

HerdFlow End of Period Checklist

HerdFlow gives you the ability to generate herd performance reports and metrics for your operation over different periods. To ensure that the reports remain accurate it is recommended to reconcile the data against your records and refine the assumptions used within the platform. If you keep HerdFlow up to date throughout the year, you will be able to utilise the insights more frequently and by avoiding the concentration of work required at the end of the year it will reduce the chance of inaccuracies.

End of Month/Quarter

Each business will have unique administrative processes, and it is recommended to incorporate this checklist into your workflow by using the periods that align with your existing processes.

- Ensure all Transactions for the period are entered.
 - Use Financial Software/records to check purchases and sales total dollars match for the period, checking for timing differences between movements and payments.
 - Use NVD's and/or other livestock recording systems to check purchases and sales total head match.
 - Ensure all other movements are captured (e.g. internal transfers, class transfers, natural increases etc.)
- Review the "Stock Return" and "Stock Numbers" reports for the specific period (by Company, Business Unit, Enterprise and Location as relevant) and review for accuracy and completeness.
 - This can be exported as pdf or excel for distributing or filing.
- Review the "Sales analysis" report which can be used to identify anomalies in the recorded weight by age and price per kilogram for transactions in the period.
- For Premium Subscribers:
 - Reforecast budgeted transactions for current and future periods
 - The "Management Group Schedule" report is also available to summarise and review the period if this feature is in use.

End of Reporting Period

- Record a Reclassification Transaction on the last day of the period.
 - This enables your [paddock or mob level records](#) to be reconciled with what is recorded in HerdFlow for each Business Unit, Enterprise, Location and Management Group (if relevant).
- Complete the above End of Month/Quarter checklist for the entire 12-month period.
- Review the "Annual Performance Report"
 - Using the filters, review the Company, Business Unit and Enterprise results using the HerdFlow metrics and the relevant "click-throughs" for more information. The results can also be compared to previous periods by changing the period filter. Note: Some Metrics such as Reproductive Rate are influenced by transactions in prior periods (the Breeding Age Female Adjustment in the "click-through" displays what numbers are used).
 - Review the Inventory values using the Inventory Change click-through and Animal Production Scenario assumptions under the setup menu.
- Navigate to **Setup>Periods** and close the period for each Business Unit.
 - A Reclassification transaction is mandatory to close the period
 - For Premium subscribers utilising the Management Group Feature for Growing Enterprises, closing inventory weights are also required to be entered by right clicking and selecting Properties on the relevant period under **Setup>Periods**
 - If Management Groups are not in use for Growing Enterprises, the closing inventory weights as determined by the assigned growth path in the animal production scenario can be overridden in the period screen if not representative of a specific age group. (Eg: Lead was sold and on hand average kg is lower than growth path)
- Analyse Performance
 - Once above steps have been completed your performance (at Company, Business Unit and Enterprise level) can be analysed in depth, compared to prior years and industry benchmarks and circulated to stakeholders. Reports generated will have "Period Closed" displayed on the report.

Start of Reporting Period

Before opening a new period, determine if any assumptions in the Setup menu need refining

- See the HerdFlow Quick Start Guide [here](#) (starting at step 12.)

The assumptions used within HerdFlow (see Table 1) for variables such as growth path, conception rates, mortality rates and market price adjustments all have an influence on the reported results (including Animal Units, Gross Profit and Inventory Change). These should be the best estimate of the long-term performance for your herd in your environment. A benefit of the HerdFlow platform is that it provides data to refine these assumptions over time.

- Determine if the applied growth path(s) need to be refined. Generate a “Sales Analysis” report and review each Animal Production Scenario, turnoff weights against the applied growth path. Note that the dots displayed reflect the average weight and age of each entered transaction. Therefore, an export of the data to conduct a more detailed analysis may be useful to account for quantity of head. Amended scenarios in **Setup>Animal Production Scenarios** can be applied to any open period within HerdFlow. If you would like to avoid changing the results for previous periods, you can create a new scenario and apply it for current/future years in the **Usage** tab.
- The default pricing adjustment affects the inventory valuation at the start of end of each period as well as informing the default transfer pricing for internal transactions (if relevant). Within the Sales Analysis report(s), review sales price achieved against the relevant market indicators. This will display how your sales price varies from the indicator over time. Note that the dots displayed reflect the average \$/kg of each entered transaction and do not reflect quantity of head. Additionally, when interpreting results consider that the delivery point of the transaction will affect the relativity to the indicator. For example, sales via saleyards or delivered to feedlot or processor will achieve a higher price than sales where delivery is on property or at a remote spelling yard.

Table 1: HerdFlow Assumptions		
Setup Menu	Assumption	Affected Output/s
Company Structure	Business Unit Median Birth Month	Average age for each AgeYear and the months used in the reproductive rate.
Animal Production Scenarios	Type: Growth Path or Fixed	Animal Units
	Productivity Zone, Genotype, Conception Rates	Animal Units
	Age of First Joining	Animal Units and Age of females included in reproductive rate
	Weights (Growth Path Scenarios Only)	Animal Units and Inventory weights
	Weights & Days in Group (Fixed Scenarios only)	Animal Units
	Weaning Age	Animal Units and pre-weaning mortality in reproductive rate
Default Mortality Rate	Mortality rate by Sex, Age & Reproductive Status	Calculated deaths at Company Level
Periods> Manage Period	Mortality rate by Sex, AgeYear, Reproductive Status	Calculated deaths at Business Unit/ Enterprise/ Location Level
Periods> Properties	Emissions Factors	Estimated Scope 3 emissions intensity for internal transfers
	Budget Percentile	Default Transaction pricing for budgeted transactions
	Management Group Inventory Weights	Inventory Weights
Default Price Adjustment	Percentage by Sex, Age and Reproductive Status	Inventory Value and default internal transfer pricing