## Master Daily Clear Processes

Last Modified on 10/31/2024 4:12 pm EDT

## **Division Process**

- 1. Navigate to Main Menu / Posting Menu / Daily Clear.
- 2. Select Division Process.

DAI	LY CLEAR MENU	
Division Process	Ascii Totals	File Name
Master Daily Clear	Division 📲	hal
Daily Tank Export	Process Cancel	
Import Customer Balances		ID
Import Agris Customers		
Rebuild Ascii File		rt

- 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.

Journal #	Date	Used ID	Туре	Journal Qty	Journal Dollars	History Dollars
1187	03/20/23	JN	P	0	0.00	0.00
1189	02/22/23	SKKC	S	1	19.13	19.13
1188	03/31/23	SKKC	S	3	755.96	755.96
1186	03/20/23	JN	S	0	0.00	0.00

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	Туре	Journal Qty	Journal Dollars	^	
1	1187	03/20/23	JN	Р	0	0.00		
1	1189	02/22/23	SKKC	S	1	19.13		Journal Totals
1	1188	03/31/23	SKKC	S	3	755.96		\$775.09
1	1186	03/20/23	JN	S	0	0.00		
								History Totals
							- 1	\$775.09
								Drassa Master Clear
								Process Master Clear
							_	

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

File Type
●1 DAT
O2 Excel
O2 Excel

- 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: