

**University Contracts Reporting Universe**

**Quick Reference Guide**

**Who should use this universe?**

* Finance Business managers
* Support department managers such as the Office of Business and Financial Services Purchasing and University Accounting and Financial Reporting
* Units with non-monetary as well as monetary contractual agreements

**What types of business questions can I answer using this universe?**

* What is the breakdown of my unit’s contract categories and types?
* What contracts are expiring next quarter and do they have a renewal option?
* What is the value of commitments my unit has with a specific vendor?

**Universe Description**

This universe contains information for fully executed contracts from the Illinois Contract System (iCS). Contract data is only included for contracts beginning “CN-“ from the general Contract Cabinet and contains no confidential information.

**Data Included in University Contracts Reporting Universe**

* General Contract information such as:
  + Title
  + Document Number
  + Brief Description
  + Amount
  + Start and End Dates
  + Health Care Related and HIPAA indicators
* Chart, College, School and three-digit Organization Codes and Titles
* Contractor and Subcontractor details
* Unit Contract details
* Health Care Services
* Comptroller and Secretary of State Filing information
* Limited internal workflow measures

**Universe Tips & Tricks**

* Contracts can be narrowed down to the department (three-digit organization code); with Chart, College, and School divisions available as well.
* Contract start and end dates are broken down to year and month values for easier filtering.
* Specialized data is broken down into additional folder by subject area