

HOW TO KEEP RECORDS

Livestock Achievement Program

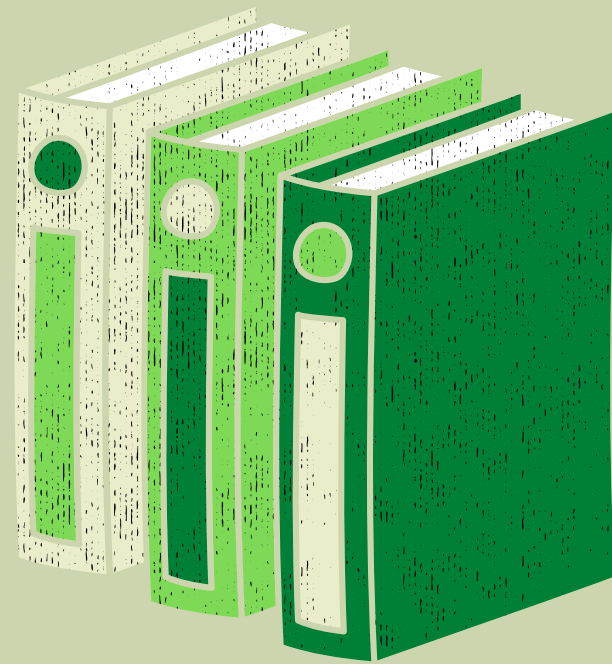


ITEMS TO HAVE WHEN RECORD KEEPING

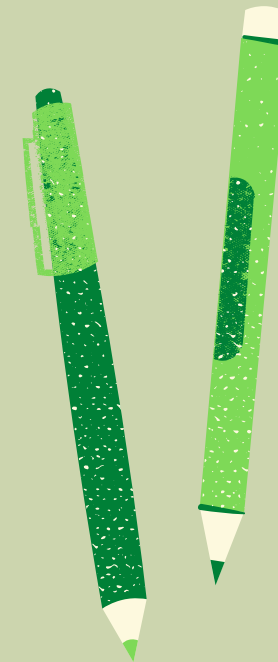
Notebook



Binder with
Plastic sleeves



Pencil or Pens



Computer or
iPad to keep
records on a
spreadsheet



HOW TO USE NOTEBOOK WHEN RECORD KEEPING

WHEN CHECKING ANIMALS

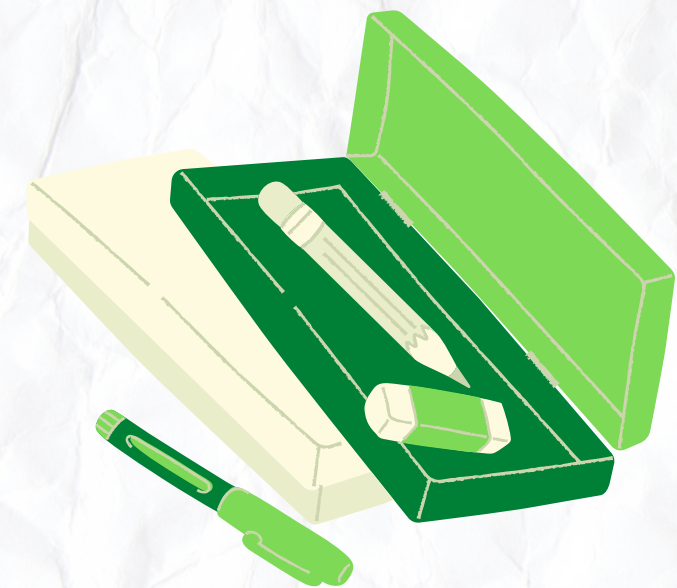
- Health observations
- Daily weight
- Weight of feed and or supplements given daily
- Types of feed or supplements given
- Medication given over the counter or prescribed by vet
- Basic notes
 - Need more feed
 - Running low on bedding
 - Observations to look for tomorrow

CALCULATIONS

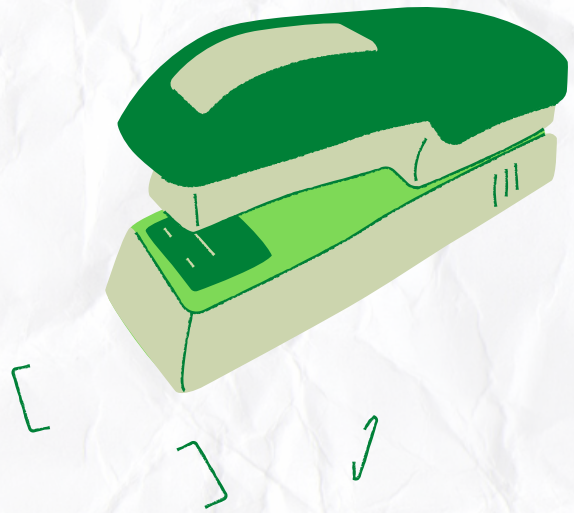
- Feed rations
- Weight rations
 - Daily gain
 - Daily lost
- Medication dosages

LOOSE PAPER TO BE ORGANIZED

- Tape or staple paper to notebook pages
 - Feed labels
 - Receipts
 - Show records/program
 - Vet records or notes



HOW TO USE A BINDER WHEN RECORD KEEPING



- A binder is a great way to stay organized with expenses and feed given
- keep extra paper in binder
- Have dividers to separate sections
- Could keep records clean and waterproof

RECEIPTS

- Can slip receipts into plastic sleeves or tape/staple on paper
 - Write with large font of total expense on paper.

