Pull Reports from SunRISE History.

After all criteria is set click on search - The system will warn you on accuracy of info if more than 90 days requested in date range.

PO Date Filters
- Creation Date (System)
  - Start Date: 09/01/2010
  - End Date: 09/03/2010

User
- Select User

Approved By
- Select User

PO Departments
- Only Include PO's From These Departments
  - Show All

Custom Field Filter
- Agency/Org
  - Select from all values...
- Object/Sub-Object

You can also add optional criteria and pull reports by Agency/Org, Object or SubObject.
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 your needs.