

# DID YOU KNOW...

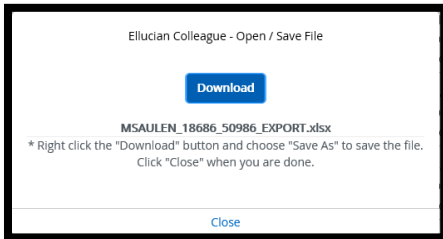


Any place in Colleague where you see the Excel symbol you can click on it to export that information to an Excel spreadsheet.

Example:

Req No:	Status:	Amount:	Vendor:	Initiator:	Buyer:	PO No:	Req Date:
129	P	9.50	0067381	Patricia Murphy		Palsons Inc P9800723	10/29/97
130	P	1,175.00	0248853	Patricia Murphy		AR&B P9800076	07/25/97
131	P	49.50	0081041	Patricia Murphy		Dean Florist Designed by Early	05/14/97
132	O	385.00	0180376	Barbara F Hayes		The Grant Advisor	05/13/97
133	P	52.50	0068570	Patricia Murphy		Toomey's Rent-All Center	05/06/97
135	P	736.50	0179827	Patricia Murphy		Richard F. Green	05/06/97
			0064302	Barbara F Hayes		Daka	05/05/97

Select Download, then Open:



And it will open a spreadsheet containing the information from Colleague:

Requisition No	Requisition Status	Total Amount	Vendor	Initiator Name	Buyer Name	Vendor Name	Pu
0052632	N	10,573.45		Sopheap Chhoeuk	Gina M. Rossi	Dell Marketing	
0050632	P	518.00		Christine M. Pulsifer	Gina M. Rossi	Swank Motion Pictures Inc	PO
0049632	P	9,999.00		Doreen Foley	Gina M. Rossi	Energy Construction Services I	
0048632	P	4,000.00		Mary E. Flibbert	Gina M. Rossi	Breakthrough Collaboration, In	PO
0047632	P	109.90		Christine M. Pulsifer	Gina M. Rossi	GE CRB/AMAZON	PO
0046632	P	285.00		Christine M. Pulsifer	Brenda M. Campbell	Swank Motion Pictures Inc	PO



This works anywhere in Colleague where you see this: