

# How to Create a New Single Recurring Calendar

1. Open the [Julian Calendar](#) screen.
2. Click the **New toolbar button**. This will open the Julian Recurrence screen. By default, the grid will display the system's date in Start and Through dates and frequency is set to Interval. Refer to [Julian Recurrence](#) for the field description.

The screenshot shows the 'Julian Calendar' application window. The 'New' button in the toolbar is highlighted with a red box. A 'Julian Recurrence' dialog box is open, showing the 'Details' tab. The dialog box has a 'Description' field, radio buttons for 'Interval', 'Weekly', 'Monthly', and 'Single', and date pickers for 'Start' and 'Through'. The 'Interval' radio button is selected, and the frequency is set to 'Every 1 Day(s)'. The 'Start' and 'Through' dates are both set to '02/06/2016'. There is a checkbox for 'Automatically renew every year' which is unchecked. At the bottom of the dialog, it says 'Deliveries are based on actual Delivery Dates.' The background application window shows a table with columns 'Description', 'Start Date', 'Through Date', and 'Auto Renew', and a 'Future Delivery Dates' section.

3. Enter the calendar **Description**.
4. Tick the **Single radio button**.
5. Enter the **Date**.
6. Single Rule has the capability to override all other rules. Once this option is checked, the Single Date that has been entered will be the date in **Next Julian Delivery** field.

7. If you want to use this same calendar in the future, select the '**Automatically renew every year**' option.

The screenshot shows the 'Julian Calendar' application window. A 'Julian Recurrence' dialog box is open, displaying the 'Details' tab. The 'Description' field contains 'Sample Single Calendar'. The 'Date' field is set to '02/28/2016'. Under the 'Frequency' section, the 'Single' radio button is selected and highlighted with a red box. Below this, the 'Single Date will override all other rules' checkbox is checked, and the 'Automatically renew every year' checkbox is unchecked. The dialog has 'OK' and 'Cancel' buttons at the top.

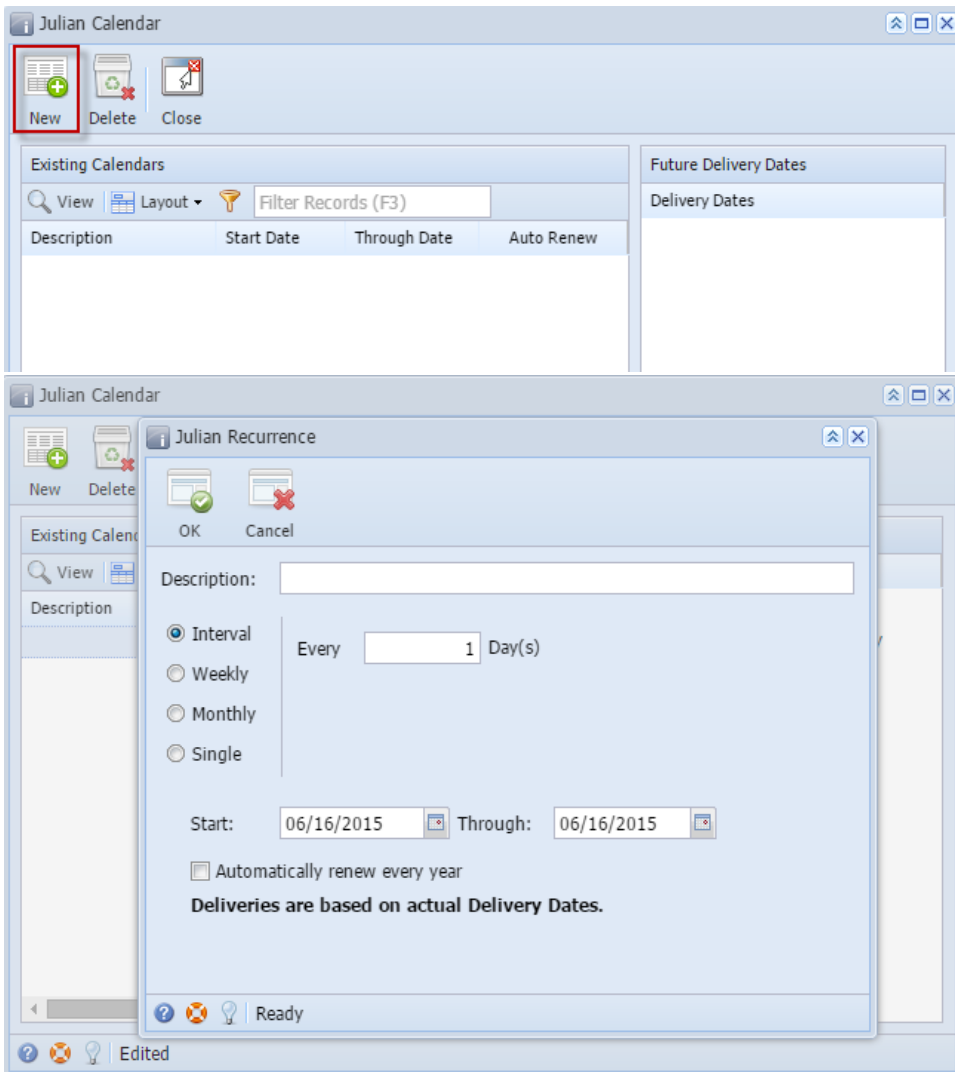
8. Click the **OK** button. The newly created single calendar will be displayed in the **Existing Calendars grid** on the Julian Calendar screen.

