

Sul Ross State University  
Business Process Analysis – Finance Module

Process Name: BPA for HUB Reporting

Date: 10/6/05

Time: 9:30

Location: ACR 207

Participants: Patty Roach, Cindy Kennedy, Corina Ramirez, Liliana Mason

Session Lead: Cindy Kennedy

Narrative/Description: Patty Roach

Every month, OIT downloads Data name file from TBPC into FRS. This has Ethnicity/Gender data on vendors. After running a comparison with our vendor file, OIT uploads data for our vendors only. Purchasing runs monthly reports showing HUB expenditures. Purchasing receives semi-annual notice to prepare HUB report for TBPC. Purchasing determines if all subcodes are included in Focus report. If not, Purchasing Director revises Focus report. If all subcodes are included, Purchasing Director runs Focus report on local funds transactions. TBPC, TIBH and interagency transactions are removed. Add subcontractor and purchasing card transactions. OIT is asked to run a Focus report on manual checks with transaction code 46. Purchasing Director researches state transactions and add appropriate transactions to the file. File is uploaded to state system. Supplemental report is prepared based on internal database data. Submit to state. Review draft from state and submit corrections. HUB reporting is based on expenditures.

Electronic Inputs: Focus reports, Data name text file from state, load file for FRS, internal data base

Manual/Paper Inputs: Reports from database

Key Decision Points (list all): Checking for all subcodes, determining which transactions to delete and which transactions to add to file, determining which corrections to make after draft is reviewed

Related Policy(s): TBPC reporting policies and procedures

Interface to Other Systems: TBPC HUB reporting website

Web Features: TBPC FTP website and TBPC HUB reporting website

Electronic Outputs: Focus file

Manual/Paper Outputs: Monthly report, semi-annually report, database reports, HUB supplemental letter.

Customer(s): HUB vendors, legislature, TBPC, Board of Regents, Executive Committee

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Regulatory Items: Texas State Statutes

Frequency/Volume: 12 monthly reports, 2 semi-annual reports

Potential Break Points: Data file not available, State system not available, error in Focus report, FRS and USAS records out of sync, USAS reimbursements

Automation: FRS load

Issues: Old HUB data not removed from vendor files, error in Focus report, FRS and USAS records out of sync, USAS reimbursements, no tracking of non certified HUB vendors, some supplemental report data has to be manually collected, no backup on reporting, with local funds you can pay on the wrong vendor ID