

Canadian Beef Breeds Council



Purebred Sales Reporting Workbook

User Manual

Version 1 March 09 | © CBBC 2009



Growing Forward, a federal-provincial-territorial initiative.

Cultivons l'avenir, une initiative fédérale-provinciale-territoriale.

Canada 

Overview

This Purebred Sales Reporting Workbook provides a tracking tool for purebred producers to record their annual sales.

This tool is useful to you, and its content is critical to the sector. CBBC is developing a national purebred sales data base to capture this information in order to confirm and validate the inherent higher value of purebred cattle.

Lenders have confirmed to CBBC they require third party verification if they are to recognize the appropriate value of purebred cattle. Currently, all cattle in Canada are generally assessed at commercial values only. Once CBBC collects sales data from producers – we will, on behalf of the sector, post national sales information to our website to help substantiate purebred cattle values with lenders, insurance companies and government programs.

To keep the information current we will semi-annually ask you to submit your previous six months sales information. Producers' individual information will always remain confidential. On behalf of the sector, CBBC will share verified purebred cattle values with lenders, insurance companies and government programs. Producers' individual information will always remain confidential.

We ask you please, as a purebred beef cattle producer, to complete this workbook with your 2008 sales information as soon as possible. First save this workbook to your desk top; give it a new name and indicate 2008 (e.g. ABCfarmmsales2008). This is an excel spreadsheet and the instructions tab details how to complete and save your information. Set the reporting date on the *Sales Tracker* page as Dec 31, 2008.

Once you complete the workbook, please email this worksheet to CBBC: nsr@beefbreeds.ca

Save a second version of this workbook with the year 2009 (ABCfarmsales2009.xls), and start capturing your purebred sales data for 2009. Do the same for subsequent years. Thank you for your support of this important initiative for Canada's purebred beef cattle sector.

We welcome your comments, and suggestions for improvement. Please contact us at: info@canadianbeefbreeds.com

Instructions

1. Save this Excel file to your computer with a new name and the date that reflects the yearly purebred cattle sales it tracks.

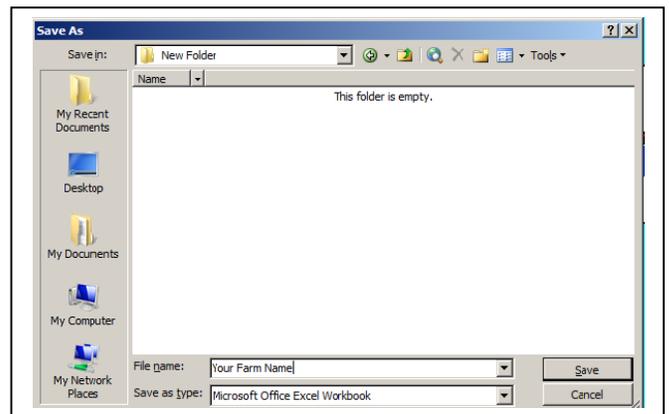
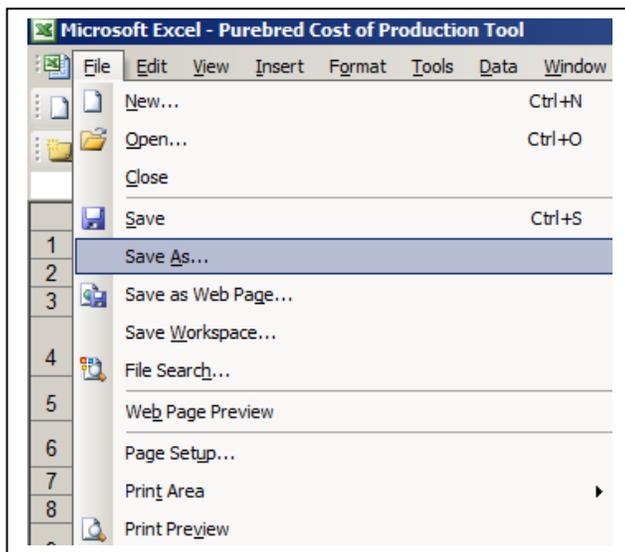
Opening and Saving the Purebred Sales Reporting Workbook (Microsoft Office 1997 -2003)

If you received this workbook through on a CD-ROM disc, insert the disk into your disk drive and open the disk. Click on the sheet “Purebred Sales Reporting Workbook.xls”, the document will open.

