# Home > End of Day

The End of Day screen allows administrators the ability to see any discrepancies at the end of the day – including staff or students missing checkout, attendance issues, and in process deposits.

1. From the navigator bar, click Home, then select End of Day
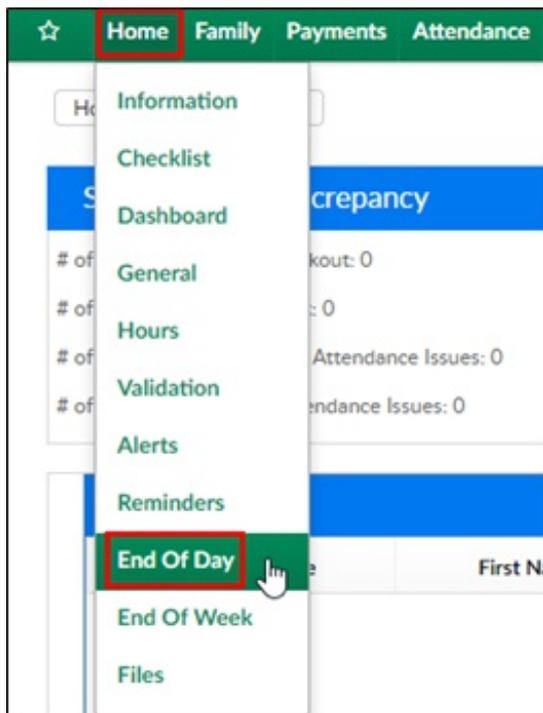
2. Review each section
   - Student/Staff Discrepancy – this will show the number or missing students and staff and possible attendance issues
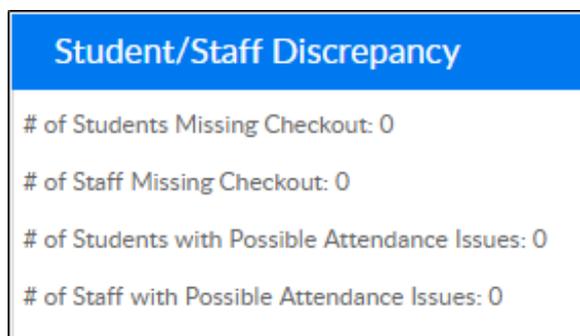
   - Missing Check Out – any student or staff not checked out for the day will appear in this list
     - To check a student or staff out, go to the Attendance>Entry

screen

Missing Check Out					
Last Name	First Name	In Time	Out Time	Center	Classro

- Schedule Differences – this list will display if a student attended a program and was not scheduled or was scheduled and did not attend

Schedule Differences						
	ID	Last Name	First Name	Attended	Scheduled	
C	127824	Clark	Kent		✔	
C	415238	Blue	Bella		✔	
C	490308	test	jennifer		✔	
C	490309	Test	Jennifer2		✔	

- In Process Deposits – if a deposit batch is open and has not been posted, it will display here
    - To post a deposit batch, go to Payment>Deposit

In Process Deposits					
Deposit ID	Deposit Date	Center Name	Status	Deposit Count	