The screenshot shows the 'Julian Calendar' application window. The 'Existing Calendars' grid is visible, containing one entry: 'Sample Single Calendar' with a start date of '02/28/2016' and a through date of '02/28/2016'. The 'Auto Renew' checkbox is unchecked. To the right of the grid is a 'Future Delivery Dates' section with a 'Delivery Dates' field showing 'Sunday, February 28, 2016'.

9. Close the Julian Calendar screen.  
10. Save the changes in the Consumption Sites screen.  
11. Single Date should be displayed in **Next Julian Delivery** field.

The screenshot shows the 'Degree Day Information' form. The 'Fill Method' is set to 'Julian Calendar'. The 'Next Julian Delivery' field is highlighted with a red box and contains the date '02/28/2016'. Other fields include 'DD Between Delivery' (0.00), 'Summer Daily Rate' (0.00), 'Burn Rate' (5.00), and 'Adjust Burn Rate' (checked).

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3. Enter the calendar **Description**.
4. Tick the **Single** radio button.
5. Enter the **Date**.
6. Single Rule has the capability to override all other rules. Once this option is checked, the Single Date that has been entered will be the date in **Next Julian Delivery** field.

7. If you want to use this same calendar in the future, select the '**Automatically renew every year**' option.

The screenshot shows the 'Julian Recurrence' dialog box. At the top, there are 'OK' and 'Cancel' buttons. Below them is a 'Description' field containing 'Sample Single Calendar'. On the left, there are radio buttons for 'Interval', 'Weekly', 'Monthly', and 'Single', with 'Single' selected. To the right of the radio buttons is a 'Date' field showing '06/16/2015'. Below the radio buttons, there are two checkboxes: 'Single Date will override all other rules' (checked) and 'Automatically renew every year' (unchecked). At the bottom, there is a status bar with a question mark, a lifebuoy, a lightbulb, and the word 'Ready'.

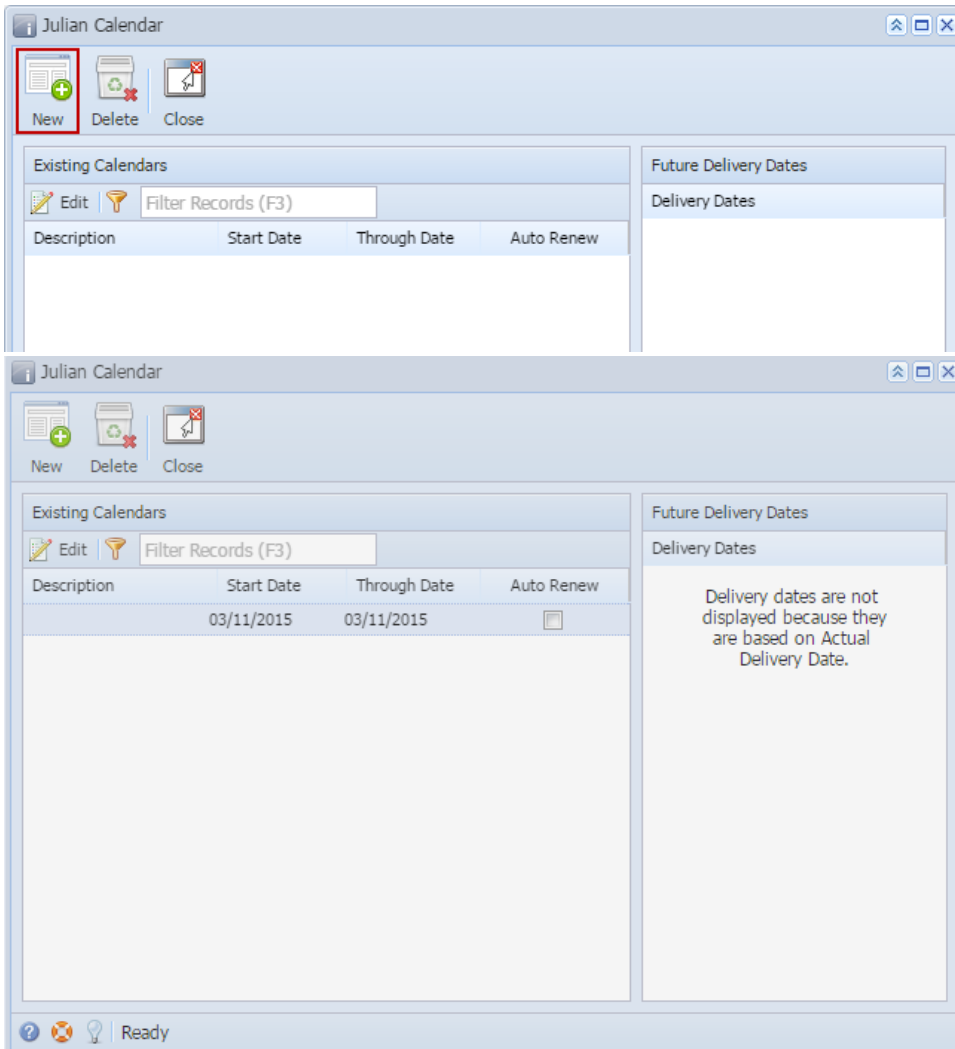
8. Click the **OK** button. The newly created single calendar will be displayed in the **Existing Calendars grid** on the Julian Calendar screen.

