



HOUSTON LIVESTOCK SHOW AND  
**RODEO**<sup>™</sup>



**Feb. 28 – March 19, 2023**

3 NRG Park  
NRG Center  
Houston, Texas 77054  
832.667.1000

[rodeohouston.com](http://rodeohouston.com)

# **Junior Commercial Steer Feeding and Management Contest**

## Online Record Book Instructions



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## General Information

This contest is subject to the Houston Livestock Show and Rodeo™ General Rules and Regulations, the Junior Show Rules and Regulations and the Special Rules for Junior Commercial Steer Feeding and Management Contest. Where rules may conflict, the Special Rules for Junior Commercial Steer Feeding & Management Contest will prevail. These Special Rules can be found at <http://www.rodeohouston.com/Get-Involved/Exhibitors-Participants/Livestock-Show> in the Junior Commercial Steer section.

Questions regarding this contest should be emailed to [livestock@rodeohouston.com](mailto:livestock@rodeohouston.com).

The following Record Book Instructions are to be used as guidelines to complete your Record Book prior to digital submission for the Contest. Please read the instructions carefully and understand them completely. Specific questions on these Record Book Instructions and/or the preparation of your Record Book may be directed to [jcsrecordbooks@gmail.com](mailto:jcsrecordbooks@gmail.com). For communication, include your name and a phone number so you can be personally contacted if necessary. **The deadline for Record Book questions is 11:59 PM on Monday, February 20, 2023.**

**Note:** Contestants will be required to complete a Closeout Worksheet on their pen of steers and records during the contest using check-in weight (sale weight).

### \*New 2023 Contest Rule Updates Highlighted in Green\*

## Weighing

Cattle must be weighed individually on a certified livestock scale by a certified weigher during the dates outlined in the Junior Commercial Steer Rules. This weight is the official weight for the feeding records (record weight) and will be used with a four percent (4%) pencil shrink in the record book. The certified weigher must **physically** sign the official scale ticket, and the weights must appear on the ticket. This weighing will be followed by check-in weight (sale weight) at the Houston Livestock Show and Rodeo™. Cattle will be sold on the check-in weight.

## Definitions

- Record Weight – the official weight used to complete feeding records.
- Record Weight Day (Date) – the day the final weights of your steers will be obtained for the purpose of ending the feeding program and closing out the record book.
- Weigher – Certified Public Weigher as defined by [TDA](#)

Refer to the table in [General Calculations](#) for examples of mathematical expressions to be used throughout the Record Book.

An exhibitor can obtain an excellent Record Book score when adequate records are provided, and all calculations are accurate. Use this document to guide you through the Record Book process.

## Supporting Documents

- I. Supporting Documents, specifically financial records, substantiate expenses associated with your feeding program. For the purpose of this Record Book, Supporting Documents include:
  - a. sales slip OR bill of sale
  - b. cash register tape receipt
  - c. invoice (handwritten or printed)
  - d. receipt (handwritten or printed)

An original sales slip or bill of sale, cash register receipt, invoice, or receipt are required for Supporting Documents and will be referred to as such from here forward. The following standards must be adhered to when obtaining Supporting Documents from various vendors for actual purchases associated with your feeding program.

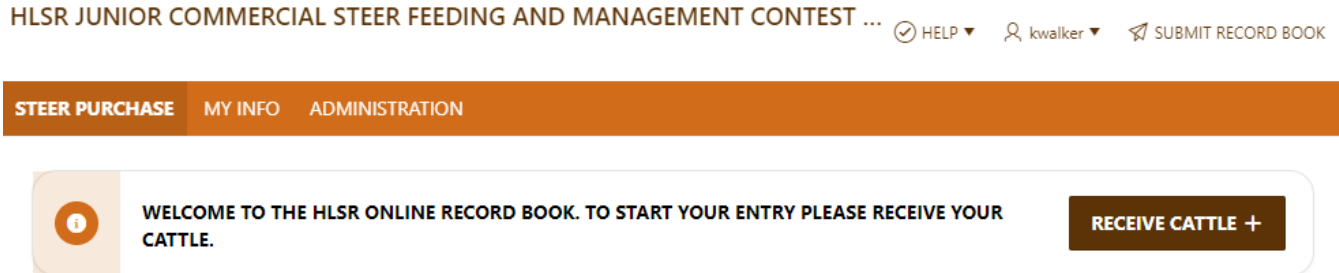
**Note:** If a Supporting Document is not available or does not contain all necessary information one should not falsify or create inappropriate records. In such cases, email [jcsrecordbooks@gmail.com](mailto:jcsrecordbooks@gmail.com) and provide an explanation as to why the information is missing or document is unavailable. For example, if the supplier does not provide all required information (listed below) on the Supporting Document.

- II. Supporting Documents must contain at a minimum the following information:
  - a. The name of the buyer.
  - b. The name of the seller with a form of contact (address and/or phone number).
  - c. The purchase date of goods or services.
  - d. An itemized list of all goods or services purchased with the quantity, the unit price, line totals, and a total of all items purchased. If the Supporting Document contains items that were not used in your feeding program, note the items that were used in your feeding program by highlighting, underlining or noting the item with a distinguishing mark.
  
- III. The following guide must be used to determine when a Supporting Document is required for a given financial transaction reported in the Record Book.
  - a. Supporting Documents are required for:
    - i. Initial purchase of steers
    - ii. Beginning weight tickets and ending (record) weight tickets
    - iii. All veterinary supplies or services
    - iv. All feed purchases
  
  - b. Supporting Documents are not required for the following unless actual expenses exceed the stated minimums:
    - i. Freight and buying commission expense
    - ii. Pasture expense
    - iii. Interest expense
    - iv. Yardage and general sales expense
  
- IV. To ensure proper upload to the online record book tool, all supporting documents are to be uploaded in a .JPEG format to not exceed 5MB.

