



## Resetting Degree Days

1. **Perform a database backup.**
2. Confirm that degree days have been entered for 8/31/2018.
3. Print the 3-page report log for the past year of degree day activity. Go to "Reports (F3)" and select "Degree Day Totals by Date."
4. Launch the Year End Processing screen by selecting "Utilities (F7)" / "Year End (F5)"
5. Select "Reset Degree Days" and click "Next"



6. If you already printed this report in the Step 3, click "No". Otherwise, print the report and then return to this screen.
7. Click "Next"



