

How to Create A CPSR Report

(Managers & Compliance Access only)



- 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”

SpendLogic Dashboard New Search Reports Import Report Workflows Help & Support Karen (Global)

Report Name

Create CPSR Report

This screen allows you to create reports of completed checklists based on specific criteria.

Report name

Will you be providing read-only access to this report to someone outside your company? Choose One

Create CPSR Report - Filter Reports

Which reports should be included?

Filter Reports

CPSR Report Filter

1. Set filters to identify the correct report group:

The screenshot shows a filter configuration interface. It includes a trash icon, a plus icon, and a dropdown menu with the text "Is this a Blanket Purchase ()". To the right of this is a dropdown menu with "equal to" and another dropdown menu with "Select One". Below these are radio buttons for "And" and "Or". A trash icon is also present on the right side of the filter rule. Green arrows point to the filter element, the operator dropdown, and the result dropdown.

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”**

CPSR Report Filter

1. Set filters to identify the correct report group:

Ceiling Value greater than or equal to 30000

And Or

Apply Filters

2. Choose which reports to include:

Select All

10 / page Search: search

	Is this a Blanket Purchase Order?	PO Number	Release Title	Change Order Title/#	Did this order originate outside SpendLogi
<input checked="" type="checkbox"/>	No	DeleteRP240332	-	-	No
<input checked="" type="checkbox"/>	No	TEST	-	-	No

Showing 1 to 2 of 2 entries

Cancel Save

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

The screenshot shows the 'View-Only Access Limits' configuration page in the SpendLogic application. The page has a blue header with navigation links: Dashboard, New, Search Reports, Import Report, Workflows, Help & Support, and a user profile for Karen (Global). The main content area is titled 'Demo' and contains a list of 28 checkboxes arranged in a grid. The categories include:

- Select All
- Request for Purchase (RP) - Government
- FAR/DFARS/Agency Flow Downs (at time of award)
- Small Business Subcontracting Plan
- Technical Evaluation
- Executive Compensation (Federal Funding Accountability and Transparency Act (FFATA))
- Buy American
- Fully Executed PO/Blanket Order/Subcontract Agreement/Change Order (DPAS Rated)
- (Non-Rated or Non-USG) Purchase Order/Blanket Order/Subcontract Agreement/ATP/Change Order
- Debarment and Suspension Status (\$35k)
- Cost Analysis (Truthful Cost or Pricing Data/Truth in Negotiations Act (TINA))
- Price Negotiation Memo (PNM)
- Annual Representations & Certifications (Reps & Certs)
- Make-or-Buy
- FFATA Reporting
- Request for Quote/Proposal (RFQ/RFP)
- Anti-Lobbying (Limitations on Payments to Influence Certain Federal Transactions)
- HUB Zone SB Suppliers
- Price Analysis
- Counterfeit Parts Mitigation and Surveillance
- Annual Reps and Certs (Renewals and Updates)
- Supplier Quote/Proposal & Supporting Documentation
- Prior Consent to Subcontract and Advance Notification (Approved Purchasing System)
- Equal Employment Opportunity (EEO) Pre-Award Clearance
- Commerciality Determination
- Intra/Inter Company Transactions
- Restrictions on Acquisition of Specialty Metals and Restriction on Acquisition of Certain Articles Containing Specialty Metals
- Day of Award Anti-Lobbying Certification

At the bottom of the page, there are two buttons: 'Save & Close' on the left and 'Next >' on the right. The 'Next >' button is circled in red.

Click Next

CPSR Results

CPSR Report Results

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Is this a Blanket Purchase Order?	PO Number	Release Title	Change Order Title/#	Did this order originate outside SpendLogic?	Supplier Name
No	DeleteRP240332	-	-	No	DELETE TEST POWELL ELECTRONICS
No	TEST	-	-	No	SPENDLOGIC, LP

Showing 1 to 2 of 2 entries

Export List as CSV Exit

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.