The screenshot shows the 'Julian Calendar' screen. At the top, there are 'New', 'Delete', and 'Close' buttons. Below them is a table titled 'Existing Calendars'. The table has columns for 'Description', 'Start Date', 'Through Date', and 'Auto Renew'. The first row shows 'Sample Single Calendar', '06/16/2015', '06/16/2015', and a checkbox. To the right of the table is a section titled 'Future Delivery Dates' with a 'Delivery Dates' field showing 'Tuesday, June 16, 2015'.

9. Close the Julian Calendar screen.  
10. Save the changes in the Consumption Sites screen.  
11. Single Date should be displayed in **Next Julian Delivery** field.

The screenshot shows the 'Degree Day Information' dialog box. It has a 'Fill Method' dropdown set to 'Julian Calendar' and a 'Fill Group' dropdown. Below these are several input fields: 'DD Between Delivery' (0), 'Next Julian Delivery' (06/16/2015, highlighted with a red box), 'Summer Daily Rate' (0.000000), 'Winter Daily Rate' (0.000000), 'Burn Rate' (1.000000), and 'Previous Burn Rate' (0.000000). At the bottom, there are two checkboxes: 'Prompt for % Full' (checked) and 'Adjust Burn Rate' (checked).

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4. Tick the **Single radio button**.
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6. Single Rule has the capability to override all other rules. Once this option is checked, the Single Date that has been entered will be the date in Next Julian Delivery field.

7. If you want to use this same calendar in the future, select the '**Automatically renew every year**' option.

The screenshot shows the 'Julian Recurrence' dialog box. At the top, there are 'OK' and 'Cancel' buttons. Below them is a 'Description' field containing 'Sample Single Calendar'. There are four radio button options: 'Interval', 'Weekly', 'Monthly', and 'Single'. The 'Single' option is selected. To the right of these options is a 'Date' field with the value '09/03/2014' and a calendar icon. Below the radio buttons, there are two checkboxes: 'Single Date will override all other rules' (which is checked) and 'Automatically renew every year' (which is unchecked). At the bottom of the dialog, there is a status bar with icons for help, save, and undo, followed by the text 'Edited'.

8. Click the **OK** button. The newly created single calendar will be displayed in the **Existing Calendars grid** on the Julian Calendar screen.

The screenshot shows the 'Julian Calendar' screen. At the top, there are 'New', 'Delete', and 'Close' buttons. Below them is a section titled 'Existing Calendars' which contains an 'Edit' button, a 'Filter Records (F3)' text box, and a table. The table has four columns: 'Description', 'Start Date', 'Through Date', and 'Auto Renew'. The first row of the table contains the text 'Sample Single Calendar', the date '03/11/2015', the date '03/11/2015', and an unchecked checkbox. To the right of the 'Existing Calendars' section is a 'Future Delivery Dates' section with a 'Delivery Dates' field containing the text 'Wednesday, March 11, 2015'.

9. Close the Julian Calendar screen.  
10. Save the changes in the Consumption Sites screen.  
11. Single Date should be displayed in Next Julian Delivery field.