Master Daily Clear Processes

Division Process

1. Navigate to *Main Menu / Posting Menu / Daily Clear*.

2. Select **Division Process**.
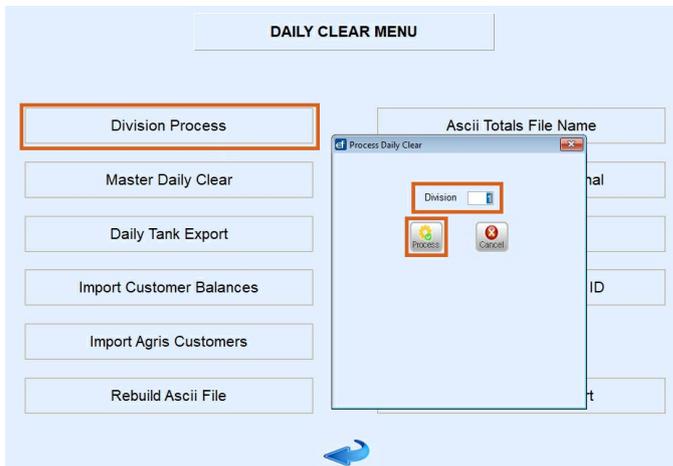
   a. Enter the posting *Division* to be cleared to the accounting system and select **Process**.

   b. Verify the information appears accurate for the location (no duplicates, no out of balance issues indicated by a *Warning* message).

3. Select the **Green Checkmark**.

4. Enter the next posting Division to be processed and press **Tab**. Repeat Steps 3 - 4 until all Divisions have been processed.   Press **ESC** when finished.

Master Clear

Once all posting Divisions have been processed, select **Master Daily Clear**.

1. Leave the *Division* as *0* to process all posting Divisions, enter one Division at a time. Processing all is recommended so there is only one master clear file to import.

2. Select **Yes** to clear all divisions at once if processing all posting Divisions.

3. Verify journal and history are in balance and select **Process Master Clear**.

4. Leave the *Process Date* as it is displayed and choose *DAT* as the *File Type*. Select **Process**.

5. Choose **Print**.

6. Select the appropriate printer and choose **Print**.

7. The system will process and return to the *Daily Clear* menu.

Agris Users:

If utilizing Daily Positioning Report in Agris view the following video: