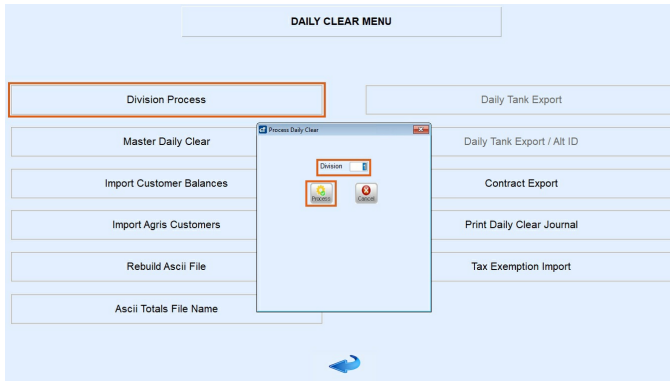


Master Daily Clear Processes

Last Modified on 05/06/2026 12:58 pm 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**.

| Journal # | Date | Used ID | Type | 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 |

Journal Totals
\$775.09

History Totals
\$775.09



Discrepancy Report

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**.

