Button	Description
View	Click the View button to open a panel where you can set which columns are displayed, the order in which entries are sorted, and whether the summary is shown or hidden. See Quick Entry Column Views.
Add	Click the Add button to add an entry to the list.
Copy	Click the Copy button to create a copy of the one or more entries that you have selected from the list.
Delete	Click the Delete button to expand options for deleting entries that you have selected from the list, or deleting all entries currently filtered on the list.
Sync Pay Changes	Note: If you are working with a [redacted] pay group, this setting isn't available. Click the Sync Pay Changes button to sync pay changes for eligible employees in the pay run. See Sync Auto Pay Retro Pay Changes.
Problems	Click the Problems button to expand the section containing errors, warnings, and information messages for the selected item or pay run.
Terminated	Click the Terminated button to manually add employees, whose employment status was terminated in past pay runs, to the pay run.
Export	Click the Export button to export entries that are currently displayed the list to a CSV file. See Import and Export Items for Multiple Pay Runs.
Import	Click the Import button to open a menu where you can import entries from a CSV or TSV file, create an import template file, or view a list of past imports that you can filter by date. See Import and Export Items for Multiple Pay Runs.
	Click the Import Status icon to view the status of imports that you have made in the last 24 hours. See Import and Export Items for Multiple Pay Runs.
Audits	Click the Audits button to view information about who has created, edited, or deleted entries. This button appears only in the Quick Entry, Checks, and Adjustments sub-tabs.