



## Resetting Degree Days

1. Perform a database backup.
2. Confirm that degree days have been entered for 8/31/2016.
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"

	Last Performed On / By
<input type="radio"/> Reset YTD Units	02-Sep-15 KP
<input checked="" type="radio"/> Reset Degree Days	02-Sep-15 KP
<input type="radio"/> Reset Inventory YTD Info	02-Jan-16 DRM
<input type="radio"/> Reset Contracts / Prices	Never

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"

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?

