA	$0.00
TOTAL $ FOR TIBH VID RECS	$0.00
TOTAL $ FOR TEXAS CORRECTIONAL VID RECS	$0.00
TOTAL $ FOR INTERAGENCY VID PAYMENT RECS	$0.00
TOTAL $ FOR NON-REPORTABLE OBJ CODES	$0.00
TOTAL $ AMOUNT FOR EXCLUDED RECORDS	$0.00
TOTAL $ FOR RAW FILE	$32,433,164.47
TOTAL $ AMOUNT FOR EXCLUDED RECORDS	$0.00
TOTAL $ AMOUNT FOR RECORDS ACCEPTED	$32,433,164.47

File was added successfully!
The file name you provided to CPA was 710_FY17.txt and your confirmation number is 6675. These have been emailed to your CPA address of record.
Please keep the confirmation number and file name, as they will be necessary if you choose to modify the data.
NOTE: A confirmation email with upload summary is sent to eben731@cpa.texas.gov.

Submit Another Payment Data | Resubmit Payment Data

- If you have other data, files to submit you can choose **"Submit Another Payment Data".**
- To view, delete, or resubmit your loaded payments choose **"Resubmit Payment Data"**.
- If you are done, you can select **"Home"** from the navigation at the top of the page.

Data Resubmission Process

To resubmit corrected data or to make corrections during the draft review periods, follow these steps:

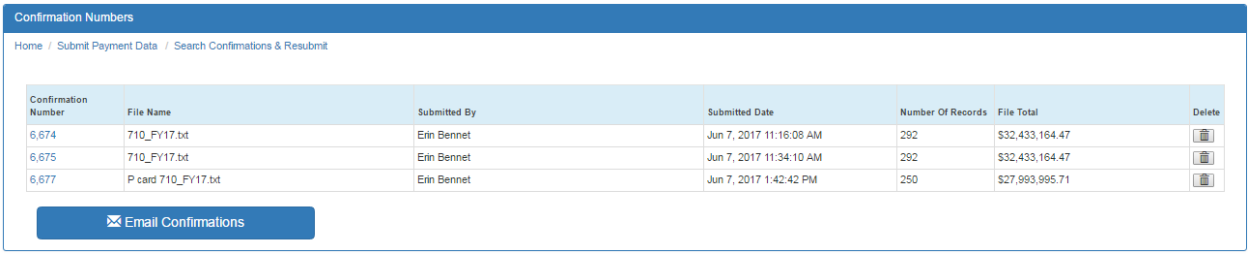
1. Login to the HUB Reporting System as you did to submit the original data. Click on "**Search Confirmations & Resubmit"**.

2. You can see all of your currently loaded files with the number of records and the dollar amount for the file. From here, you can delete any files by selecting the delete button next to the file you want to remove, and then confirm the deletion. To upload a new file select "Submit Payment Data" from the navigation at the top of the report and follow the instructions from the initial file load.

**Notice you can check for duplicate files and verify your confirmation numbers, totals

and file names at any time during the initial reporting or draft periods by using the **"Search Confirmations & Resubmit"** link.**

List of Currently Submitted Files (Image 9.10)



Confirmation Number	File Name	Submitted By	Submitted Date	Number Of Records	File Total	Delete
6,674	710_FY17.txt	Erin Bennet	Jun 7, 2017 11:16:08 AM	292	$32,433,164.47	
6,675	710_FY17.txt	Erin Bennet	Jun 7, 2017 11:34:10 AM	292	$32,433,164.47	
6,677	P card 710_FY17.txt	Erin Bennet	Jun 7, 2017 1:42:42 PM	250	$27,993,995.71	

If you have any questions about this process, please contact Erin Bennett at 512-463-4840 or ***erin.bennett@cpa.texas.gov***

10. Draft Report Review

As a courtesy to state agencies and institutions of higher education, the CPA compiles each agency's expenditure data and places it on the CPA website in a Draft Report format prior to publishing the Final HUB Report. The Draft Report allows state agencies and institutions of higher education to review their expenditure data and make any necessary corrections prior to publication of the final report. There will be two separate Draft Report periods for both the Semi-Annual and the Annual HUB report.

It is the responsibility of each state agency and institution of higher education to determine the accuracy of their entity's expenditure data. If the agency discovers any inaccuracies, they must resubmit their entire data file(s) on-line through the HUB Reporting System at this link **HUB Report Login Page.**

Note, corrections and resubmissions to your agency/university's data may only be done during the two draft review periods.

If the agency fails to resubmit their corrected data files by the deadline, CPA will have to remove any of the agency's data causing the errors and your HUB data will not be visible in during the draft period.

11. Reporting of Treasury Funds (Data Loaded by the Comptroller's Office)

Treasury funds are funds deposited and maintained in the State Treasury. These are payments made (not processed) from Treasury funds during the reporting period. They are purchases of goods, services, and public works contracts (which include delegated, open market, term contracts, proprietary, emergency, and exempt purchases) from the approved/included list of object codes. These payments are processed and reported by the Comptroller's Office for each state agency and institution of higher education. The Treasury data reported will be identified by using the Comptroller's object codes listed on **Attachment A**. **State agencies, which only have Treasury funds and do not use subcontractors or the agency procurement card, do not need to report expenditure data to CPA.**

The Treasury funds will be loaded by the Comptroller's office and will be viewable by the agency during the Draft periods of the HUB Report.

Note: The contract identifier is requested because CPA must identify and report all Term Contracts (automated, scheduled, non-automated, and delegated). These would be the ones with the Purchase Category Codes (PCC) of **A** = automated term contracts, **B** = scheduled purchases, and **C** = non-automated term contracts.

12. Reporting of Non-Treasury Funds (All State Agencies/Institution)

Non-Treasury Funds are funds, which are not deposited or maintained in the State Treasury. These are payments made (not processed) from Non-Treasury funds during the reporting period. These purchases of goods, services, and public works contracts (which include delegated, open market, term contracts, proprietary, emergency and exempt purchases) from the approved/included list of object codes. These payments are processed through a local bank (not through the Comptroller's Office) and must be reported by each state agency or institution. The Non-Treasury expenditure data will be reported to CPA by each state agency or institution of higher education that has Non-Treasury funds, in accordance with the timelines and guidelines set by the Legislature. Using the approved Comptroller's object codes listed in Attachment A will identify the Non-Treasury data reported. Note state agencies/institutions may remove payments made to governmental entities prior to submitting file(s). All other payment data noted above must be reported.

Format for Electronically Submitting Non-Treasury (Local Funds) Data (Programmer's Format)
State agencies and institutions of higher education submitting Non-Treasury ("N") data for the HUB Report are required to submit the detail summary records of each Non-Treasury payment made during the reporting period. Agencies and institutions must submit their payment data on-line through the HUB Reporting System at this link HUB Report Login Page

ASCII or text detail records with the following fields (see Table 12.1 and Example 12.2):

Table 12.1

Field Name	Field Length	Field Specifications
♦ Agency Code	5 characters	Fill with leading zeroes (i.e., 00999 or HW14).
♦ Payee/Vendor Identification # (VID)	11 numeric characters	If the PIN contains more than 11 numeric (PIN/VID) characters, submit only the first 11. No dashes or spaces.
♦ Vendor Name	20 characters	Uppercase. If less than 20 characters, fill in with spaces after vendor name.
♦ Object Code	4 characters	The 4-digit object code must be on the approved/included list of object codes.
♦ Dollar Amount	12 characters	The first nine (9) characters must be whole dollars or zeros followed by a decimal point with the two (2) remaining characters identifying the cent values. Leading zeros must precede all dollar values. If reporting a negative dollar amount, the first character (41) must be a hyphen (dash).
♦ Type of Record	1 character	Use "N" to identify Non-Treasury data including payments to Procurement Card Vendor (Citibank) "A", “B”, or “C" to identify Non-Treasury term contract payments. Do not report twice. If non- Treasury and a term contract use "A", “B”, or “C". A, B, & C purchases made through treasury should not be included in your file load. CPA will load those record for you.