# Starting Your Record Book

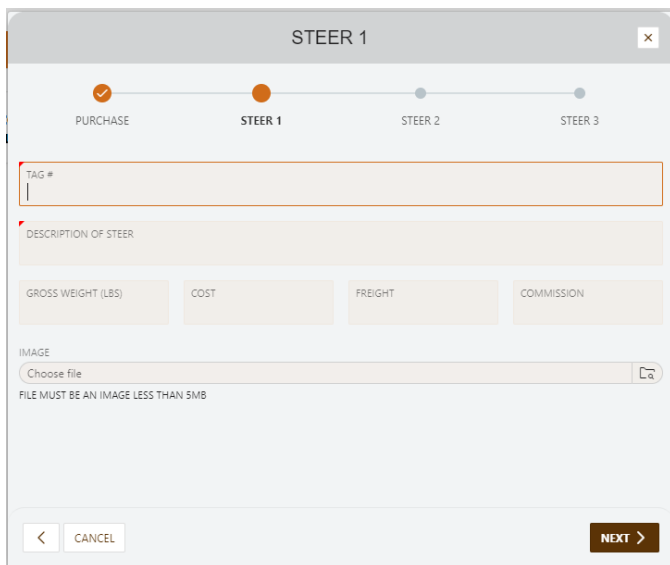
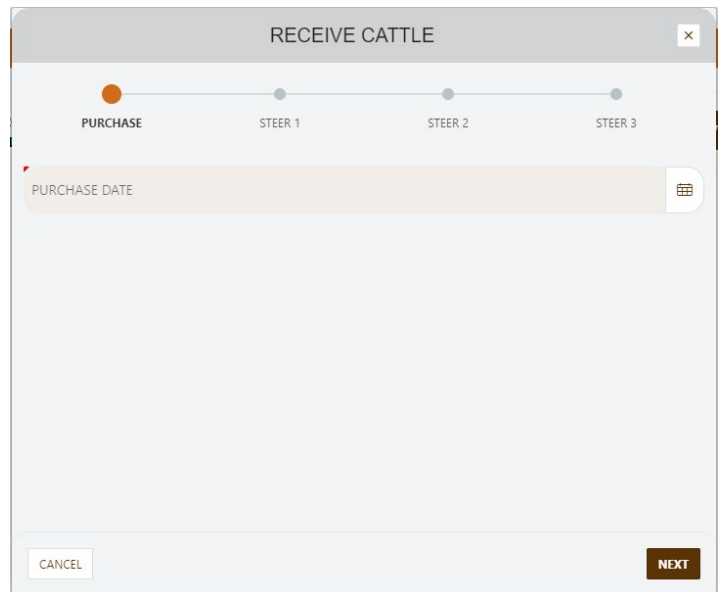
In order to start your record book, you will need to go to [hlsr.microbeef.com](https://hlsr.microbeef.com) and enter the credentials sent to you after you completed your intent form (it can take a few days to receive the credentials from the time you submit your intent).

The screen should look like the below image, you will need to choose “Receive Cattle +”.



## Receiving Your Cattle

After you select “Receive Cattle +” the screen on the right will appear, enter the Purchase Date and choose “NEXT”. You can also use the date picker by selecting the calendar icon.



Next you will see this screen for entering the steer details. You will enter the details for each and choose next until you have entered all three and select “Finish”.

**Note:** Tag # should be the official HLSR Tag Number which you will receive after the intent form is completed.

**Note:** Cattle Images are optional, you will upload the scale tickets in a later step.

## Completing Starting Records


Once you select finish, your screen should now show your cattle entries as seen below. You will now need to complete the fields on the right and click save.

**Note:** The fields will stay red even after you save and can be edited throughout the contest.

STEERS SAVE

THE PURCHASE PRICE OF YOUR STEERS SHOULD BE RELATIVE TO THE PREVAILING MARKET PRICE OF LIKE CATTLE AT THE TIME OF PURCHASE. REFER TO THE RECORD BOOK INSTRUCTIONS, SECTION A FOR PERTINENT INSTRUCTIONS.

PURCHASE DATE: 08/11/2020

TAG	DESCRIPTION	WEIGHT	COST	FREIGHT	COMMISSION	IMAGE
1	White Steer	600	756.00	20.00	15.00	

TOTAL STARTING WEIGHT OF STEERS (LBS) 0

AVERAGE STARTING WEIGHT OF STEERS (LBS) 0

PURCHASE AMOUNT BEFORE FREIGHT AND COMMISSION 0.00

FREIGHT 0.00

COMMISSION 0.00

TOTAL INITIAL COST OF STEERS 0.00

AVERAGE COST PER HEAD: 0.00

AVERAGE COST PER CWT 0.00

WHAT FACTORS INFLUENCED YOUR DECISION TO PURCHASE

## Steer Purchase Instruction Details

### Adequate Records

- a. Supporting Documents as defined above must substantiate the entries made in the Steer Purchase Information section.
- b. A scale ticket for each steer purchased must be provided. The ticket must be physically signed or initialed by the certified weigher and the weigh date and the steer's certified weight must be evident on the ticket.
- c. In the cattle industry, steers can be purchased under several different terms and conditions. However, for purposes of this contest, to establish a verifiable initial measure of performance, certified scale ticket weight must be used as starting weight in program and must match those scale tickets submitted to the Houston Livestock Show and Rodeo™.

