

Check Sheet for Market Animal Entries/Auction

Market Year-End Procedures:

1. Make a complete backup of the current data folder. This becomes the master backup for the previous fair year. Clearly mark the backup, whether it is on a CD, diskette, or tape and place it in a logical storage area for safe keeping.
2. Write market buyer information from the previous year to the Buyer History file. Go **Utilities|File Utilities|Utilities|Market Auction Utilities|Update Buyer History File**. This must be done before year-end processing because the auction data is deleted at that time.
3. Run Year-End Processing. Go **Utilities|Year-End Processing**.
4. Go **Utilities|File Utilities|Utilities|Market Utilities|Delete Buyers by Year in History** to delete old buyers. *See Tip Sheet- Deleting Old Buyers from the Market Buyer file.*
5. If applicable, re-sequence current buyer numbers. *See Tip Sheet – Re-sequence Market Buyer Numbers.*

Market Show Setup:

1. Review the preferences set for the Market Show and Auction. Go **Utilities|Preferences|Market/Auction Defaults**. *See Tip sheet – Setting Preferences- Market Animal Auction.*
2. **Create a Fair Book Record (File|Fairbook File) for each market class to be judged.** The fair book record is used to pay premiums to the exhibitors.

Two options are available for setting up the fairbook market classes that are to be split.

- a. Entries for a market species are entered into one class. They remain in that class and are split into weight or height groups within the one class. If you select this process, you will only need one fair book record for each market species to be judged.

Dept/Section/Class Description			
2	J	1	Market Steers

- b. Entries for a market species are entered into one class for weigh-in, then moved to their appropriate class for judging. With this process, you will have multiple fair book records for each class. Example:

Dept/Section/Class			Description
3	A	1	Market Hogs – Weigh-in Class
3	A	2	Market Hogs – Light Weight
3	A	3	Market Hogs – Medium Weight
3	A	4	Market Hogs – Heavy Weight

The hogs are entered in the first weigh-in class and then moved as a group to the correct class according to weight. The above example shows only three weight classes. The number of weight classes is not limited.

3. **Create a Market Book Record (File|Market Book File) for each of the Fair Book Records created in Step 1.** Use the same Dept/Section/Class numbers as were used in the Fair Book File. The Market Book Records are needed to set the defaults (such as weigh-in dates) that are necessary to enter market animal entries. If a Fair Book Record and a Market Book Record have not been created for a specific market class, market entries can not be entered for that class.

Entering Market Entries:

1. **Enter Market Animal Entries into the Market Entry File** using the appropriate Fairbook weigh-in class. (Example: 2 – J – 1 for Market Lambs as demonstrated above.) Enter a beginning weight if a rate of gain is to be calculated.
2. **Each Market Entry must have a unique Show #/ID.** This is usually the identification number that the market committee assigns the animal and is usually worn on the animal as an ear tag. This number is entered into the Show #/ID field.

Note: Do not use spaces or any special characters such as '#', '/', or '', in the Show Number field. These non-alphabetic or non-numeric characters may prevent reports from sorting and printing properly.*

3. If show numbers are not assigned to the market animals by the market committee, the entries can be auto-numbered. After all market entries have been entered into the program, go **Utilities|Auto Entry Numbering**. Under entry type, select 'Market'.

Final Weigh-in:

1. **Print Weigh-In Worksheets (Reports|Market Animal Reports|Weigh-In Worksheet).** The Judging Worksheet is the only report that prints entries that do not have an ending weight. This is a preliminary report of all entries and is used at the scales to record the final weight of each animal brought to the fair.

2. **Record the ending weight of each animal** in the corresponding entry in the market file. When an ending weight is entered into a market entry, that record becomes active in the market show. Subsequent reports only print entries containing ending weights. Animals that are pre-entered, not brought to the fair, and have no ending weight, sit in limbo in the file and do not print on reports. They do not need to be deleted, as they are automatically inactive.

Note: If you have entered Beginning Weights and want Rate of Gain to calculate, enter the Final Weight and press the Tab Key to tab through the field. This signals the program to calculate Rate of Gain and store it with the record.