Example 12.2

The following are EXAMPLE records submitted by Agency 999:

```
|--5-|-----11-----|-----------20----------|-4-|------12------|1|
0099917514873201BAILEY BOILER WORKS 7286000004635.65N
0099914528870315SACHEM GROUP, THE   7286000003159.00A
00999 11349946506CITIBANK           7327000003000.00N
0099917601161528NATEX CORPORATION   7324000001000.50H
0099917514873201BAILEY BOILER WORKS 7286000004635.65N
```

NOTE: The sets of numbers identified in the first line of the example indicate the number of characters for each section.

- In the first record, agency 999 paid vendor 17514873201, BAILEY BOILER WORKS, under object code 7286, a total of $4,635.65 from Non-Treasury funds.
- In the second record, agency 999 paid vendor 14528870315 SACHEM GROUP, under object code 7286, a total of $3,159.00 for a term contract payment from Non-Treasury funds.
- In the third record, agency 999 paid vendor 11349946506, CITIBANK, under object code 7327, a total of $3,000.00 using Non-Treasury funds.
- In the fourth record, agency 999 made a credit card purchase from vendor 17601161528, NATEX CORPORATION, under object code 7324, a total of $1,000.50.

Note: If a VID is submitted in an invalid format (not enough or too many numbers or the wrong prefix or check digit is use), then the VID cannot be validated to determine HUB status or term contract vendor status.

13. Reporting of Term Contracts

Term Contracts (automated, scheduled, non-automated, books and library reference materials on contract) will be identified and verified by the Purchase Category Code (PCC) and the vendor identification number (VID). In accordance with Texas Government Code § 216.122 (e), Term Contract expenditures will be subtracted from each agency's base total and will be shown under CPA's Statewide Purchasing Section VI of the HUB Report. It is an agency's or institution's responsibility to identify expenditures against term contracts by entering the correct PCC in USAS when processing a payment voucher. The PCCs A, B, and C will be used to identify the term contract expenditures paid from both Treasury and Non-Treasury funds. Non- Treasury term contracts must be reported and identified (i.e., "A", "B", or "C") for the Semi-Annual and Annual HUB Reports. The state agency or institution will identify purchases from State Term Contracts, which have been paid from Non-Treasury funds so that those purchases may be included in the CPA's Statewide Purchasing Section VI.

Note: The CPA is verifying and validating the Treasury and Non-Treasury term contract payments identified through PCCs A, B, or C. If the VID for term contract payment can be verified as a term contract vendor with CPA, then it will be subtracted from the agency's or institution's base total expenditures and shown in CPA's Statewide Purchasing Section VI. If the VID for a term contract payment cannot be verified as a term contract vendor with CPA, then the payment will remain in the agency's base total expenditures. These payments will be shown in the agency's or institution's section of the HUB Report (Section VII). If a VID is submitted, in an invalid format, (not enough or too many numbers, or the wrong prefix or check digit is used) then the VID cannot be validated to determine HUB status or term contract status. CPA includes the Term Contract vendor's VID number in the contract on the website.

14. Reporting of Subcontractor Payments (All State Agencies/Institutions)

Subcontractor Funds are payments made to CPA certified HUBs by a Prime Contractor or supplier under contract with the State. State agencies and institutions of higher education must submit the subcontracting participation for all Non-HUB contracts for the purchase of goods, services, and public works contracts paid (not processed) during the reporting period in accordance with Texas Government Code, § 2161.122 (b).

HUB subcontracting **double reporting is not allowed on the HUB Report.** An agency or institution may receive 100% HUB credit participation if the Prime Contractor is a HUB and performs at least 25% of the work. The contracting agency or institution of higher education may submit subcontracting data to any tier until a HUB subcontractor is utilized. Once credit for doing business with a HUB is received, **no more credit** can be received, even if that HUB further subcontracts with another HUB.

As part of a provision of the HUB Subcontracting Plan (HSP), the respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying their compliance with the HSP, including the use/expenditures they have made to subcontractors. The PAR form is available at this link

HUB Subcontracting Form.

For example, to receive credit for HUB subcontracting, state agencies and institutions of higher education must require their Prime Contractors to report HUB subcontracting. Progress of subcontract amounts actually paid to Texas certified Prime Contractors submitting invoices for payments to the paying agency or institution should document HUBs in writing. The reporting agency should ensure the accuracy of the data reported by the Prime Contractor. The Prime Contractor payment data can be verified with the HUB subcontractor or by requiring the Prime Contractor to submit copies of canceled checks payable to the subcontractor with the subcontracting report to the agency. The state agency or institution of higher education must submit detail summary records to CPA of each HUB subcontractor payment made by a Prime Contractor to each HUB vendor for the specific object code, which is being used to pay the Prime Contractor. CPA will determine the total spent with Prime Contractors for each object code reported from the consolidated data reported for each object code. This procedure for submitting data must be followed for each object code in which an agency or institution wants to receive credit for HUB subcontracting (such as the object codes relating to construction, legal, engineering, janitorial, etc.).

Format for Submitting Subcontract Data Electronically (Programmer's Format)

State agencies and institutions of higher education submitting subcontract ("S") data for the HUB Report are required to submit the detail summary records of each subcontract payment made by a Prime Contractor to each HUB vendor for each specific object code. The total spent with Prime Contractors for each object code reported will be determined from the consolidated data reported for that object code. Agencies and institutions can submit their subcontracting data on-line through the HUB Reporting System at this link **HUB Report Login Page.**

ASCII or text detail records with the following fields (see Table 14.1 and Example 14.2):

Table 14.1

Field Name	Field Length	Field Specifications
♦ Agency Code	5 characters	Fill with leading zeroes (i.e., 00999 or 0HW14).
♦ Payee/Vendor Identification # (VID)	11 numeric characters	If the PIN contains more than 11 numeric (PIN/VID) characters, submit only the first 11. No dashes, spaces, or alpha characters.
♦ Vendor Name	20 characters	Uppercase. If less than 20 characters, fill in with spaces after vendor name.
♦ Object Code	4 characters	The 4-digit object code must be the same object code that was used to pay the Prime Contractor and must be on the HUB Report's approved/included list of object codes.
♦ Dollar Amount	12 characters	The first nine (9) characters must be whole dollars or zeros followed by a decimal point with the two (2) remaining characters identifying the cent values. Leading zeros must precede all dollar values. If reporting a negative dollar amount, the first character (41) must be a hyphen (dash).
♦ Type of Record	1 character	"S" to identify Sub-Contractor payments paid to the prime contractor in order to receive HUB credit for this non direct payment method.

Example 14.2

The following are example detail records submitted by Agency 999:

```
|--5-|-----11-----|-----------20----------|-4-|------12------|1|
0099917601799384BLUE BOY VENDING    7341000300000.00S
0099917426913301RADCON INC          7341000200000.00S
```

NOTE: The sets of numbers identified in the first line of the example indicate the number of characters for each section.

In the records identified, agency 999 is identifying a payment made to a HUB subcontractor. PIN/VID number 17601799384, BLUE BOY VENDING processed under object code 7341 (the same object code used to pay the Prime Contractor) for $300,000.00. A second payment was made to a HUB subcontractor with PIN/VID number 17426913301, RADCON INC. This HUB subcontractor was processed under object code 7341 for $ 200,000.00. The total spent with Prime Contractors for object code 7341 will be derived from the consolidated Non-HUB total (Treasury + Non-Treasury) paid within this object code. If this object code total is less than the HUB subcontractor amount submitted for this object code, the records will be rejected and an exception report will be generated. The CPA will notify the agency of the discrepancy. If the discrepancy can be documented and resolved within 24 hours, the data records will be corrected. A HUB subcontractor cannot be paid more than the Prime Contractor.

15. AVOIDING HUB SUBCONTRACT DISCREPANCIES

During previous HUB Reporting periods, CPA has discovered discrepancies from agencies that submitted HUB subcontracting data. CPA identifies discrepancies in the following ways:

1) When comparisons are made between an agency's reported Non-HUB Prime Contractor expenditures and an agency's reported HUB subcontractor expenditures for the same object code. HUB subcontracting payments must not be more than the Non-HUB Prime Contractor payments.

2) HUB subcontracting double reporting is not allowed. An agency can submit HUB subcontracting dollars to any tier level until a HUB subcontractor is paid. Once HUB credit is received, HUB reporting is not allowed beyond the first level reported.

3) There are object codes that are allowed on the HUB Report and object codes that are not allowed. If an agency reports expenditures under object codes which are not allowed, the data records are not reported on the HUB Report.

