Redesign Icons and Buttons
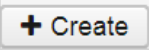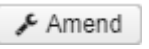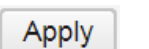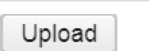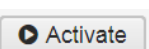
Redesign Icons

Listed below are the available icons in the various grids/options of the Redesign. An icon represents an option or capability within the software. When hovering over most of the icons, a tool tip will be displayed containing the icon's purpose.

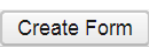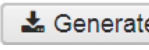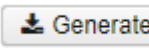| Image	Icon	Definition	Available
👁	VIEW	View the current record in more detail	Several options of USAS-R
✎	EDIT	modify/edit the current record	Several options of USAS-R
✖	DELETE	deletes the current record	Several options of USAS-R
🖨	PRINT	generate a print file for a selected transaction	Several options of USAS-R
⬇	GENERATE & DOWNLOAD REPORT DOWNLOAD		REPORTS/Report Manager HOME page Generating ⬇ Report from grids BUDGETING/Budgeting Scenario
📂	OPEN	Open the specified posting period	CORE/Posting Periods
📁	CLOSE	Close the specified posting period	CORE/Posting Periods
✔	MAKE CURRENT	Make the specified posting period the current period	CORE/Posting Periods
📄	INVOICE	Invoice the selected purchase order	TRANSACTIONS/Purchase Orders
$	REPAY ADVANCE	Repay an existing Advance	TRANSACTIONS/Transfers and Advances
⬆	PROMOTE SCENARIO		BUDGETING/Scenarios
⬆	UPLOAD AND REPLACE		BUDGETING/Scenarios
📄</>	DOWNLOAD REPORT DEFINITION		REPORTS/Report Manager
👥	SHARE REPORT DEFINITION WITH ROLES		REPORTS/Report Manager
—	UNINSTALL MODULE		SYSTEM/Modules
+	INSTALL MODULE		SYSTEM/Modules

Redesign Buttons

Listed below are the available buttons in the various grids/programs of the Redesign. When hovering over most of the buttons, a tool tip will be displayed defining the button's purpose.

Button	Definition	Available
+ Create	Create a record	Several Options of USAS-R
✔ Save	Save a record	Several Options of USAS-R
⊘ Cancel	Cancel a record without saving	Several Options of USAS-R
⊖ Print	Print a record	Several Options of USAS-R
⧉ Clone	Copy an existing record's data into a new record	Several Options of USAS-R
Convert	Convert a requisition to a Purchase Order	TRANSACTIONS/Requisitions
🔧 Amend	Modify a PO that has already been sent to a vendor	TRANSACTIONS/Purchase Orders
✐ Edit	Modify a PO that has *not* been sent to a vendor	TRANSACTIONS/Purchase Orders
📋 Invoice	Invoice an outstanding purchase order	TRANSACTIONS/Purchase Orders
Apply	Apply proposed amounts to initial estimates	BUDGETING/Proposed Amounts
Upload	Upload an outside spreadsheet into a Budgeting Scenarios	BUDGETING/Scenarios
▶ Activate	Reload enabled rules to current rules engine	SYSTEM/Rules
Import Report	Import a RPD-JSON formatted report	REPORTS/Report Manager
Create Form	Create a customized report format	REPORTS/Report Manager
⬇ Submit	Creates the GAAP export file in text format	EXTRACTS/GAAP
⬇ Generate ⬇ Generate File	Generate the file format type selected	EXTRACTS/Positive Pay UTILITIES/Generate File