If you received this workbook by email, open the email attachment.

The document then needs to be saved to your computer. In the excel spreadsheet click on “File” in the top left hand corner of the page and scroll to “Save As”.

Once the “Save As” box is open, save the file to the area you prefer and title the workbook as your farm name. For example, for ABC Farms, the file name will be “ABCfarms2008” and then click “Save”. For easy file management and for CBBC use, make sure that the year is entered in the file name for the year that the workbook represents. For each year, a new workbook will need to be produced and saved.

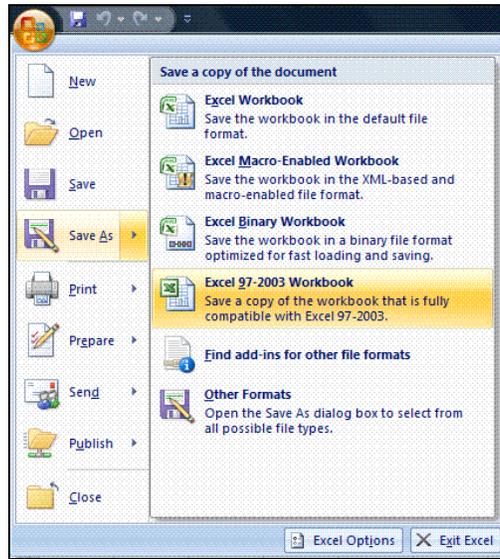


Opening and Saving the Purebred Sales Reporting Workbook (Microsoft Office 2007)

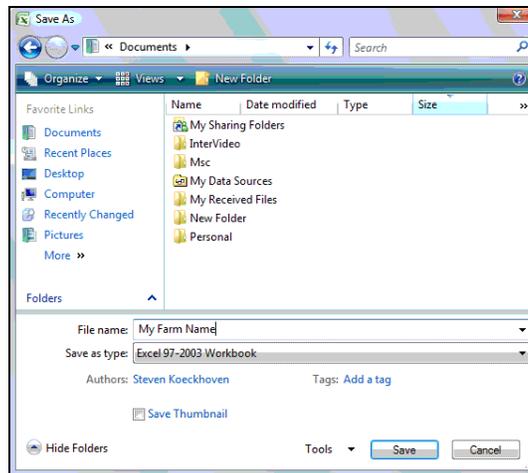
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If you received this workbook by email, open the email attachment.

The document then needs to be saved to your computer. In the excel spreadsheet click the icon in the top left hand corner of the page and scroll to *Save As* and select *Excel 97-2003 Workbook*.

