

Do I have to download a new spreadsheet for each reporting year?

If you do not want to download the spreadsheet form every year, save a working copy each year prior to entering any data. That way you will always have a blank spreadsheet that you can use to save a new working copy for each reporting year. We do not recommend deleting previous years' data from the spreadsheet in order to start recording the next year. This can cause issues with the formatting of the spreadsheet.