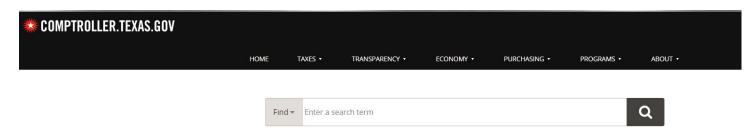
## **HUB Report Quick Start User Guide**

### What has changed since the Semi-Annual FY 22 Report was published?

- CPA has reformatted our reports using Business Objects so users generate the published reports on demand and can extract them in various formats (.txt, .pdf, and Excel).
- The underlying data and the agency reporting process has not changed, just how the report data is being displayed to the users in a cleaner, and more user-friendly format.
- The State Agency Ranking reports now shows all agencies that reported rather than just showing the top 50 agencies
- The new reports are displayed in the same location on Comptroller's website:
   https://comptroller.texas.gov/purchasing/vendor/hub/reporting.php.
   Previous reporting periods will still show in the old format as they were published, however the reports from Semi-Annual 2022 forward are available in the new format.

#### How to use the new reports:

 The new landing page looks very similar to the old version with each link taking you to a specific report.

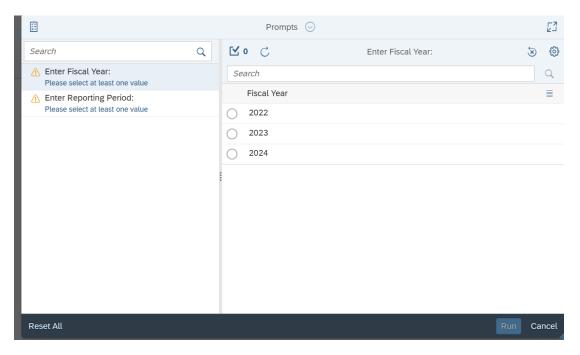




#### FISCAL YEAR 2022 ANNUAL HUB REPORT



To generate a report, choose the desired report and select the required criterial by either
double clicking the value. If there is a long list of values to choose from, you can use the search
field to jump to the value you are looking for.



• Some of the reports have been combined into one report with multiple tabs. For example, the Agency Rankings Report now has 5 tabs allowing you to see the rankings sorted on the selected field values. You can see the different rankings by either selecting the desired tab at the top of the page. There is also page arrow in the tab bar to see the fifth report.



• If your report has multiple pages, use the page navigation in the navigation popup at the bottom center of the page.



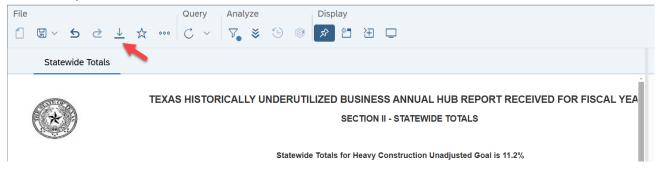
# TEXAS HISTORICALLY UNDERUTILIZED BUSINESS ANNUAL HUB REPORT RECEIVED FOR FISCAL YEAR SECTION II - STATEWIDE TOTALS