### Special Instructions

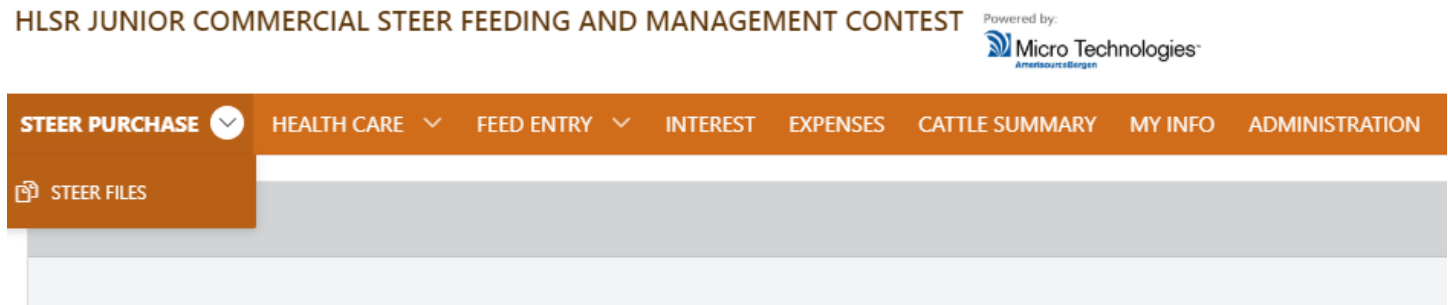
- a. For freight and commission expenses, use the following minimum charges. If your expenses exceed these amounts, use the actual expenses, and include Supporting Documents.
  - i. Freight - **\$35.00** per head
  - ii. Commission - **\$25.00** per head
- b. "Average starting weight of steers" must be rounded to the nearest whole pound.
- c. "Average cost per head" and "Average cost per CWT" must include freight and commission and be rounded to the nearest penny. Use the "Total starting weight of steers" in the "Average cost per CWT" calculation.

## Analysis

In the space provided, write a brief explanation of factors influencing your decision to purchase the breed composition of steers for this program / contest.

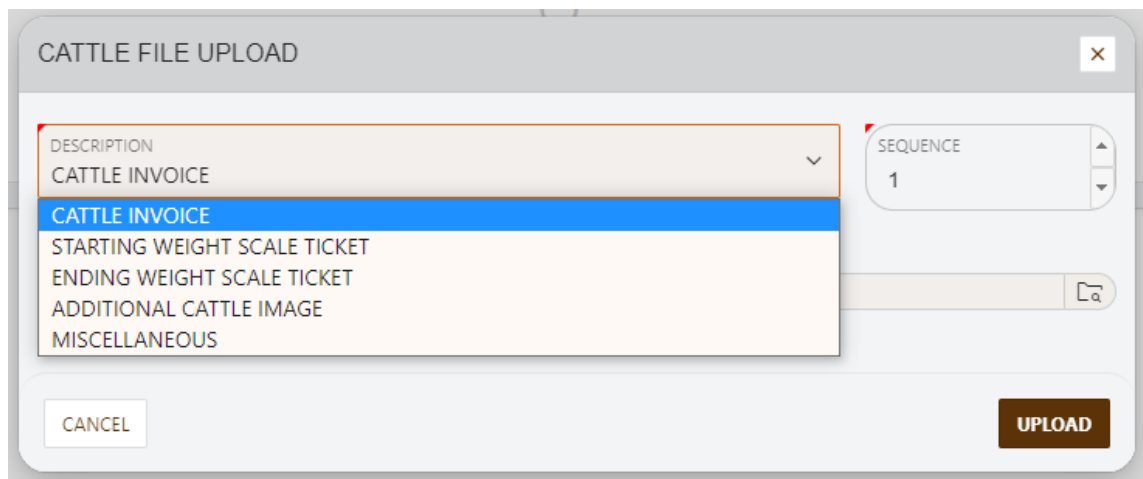
## Uploading your Scale Tickets and Invoice

In order to upload your scale tickets, you will need to select the drop-down arrow next to “Steer Purchase” as shown below and then click “Steer Files”.



Next you will choose “Upload Cattle Records” and it will bring up the file uploader and allow you to choose a file description.

**Note:** Sequence will control the order that your documents appear in and can be adjusted later to put files in the correct order.



Scale Tickets will need to include all the items in Rule 6 of the JCS Special Rules.

- Animals' Identification (Official HLSR Tag #)
- Weight
- Date Weighed
- Seller of the Animal
- Buyer of the Animal
- Physical signature or Initials of the Weighmaster

# Health Care

## Completing the Health Care Statement

In the space provided, provide a written statement indicating ALL the various treatments (drugs, and/or growth implants) that your cattle received. Be sure to list any treatments as part of a preconditioning program whether administered by seller prior to purchase or by you upon receipt of cattle. Explain the dose given and the reason for the treatments administered. The box will remain Orange even after text is added, make sure to click save and you will be able to come back and edit this throughout the project.

**HEALTH CARE RECORD** **ADD PROCESSING**

PROVIDE A WRITTEN STATEMENT INDICATING ALL THE VARIOUS TREATMENTS (DRUGS, AND/OR GROWTH IMPLANTS) THAT YOUR CATTLE RECEIVED. BE SURE TO LIST ANY TREATMENTS AS PART OF A PRECONDITIONING PROGRAM WHETHER ADMINISTERED BY SELLER PRIOR TO PURCHASE OR BY YOU UPON RECEIPT OF CATTLE. EXPLAIN THE DOSE GIVEN AND THE REASON FOR THE TREATMENTS ADMINISTERED. **SAVE**

## Health Care Log

Click “Add Processing” when on the screen shown above and the following screen will appear to enter your health expenses. Once you enter the required information, click “Add Processing” and your item will be added to the health log.

**PROCESSING**

DATE LOCATION

DESCRIPTION

HEAD  COST/HEAD  TOTAL COST

**CANCEL** **ADD PROCESSING**

Once you add records you will see those below the Statement Box. You will be able to edit these records throughout the feeding program until you submit, or the books are closed for you at the deadline.