4) The HUBs included in the agencies' HUB subcontracting data must be CPA HUB certified (under the VID number in the CPA HUB directory) in order for an agency to receive HUB credit on the Statewide HUB Report. When discrepancies occur, CPA will contact the agency and request corrected data files. In addition, HUB subcontracting should only be reported to CPA when the Prime Contractor is a Non-HUB vendor. If the Prime Contractor is a HUB, the expenditures are recorded as a 100% HUB direct payment, not as a HUB subcontractor payment.

EXAMPLES FOR SUBMITTING HUB SUBCONTRACTING DOUBLE REPORTING CLARIFICATIONS

Questions: Can second (2nd) tier HUB Subcontracting be reported? What is HUB Subcontracting double reporting?

Answer: You can submit HUB subcontracting dollars to any tier level until a HUB subcontractor is paid under the object codes that are allowed on the HUB Report. However, HUB subcontracting double reporting is not allowed. For example, once an agency receives HUB credit, whether it is at the prime level (first level/tier) or subcontractor (second or third level/tier), HUB subcontracting reporting is not allowed beyond the level/tier at which HUB dollars are reported and HUB credit is received. Here are a few examples:

First Level HUB Credit

If your agency uses a CPA-Certified HUB Prime Contractor (first level/tier) who performs at least 25% of the work, you will receive 100% HUB credit participation at the first level. You will want to track any subcontracting performed to ensure that the HUB prime is performing at least 25% of the contract, but you may not report HUB subcontracting because you are already receiving 100% credit. Reporting additional HUB subcontracting would be double reporting. The HUB prime vendor may subcontract with other HUB(s), but those HUB subcontracting dollars may not be reported. Subcontracting should be tracked only to ensure the HUB prime vendor is performing at least 25% of the contract.

EXAMPLE:

If you award a $100,000 contract to a CPA-Certified HUB vendor, your agency will receive $100,000 or 100% HUB credit. If this HUB Prime Contractor subcontracts $10,000 or 10% with another HUB and your agency reports these dollars, your agency would be reporting $110,000 or 110% of HUB credit. Since the contract is, for only $100,000 this would be double reporting $10,000.

Second Level HUB Credit

If your agency uses a Prime Non-HUB Contractor, you may request the Prime Non-HUB Contractor to meet the good faith effort of subcontracting with HUB(s). Your agency may submit subcontracting data for the CPA certified HUB(s) utilized as a 1st level/first tier source for the Prime Non-HUB Contractor.

EXAMPLE:

If you award a $100,000 contract to a Prime Non-HUB Contractor (1st level/tier), and this Prime Non-HUB Contractor subcontracts $10,000 or 10% with a CPA certified HUB (2nd level/tier) and your agency reports these dollars, your agency would be reporting $10,000 or 10% of HUB credit.

Third Level HUB Credit

If your agency utilizes a Prime Non-HUB Contractor, and the subcontractor is also a Prime Non-HUB Contractor (1st level/tier), and the subcontractor is also a Prime Non-HUB Contractor (this is considered the 2nd level/tier vendor), and the 2nd level/tier Non-HUB Subcontractor utilizes a CPA certified HUB subcontractor 3rd level/tier, your agency may report the 3rd level/tier HUB subcontracting. After this level (the level at which HUB subcontracting is utilized and reported) no additional HUB subcontracting credit can be received, even if the 3rd level/tier HUB further subcontracts with a 4th level/tier HUB.

EXAMPLE:

If you award a $100,000 contract to a Prime Non-HUB Contractor (1st level/tier), and this Prime Non-HUB Contractor subcontracts $10,000 or 10% with a Non-HUB Subcontractor (2nd level/tier) and the Non-HUB subcontractor further subcontracts $1,000 or 1% of total to original contract with a CPA certified HUB (3rd level/tier) and your agency reports the HUB subcontracting (3rd level/tier), your agency would report and receive $1,000 or 1% HUB credit. If you have any further questions or need additional information, please contact the Statewide HUB Program at 512-463-5872.

