Admin – (Views Department Transactions Only) Role

With the SunRISE role of “Admin” you will be able to:

- Sign into SunRISE - Go to http://cfo.asu.edu/purchasing-sunrise - Single Sign On - use your ASURite ID and Password
- view catalogs set up in SunRISE but you will not be able to place an order
- view your department’s SunRISE transactions through setting certain criteria and viewing the history reports
- export history reports into an Excel spreadsheet to manipulate as needed
- view your SunRISE profile

Below are the instructions to help you pull SunRISE history reports.

Pull Reports from SunRISE History.

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Setting Criteria to be pulled

Viewing report and/or request export

Drop down lists three type of Exports - Screen Export, Transaction Export or Full Export - I would suggest running all three to see which one would best suit you needs.