	DATE	LOCATION	DESCRIPTION	HEAD	COST/HD	TOTAL COST
	11-AUG-20	6 - LEFT FORE FLANK	Vaccination	3	.25	.75
	11-AUG-20	8 - LEFT NECK	Vaccination	3	.75	2.25

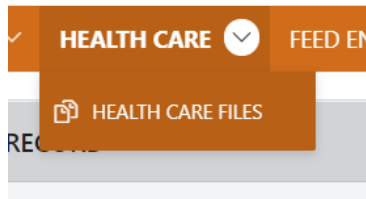


## Adequate Records

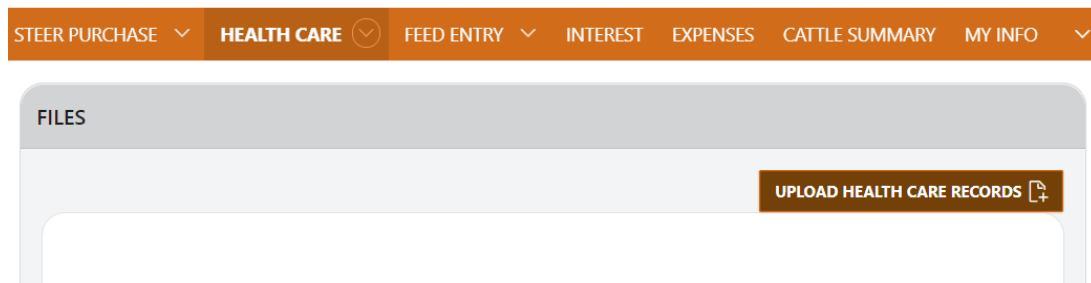
- A. Supporting Documents must substantiate the entries made in the Health Care Records section.
- B. Record Book entries must be line itemized and expenses must be subtotaled by month and a grand total reflected.

## Health Care Files

All Health Care Supporting Documents will need to be uploaded by selecting the down arrow by Health Care and clicking Health Care Files.

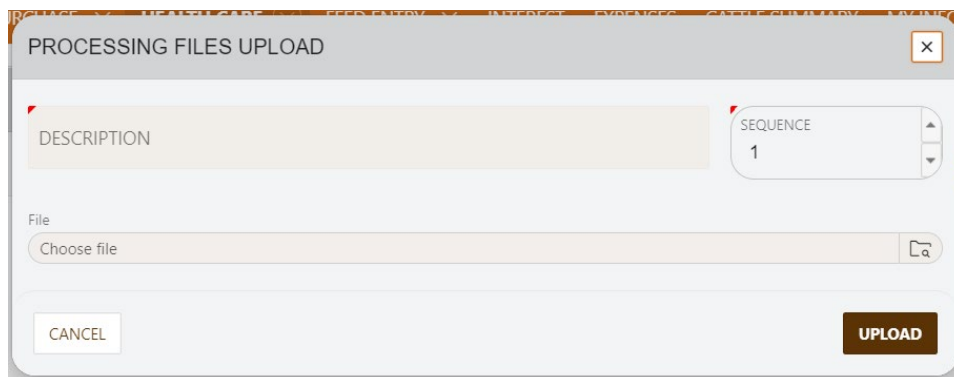


This will bring up the screen below where you will click “Upload Health Care Records” bringing up the upload tool.



Enter a description and sequence number so that the files are in the correct order and click “Upload” the supporting document should now appear as an uploaded document.

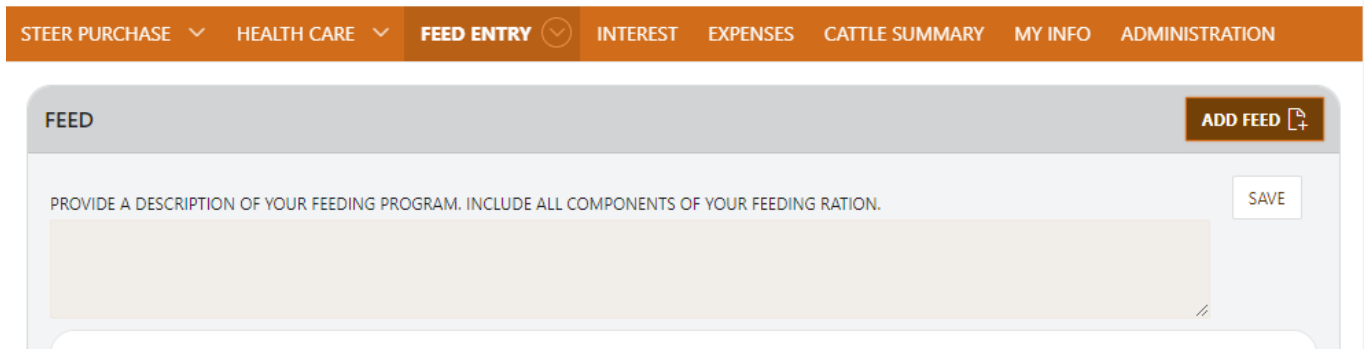
**Note:** Only use Images for your supporting documents. The easiest way to import them is by taking pictures of the documents with a cell phone.

A screenshot of a dialog box titled 'PROCESSING FILES UPLOAD'. The dialog has a close button (X) in the top right corner. It contains a text input field labeled 'DESCRIPTION', a spinner control labeled 'SEQUENCE' with the value '1', and a file selection area labeled 'File' with a 'Choose file' button and a folder icon. At the bottom of the dialog, there are two buttons: 'CANCEL' on the left and 'UPLOAD' on the right.