16. Department of Information Resources (DIR) Purchases

State agencies and institutions of higher education should not report Non-Treasury **purchases that DIR made** on their behalf (i.e. data center services, shared services, etc.). Note HUB subcontracting payments from purchases your agency/institution made directly utilizing a contract procured through DIR are reportable by your agency/institution for HUB credit. If you have questions about your agency's DIR detail records, please contact DIR HUB Coordinator Representatives, Theresa Williams at 512-475-4638 or theresa.williamson@dir.texas.gov .

17. Texas Public Finance Authority (TPFA) Purchases

TPFA enters in USAS the purchasing agency's number in the "comp/agy obj" field. The CPA pulls the purchasing agency's number from the "comp/agy obj" field and replaces TPFA's agency number 347 for all master lease purchases made out of Fund 735, Appropriation 05755 by the Texas Public Finance Authority, and reports it with the Treasury data. **For reconciliation purposes, a column has been added to the agency detail data to identify TPFA purchases.** An agency may view its detail data on-line at this link **HUB Report Login Page** during the draft periods, or final report.

18. Reporting of Procurement Card HUB Purchases

Applicable only to state agencies and institutions of higher education participating in the procurement card program.

The procurement card is a payment method and is not to be used to circumvent any statutory or regulatory purchasing requirements, (e.g., use of CMBL for obtaining three bids with a minimum of two bids from HUBs, etc.). Procurement card purchases made with Treasury funds are identified through PCC H (not PCC A), and Citibank's VID number. These payments made to Citibank's VID number with Treasury funds will be reported by the CPA for each agency. If the VID is identified as a payment to Citibank, it will remain in each agencies' and institution of higher education's total expenditure

base.

State agencies and institutions of higher education using Non-Treasury funds are **required** to submit the detail summary records of the total payments made to the procurement card vendor Citibank during the Semi-Annual and Annual HUB Reporting periods. These direct payments to Citibank using Non-Treasury funds should be reported to CPA in the ASCII format below using an "N" as the type-of-record identifier.

In addition, an agency or institution of higher education may **choose** to track and report HUB expenditures when using the procurement card as a method of payment to offset or improve its overall HUB expenditures. If an agency or institution of higher education decides to track and report this data, then it must be reported to CPA in the ASCII format below using an "H" as the type-of-record identifier.

Agencies and institutions can submit their procurement card data on-line through the HUB Reporting System at this link **HUB Report Login Page.**

ASCII or text detail records with the following fields (see Table 18.1 and Example 18.2):

Table 18.1

Field Name	Field Length	Field Specifications
♦ Payee/Vendor Identification # (VID)	11 numeric characters	If the PIN contains more than 11numeric (PIN/VID) characters, submit only the first 11. No dashes, spaces, or alpha characters.
♦ Vendor Name	20 characters	Uppercase. If less than 20 characters, fill in with spaces after vendor name.
♦ Object Code	4 characters	The 4-digit object code must be the same object code that was used to pay Citibank and must be on the HUB Report's included list of object codes.
♦ Dollar Amount	12 characters	The first nine (9) characters must be whole dollars or zeros followed by a decimal point with the two (2) remaining characters identifying the cent values. Leading zeros must precede all dollar values. If reporting a negative dollar amount, the first character (41) must be a hyphen (dash).
♦ Type of Record	1 character	**"N"** to identify Non-Treasury payments made to Citibank for all procurement card purchases; **"H"** to report and identify purchases made directly to HUBs using the procurement card as the method of payment to receive HUB credit.

Payments made to Citibank using Non-Treasury funds **must** be reported to CPA by the state agencies and institutions of higher education using these types of funds. Purchases made to HUBs using the procurement card as the method of payment **may** be reported to CPA at the option of the agency or institution of higher education. Please note that payments made to Citibank using Treasury funds **will be** reported by the CPA for each agency or institution of higher education.

Below are example records that must be submitted by agencies when reporting their Non-Treasury payments to Citibank and their HUB expenditures:

Example 18.2

```
|--5-|-----11-----|-----------20----------|-4-|------12----|1|
```

```
0099911352664707CITIBANK            7324001800344.84N
0099917605650245GLOBE OFFICE PRODUCT7324000001901.56H
0099917605650245GLOBE OFFICE PRODUCT7324000000029.47H
```

NOTE: The sets of numbers identified in the first line of the example indicate the number of characters for each section.

