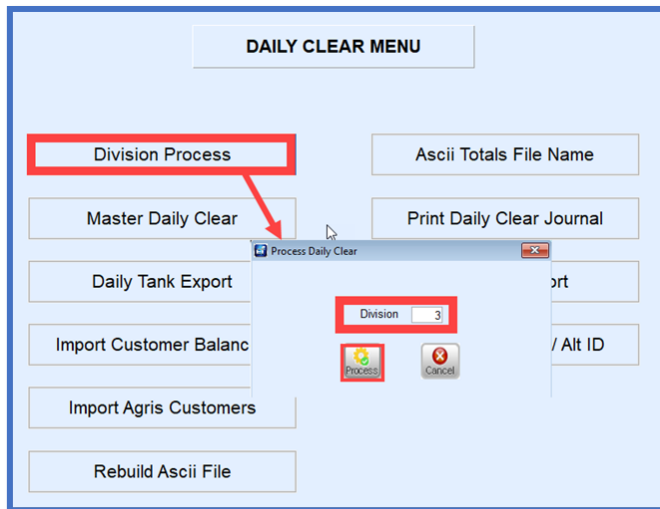


# Master Daily Clear Processes

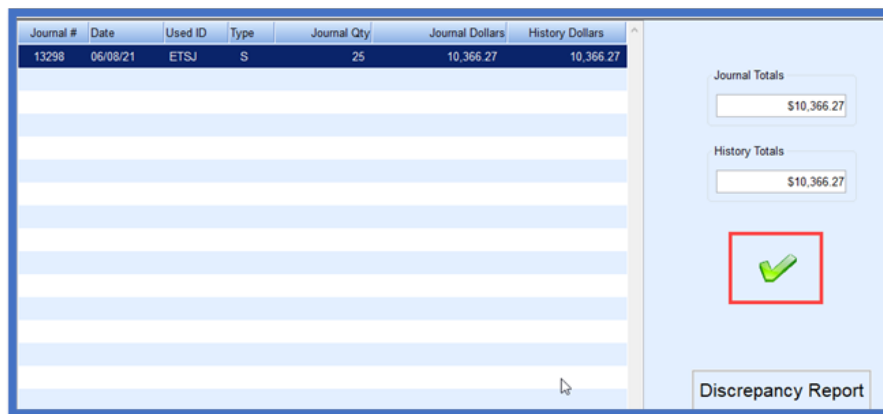
Last Modified on 08/03/2022 11:26 am EDT

## 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**.

Division	Journal #	Date	User ID	Type	Journal Qty	Journal Dollars
8	13298	06/08/21	ETSJ	S	25	10,366.27

**Journal Totals**  
\$10,366.27  
**History Totals**  
\$10,366.27  
**Process Master Clear**

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

Process Date 08/04/21

File Type

☒ 1 DAT

☐ 2 Excel

Process

5. Choose **Print**.
6. Select the appropriate printer and choose **Print**.
7. The system will process and return to the *Daily Clear* menu.

## Agvance Users:

One final step of the Daily Clear process is to send the tank file to Agvance.

1. Select **Daily Tank Export** directly under **Master Daily Clear**. This will export the tank and split tank file.
2. A progress bar will appear to show the program is working.
3. A report will not display. The file is written automatically to the *Interface* folder.