



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

Texas Administrative Code

texreg.sos.state.tx.us/public/readtac\$ext.ViewTAC?tac_view=5&ti=34&pt=1&ch=20&sch=D&div=1&rl=Y

Texas Administrative Code

[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

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

[HOME](#) [TEXAS REGISTER](#) [TEXAS ADMINISTRATIVE CODE](#) [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

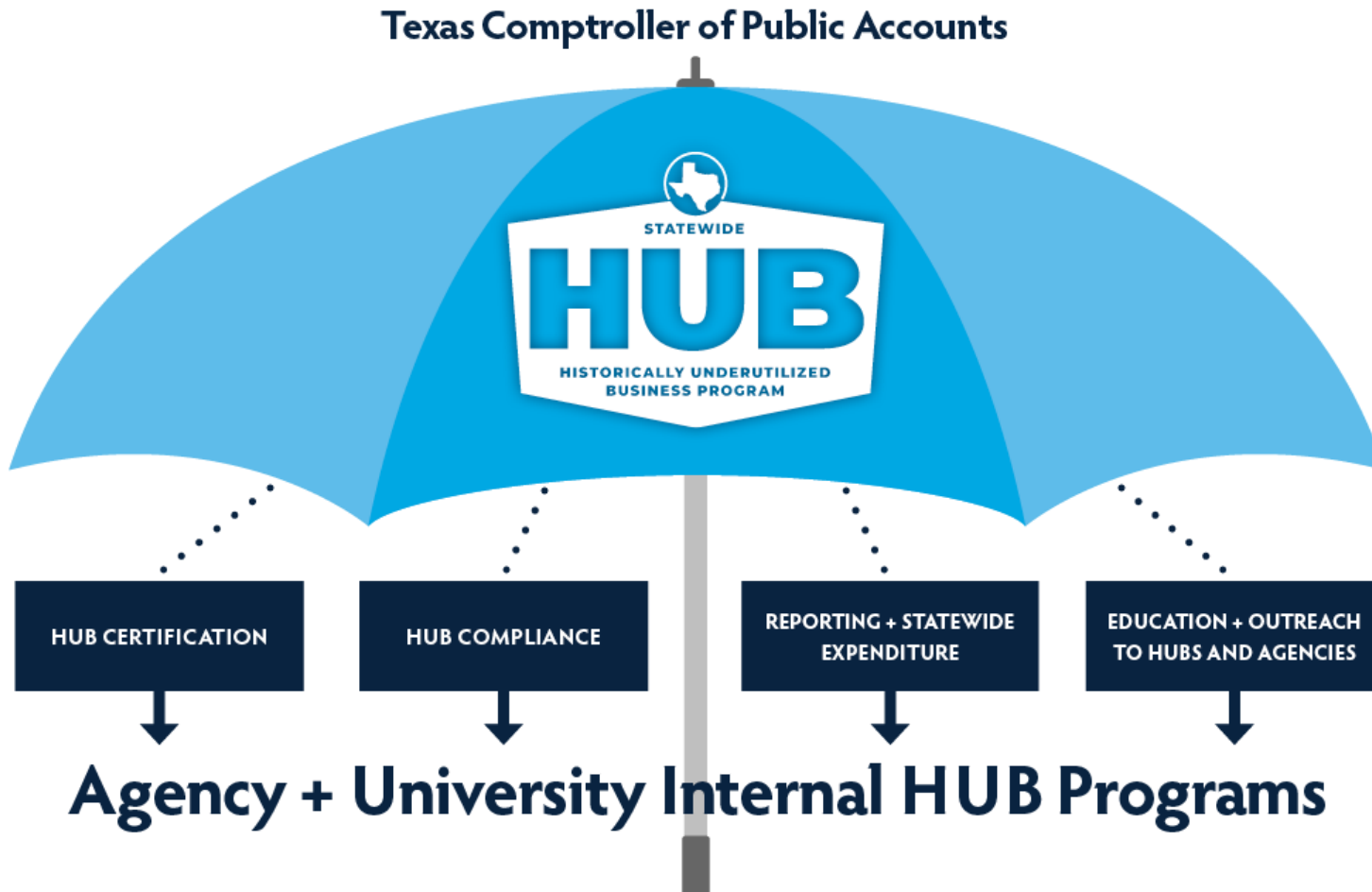
- **11.2% Heavy Construction**, other than building contracts
- **21.1% Building Construction**, including general and operative builders' contracts;
- **32.9% Special Trade Construction Contracts**
- **23.7% Professional Services** contracts
- **26.0% Other Services** contracts
- **21.1% Commodities**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

