

# Deleting a Price Analysis Report in SpendLogic

12 Steps [View most recent version](#) 

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Created by	Creation Date	Last Updated
Toni Pullum	Dec 10, 2024	Dec 13, 2024

## STEP 1

### Log in to your SpendLogic Account

## STEP 2

You can only delete a report that you have written. You will not be able to delete a Price Analysis report written by another author.

## STEP 3

Click on Search Reports on the top banner of the screen to search for the report you want to delete.

The screenshot shows the SpendLogic dashboard interface. At the top is a dark blue navigation bar with the following items: 'SpendLogic' logo, 'Dashboard', 'New' (with a dropdown arrow), 'Search Reports' (highlighted with a yellow box), 'Import Report', 'Workflows', 'Help & Support', and a user profile icon labeled 'Toni'.

Below the navigation bar is the main content area titled 'Dashboard'. Underneath, it says 'Your recent files:' and is divided into two columns:

- In Work:**
  - Item 1:** SpendLogic, PO #: Toni Test - SpendLogic, Program Name: [blank], Last updated: 12/10/2024 05:20 PM (PST). Icon: Documentation Folder.
  - Item 2:** SpendLogic, PO #: Toni Test Card# 2148-1, Program Name: [blank], Last updated: 11/26/2024 03:06 PM (PST). Icon: Documentation Folder.
  - Item 3:** SpendLogic, Purchase Order #: Toni Test - CID/PAR, Procurement Name: Toni Testing (2) Part Numbers, Last updated: 11/11/2024 03:55 PM (PST). Icon: Non Competitive Price Analysis.
- Completed or Finalized:**
  - Item 1:** SpendLogic, PO #: Deleting Change Orders, Program Name: [blank], Last updated: 12/10/2024 05:24 PM (PST). Icon: Documentation Folder.
  - Item 2:** SpendLogic, PO #: Toni Test Card# 2148, Program Name: [blank], Last updated: 11/26/2024 01:45 PM (PST). Icon: Documentation Folder.
  - Item 3:** SpendLogic, PO #: Toni Test - CID/PAR, Program Name: [blank], Last updated: 11/11/2024 04:00 PM (PST). Icon: Documentation Folder.

## STEP 4

**Enter applicable search words in the search bar to find the report you want to delete.**

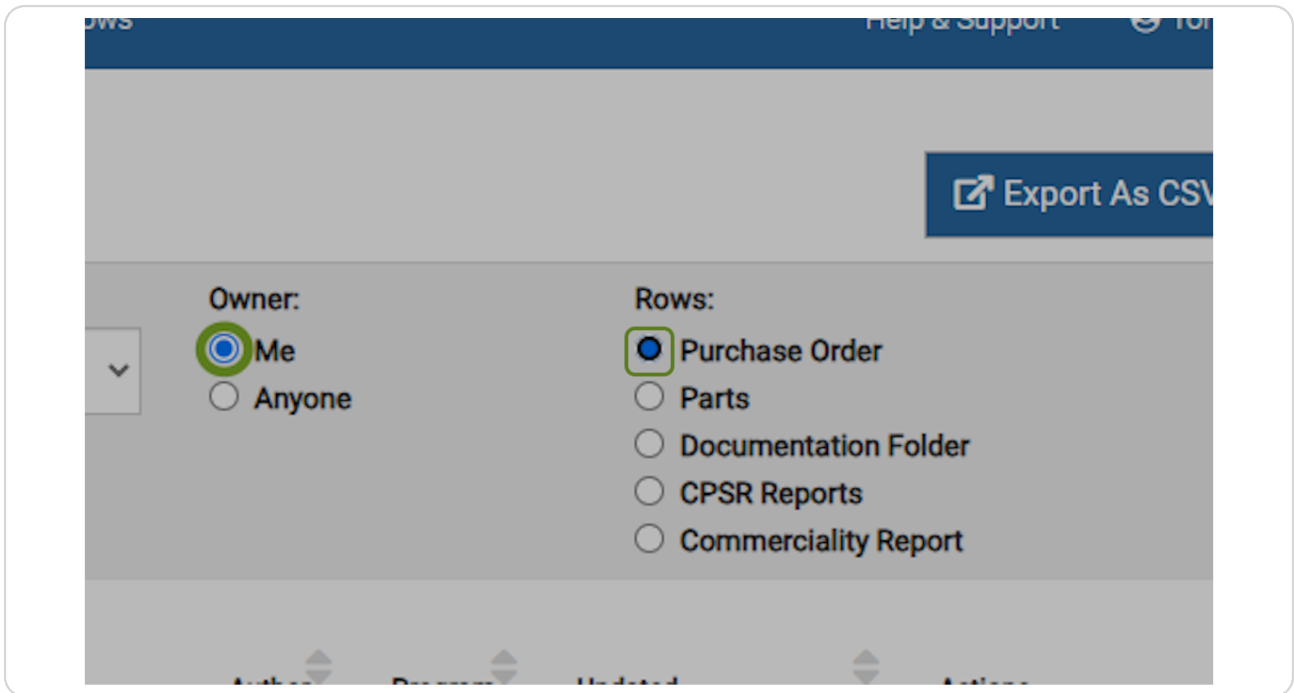
The screenshot shows the 'Search Reports' page in the SpendLogic application. The search bar is highlighted with a green box and contains the text 'Search Part #, description, PO#'. The interface includes filters for Company, Programs, Owner, and Rows. A table below shows one report entry with columns for PO#, Supplier, Part#, Services, Type, Author, Program, Updated, and Actions.