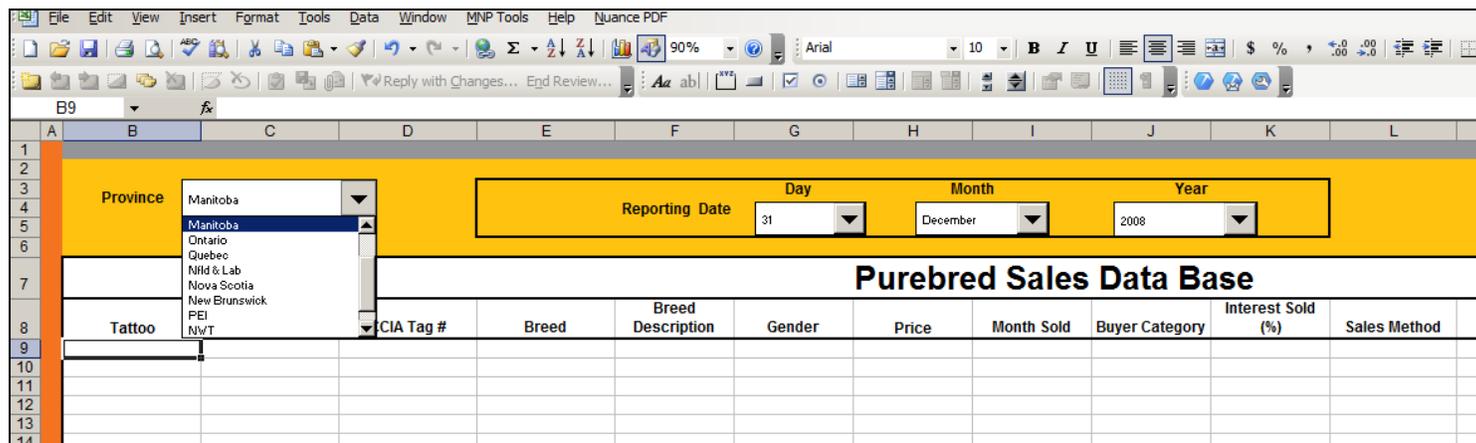


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2. Move to the *Sales Tracker* worksheet. Enter the province in which you operate. Set the date at the top of this first report as: Dec 31, 2008 to enter your 2008 sales.

For 2009 sales and future years, please save a new version of the Excel file, with a new name for 2009 and new files with new names for subsequent years. Every time you open the file in 2009 to update your sales data, ensure that the reporting date is current for a reference and reminder of the last time you entered sales data.



3. Click on column areas to locate drop-down menus with possible responses. These will assist you with quick completion of the workbook. Drop down menus are available for the following column headings:

- Breed
- Breed Description
- Gender
- Month Sold
- Buyer Category
- Sales Method
- Sales Condition #1
- Sales Condition #2
- Sales Condition #3

In addition to sales information please be sure to complete tattoo, animal registration, and CCIA Tag # columns.

4. Click in a column with a drop down-menu and it will provide indication of what is required.

Province		Manitoba	Reporting Date		Day	31
Pure						
Tattoo	Registration Number	CCIA Tag #	Breed	Breed Description	Gender	Price
				<input type="text"/> <div style="border: 1px solid black; background-color: #ffffcc; padding: 2px;"> Purebred, Full blood or Percentage </div>		

5. Using your mouse, highlight or click on the answer you select and then move on to next column box by clicking into next cell.

Province		Manitoba	Reporting Date		Day	31
Pure						
Tattoo	Registration Number	CCIA Tag #	Breed	Breed Description	Gender	Price
				<input type="text"/> <div style="border: 1px solid black; background-color: #ffffcc; padding: 2px;"> Full blood Purebred Percentage </div>		

6. 'Re-save' your completed sales reporting workbook to your computer to capture and retain the data that you have added.

7. Then email this completed file for 2008 - directly to CBBC to help populate an important national sales benchmarking database for the purebred sector. You'll later have access to the reports from the CBBC database - and be able to compare your sales figures to averages of others in the sector. **Individual producer information will always remain confidential; only aggregate information will be published to the CBBC website.**

8. Once you have sent your 2008 sales information to CBBC, please start to complete a new Excel sheet for 2009; twice in 2009 CBBC will request your data from you

9. Contact CBBC at 403.730.0350 or info@canadianbeefbreeds.com with any questions or concerns.

We hope you find this tool useful to track and compare your purebred sales year over year. We also appreciate you sharing your data with the national data pool as the aggregated information will be of benefit to producers, and the sector as a whole.

Agriculture and Agri-Food Canada is pleased to participate in the production of this CD and is committed to working with our industry partners to increase public awareness of the importance of the agri-food industry to Canada. Findings, conclusions, and opinions expressed in the content included on this CD are those of Canadian Beef Breeds Council and do not necessarily reflect those of Agriculture and Agri-Food Canada or the Government of Canada.