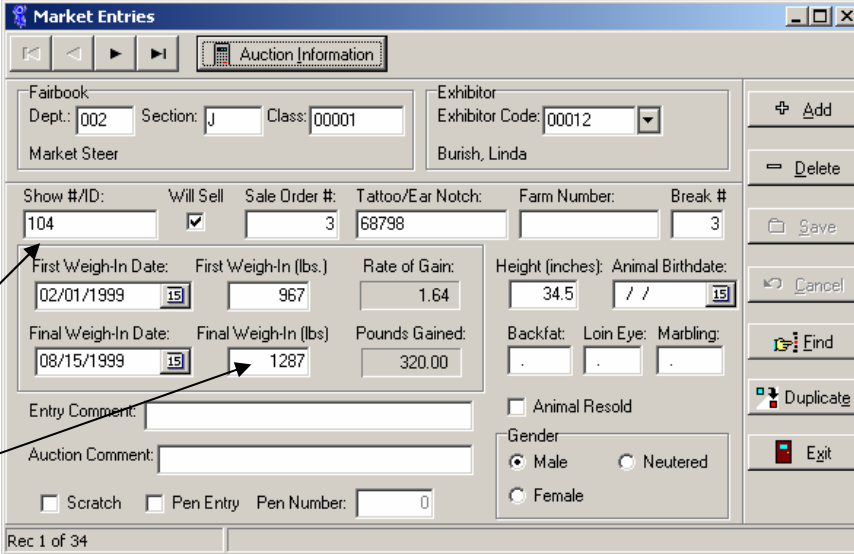
3. **Final weigh-in information can be entered into the file three ways:**
 - a. Access the market entry record from the exhibitor screen or directly through the Market Entry Icon.
 - b. Go **File|Mark Market Entries Query** and retrieve the entire market class in spreadsheet form. Go **Utility|Edit Options|Edit Mode**. Enter the ending weight of each animal in that class. *Refer to Chapter 3 – 48.*
 - c. Update the market entries on a laptop computer as animals are being weighed at the scales. Merge the file from the laptop computer to the main office computer. *See Tip Sheet – Merging Market Animal Entries.*

Market Weight Breaks:

1. **Print a Rank Report (Reports|Market Animal Reports|Entry Counts by Rank)** for each market class that is to be split. If the class is to be split by weight, print the report sorted by ending weight. The superintendent can then draw line across the report to indicate where he wishes to break the class.
2. **Enter the appropriate break groups into the computer (File|Mark Market Entries Query).** *Refer to Chapter 3-48 – Market Entries Query* in the User's Manual for detailed instructions for breaking the classes according to:
 - a. Option 1 – Retain all entries for a species or breed in one class and indicate weight splits as groups within that class.
 - b. Option 2 – Move entries within a break group to a new class with the appropriate class description. As the entries are moved, no entries will remain in the original weigh-in class.

Print Market Reports:

Note: Market entries must contain a Show #/ID and a Final Weigh-in weight to print on reports, judging sheets and show programs.



The screenshot shows the 'Market Entries' window with the following data:

Field	Value
Dept.	002
Section	J
Class	00001
Exhibitor Code	00012
Market Steer	Burish, Linda
Show #/ID	104
Will Sell	<input checked="" type="checkbox"/>
Sale Order #	3
Tattoo/Ear Notch	68798
Farm Number	
Break #	3
First Weigh-In Date	02/01/1999
First Weigh-In (lbs.)	967
Rate of Gain	1.64
Height (inches)	34.5
Animal Birthdate	/ /
Final Weigh-In Date	08/15/1999
Final Weigh-In (lbs.)	1287
Pounds Gained	320.00
Backfat	.
Loin Eye	.
Marbling	.
Animal Resold	<input type="checkbox"/>
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Neutered <input type="radio"/> Female
Scratch	<input type="checkbox"/>
Pen Entry	<input type="checkbox"/>
Pen Number	0

1. **Print the Rank Report (Reports|Market Animal Reports|Entry Counts by Rank)** for each market class. If the entries have been grouped within a class instead of being moved, select the option to print the report with break points. This report can then be posted to inform exhibitors of the class to which they have been assigned.
2. **Print Market Judging Sheets (Special|Judging Sheets|Market Judging Sheets)** for each market class to be shown.
3. **Print Show Programs (Reports|Market Animal Reports|Ringside Program)** for each market class. This step is optional.
4. Use the Market Query to setup Showmanship classes. *See attached Tip Sheet – Using the Market Query to Set-up Showmanship Classes.*

Enter Market Show Judging Results:

1. **Enter Judging Results (File|Judging Results – Dept/Section/Class)** for all market classes.
 - a. Option 1 - If the class has been split into weight groups within the class, the judging results list can be resorted to display in break order to match the judging sheets. *See Tip Sheet – Entering Judging Results for Market Entries..*
 - b. Option 2 - Open each individual weight class and place the entries.

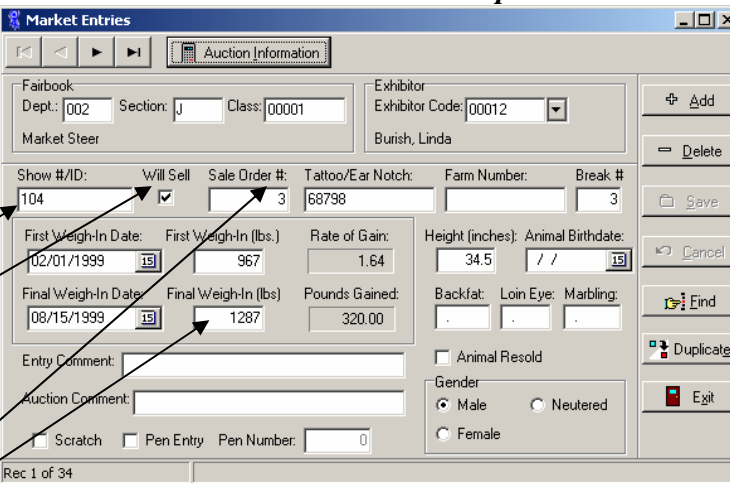
2. **Print Publicity Reports (Reports|Publicity Reports)**
3. Premium monies will be paid for market entries along with all other fair entries. Go **Premiums|Premium Expert** to process judging results and print premium checks.

