

## USER'S GUIDE: GRAZING RECORDS SPREADSHEET (Version 2004)

### Introduction

The 'Grazing Records Spreadsheet' is a blank template for entering your basic grazing record information. The template is for the program Microsoft Excel® 97 or later versions. Based on your input data, it will automatically calculate the planned and available AUM's of grazing, days of grazing, stocking rates in AUM and AUD/acre, used and remaining AUM's, and automatically generate a stocking summary sheet and a chart showing the seasonal distribution of grazing.

The filename of the template is: *Grazing Records Spreadsheet V-2004 (Master).xls*  
It is recommended that you copy this file to your computer's hard drive and then rename it with a descriptive name of your choice. Store the original on the diskette in case it is needed later. There is also a Microsoft Word® file containing these instructions (*Grazing Records Template Instructions.doc*)

### Using the Grazing Records Spreadsheet

The template contains 50 individual sheets to accommodate up to 50 pastures. Pasture sheets are numbered 1 to 50 and appear on the tabs at the bottom of the Excel workspace. In addition, there are tabs labeled "Seasonal Graph" and "Stocking Summary" which are automatically completed for all of the pastures that you entered data.

The cells that are shaded in **blue** are the ones that require your information and data.

For a pasture, the user enters the following information:

- Pasture name or number
- Current-year (of the data you are entering)
- Acres (size of pasture)

For the current year plan for a pasture, the user can click on the drop-down tab to change the stocking rate units they wish to use (shown in the **yellow box**). The choices are: AUM/acre, AUD/acre, or they can select AUM (total) for that pasture. AUM/acre is the default.

The previous year's stocking rate can also be entered as a planning reference.

For each grazing event (up to 6 lines available), the user enters:

- Livestock class
- Number of head
- AU equivalent
- Date in pasture
- Date out pasture

There is also a section for the Grazing Response Index that requires values for:

- Season of defoliation
- Residual herbage (hydrologic condition)
- Precipitation regime

## **Special Notes for the Grazing Records Spreadsheet**

- When the spreadsheet template is opened, a dialog box appears that warns about macros. Always click the “Enable Macros” option.
- Always include the year when entering dates in and dates out of pasture. An easy format for this is 9-8-04 or 9/8/04. **NOTE:** After the “Date In” is entered; negative numbers (results) appear in the “Days, AUMs, and Stocking Rate” columns. These will change to the correct result after the “Date Out” is entered.
- Three cells have pop-up comment boxes that provide additional information regarding data entry. They are noted with a **red triangle** in the upper right-hand corner and are activated by placing the cursor in that cell. These cells are:
  - “AU Equivalent” – this shows a reference table with commonly used AU equivalents for different livestock classes.
  - “Projected Date Out” – the resulting date shown here only considers the first livestock class and associated data that were entered. This can be used as a general planning guide; but of course, other factors should be considered when determining the end of grazing for a specific pasture.
  - “Grazing Response Index” – this refers users to the instructions for the Grazing Response Index.
- On the ‘Seasonal Graph’ page; the dates for the current year should be entered in cells P4 and Q4 for the graph to work properly.
- Individual pasture sheets must be used consecutively (no blank sheet(s) between pastures) for the ‘Seasonal Graph’ to work properly.
- On a blank sheet for a pasture and in the Summary sheet, “#DIV/0!” appears in the Stocking Rate (AUM/ac and AUD/ac) columns. This just indicates that the formulas have no data (yet) for the calculations and the “#DIV/0!” will disappear as soon as data is entered.
- Cells that are white contain formulas and are protected (read-only) which means they cannot be accidentally over-written.
- Calculated values that appear in **red** indicate a negative balance of AUM’s and that the actual stocking rates for that pasture were greater than planned.

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If you have any problems, questions, or suggestions for improving the Grazing Records Spreadsheet, contact me at the West Central Research and Extension Center in North Platte:

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