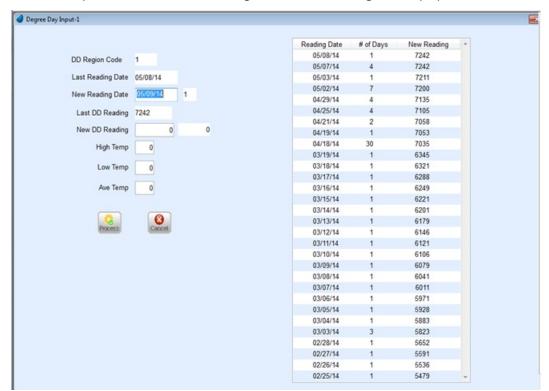
Degree Day Update

Last Modified on 10/16/2025 12:01 pm EDT

The Degree Day update program updates the degree day reading, percentage left, and gallons left for all customers with a Delivery Type 2. The percentage and gallons left decrease every day when the degree day is updated. A degree day reading that was entered incorrectly can be undone if no Delivery Tickets have been posted to the new reading. The Degree Day program will automatically be updated for SDD customers.

Update Degree Day Input

- 1. From the Posting Menu, select Degree Day Input.
- 2. On the *Degree Day Update* window, enter the *Division* being updated. Alternatively press **F5** or select the **Search** icon to choose the Division from a list.
- 3. In the *DD Region Code* field, enter the Region being updated for the Division. Degree Day Regions allow a Division with several different climates (i.e., mountains and desert) to be updated individually.
- 4. Choose Process.
- 5. On the *Degree Day Input* window, enter the date to update degree days for in the *New Reading Date* field. If more than 75 days have elapsed between updates, a verification message will display. The number of days that have elapsed between the *Last Reading Date* and *New Reading Date* displays next to the field.



- 6. If there is a new degree day reading, enter the accumulated degree day reading in the New DD Reading field.

 This will update the Tank Info window for all Delivery Type 2 customers. The number of degree days that have elapsed between the Last DD Reading and the New DD Reading displays next to the field.
- 7. If a new degree day reading does not exist but the high, low, and average temperatures are known, press **Tab** in the *New DD Reading* field. Enter the *High Temp* and *Low Temp* values. The *Ave Temp* and *New DD Reading* will automatically be calculated.

8. Select Process.

Undo Degree Day Input

- 1. Navigate to Master Menu / Supervisor Menu / Processes / Undo DD Updates.
- 2. On the *Undo Degree Day Input* window, enter the *Division* for the Degree Day entry being undone or press **F5** to select from the list.
- 3. In the DD Region Code field, enter the region for the Degree Day update being undone.
- 4. The Last Reading, # Daily Use Days, Next-to-last Read Date, and Daily Use Last Updated will display for review.
- 5. Select **Process**.
- 6. Close the *Undo Degree Day Input* window and choose **Previous Menu**.