PO#	Supplier	Part#	Services	Type	Author	Program	Updated	Actions
Toni Test - CID/ PAR SpendLogic	Services, Travel	Laborer, 5 Years, High School Diploma Superintendent, 5 Years, Bachelor's Degree Machinist, 5 Years, Associate's Degree	✓	PO Report Non-Competitive Source Justification	Toni Pullum	DF-DEV General Dynamics	11/11/24 03:55 pm	

Showing 1 to 1 of 1 entries    25 / page    << < 1 > >>

STEP 5

Make sure Me and Purchase Order is selected as shown below















## STEP 6

### Click on red trash can on the right hand side of the report you want to delete

Note: If the red trash can is shaded, you will not be able to delete the report. This likely means that the report is connected to a documentation folder. Please see steps 8 - 12 to delete a Price Analysis connected to a documentation folder.

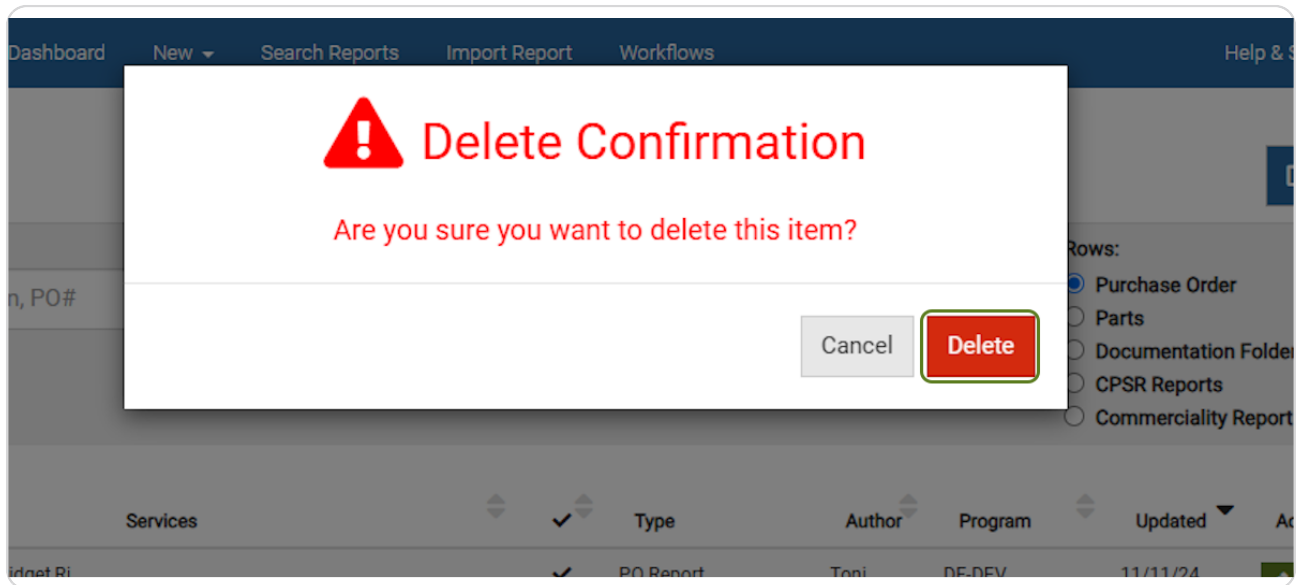
The screenshot displays the SpendLogic Search Reports page. At the top, there is a navigation bar with 'SpendLogic' and various menu items like 'Dashboard', 'New', 'Search Reports', 'Import Report', and 'Workflows'. The main content area is titled 'Search Reports' and includes an 'Export As CSV' button. Below this, there are search filters for 'Search:', 'Company:', 'Programs:', 'Owner:', and 'Rows:'. The 'Search:' field contains the text 'Search Part #, description, PO#'. The 'Company:' and 'Programs:' dropdowns are set to 'Show All'. The 'Owner:' section has 'Me' selected. The 'Rows:' section has 'Purchase Order' selected. Below the filters is a table with columns: PO#, Supplier, Part#, Services, Type, Author, Program, Updated, and Actions. The table contains three entries. The third entry, 'Unassigned SpendLogic Demo Part', is highlighted with a green border, and its 'Actions' column contains a red trash can icon. At the bottom of the table, there is a pagination control showing 'Showing 1 to 3 of 3 entries' and '25 / page'.