# Feed Expenses

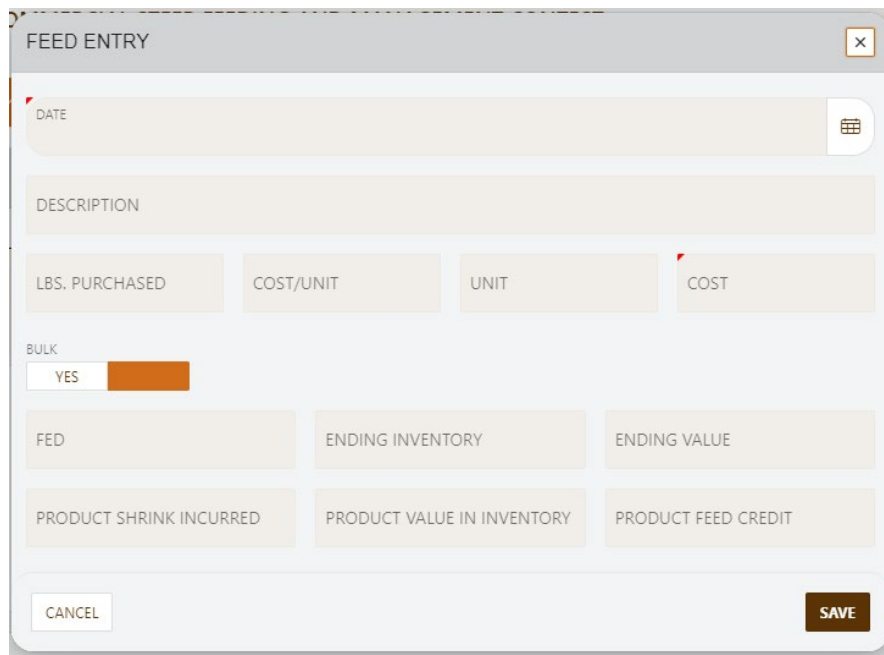
## Completing the Feed Log

When you open the Feed Entry Tab you will see the screen below with a box to enter the description of the program as well as the “Add Feed” Button. When entering the Description make sure you click save so that you don’t lose it.



The screenshot shows a navigation bar with the following items: STEER PURCHASE, HEALTH CARE, FEED ENTRY (selected), INTEREST, EXPENSES, CATTLE SUMMARY, MY INFO, and ADMINISTRATION. Below the navigation bar is a form titled "FEED". In the top right corner of the form is an "ADD FEED" button with a plus icon. The main area of the form contains a text input field with the placeholder text: "PROVIDE A DESCRIPTION OF YOUR FEEDING PROGRAM. INCLUDE ALL COMPONENTS OF YOUR FEEDING RATION." To the right of the text input field is a "SAVE" button.

Select the “Add Feed” Button and the screen below will appear for you to enter the necessary details about your feed expenses.



The screenshot shows a modal window titled "FEED ENTRY". It contains the following fields and controls:

- DATE: A date picker field.
- DESCRIPTION: A text input field.
- LBS. PURCHASED, COST/UNIT, UNIT, COST: Four separate text input fields.
- BULK: A dropdown menu currently set to "YES".
- FED, ENDING INVENTORY, ENDING VALUE: Three separate text input fields.
- PRODUCT SHRINK INCURRED, PRODUCT VALUE IN INVENTORY, PRODUCT FEED CREDIT: Three separate text input fields.
- CANCEL and SAVE: Two buttons at the bottom of the modal.

**Note:** If using Bulk Feed, you will use the same screen and “Bulk” should show as YES. You will edit and use the ending values later.

### Bulk feed field descriptions

- Fed – Amount of feed fed in CWT
- Ending Inventory – Amount of feed left over
- Ending Value – CWT price of bulk feed
- Product Shrink Incurred – Self reported lose or damage of feed
- Product Value in Inventory – CWT price of bulk feed
- Product Feed Credit – Product Value in Inventory multiplied by Ending Inventory

As you add entries the log will be shown as below. All entries can be edited until the record book closes.

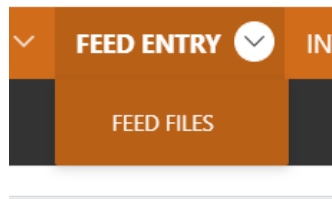
	DATE	PURCHASED	DESCRIPTION	COST/UNIT	UNIT	COST	FED	ENDING INVENTORY	ENDING INVEN
	11-AUG-20	50	Bag of Feed	1.5	lbs	75	-	-	

## Adequate Records

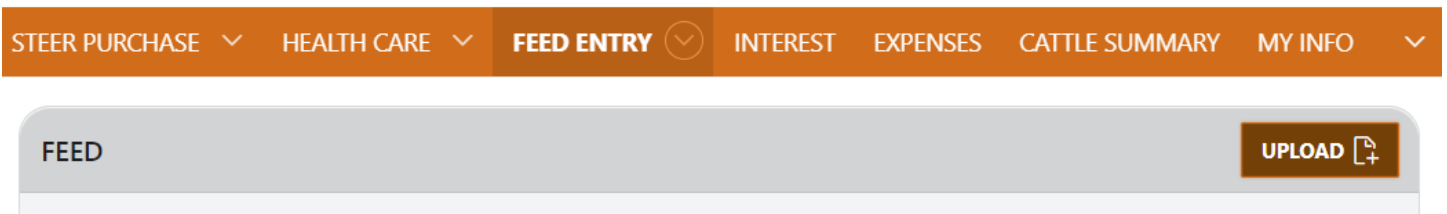
- A. Supporting Documents must substantiate the entries made in the Feed Information Log.
- B. Feed expenses must be recognized in the month that the feed is purchased and evidenced by the Supporting Documents, regardless of the date the feed was received, mixed or consumed.
- C. Record Book entries must be line itemized in chronological order, and monthly expenses and pounds of feed purchased must be subtotaled by month and a grand total reflected.

## Feed Files

All Feed Supporting Documents will need to be uploaded by selecting the down arrow by Feed Entry and clicking Feed Files.

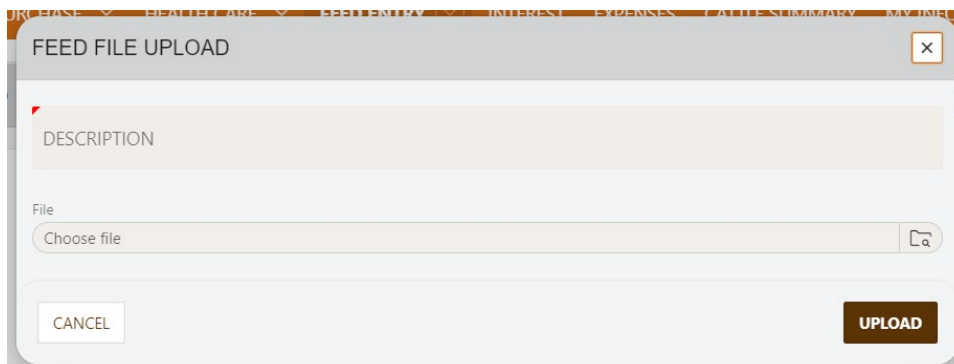


This will bring up the following screen where you will click Upload.



