How to Create
A CPSR Report
(Managers & Compliance Access only)

Create a CPSR Report

- Click on Profile (Top Right)

- Click Create CPSR Report

- Enter your Report Name

- If not providing access to someone outside of your company, Choose "No"

- If providing access to someone outside of your company, you'll enter their email address in this field. Outside access is limited by the domains in the company setup, e.g. dcma.mil.

- Click "Filter Reports"

Create CPSR Report - Filter Reports

SpendLogic

Which reports should be included?   [Filter Reports]

CPSR Report Filter   ✕

1. Set filters to identify the correct report group:

[🗑] [Is this a Blanket Purchase (▾] [equal to ▾] [Select One ▾] [🗑]
   ○ And   ○ Or

[+]

[🗑] [+]

[Apply Filters]

1. Select your filter elements.
2. Select your operator.
3. Select your result.

You can further fine tune your filters using "and" and "or". For example, Filter on all PO Values "greater than" $30k AND "less than" $150k.

Once you've established your filters, click   [Apply Filters]

Create a CPSR Report
Choose which reports to include

- Filtered for POs with a ceiling value greater than or equal to $30k;

- Click "**Apply Filters**"

- The reports that meet the criteria will be displayed below.

- You can "**Select All**" the reports generated from the filter –
OR
- You can select specific reports by clicking the box on the line you want to include

- Click "**Save**"

Select the folders you want to view (or Select All)

Click Next

CPSR Results

You can access the folder by clicking in the row of the PO Package you wish to review.
Note: You will only be able to view the folders you selected on the previous screen.