PO#	Supplier	Part#	Services	Type	Author	Program	Updated	Actions
Toni Test - SpendL... Bidder 2		Left-hand widget,RI...		PO Report Competitive	Toni Pullum	DF-DEV General Dynamics	11/11/24 04:25 pm	   
Toni Test - CID/PAR SpendLogic		Services,Travel	Laborer; 5 Years, High School Diploma Superintendent; 5 Years, Bachelor's Degree Machinist; 5 Years, Associate's Degree	PO Report Non-Competitive Source Justification	Toni Pullum	DF-DEV General Dynamics	11/11/24 03:55 pm	   
Unassigned SpendLogic		Demo Part		PO Report Non-Competitive	Toni Pullum	DF-DEV General Dynamics	11/8/24 03:43 pm	   

## STEP 7

### When the confirmation pops up, click on Delete

Warning: Once deleted it is gone for all time and eternity. There is no recycle bin and SpendLogic engineers cannot get it back.



## STEP 8

### Deleting a Price Analysis that is connected to a Documentation Folder

When the red trash can is muted and unclickable, this means that your price analysis report is connected to a Documentation Folder. Instead of deleting from the search screen, you'll need to delete the price analysis from within the Documentation Folder that it is connected to.

Click the green edit button on the right side of the Price Analysis report to begin.

Search Reports

Export As CSV





Search: Search Part #, description, PO#

Company: Show All

Programs: Show All

Owner:  Me  Anyone

Rows:  Purchase Order  Parts  Documentation Folder  CPSR Reports  Commerciality Report

PO#	Supplier	Part#	Services	Type	Author	Program	Updated	Actions
Toni Test Card #2401	SpendLogic	test PN 1		PO Report Non-Competitive Source Justification	Toni Pullum	SpendLogic (De... 2023 Trial Progra...	12/13/24 01:51 pm	   

Showing 1 to 1 of 1 entries 25 / page

## STEP 9

When the Price Analysis Report opens, there will be a banner at the top of the screen alerting you that you are working inside of a documentation folder. Click "Save & Close" to be brought into the documentation folder.

You are currently working inside of a documentation folder Save & Close

Toni Test Card #2401 \$12,556.50

Line Items (1/1 Complete)

test PN 1 tester

Source Justification (Completed)

Report

Analysis Total Price \$12,556.50

Proposed Total Price \$12,000.00

**Procurement Details**

Let's get some information about the current purchase. This information will be used throughout the report and on the search screens. [\(Help Tutorial Video\)](#)

What would you like to do? Write a non-competitive report

Does this PO require Source Justification documentation based on company procedure? Yes

What type of contract will this be? Firm Fixed Price (FFP)