Once you click upload it will open the Feed File Upload Tool shown below. Enter the description, select the file and click Upload. The file should now show in your Feed Files.

**Note:** Only use Images for your supporting documents. The easiest way to import them is by taking pictures of the documents with a cell phone.



## Bulk Feed Purchases and Feed Rations

- A. Bulk feed is a feed commodity or feed ration purchased at a unit price (i.e. per pound, per hundred weight), and received in random quantity. Scale tickets must be provided for each purchase of bulk feed. The ticket must be physically signed or initialed by the certified weigher and the weigh date and certified weight must be evident on the ticket.
- B. If remaining inventory exists, please see [Feed Credits](#) for further instruction.

## Hay and Pasture Expenses

The following minimum weights and/or expense must be used to determine cost per hundred weight of hay fed or pasture expense (see Record Book Example for an illustration of this);

	Weight	Expense
Round Bale	1,200 lbs.	\$80.00
Square Bale	70 lbs.	\$ 9.00
Pasture Expense		\$0.55/hd./day

If actual bale weight or expense exceeds the above minimum figures, use the actual pounds of hay purchased or expense as substantiated by Supporting Documents.

## Feed Credits

- A. Remaining inventory must be valued at cost of the last purchase.
- B. Interest expense cannot be considered in feed credits.
- C. Feed credits must only be taken on the last day of the program period.
- D. Special Instructions
  - 1. Bulk feed
    - a. A scale ticket for the remaining feed must be provided. The ticket must be physically signed or initialed by the certified weigher and the weigh date and certified weight must be evident on the ticket.
  - 2. Credit cannot be taken on partial sacks or portions of blocks remaining at the end of the program.

## Interest Expense

Approach this section with the understanding that all expenses will be 100% financed regardless of how much equity the feeder has in these cattle. For the purpose of this contest, all exhibitors must use a **\*simple annual interest rate of 7% based on a 365 day year\*** for interest expense calculations. Even if you did not finance your program or your program was financed under different terms or rates, your interest expense must be calculated using the following guidelines.

In calculating interest cost per hundred weight, the record weight used in calculations must be net of 4% shrinkage (see Special Rules for Junior Commercial Steer Feeding and Management Contest, Rule 13).

## Calculating the Interest Expense

Calculate the interest expense using a simple annual interest rate of **7.0%** based on a 365 day year. Use the below examples (given are for instructional purpose only) as a standard for calculating and reporting interest charges:

**Note:** When calculating interest, do not round numbers until the final calculation.

Example 1:

Interest Rate – 7%    Principal - \$3,900    Time – 181 Days  
 $7\% \times \$3,900 = \$273.00$  (annual interest charge)  
 $\$273 / 365 \text{ days} = \$0.747945$  (daily interest charge)  
 $\$0.747945 \times 181 \text{ days} = \$135.3781$ , rounds to \$135.38 (interest charge for time period)

Example 2

Interest Rate – 7%    Principal - \$3,500    Time – 181 Days  
 $7\% \times \$3,500 = \$245.00$  (annual interest charge)  
 $\$245.00 / 365 \text{ days} = \$0.671233$  (daily interest charge)  
 $\$0.671233 \times 181 \text{ days} = \$121.4932$ , rounds to \$121.49 (interest charge for time period)

Example 3

Interest Rate – 7%    Principal - \$540.36    Time – 153 Days  
 $7\% \times \$540.36 = \$37.8252$  (annual interest charge)  
 $\$37.8252 / 365 \text{ days} = \$0.103631$  (daily interest charge)  
 $\$0.103631 \times 153 \text{ days} = \$15.85549$ , rounds to \$15.86 (interest charge for time period)

Example 4

Interest Rate – 7%    Principal - \$788.00    Time – 122 Days  
 $7\% \times \$788.00 = \$55.16$  (annual interest charge)  
 $\$55.16 / 365 \text{ days} = \$0.151123$  (daily interest charge)  
 $\$0.151123 \times 122 \text{ days} = \$18.43704$ , rounds to \$18.44 (interest charge for time period)

**Note:** Pay very close attention to the rules governing interest, in particular, rounding and the use of rounded numbers in your calculations.

For example: In Example 4, if you were to round the daily interest charge to \$0.1511 and then multiply by 122 days, the resulting product would be \$18.4342, which rounds to \$18.43. If you multiply \$0.151123 by 122 days, the resulting product is \$18.43704, which rounds to \$18.44 and is more accurate than \$18.43. Refer to the interest example table on the last page of these Record Book Instructions for more information.

## Part 1

Assume that the initial cost of steers including freight and commission (refer to [Completing Starting Records](#)) is borrowed from the bank on the day that the steers are purchased. To calculate the number of Days Financed, use the date the funds were borrowed from the bank as the beginning date, but do not include the Record Weight Day as you assume that you paid the bank loan in full on the Record Weigh Day.

Example: (examples given are for instructional purpose only)

Purchase Date – September 3, 2018  
Record Weight Day – March 3, 2019  
Days Financed – 181

## Part 2

Assume that the combined total of feed and veterinary expenses incurred each month (refer to [Health Care](#) and [Feed Expenses](#)) is charged to your account in the month incurred. Further assume that these charges are then billed to you on the 1<sup>st</sup> day of the following month and that you borrow the funds from the bank to pay the bills on that day. Interest is expensed in the month the money was borrowed, not in the month the purchase was made. For example, if you purchased \$528.20 in feed and incurred \$12.16 in veterinary expenses in September, you paid the combined bill of \$540.36 with bank funds on October 1<sup>st</sup>. To calculate the number of days financed, use the day the funds were borrowed from the bank as the beginning date, but do not include the Record Weight Day as you assume that you paid the bank loan in full on the Record Weigh Day.