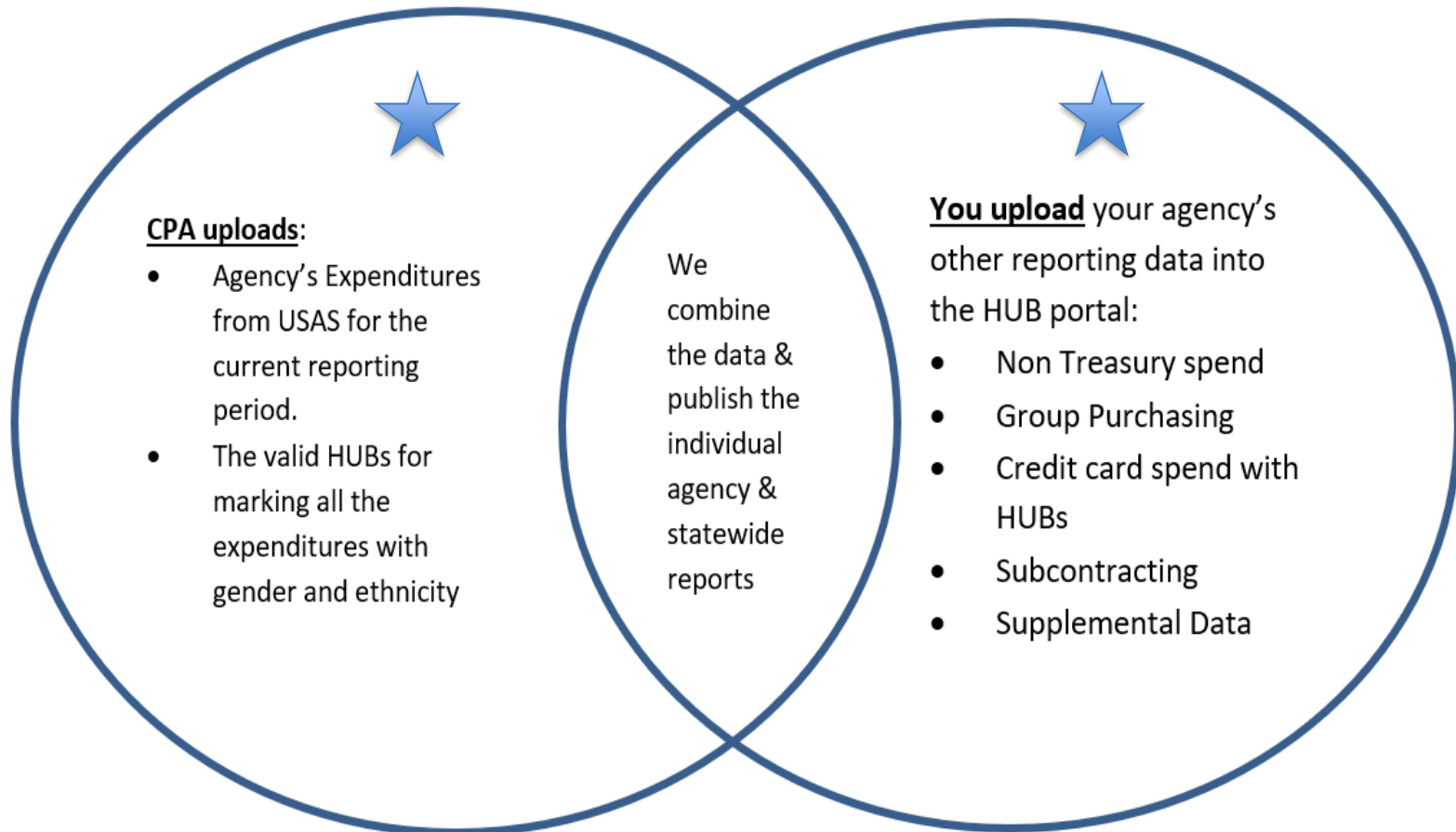
HUB Reporting Timelines

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](#)



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 MED73000000002632.90G
```

Error File