- In the first record, agency 999 paid vendor 11352664707, CITIBANK, under object code 7324 a total of $1,800,344.84 using Non-Treasury funds.
- In the second record, agency 999 paid vendor 17605650245, Globe Office Products under object code 7324 a total of $1901.56 using the procurement card.
- In the second record, agency 999 paid vendor 17605650245, Globe Office Products under object code 7324 a total of $29.47 using the procurement card.

By adding the two records identified with the **"H"**, it can be determined that the total purchased from HUBs with the procurement card for this reporting period was $1,931.03. The Citibank Non-Treasury payments will be added to the CitiBank Treasury payments reported by the Comptroller for each agency for a grand total paid to the Citibank by each agency. The total spent with HUBs must be less than or equal to the total payments reported for the CitiBank by the Comptroller's Office for Treasury funds and by the agency for Non-Treasury funds, if applicable. If the HUB totals are not less than or equal to the total paid to the Citibank, the data will be considered inaccurate and will be rejected by the CPA HUB Reporting programs.

Note: Agencies and institutions can submit test data at any time during the reporting period to ensure that the electronic ASCII format of the data submitted is correct. The test data should be submitted at least **two weeks** before the timelines specified in these procedures to verify correct format and to allow time for format changes. Late reporting will not be accepted.

19. Reporting of Group Purchasing Program (All State Agencies/Institutions of Higher Education)

According to Texas Government Code, § 2161.122(d), a state agency participating in a group purchasing program shall send to the Comptroller in the agency's report under Section 2161.121 a separate list of purchases from historically underutilized businesses that are made through the group purchasing program, including the dollar amount of each purchase allocated to the reporting agency. The total dollar amount of all object codes reported will form the total group purchasing expenditure for each agency or institution from which the percentage of HUB purchases is derived. **Although these group purchasing payments are also reflected in the total expenditure column of the consolidated HUB Report, CPA is required to include each agency's or institution's participation in this program and include amounts spent with HUBs in a separate section (Section V) of the HUB Report in accordance with Texas Government Code, Chapter 2161.**

"G" records must also be reported as part of your detail records as either Treasury **"T"** or Non-Treasury **"N"** depending on source of funding used when making payment. **"G"** records are technically reported twice (first, as a detail expenditure, and secondly, to separately identify those agencies or institutions that are participating in a group purchasing program).

Format for Electronically Submitting Group Purchasing Program (the Programmer's Format)

State agencies/institutions of higher education participating in a Group Purchasing Program are required to submit the detail summary records for each object code which the agency or institution participates. Agencies and institutions can submit their group purchasing data on-line through the HUB Reporting System at this link **HUB Report Login Page**

ASCII detail records with the following fields (see Table 19.1 and Example 19.2):

Table 19.1

Field Name	Field Length	Field Specifications
♦ Vendor/Payee Identification# (VID)	11 numeric characters	If the PIN contains more than 11 Numeric number (VID/PIN) characters, submit only the first 11. No dashes, spaces, or alpha characters.

♦ Vendor Name	20 characters	Uppercase. If less than 20 characters, fill in with spaces after vendor name.
♦ Object Code	4 characters	The 4-digit object code must be on the approved/included list of object codes.
♦ Dollar Amount	12 characters	Fill with leading zeroes. First nine characters are whole dollars, the next character is a period, and the last two are decimals. Fill with leading zeroes. If the amount is negative, replace the first leading zero with a dash ("-").
♦ Type of Record	1 character	"G" to identify separately Group Purchases. If group purchases are made with non-treasury funds you will also need to submit that purchase as an "N" record.

Example 19.2

The following is an example detail record submitted by agency 999:

```
|--5-|-----11-----|-----------20----------|-4-|------12-----|1|
0099919543470181WALKERS ELECTRONICS 7312000250000.00G
```

NOTE: The sets of numbers identified in the first line of the example indicate the number of characters for each section. In this record, agency 999 is identifying a payment made to vendor 19543470181, WALKERS ELECTRONICS processed under object code 7312 for $250,000.00 through the participation of a Group Purchasing Program.