Example: (examples given are for instructional purpose only)

Beginning Day – October 1, 2018  
Record Weight Day – March 3, 2019  
Days Financed – 153

Calculate Part 2, including section Total, completely independent (unrounded) of the monthly rounded amounts reported. **Due to the rounding of amounts in each month, do not assume the sum of the rounded monthly amounts equals the total.**

Example:

The sum of the monthly rounded / reported amounts in Examples 3 and 4 above would be \$34.30 (\$15.86 + \$18.44), whereas the correct sum total using unrounded amounts is \$34.2925 (\$15.8555 + \$18.4370), rounded to \$34.29.

## Part 3

– Calculate total interest cost/head and interest cost/cwt. completely independent (unrounded) of rounded amounts reported in Parts 1 and 2 above. **Due to rounding of amounts in Part 1 and 2, do not assume the sum of the rounded amounts reported in Parts 1 and 2 equal the correct sum of the unrounded amounts.** (Refer to [Interest Calculations](#))

Example: Use the above calculations and assume a Record Weight of 3,580 pounds.

Part 1 (from example 2 above) interest cost per record hundred weight would be \$3.3937 [ $\$121.4932 / (3,580 / 100)$ ], rounded to \$3.39.

Part 2 (from preceding paragraph) interest cost per record hundred weight would be \$0.9579 [ $\$34.2925 / (3,580 / 100)$ ], rounded to \$0.96.

The sum of the rounded / reported amounts for interest cost per record hundred weight for Parts 1 and 2 would equal \$4.35/cwt. (\$3.39 + \$0.96), the accurate and correct independent calculation using unrounded amounts is \$4.3516 (\$3.3937 + \$0.9579), rounded and reported as \$4.35/cwt.

## Completing the Interest Section Online

After selecting the “Interest” tab, you will need to select “Add Interest”.

HLSR JUNIOR COMMERCIAL STEER FEEDING AND MANAG... HELP kwalker SUBMIT RECORD BOOK

STEER PURCHASE ▼ HEALTH CARE ▼ FEED ENTRY ▼ **INTEREST** EXPENSES CATTLE SUMMARY MY INFO ▼

INTEREST ADD INTEREST

	AMOUNT	DAYS	COST
--	--------	------	------

This will bring up the screen below where you will be able to enter each of your interest records. Once you enter the details, click “Add Interest” and the entry will be saved.

**Note:** You won't select a month for Part 1.

**Note:** Make sure to use the correct number of decimal points and round correctly based on the instructions above.

INTEREST ×

MONTH ▼

PART ▼

AMOUNT

DAYS

COST

CANCEL ADD INTEREST

## Yardage and General Sales Expense

Click Expenses and enter these amounts in the fields provided.

**EXPENSES**

CHARGE \$0.25/HD/DAY FOR EACH DAY STEERS ARE IN FEEDLOT  
0

CHARGE \$20.00/HD TO COVER ALL SALES EXPENSES

TOTAL YARDAGE AND GENERAL SALES EXPENSE

COST/HD

- I. To simulate commercial feedlot expenses, use the following amounts in your yardage and commission expense calculations:

	<b>Pricing</b>
<b>Yardage</b>	<b>\$0.35 per head per day</b>
<b>Commission Expense</b>	<b>\$30.00 per head</b>

To calculate the number of days the steers were in the feedlot, use the date the steers were purchased as the beginning date, but do not include the Record Weight Day as a day in the feedlot as you assume that you sold the steers on the Record Weigh Day.

- II. In calculating cost per hundred weight, the record weight used in calculations is net of 4% shrinkage (see Special Rules for Junior Commercial Steer Feeding and Management Contest, Rule 13).
- III. All Yardage and Commission Expense occur at the end of your feeding program and thus do not require interest expense calculations.



## Summary

Under the Cattle Summary Tab complete the fields using the following and your project information.

- I. To calculate the number of days on feed, use the date the steers were purchased as the beginning day on feed, but do not include the Record Weight Day as a day on feed as you assume that you sold the steers on the Record Weight Day.
- II. A scale ticket of the Gross Record Weight of each steer must be provided. The individual scale tickets must be signed or initialed by the certified weigher, and the weigh date and certified weight must be evident on the ticket. Cattle Performance and Financial Summary and Analysis. The Record Weight Day must be within the date range set by the Contest Rules. (See Special Rules for Junior Commercial Steer Feeding and Management Contest, Rule 13).
- III. Death Loss – If you encounter a loss of steer, all calculations in the Summary must be reflected based on a pen of 3 steers.
- IV. Definitions:
  - A. Average cost per pound of feed fed – Total cost of feed fed divided by total pounds of feed fed.
  - B. Feed conversion (Dry Matter) – Total pounds of feed fed divided by total gain.  
If the ration you fed was 25% moisture or higher, use the following calculation for Dry Matter Conversion (a form of Supporting Documentation must be provided to indicate moisture content);
    - Pounds of ration as fed x Dry Matter % = Pounds of Dry Matter fed  
(Dry Matter percentage must be supported by a Laboratory Analysis)
  - C. Cost per pound of finished steers – Total cost of finished steers divided by net record weight of steers.

**Note:** Subtotals used in calculations must remain unrounded until the final answer is arrived, then the sum or product must be displayed as shown in the example table on the last page of these Record Book Instructions.

## Photos (Optional)

Additional Cattle Photos are optional. Upload photos under the “Steer Files” tab by clicking the down arrow by “Steer Purchase”. Under Description, choose “Additional Cattle Image”.

