



Resetting Degree Days

1. **Perform a database backup.**
2. Confirm that degree days have been entered for 8/31/2020.
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"

Year End Processing

Year End Processing Wizard

Last Performed On / By

<input type="radio"/> Reset YTD Units	01-Sep-19	KP
<input checked="" type="radio"/> Reset Degree Days	01-Sep-19	KP
<input type="radio"/> Reset Inventory YTD Info	03-Jan-20	KP

Next Cancel

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"

DRM Windows

? It's a good idea to print a degree day report for the past year and you cannot do this once you perform a reset.

Do you want to print the report now?

Yes No



8. This screen shows your ending Degree Day numbers and also what they will be reset to (Heat=1; Water=7).
9. Click "Next" to perform the Reset. This step may take a couple of minutes depending on how many accounts you have.
10. If you use a Degree Day Meter, follow the manufacturer's instructions for resetting it to the same starting values shown (Heat=1; Water=7)

Year End Processing

Click Next to Reset your Degree Days

Ending and New Degree Day Values

	31-Aug-20	01-Sep-20
Heat Only:	5425	1
Heat + Water:	6481	7

Click Next to update all your customers. This may take a couple of minutes to complete.

Next
Back

***** NOTE *****

After you reset, your Degree Day screen will look something like this. Don't be alarmed when you see the list of August 21 dates! They are simply blank place-holders for next year's entries and will disappear from your screen within 2 weeks.

Date:	High:	Low:	Mean:	Heat D.Days:	Heat Only Total:	Heat D.Days:	Extra:	Water D.Days:	Heat + Water Total:
08-20-21					1				7
08-21-21									
08-22-21									
08-23-21									
08-24-21									
08-25-21									
08-26-21									
08-27-21									
08-28-21									
08-29-21									
08-30-21									
08-31-21									
09-01-20									
09-02-20									