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| Entering Checkoff Deductions |
| *Before You Start*There are check-offs to be collected from the sale of livestock, and then submitted to the appropriate organization: * Beef: $1 per head <https://www.beefboard.org/checkoff/>
* Pork: 0.35% of the value of the animal (35 cents per $100 of value) <https://www.porkcheckoff.org/about/>

***The MOST COMMON mistake made when entering the pork check-off in FairEntry is entering the percentage value incorrectly--.0035% instead of .35%**** Lambs: <https://lambboard.com/how-it-works>
	+ The liveweight assessment is $.007 per pound and the first handler assessment is $.42 per head. Scroll down on the webpage linked above for details about assessing/collecting.
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| Steps1. Click on the Sale tab in the menu bar at the top of the page, then select (or [create](https://fairentry.zendesk.com/hc/en-us/articles/204863374-Sale-Order)) the Sale order.
2. Select the Bulk Adjustments tab in the sub-menu bar.
3. On the left, you will see the options you need to set a check-off amount.
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| 1. The first selection is the Adjustment Type. All check-off assessments at auction are defined by the respective organizations as Seller Fees—the seller (exhibitor) pays the check-off assessment, and it would be deducted from their check for the auction bid (or bulk sale).
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| 1. The second selection is how the adjustment will be calculated.
	1. The beef check-off is $1.00 per head sold, so that is “Flat Amount”.
	2. The pork check-off is $0.35 per $100, so that is “Percent of Sale Price”.
	3. If lambs are being sold to a packer, that is also “Flat Amount”, $0.42 per head.
	4. *Lambs sold to bidders cannot be configured in bulk, as it is dependent on the weight of each lamb. Those deductions have to be entered individually for each lamb, calculated by taking .007 times the weight of the lamb.*
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| 1. Once you have selected the correct option for the calculation, you will have a box so that you can enter the information for the calculation.
	1. **For pork, use “Percent of Sale Price” and enter .35 in the Percent box. The program will convert .4% to a multiplier of .004 in making the calculation.**
	2. For beef, use “Flat Amount” and enter **1** in the box.
	3. For lambs sent to packers, use “Flat Amount” and **.42** in the box.
2. Enter description text for this adjustment.
3. It can be very helpful to filter by a division, especially when all your sale animals for this check-off would be found in one (or even 2) divisions. *If you have 2 divisions with swine, you can set up the bulk adjustment for one division, then repeat the process for the second one.*
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| 1. Remember to select the appropriate sale items for which the check-off should be calculated. This is where “Filter by Division” is very useful, so that you only see entries that would be subject to the check-off.
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| 1. When the options are correct, click the “Make Bulk Adjustment” button.
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| 1. If you need to change your adjustment after you have clicked the green button, there is an option to View the Bulk Adjustment, and then you can click Undo to remove the adjustment and start over if necessary. The original adjustment will remain visible, but grayed out and not active after you Undo. *(NOTE: you may have to refresh the page to see the Bulk Adjustment View button.)*
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| 1. If your auction includes more than one type of check-off animal (for instance, both beef and pigs), you can set up another check-off for another division.
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| **Special instructions for sheep (selling to buyers, not pack):**Since the lamb check-off is by weight, you cannot apply one calculation for all animals. Instead, you can enter the actual amount of each lamb’s check-off to only that one sale record. With a calculator, figure the amount of the check-off by multiplying the weight of the animal by .007 and enter that amount on the sale record.  |
| *Tips****The MOST COMMON mistake made when entering the pork check-off in FairEntry is entering the percentage value incorrectly--.0035% instead of .35%***After a bulk adjustment has been defined and saved, you can still remove that adjustment from a sale item on that individual sale screen if you need to do that for any reason.  |