HUB Report Reference Guide

Overview

The HUB Report presents an aggregated listing of purchases. For each fiscal year and accounting period, where the Supplier ID, Cost Center, and Account are the same, only one line of data will be shown. This line includes a listing of the purchase orders related to that line of data. A purchase order may be listed multiple times if it contained multiple lines with different cost centers or account codes.

The HUB report is compiled after the month-end close and is then released to departments, typically on or before the 15th of the month.

Data Fields

Fiscal Year: The University's fiscal year runs from September 1 to August 31 and is named for the latter portion of the year. For example, Fiscal Year 2021 starts September 1, 2020 and continues through August 31, 2021.

Accounting Period: Each month of the fiscal year. Accounting Period 1 is September of the fiscal year.

Division: The name of the school or administrative unit.

Department ID: The numeric identifier for a specific department. The HUB report uses Reporting Tree PI_ORG_RPT_UNIT_AL to map department IDs to divisions and departments.

Department: The name of the department.

Supplier ID: The numeric reference number (internal to UTD) for a supplier.

Supplier Name: The name of the business supplying goods or services.

HUB Supplier: Yes / No designation for whether or not the business was a certified HUB during the reporting period.

Veteran Owned: Yes / No designation for whether or not the business is owned by a service-disabled veteran with a 20% or greater disability.

Women Owned: Yes / No designation for whether or not the business is owned by one or more women.

Ethnicity: The ethnicity of the owner of the supplier. For HUB reporting purposes, ethnicity takes priority over whether the business is owned by a woman or veteran.

Cost Center: The 8-digit numeric value, derived as follows:

- The first three values are the first, third, and fourth digit of the department ID
- The fourth and fifth values are the first and second digit of the fund code
- The last three digits are sequentially assigned.

Purchase Orders: A listing of the purchase orders that are aggregated (in whole or in part) into a single row of data.

Account: A five-digit code assigned to each accounting transaction in order to categorize activity for reporting purposes. The account code determines whether or not a transaction is HUB-reportable.

Comptroller Object Code: A numeric value that refers to a specific category of expenditure established by the state. The University maintains a mapping of account codes to comptroller object codes.

HUB Category: Comptroller Object Codes are aggregated into one of six categories specific to HUB expenditures. This relationship is established by the state.

Record Type: The type of reporting entry: Non-treasury, Credit Card, or Subcontracting.

Amount: The monetary amount in US Dollars.