```
0071012002687353Gessner Engineering 725600000000000.00S
0071012004155953Soji Services dba Me73410000000000.00S
0071012005396226JQ Infrastructure 7256000033500.00S
0071012005635003Belknap Concrete 73410000000000.00S
-----
```

****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)

your@email.com

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, a black header bar contains the Texas Comptroller of Public Accounts logo and the name Glenn Hegar. Below this, the page title "HUB Reporting" is shown with a leaf icon. A sidebar on the left indicates the user is logged in as "ADMIN" for "Agency 54321" and provides links for "Return to Portal" and "Logout". The main content area, titled "HUB Report Submit Menu", lists 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

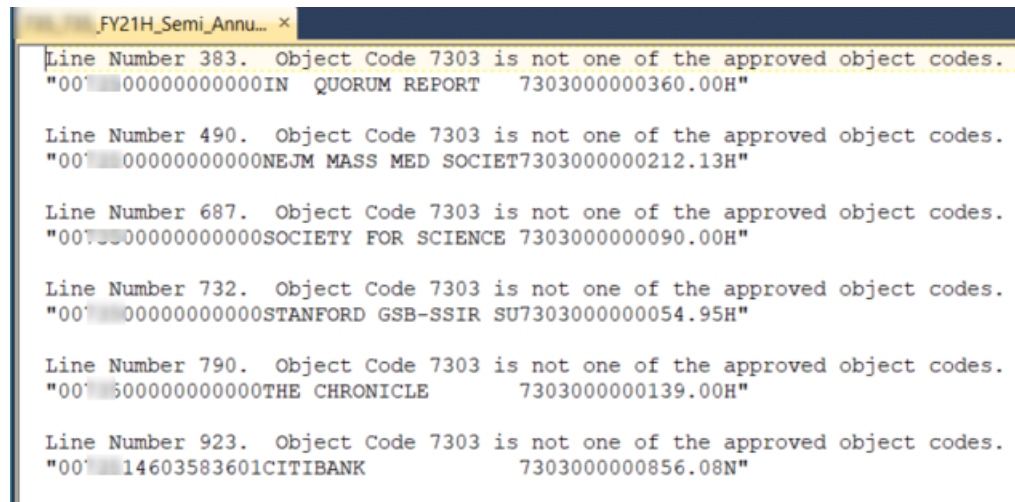
Submit

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.



The screenshot shows an email window titled "FY21H_Semi_Annu...". The email body contains several error messages, each preceded by a line number. The messages indicate that the object code 7303 is not approved for several lines. The errors are as follows:

- 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.
"00'000000000000THE 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):

\$0.00

Treasury Payments:

\$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%
N	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%
-TC	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%
	\$2,691,913	\$2,636,174 / 97.93%	0 / 0%	0 / 0%	\$2,636,174 / 97.93%	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 displays the 'HUB Reporting' interface. On the left, a sidebar shows 'User logged in: User Identification' and 'Agency 54321'. The main area is titled 'HUB Reporting Draft' and shows a list of agencies with a dropdown menu set to '304 - COMPTROLLER OF PUBLIC ACCOUNTS'. A table titled '2018 Semi-Annual HUB Report - Expenditure Detail Report by Agency' lists various agencies and their expenditure details. An arrow points to the 'Excel' icon next to the 'COMPTROLLER OF PUBLIC ACCOUNTS' entry.

Agency Number	Agency Name	Expenditure Detail	Excel
101	TEXAS SENATE		Excel
102	HOUSE OF REPRESENTATIVES		Excel
103	TEXAS LEGISLATIVE COUNCIL		Excel
104	LEGISLATIVE BUDGET BOARD		Excel
105	LEGISLATIVE REFERENCE LIBRARY		Excel
106	BUDGET ADVISORY BOARD		Excel
107	SUPREME COURT		Excel
108	COURT OF CRIMINAL APPEALS		Excel
109	OFFICE OF COURT ADMINISTRATION		Excel
110	OFFICE OF STATE PROSECUTING ATTORNEY		Excel
111	OFFICE OF CAPITAL WRITS		Excel
112	FIRST COURT OF APPEALS		Excel
113	COURT OF APPEALS - SECOND COURT		Excel
114	COURT OF APPEALS - THIRD COURT		Excel
115	COURT OF APPEALS - FOURTH COURT		Excel
116	COURT OF APPEALS - FIFTH COURT		Excel
117	COURT OF APPEALS - SIXTH COURT		Excel
118	COURT OF APPEALS - SEVENTH COURT		Excel
119	COURT OF APPEALS - EIGHTH COURT		Excel
120	COURT OF APPEALS - TENTH COURT		Excel
121	COURT OF APPEALS - ELEVENTH COURT		Excel
122	COURT OF APPEALS - TWELFTH DISTRICT		Excel
123	COURT OF APPEALS - THIRTEENTH COURT		Excel
124	COURT OF APPEALS - FOURTEENTH COURT		Excel
125	COMMISSION ON JUDICIAL CONDUCT		Excel
126	STATE LAW LIBRARY		Excel
127	OFFICE OF THE GOVERNOR - FISCAL		Excel
128	OFFICE OF THE GOVERNOR		Excel
129	OFFICE OF THE ATTORNEY GENERAL		Excel
130	TEXAS FACILITIES COMMISSION		Excel
131	COMPTROLLER OF PUBLIC ACCOUNTS		Excel
132	GENERAL LAND OFFICE		Excel

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

Identifying Government Expenses

304AgyDetailsExcel (2).csv - Excel

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do...

