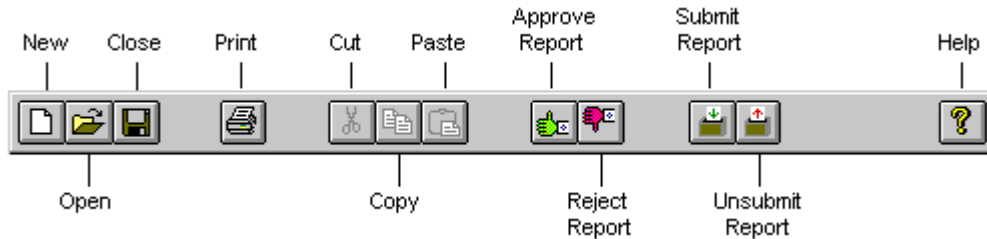


APPENDIX A: QUICK REFERENCE

This Appendix contains at-a-glance information that will help you use BT&E.

- INTRODUCTION
- SEVERITY / PRIORITY

The Main Toolbar



NOTE:
Not all toolbar buttons are active in this release.

FUNCTION	MENU	TOOLBAR
Create a New Expense Report	File New Expense Report	
Open an Existing Expense Report	File Open Expense Report	
Close the Current Expense Report	File Close Expense Report	
Submit the Current Expense Report	File Submit Expense Report	
Retrieve a Submitted Expense Report	File Unsubmit Expense Report	
Foreign Exchange Rate Calculator	Tools Exchange Rate Calculator	
Approve an Expense Report	File Approve For Payment	
Reject an Expense Report	File Reject Expense Report	