Program Name: 2023 Trial Program

Purchase Order # (enter TBD if # has not been Toni Test Card #2401

## STEP 10

**Click on the red trash can on the right hand side of the price analysis that you want to delete.**

The screenshot shows the 'Price Analysis and Source Justification' modal window in the SpendLogic system. The modal is titled 'Price Analysis and Source Justification' and has a close button (X) in the top right corner. It contains a summary paragraph, a section for 'Price Analysis (Non-Competitive)' with '+ Create New' and '+ Attach Existing' buttons, and a table of 'Attached Reports'. The table has columns for 'Supplier', 'Part # (Description)', 'Services', 'Type', 'Updated', and 'Actions'. A row is highlighted with a green border, showing 'SpendLogic: test PN 1' with a checkmark in the 'Services' column, 'Price Analysis + SJ' in the 'Type' column, and '12/13/24 02:03 pm' in the 'Updated' column. The 'Actions' column for this row contains a green edit icon, a blue download icon, and a red trash can icon. Below the table is a pagination control showing '5 / page' and navigation arrows. At the bottom of the modal are two buttons: 'Mark Incomplete' and 'Mark Complete'. The background shows a sidebar with various filters and a main content area with a list of items.

Summary: Suppliers should be selected on a competitive basis to the maximum extent practical. If an award cannot be competed, documentation is required to demonstrate why an award was not competed. Additionally, a price analysis must be performed to determine price reasonableness and file must be properly documented.

Price Analysis (Non-Competitive)

+ Create New + Attach Existing

Attached Reports

Supplier	Part # (Description)	Services	Type	Updated	Actions
SpendLogic: test PN 1		✓	Price Analysis + SJ	12/13/24 02:03 pm	

5 / page

Compliance review requirements:

- Is price analysis supported with valid objective evidence?
- Is SSJ complete and fully supported?

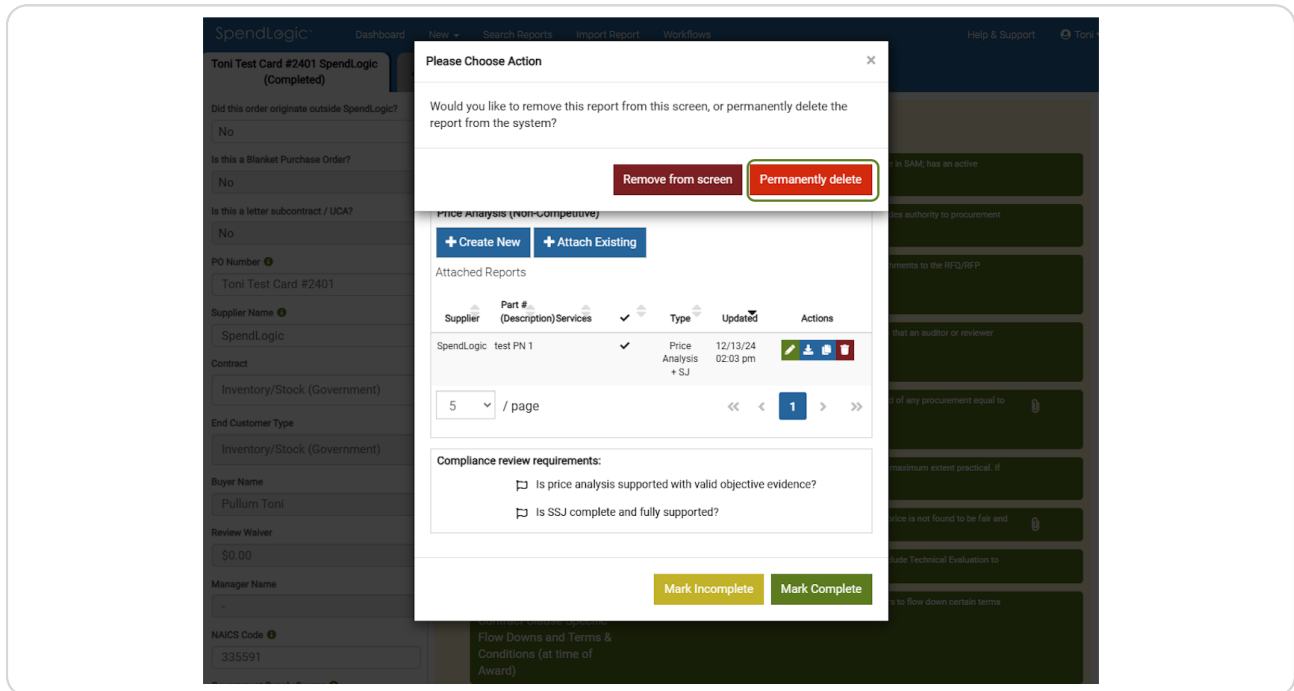
Mark Incomplete Mark Complete



## STEP 11

### Click Permanently Delete to delete the price analysis completely from the system

Note: If you select "Remove from screen", this will remove the connection between the Price Analysis and the Documentation Folder, but the Price Analysis will still be searchable and can still be used for future procurements.