FEED AND OR FEED SUPPLEMENTS

- Keep labels from feed to help with calculations
 - slip them in a plastic sleeve
- Keep extra paper to use labels for nutrition calculations



SPREADSHEET SET UP

- Bold and underline the important heading
- Headings need to be on X and Y axis
 - Top and left side of the spread sheet
- Label all spreadsheets

THE NEXT TWO SLIDES ARE EXAMPLES

- Example 1
 - Expense set up
- Example 2
 - Nutrition set up
- You can find all examples of spreadsheets on main page of Livestock Achievement Program

HOW TO SET UP A SPREADSHEET ON EXCEL OR GOOGLE SHEETS

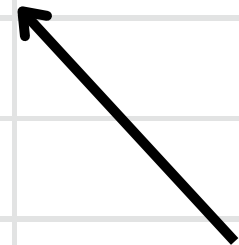
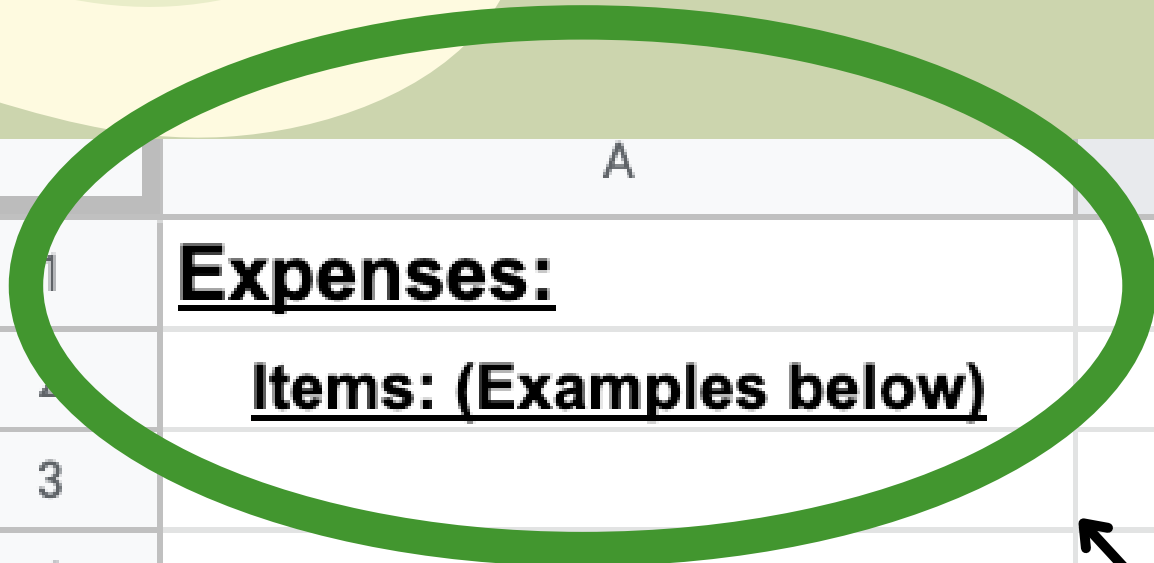
- If you would like to use your own, otherwise there is one provided on the main website.



EXAMPLE 1



	A	B	C	D
1	<u>Expenses:</u>			
2	<u>Items: (Examples below)</u>	<u>Price per item:</u>	<u>How many items purchased:</u>	<u>Total:</u>
3				
4	Total Feed Expense			
5	Vet services			
6	Animal Health Products			
7	Bedding			
8	Equipment			
9	Transportation(gas)			
10	Other Expenses			
11				
12				
13				
14				



- Heading
 - Bold
 - Underline



EXAMPLE 2



3	Month:	<u>Roughage Feed Ingredients</u>	<u>Total lbs Fed</u>	<u>Cost/lb</u>	<u>Cost/Head</u>	<u>Roughage Total Monthly Cost</u>
4	January					
5	February					
6	March					
7	April					
8	May					
9	June					
10	July					
11	August					
12	September					
13	October					
14	November					
15	December					
16						
17	Total Roughage Feed Cost					
18						
19						
20						
21						
22						
23						

IF YOU NEED HELP PLEASE CONTACT:

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