## General Comments

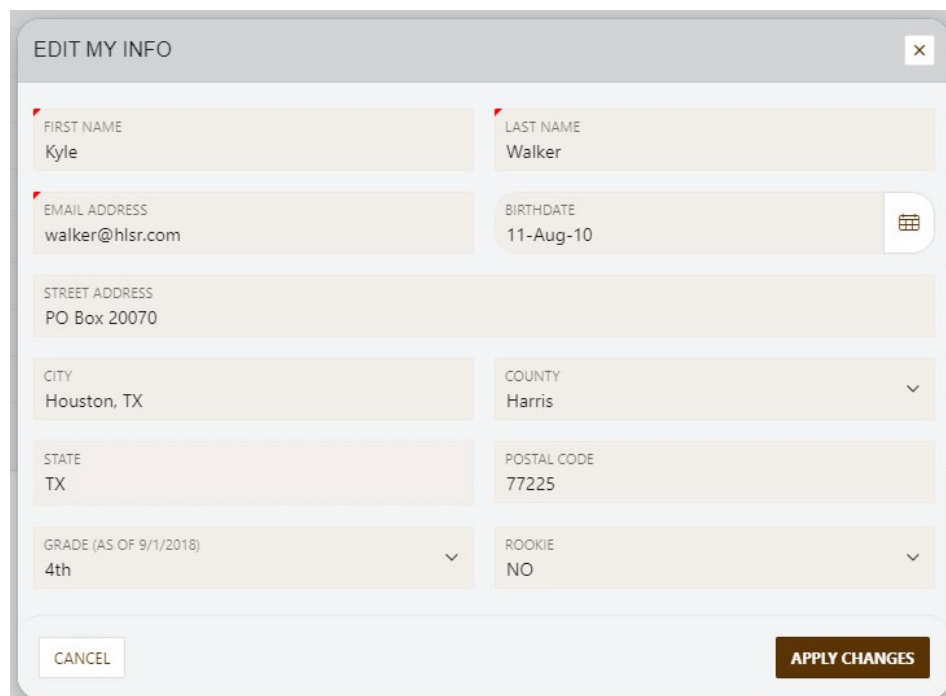
The exhibitor must complete and assemble their Record Book prior to the contest. It should be reviewed by an individual who has had no part in its preparation in order that costly errors can be detected and corrected prior to the audit review process. The auditors will verify the information presented on the various Record Book Forms to Supporting Documents and Weight Tickets to determine the accuracy of the detailed information and calculations. If the information reflected on the corresponding Supporting Documents does not adequately support the information shown on the various Record Book Forms or if the calculations are incorrect, the exhibitor's Record Book score will be negatively impacted.

Due to rounded amounts being reflected throughout the Record Book and in Section F; Cattle Performance and Financial Summary and Analysis, it is recommended that each calculation be viewed as **independent** (unrounded) with the final sum or product being rounded for reporting purposes. **The ONLY exception to this is shrinkage and the corresponding net record weight of steers which is always calculated using the whole pounds.**

The table on the following page reflects examples of mathematical expressions to be used throughout the Record Book for reporting purposes.

## My Information Tab

Go to the My Info tab and select "Edit my Info" and make sure that your information is updated. (This isn't really my birthday)



The screenshot shows a web form titled "EDIT MY INFO" with a close button (X) in the top right corner. The form contains the following fields:

FIRST NAME Kyle	LAST NAME Walker
EMAIL ADDRESS walker@hlsr.com	BIRTHDATE 11-Aug-10
STREET ADDRESS PO Box 20070	
CITY Houston, TX	COUNTY Harris
STATE TX	POSTAL CODE 77225
GRADE (AS OF 9/1/2018) 4th	ROOKIE NO

At the bottom of the form, there are two buttons: "CANCEL" on the left and "APPLY CHANGES" on the right.

## Submitting your Record Book

When you are ready to submit the record book you can click “Submit Record Book” in the top right corner and it will submit and lock your record book.

✓ HELP ▼    👤 kwalker ▼    ✈ SUBMIT RECORD BOOK



**Note:** If you click the button by accident and want the record book unlocked, please email [jcsrecordbooks@gmail.com](mailto:jcsrecordbooks@gmail.com). We will do our best to get it unlocked quickly but please give us at least 24 hours to respond.

**Note:** If you don't submit your record book it will automatically submit at the deadline.

## General Calculations

<u>Mathematical Expression</u>	<u>Calculated Amount</u>	<u>Properly Shown in Record Book</u> (express numbers exactly as shown below)
<b>Interest Cost</b>	\$ 75.3450 \$ 75.3449	\$ 75.35 \$ 75.34
<b>Cost/lb.</b>	\$ 0.00595 \$ 0.00594	\$ 0.0060 / lb. \$ 0.0059 / lb.
<b>Cost/cwt.</b>	\$ 74.4950 \$ 74.4949	\$ 74.50 / cwt \$ 74.49 / cwt
<b>Shrinkage</b>	100.5000 100.4999	101 lbs. 100 lbs.
<b>Average Gain per Head</b>	625.5000 625.4999	626 lbs. 625 lbs.
<b>Average Daily Gain per Head</b>	2.9450 2.9449	2.95 lbs. / hd. / day 2.94 lbs. / hd. / day
<b>Feed Conversion</b>	7.0650 7.0640	7.07 / 1 7.06 / 1
<b>Average Cost per Pound of Feed Fed</b>	\$ 0.069950 \$ 0.069949	\$ 0.0700 / lb. \$ 0.0699 / lb.
<b>Average Cost / Head / Day</b>	\$ 1.8850 \$ 1.8849	\$ 1.89 / hd. / day \$ 1.88 / hd. / day

## Interest Calculations

Date	AMOUNT FINANCED	DAYS FINANCED	Interest Cost Calculation (column is for example only)	Interest Shown in Record Book
<b>PART 1 – TOTAL</b>	\$3,500.00	160	\$107.3973	\$107.40
<b>PART 2</b>				
OCT – 19	\$418.00	151	\$12.1048	\$12.10
NOV – 19	\$315.00	120	\$7.2493	\$7.25
DEC – 19	\$505.00	90	\$8.7164	\$8.72
<b>PART 2 - TOTAL</b>			\$28.0705	\$28.07