Market Auction Preliminaries:

1. **Update the Market Buyer List (File|Market Buyer File).** Go Reports|Auction Reports and Labels|Buyer Reports|Buyer Auction Cards and print Buyer Number Cards. Distribute the buyer numbers to registered buyers for use during the auction.
2. **Create/Update the Processor List (File|Processor File).**

Market Animal Auction:

Note: Market Entries must contain a Show #/ID, Final Weight, Sale Order #, and Will Sell to be a valid sale record that will print on Auction Reports.



1. **Assign each animal to be sold in the Market Auction a Sale Order number and mark the record as 'Will Sell'.**

Note: If multiple sales are held, each sale should have its own range of sale numbers. Example: The market beef sale may start with 100, the market hog sale with 200, and the market lamb with 300. Keep the sale number unique within the market entry file. This makes it more efficient to 'Find and Retrieve' market entries during the actual market auction.

2. **Assign Sale Order numbers.** Three options are available:
 - a. Use the Market Auction Query. *See Tip Sheet – Market Auction Query.*
 - b. Automatically assign Sale Order numbers. *See Tip Sheet – Assigning Sale Order Numbers Automatically.*
 - c. Enter the ‘**Sale Number**’ and ‘**Will Sell**’ information on each individual market entry screen.
3. **Print the Sale Order Program.**
 - a. To print the standard Sale Program, go **Reports|Auction Reports and Labels|Sale Order Program**. Select from the options available on the report parameter screen.
 - b. Export the market sale information to Excel or Access and design a customized Sale Order Program. *See attached Tip Sheet – Creating a Customized Market Order Program.*
 - c. Select the Report Designer to re-design the standard report layout. *See attached Tip Sheet – Using the Sale Program Report Designer.*
4. **Check Market Auction Preferences.** Go **Utilities|Preferences|Market/Auction Defaults**. *See Tip Sheet – Setting Preferences – Market Animal Auction.*
5. **Check Market Auction Setting in the Market Book File.** Go **File|Market Book File**. *See Tip Sheet – Market Book Settings for the Market Auction.*
6. **Print Pre-Sale Auction Invoices (Reports|Auction Reports and Labels|Market Buyer Invoices|Single Purchase Invoices|Pre-Sale Auction Invoices)**, if applicable.
7. **Clerk the Market Auction.** Open the Market Entry File through the Market Entry Icon. Search the file by Sale Order Number. As the Auction proceeds, the Page option will retrieve the market entries in sale order. Refer to the User’s Manual for complete information on entering data into the Market Auction Screen.
8. **Duplicate Market Entries for ‘Resold’ animals.** Resold is defined as animals that have been donated back to the auction committee to be auctioned a second time. The money is usually a contribution to a special fund or organization. *See Tip Sheet – Re-Selling a Market Animal.*

9. Enter information on animals that are designated as **“Donations”**. *See Tip Sheet – Using the Donation Option on the Market Animal Auction Screen. (Optional)*
10. Enter information for animals sent directly to the processor. *See Tip Sheet – Steps to Send a Market Animal Directly to the Processor.*
11. **Enter Buyer Add-On Money (File|Market Buyer File|Add-On Premiums)**, if applicable.
12. **Print Buyer Invoices (Reports|Auction Report and Labels|Market Buyer Invoices)**. Select between Single Purchase Invoices – separate invoice for each animal sold or Combined Purchase Invoices – one invoice per buyer.
13. **Record Buyer Payments (File|Market Buyer File|Payments)**.
14. **Print Auction Reports**. These reports are used for reconciling the auction sales.
 - a. Exhibitor/Sales – Includes buyer addresses for exhibitor thank you notes.
 - b. Market Buyer Summary.
 - c. Market Seller Summary.
 - d. Auction Spreadsheet.
 - e. Processor List – Loading list.
 - f. Processor Buyback list – Used for billing processors.
 - g. Buyer Resale Report.
15. **Balance the Market Auction Reports**. *See tip sheets – Balancing Market Auction Reports.*
16. **Print Exhibitor Sales Checks (Reports|Auction Reports and Labels|Market Checks)**.
17. **Print Market Statements and Market Buyer Payment Summary**, if applicable.