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Report your sales accurately!

You are required to submit a 2012 RMP sales report for each reporting period. Please refer to your 2012 livestock handbook for more information and eligibility requirements. You can also use the tips below to help you complete your sales report and avoid common errors.

All livestock plans

- Indicate the sales reporting period.
- Submit a sales report even if you have zero sales for that reporting period.
- Report only animals that were sold during the sales reporting period.
- Report only eligible animals.
- Multiple lot sales that appear on the same sales receipt can be reported as one entry on your sales report.
- For *Sale date*, record date of auction for live sales and date of grading for rail sales.
- For *Average sale weight* and *Average purchase weight*, record the average weight per head based on the actual weights from receipts, rounding to the nearest pound or kilogram. Do not report total weights.
- Record the average weight as shown on the sales or slaughter receipt (live, rail or carcass). Do not convert weights.
- Record the point of sale as shown on the sales receipt.

Cattle plan

- Record sales of calves raised from birth on the cow-calf sales report and use the *Payment without sale* report to record calves being retained for future breeding purposes.
- Record sales of backgrounded or fed cattle on the backgrounder and feedlot sales report.
- Record sales of heifers and steers on separate rows.
- Check that the number of head sold equals the number raised from birth plus the number purchased.

Sheep plan

- Record the sale date as shown on the receipt from the slaughter house.
- Check that the number of head sold equals the number raised from birth plus the number purchased.

Hog plan

- If you have multiple sales to the same vendor in the same week (Saturday to Friday), you can record them as a single entry. If combining sales, record the Friday date in the *Sale date* column.
- For *Sale category*, record sales for early weans, feeders and grower/finishers on separate rows.
- Report off-type animals (barbecue pigs sold between 25 and 87.5 kilograms and breeding hogs sold above 25 kilograms) as a feeder sale.
- Record breeding stock sales on a separate row.
- Check that the number of head sold equals the number raised from birth plus the number purchased.

Veal plan

- Report your sales separately for grain-fed veal and milk-fed veal.
- Ensure that you report only sales of grain-fed veal that have been individually weighed.
- Number your receipts and record this number in the *Receipt number* column. Submit your receipts along with your sales report.

Reporting your purchases (for cattle and sheep)

- For *Purchase date* provide either the actual date of purchase, or the week of purchase.
- If the lot you sold on one date has multiple purchase dates, report each purchase on a separate row.
For example: if you sold 100 head of cattle on March 25, and 50 were purchased on August 10, and 50 were purchased on September 20, record the purchase details on two separate rows. See example below.

Backgrounder/feedlot example

Sale date (mm/dd)	Gender (heifer or steer)	Weight type (live or rail)	Sold as breeding stock (yes or no)	Number of head sold	Average sale weight (lb.)	Point of sale (e.g., name of auction, private treaty, broker)	Breakdown of sold animals			
							No. raised from birth	No. purchased	Purchase date (yyyy/mm/dd)	Average purchase weight (lb.)
03/25	S	Rail	No	100	850	XYZ Packers	0	50	2011/08/10	821
								50	2011/09/20	927

Sales reporting deadlines

Cow-calf and sheep plans

July 31, 2012	For sales dated January 1 to June 30
January 31, 2013	For sales dated July 1 to December 31

All other plans

April 30, 2012	For sales dated January 1 to March 31
July 31, 2012	For sales dated April 1 to June 30
October 31, 2012	For sales dated July 1 to September 30
January 31, 2013	For sales dated October 1 to December 31

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