Statewide Totals for Heavy Construction Unadjusted Goal is 11.2%

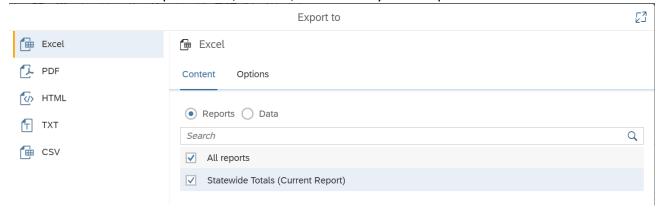
RECORD TYPE	TOTAL EXPENDITURE	TOTAL SPENT WITH HUBS AMOUNT	AMOUNT %	BLACK AMOUNT	AMOUNT %	HISPANIC AMOUNT	AMOUNT %	WOMAN AMOUNT	AMOUNT %	ASIAN PACIFIC AMOUNT	AMOL %
Т	\$11,249,122,411	\$164,871,879	1.47%	\$23,392,973	0.21%	\$95,337,778	0.85%	\$39,991,855	0.36%	\$5,647,271	0.05
N	\$19,873,878	\$1,192,791	6.00%	\$21,665	0.11%	\$502,014	2.53%	\$669,111	3.37%	\$0	0.00
S	***	\$338,318,663	3.07%	\$18,428,017	0.17%	\$147,963,985	1.34%	\$115,394,013	1.05%	\$22,468,176	0.20
-1	\$255,133,100	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$0	0.00
	\$11,013,863,189	\$504,383,334	4.58%	\$41,842,655	0.38%	\$243,803,778	2.21%	\$156,054,980	1.42%	\$28,115,448	0.26
Statewide Totals for Building Construction Unadjusted Goal is 21.1%											

RECORD TYPE	TOTAL EXPENDITURE	TOTAL SPENT WITH HUBS AMOUNT	AMOUNT %	BLACK AMOUNT	AMOUNT %	HISPANIC AMOUNT	AMOUNT %	WOMAN AMOUNT	AMOUNT %	ASIAN PACIFIC AMOUNT	AMOL %
Т	\$1,461,881,892	\$82,002,811	5.61%	\$537,164	0.04%	\$50,185,298	3.43%	\$10,456,334	0.72%	\$12,084,047	0.83
N	\$2,244,762,371	\$111,292,010	4.96%	\$3,847,666	0.17%	\$72,619,193	3.24%	\$27,406,088	1.22%	\$3,936,112	0.18
S	***	\$535,688,1		4				47,536	6.37%	\$11,398,971	0.32
-1	\$5,475,426	\$0		1 of 1+	+ > >	⊕ 🔡		0	0.00%	\$0	0.00

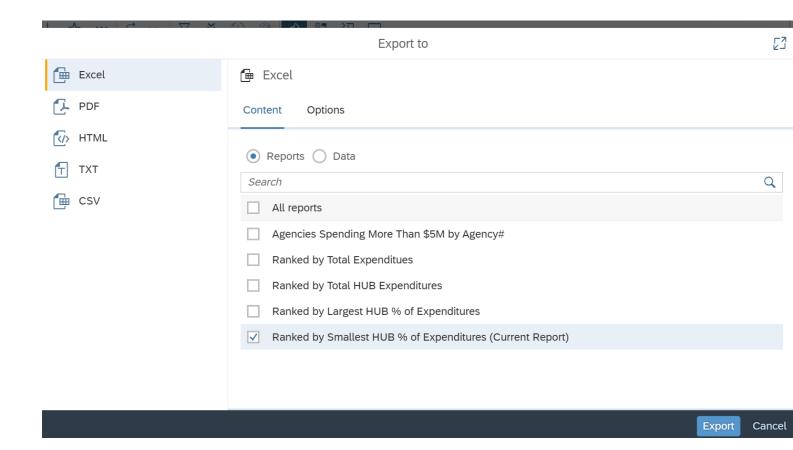
 To download and save a report, select the Export icon in the navigation on the top of the report.



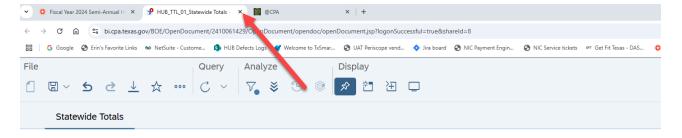
Choose the output format, click OK, and save to your computer.



• To export a report that has multiple tables within the report, you can export all reports into on one output, or individually.



Each time you choose a new report to view, it will open in a new browser tab. To view a
different report, close the browser tab displaying the report, and you will return to HUB Report
home page to generate a different report.





TEXAS HISTORICALLY UNDERUTILIZED BUSINESS ANNUAL HUB REPORT RECEIVED FOR FISCAL YE SECTION II - STATEWIDE TOTALS