Texas HUB Overview

October 2012

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Citibank holds the state's contract for providing procurement card services to Texas state agencies. 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 semiannual and annual report of the expenditures and contracts awarded to HUBs by state agencies and institutions of higher education.

State agencies and institutions of higher education with non-treasury funds are required to submit payment data electronically to the CPA. In addition to non-treasury payment data, agencies submit subcontracting, group purchasing, term contract and procurement card (P-card) purchases.

The instructions herein detail how state agency personnel who are designated with Citibank as Program Administrators, Level Managers or Account Group Managers (State GCMS Administrators) can generate reports to verify their agency's P-card spend activities using Citibank's Global Card Management System (GCMS). In addition to the GCMS generating reports identifying the spend amounts and HUB designation of the merchants, other spend reports are available to merchants designated as a Small Disadvantaged Business (SDB), a 1099 Vendor or a Minority-Owned Business.

Citibank GCMS Texas HUB Report Data File

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 Semiannual and Annual HUB Reporting periods.

Citibank's GCMS Texas HUB Report data file is available for state entities that participate in the state's purchasing card program and are required to submit an automated data file to the CPA to receive credit for the dollar amounts they have awarded to HUBs. Complying with the state's requirements, the GCMS generates the GCMS Texas HUB Report data file in a "TXT" (text) delimited format that includes the P-card transactions which have a valid HUB Reportable Object (Expense) Code and a dollar amount billed by merchants designated as a HUB.

As previously mentioned, State GCMS Administrators are permitted access to the GCMS and they will need to reference the "Schedule Reports" menu to select the GCMS Texas HUB Report option. The GCMS Texas HUB Report can be produced on a one-time basis or on a recurring schedule. It is recommended that the report be based on a full calendar month if it is to be submitted to the State of Texas monthly.

It is important to note that the GCMS Texas HUB Report requires that a valid HUB reportable Object (Expense) Code be present on the transaction in order for the expenditure to be included in the output report. Therefore, each agency must include a required data field in its accounting scheme and set on its website a HUB Reportable Object (Expense) Code default that must be included for every transaction in the agency's hierarchy.

HUB Data Timing

The State of Texas publishes a list of HUB vendors that is monitored by the Citibank GCMS website. Agencies do not need to submit to the Citibank GCMS website the HUB Vendor IDs for your merchant. If you recognize a recurring problem with a specific merchant please contact the Citibank Technical Help Desk at 1-800-248-4553.

Information about a HUB merchant is compiled by the Citibank GCMS website as of the 3rd of each calendar month and those designations are applied to card transactions on the Citibank GCMS website by the 10th of each calendar month. Agencies should therefore wait until the 10th of the month or later to run a valid HUB report for the prior calendar month.

How To: View the HUB Data on a Transaction

The HUB data is displayed on the screen for your convenience. *NOTE:* If the merchant has not been established as a HUB vendor then this data will be blank.

1. Locate a transaction using either the *Financial > Account Summary* or *Financial > Advanced Transaction Maintenance* menus.

2. When looking at a transaction, click on the link that is the Description of the merchant to view the Merchant Details screen.

3. Expand the *Enhanced Merchant Information* section by clicking any part of the blue header.

4. "D&B Texas HUB Indicator" and "D&B Texas HUB Vendor ID" are the fields related to HUB reporting.

How To: Schedule a HUB Report

Your organization decides whether "Level Managers" and "Account Group Managers" can run the report in addition to "Company Program Administrators." If you can see this report in the Reporting menu then you are allowed to use it.

PLEASE NOTE: "Scheduled Offset" = 11 is always the recommended setting. Do not schedule the *Texas HUB Report* without allowing ten full days after the prior calendar month. This is because the HUB designation for transactions is not finalized on the website until the 10th day of the following month.

1. Go to the *Reports > Schedule Report* menu.

Reports
Schedule Summary
Schedule Report
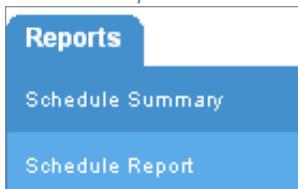
2. Select the "Texas HUB Report" by clicking it.

Texas HUB Report
Merchant Reports
System (Fixed Width)

3. On the *Schedule Report: Entity* screen search for and select the hierarchy level you want for your report. A "Quick Link" is provided which offers a fast way to click and select your highest hierarchy level.

Schedule Report: **Entity**
Quick Links (1)
123 MY HIERARCHY

4. On the *Schedule Report: Options* screen complete the choices ("Posting Date" is recommended) then click "Next."

5. On the *Schedule Report: Frequency* screen choose a date range. The "Monthly" recommendation is "From Day" = 1 and "To Day" = End of Month and "Schedule Offset" = 11.

Monthly
From Day 1
To Day End of Month
Months to Run 12
Schedule Offset 11 (in days)

6. Click the "Save" button to schedule your report.

Your report will be ready within several hours if you selected to "Run Once," or will be created on the date you selected if you chose a repeat period.

How To: Enable the HUB Report for Your Users

The senior Program Administrator can personally turn on the enhanced merchant data and also the Texas HUB Report. These two steps are both required for the HUB process, but this is a one-time activity which takes only minutes and is permanent. If you go to the screen and the settings are already "Yes" and "checked," then you do not need to take any action.