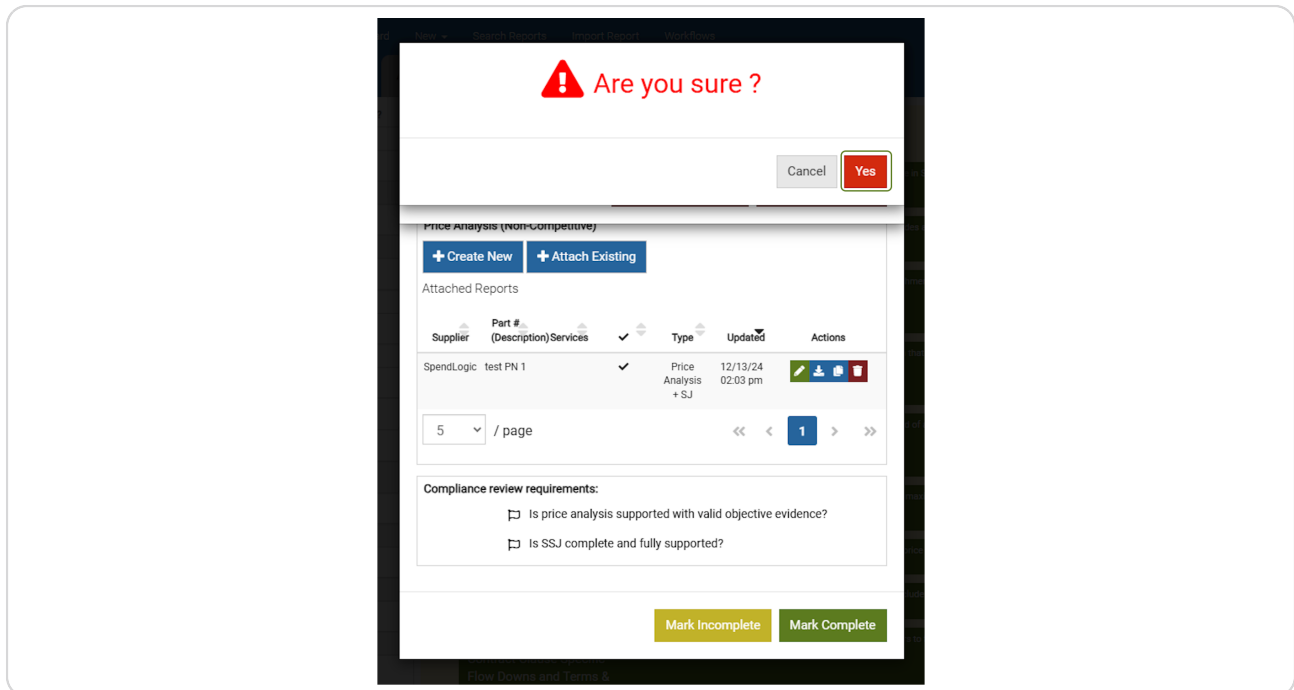
The screenshot displays the SpendLogic application interface. A modal dialog box titled "Please Choose Action" is open, asking the user: "Would you like to remove this report from this screen, or permanently delete the report from the system?". Two buttons are visible: "Remove from screen" and "Permanently delete". The "Permanently delete" button is highlighted with a red border. Below the dialog, the "Price Analysis (non-Competitive)" section is visible, showing a table of attached reports. The table has columns for Supplier, Part # (Description) Services, Type, Updated, and Actions. One report is listed: "SpendLogic test PN 1" with a Type of "Price Analysis + SJ" and an updated date of "12/13/24 02:03 pm". Below the table, there are "Compliance review requirements" with two checkboxes: "Is price analysis supported with valid objective evidence?" and "Is SSJ complete and fully supported?". At the bottom of the dialog, there are "Mark Incomplete" and "Mark Complete" buttons.

Supplier	Part # (Description) Services	Type	Updated	Actions
SpendLogic	test PN 1	Price Analysis + SJ	12/13/24 02:03 pm	[Icons]

## STEP 12

### Click on Yes to permanently delete the Price Analysis.

Warning: Once deleted it is gone for all time and eternity. There is no recycle bin and SpendLogic engineers cannot get it back.



SpendLogic