Note: Legislation mandates that Group Purchasing participation be reported for the Semi-Annual and Annual HUB Report separately. Each group purchasing payment made from Non-Treasury funds must also be reported as a Non-Treasury detail record, which will be included in the Non-Treasury base for total expenditures. The Comptroller will report any payments made from Treasury funds.

20. HUB Report Exclusions

- **Interagency Payments -** Interagency Payments are excluded if the agency's Comptroller assigned identification number, not the agency's federal identification number, is used for payment. State agencies and institutions of higher education are encouraged not to use the federal identification number when making interagency payments if they want the payment to be excluded.

  For interagency payments to be excluded from the HUB Report, the Comptroller assigned identification number, which is a 9-digit base number for all state agencies/institutions of higher education, must be used. This number is pre-fixed with a three (3) and includes the agency's 3- digit agency code repeated three times. For example, CPA's Comptroller assigned identification number is 3-304304304-2.

  Interagency payments may also be excluded using the Inter-Governmental Payment Exclusion applications.

- **Texas Industries for the Blind and Handicapped (TIBH) payments,** using the following vendor identification number 17419760511, are excluded.

- **Texas Correctional Industries, Inc. (TCI) payments**, using the following vendor identification number 17460014313 or 36966966966 are excluded.

21. Inter-Governmental Payment Exclusions Application

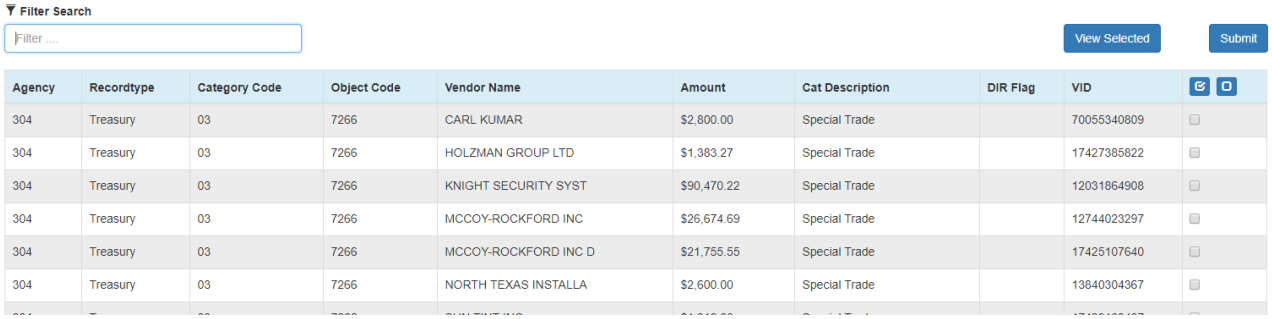
- During the 1st Draft Period of the report, agencies are able to view and exclude payments made to other governmental entities utilizing Treasury funds.
  - View your HUB report draft data

- Go to “Exclude Government Expenses”
- You can use the filter search to locate the government entity’s name
- Check the box of any government payments that need to be excluded
- You can view all the excluded payments by clicking “View Selected”
- After selecting all the government payments to exclude then click “Submit”

- You will be able to view the updated HUB report data during the 2nd Draft Period to verify the accuracy of the HUB data and make any further changes if necessary. (See Image 21.1)

- **Note the 2nd Draft Period will be the last opportunity an agency/university has to make corrections to their HUB data.**

Image 21.1



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
304	Treasury	03	7266	HOLZMAN GROUP LTD	$1,383.27	Special Trade		17427385822
304	Treasury	03	7266	KNIGHT SECURITY SYST	$90,470.22	Special Trade		12031864908
304	Treasury	03	7266	MCCOY-ROCKFORD INC	$26,674.69	Special Trade		12744023297
304	Treasury	03	7266	MCCOY-ROCKFORD INC D	$21,755.55	Special Trade		17425107640
304	Treasury	03	7266	NORTH TEXAS INSTALLA	$2,600.00	Special Trade		13840304367

22. ON-LINE HUB REPORT

Electronic versions of the HUB Reports are available on-line free of charge at this link **Final Posted HUB Reports**.

23. CONTACT INFORMATION

For questions regarding the HUB Report, you may contact the Statewide HUB Program toll-free at 1-888-863-5881 or 512-463-5872.