

CDA Meeting-January 12, 2023 HUB Dept. Power BI Presentation

1. Log onto <https://www.uh.edu/office-of-finance/hub/>
2. Click Resources under the menu options on the left of the screen
3. Under Resources Click Power BI Report

Synopsis: The HUB Department has migrated ad-hoc reporting to Power BI. It allows for more accurate and concise data with less production time. In addition, the report is in real-time which allows the report to be updated once files are made readily available to the HUB Department.

When launching the application from the website, the first page you will see is the Monthly Report Tab. This tab consists of Non-HUB and HUB expenditures across the university. The data can be filtered by Fiscal Year, Accounting Period (Month), Business Unit, Dept and Facilities. Within the Power BI Report the user can “drill-down” and see specific expenditures within a department. The additional tabs are for internal usage for the HUB Team. The “Red Flags” tab is a tool we use to help reconcile discrepancies. Often payments with a specific comp object code are not deemed HUB Eligible Payment; however, the vendor is a certified HUB Vendor. Within the department, we like to review these expenditures because it is an opportunity for us to capture additional HUB Spend. Another tab, we utilize is the State File Tab. This tab is key for Semi- Annual and Annual Reporting to the State Comptroller’s Office. We are able to create a running total for our expenditures and with a simple export to excel, we are able to submit the University’s data to the Comptroller’s Office. This ensures very minimal user errors and correct formatting for each entry. The last tab, is a tab titled “Removed.” This tab consists of data that is removed from the data set. We are required to not report certain expenditures; therefore, they have to remove from the data set, prior to submitting any reporting to the state. Within the HUB Department, we are fully aware of our reporting procedures; therefore, we created a report to help us track all of our removed payments. Below is a snippet of the Power BI Monthly Report. In order to visit the other tabs, you simply click the other arrows to the left or right below the data set.

Fiscal Year	Accounting Period	Business Unit	Dept	Facilities
2022	10	730	All	No

College/Division	Non-HUB Spend	% of Non-HUB	HUB Spend	% of HUB	Sum of Amount
Administration and Finance	\$8,933,002.10	88.3%	\$1,188,676.44	11.7%	\$10,121,678.54
Architecture	\$22,107.07	50.7%	\$21,465.64	49.3%	\$43,572.71
Business Administration	\$343,203.01	71.8%	\$134,602.12	28.2%	\$477,805.13
Chancellor/President	\$1,113,258.51	95.5%	\$51,919.97	4.5%	\$1,165,178.48
College of Medicine	\$103,137.34	60.3%	\$67,940.44	39.7%	\$171,077.78
College of Nursing	\$56,406.49	91.1%	\$5,537.76	8.9%	\$61,944.25
College of the Arts	\$140,011.47	97.7%	\$3,285.30	2.3%	\$143,296.77
Education	\$130,768.07	91.8%	\$11,654.03	8.2%	\$142,422.10
Engineering	\$608,944.84	84.9%	\$108,365.29	15.1%	\$717,310.13
Graduate College of Social Work	\$78,258.71	96.9%	\$2,534.60	3.1%	\$80,793.31
Hobby School	\$34,190.12	99.7%	\$116.06	0.3%	\$34,306.18
Honors College	\$37,616.77	80.8%	\$8,929.78	19.2%	\$46,546.55
Hotel and Restaurant Management	\$144,481.90	95.4%	\$6,994.42	4.6%	\$151,376.32
Law Center	\$37,891.90	75.4%	\$12,355.56	24.6%	\$50,247.46
Liberal Arts and Social Sciences	\$258,808.20	83.4%	\$51,463.75	16.6%	\$310,271.95
Library	\$483,671.64	98.9%	\$5,230.24	1.1%	\$488,901.88
Natural Science and Mathematics	\$890,600.52	92.6%	\$71,439.46	7.4%	\$962,039.98
Office of the Provost	\$124,152.54	87.8%	\$17,202.94	12.2%	\$141,355.48
Optometry	\$922,650.54	95.0%	\$48,092.31	5.0%	\$970,742.85
Pharmacy	\$545,701.31	98.1%	\$10,560.03	1.9%	\$556,261.34
Research	\$301,535.49	90.8%	\$30,620.77	9.2%	\$332,156.26
Student Affairs	\$327,456.06	59.2%	\$225,402.70	40.8%	\$552,858.76
Technology	\$119,613.19	55.1%	\$97,610.78	44.9%	\$217,223.97
Univ Marketing, Comm & Media Rel	\$182,341.37	97.5%	\$4,645.88	2.5%	\$186,987.25
University Advancement	\$203,623.51	91.9%	\$17,843.30	8.1%	\$221,466.81
University Marketing & Communications	\$6,447.87	90.2%	\$703.79	9.8%	\$7,151.66
Total	\$16,149,880.54	88.0%	\$2,205,093.36	12.0%	\$18,354,973.90

**This report does not include subcontracting data.
This report does not include Administration and Finance expenditures Obj Codes (7253.7256.7266.7271.7272.7271.7341.7343.7346)