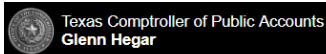
From Access From Web From Text From Other Sources Existing Connections New Query Recent Sources Show Queries From Table Refresh All Connections Properties Edit Links Sort Filter Clear Reapply Advanced Text to Columns Flash Fill Remove Duplicates Data Validation Consolidate Relationships

A1 Gov Payments

	A	B	C	D	E	F	G	H	I	J	K	L
	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

User logged in :

User Identification

Laura Cagle-Hinojosa

Agency 54321

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

[Return to Portal](#)

[Logout](#)

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](#)




Exclude Government Expense

Note only **Treasury** payment data records will display in this application


 Texas Comptroller of Public Accounts
 Glenn Hegar

Home Contact Us Help

 HUB Reporting

User logged in :

User Identification

Agency 54321

ADMIN

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Exclude Treasury Government Expenses









Home

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

Filter Search

Filter

[View Selected](#) [Submit](#)

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	
304	Treasury	03	7266	SUN TINT INC	\$1,216.00	Special Trade		17429102407	
304	Treasury	04	7248	SANDAD INC	\$55.00	Professional Services		12046706896	

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

Laura Taylor-McGowan

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

City

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 without 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	CARAHSOFT 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	TAVER HUBS	HUB WO	\$22,612.40



IG

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 displays the Texas Comptroller of Public Accounts website. The top navigation bar includes links for HOME, TAXES, TRANSPARENCY, ECONOMY, PURCHASING, PROGRAMS, and ABOUT. A search bar is located below the navigation bar. The main content area is divided into two primary sections: Business Center and Get Help.

Business Center
Comptroller Resources for Taxpayers

- File & Pay**
 - Tax Forms
 - TEXNET - Electronic Payment Network
 - Due Dates
- Register**
 - Sales Tax Permit Application
 - Ag Timber Exemptions
 - Centralized Master Bidders List (CMBL)
 - Texas Direct Deposit
 - eSystems/Webfile
- Manage Account**
 - Change your address
 - Add a location
 - Close a location
 - Request a Certificate of Account Status or Tax Clearance Letter
 - Change return/email notifications
- Look up**
 - Unclaimed Property
 - Franchise Tax Account Status
 - Look up Sales Tax Rates
 - Electronic State Business Daily (ESBD)
 - Sales Taxpayer Search
 - State Payments Issued
 - Tax-Exempt Entity Search
 - Practitioners' Corner
 - Cigarette/Tobacco Retailers Search

Get Help
What can we help you with?

- Tax Help**
 - Franchise Tax
 - Sales and Use Tax
 - Property Tax
 - Other Taxes
 - Frequently Asked Questions
 - Electronic Reporting
 - Virtual Field Office
 - Taxpayer Seminars
 - Tax Training Resources
- Other Help**
 - Unclaimed Property
 - Texas College Savings Plans
 - State Purchasing
 - Contact Us
 - Local Field Offices
 - Agency Directory
 - Compact With Texans
 - Páginas en Español
 - Contingent Fee Legal Services
 - Contract Review

Explore Transparency
Open government is accountable government.

- 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
- Bond Appendix

Announcements and Notifications

Holiday Notice
Our office will be closed September 3 in observance of Labor Day. We will reopen on September 4. For

“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