Enable the website to display and use "Enhanced Merchant Data":

1. Go to the *Company* > *Company Site Configuration* menu.

2. In the "Additional Functions" section set the *"Display Enhanced Merchant Data"* setting to "Yes."

3. Click the Save button.

Enable the website to display the Texas HUB Report so users can see and schedule it:

1. Go to the *Company* > *Company Site Configuration* menu.

2. Click the *Report Administration* tab.

3. Scroll down and locate the "Texas HUB Report."

4. Check each checkbox corresponding to the column for each type of User in your organization.
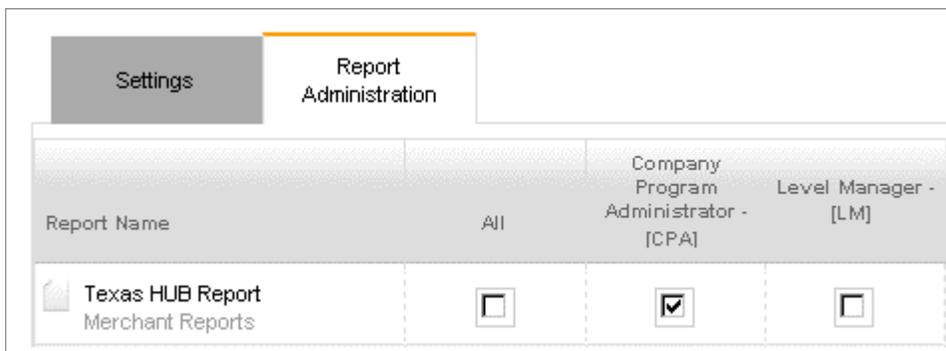
5. Click the Save button.

NOTE: This is the same method the senior Program Administrators use to enable other reports such as the "Texas 1099 Report" and "Texas Small Disadvantaged Business Report."

How To: Set an Object Code for Your Entire Organization

A valid Object Code is required on every transaction for the Texas HUB Report to work properly; therefore, this must be added to your "Accounting Scheme" if it does not already exist. If you do not yet have an Accounting Scheme you should contact your Citi representative since this often has broader implications for your card program processes.

These are typical steps for adding an accounting code; refer to the *User Guide* for detailed instructions:

1. Menu *Company* > *Cost Allocation Management* > *Accounting Code Scheme* > *Scheme Maintenance*.

2. Click the Scheme Name to go to the *Accounting Code Scheme Maintenance* screen.

3. On the left select an "Available" field that has not been used.

4. Set the property of "Label" to "Object Code."

5. Set the property of "Data Type" to "Numeric."

6. Set the property of "Length" to "4."

7. Set the property of Required to "checked" (Yes).

8. Set the property of "Cardholder Access" to whatever is appropriate for your organization.

9. Set the property of "Display Value As" to whatever is more efficient for your organization. See note below.

10. Set the property of "Default Allocation Sequence" to "Account" by highlighting it and clicking the right arrow.

11. Click the Apply button.

NOTE: Displaying your Object Code as a "List" is recommended because it reduces keying errors by your users and allows you to control what is entered. If you choose "List" you should then immediately go to the "Accounting Code Values" section below (it appears after you click "Apply") and enter at least the Object Codes that are appropriate for your HUB situation. You will likely also want to add other Object Codes that are appropriate in other situations.

ACCOUNTING CODES

Fields:

- Object Code
- Division
- Available
- Available
- Available
- Available
- Available
- Available
- Available
- Available
- Available
- Available
- Available

Properties:

* Label: Object Code

Data Type: Numeric

* Length: 4

Required: ☑

Cardholder Access: Edit

Display Value As: List

List Type: Drop-down

Dependent On:

Display List As: Value

Default Allocation Sequence:

Available: MCC

Selected: Account

> <

Apply **Delete** **Reset**

How To: Reprocess Prior Transactions So They Have an Object Code

Your organization can reprocess prior transactions that were not given an Object Code in the past so that they will now have an Object Code. This is important because a transaction will not output to the Texas HUB Report unless a valid Object Code was assigned to it. It is absolutely necessary for a senior Program Administrator to complete this step if your organization has just begun a new program with Citibank and/or you are just beginning to allocate your transactions to an Object Code.

It is irrelevant to the Texas HUB Report that is created by the website whether the Object Code was assigned by default, by the cardholder intentionally reallocating or by this follow-up reprocessing method, as long as the Object Code is recognized by the State of Texas. Of course, even after this step the merchant involved must still have already been designated as a HUB vendor.

Prerequisites:
On the GCMS website you must have an "Accounting Scheme" which has a "Cost Allocation" field called "Object Code." Please include the space between the two words, or alternatively you may use an underscore ("Object_Code").

On the GCMS website your "Object Code" field must have values that are recognized by the State of Texas.

On the GCMS website you must have set a default "Object Code" at the highest level of the hierarchy so that an Object Code is assigned even if the cardholder is out of the office and does not allocate the transaction.

Steps:

1. Use menu *Company > Cost Allocation Management > Cost Allocation Processing.*

2. Search for and select your organization. The Quick Link in blue is your highest hierarchy unit.

3. Select a Date Range. The initial recommendation is from January 1, 2011 to the current date.

4. For your Processing Options on the "Process" line choose "All" transactions.

5. For your Processing Options on the "Fields to overwrite" line choose "Unpopulated."

6. For your Processing Options on the "Include Reviewed Transactions" line check the checkbox (yes).

7. Click the Apply button.

When you have completed the steps the Schedule Summary screen appears which you can monitor later by using the menu *Reports > Schedule Summary.*