

THE Non-Compliance Instructions

What is Non-Compliance?

Non-compliance occurs when a member falls behind on the Total Herd Enrollment (THE) program requirements. THE requires that each dam in a member's herd be enrolled and have a calf reported to her each year. If the dam did not calve, you may use a productivity code to explain why she did not calve. To help members stay current with their data, there are two deadlines by which this data must be submitted.

Spring Herds (Calving between January 1 and June 30): **February 15** of the following year

Fall Herds (Calving between July 1 and December 31): **August 15** of the following year

If any dam does not have a calf or productivity code by the above deadlines, the account will be considered in "Non-Compliance" and placed on hold. No transactions will be processed until all dams have either had their calf or a productivity code reported to them.

How do you know if you are in Non-Compliance?

When you attempt to submit a job, you will see the following notification, listing the year and season as well as each dam that a record is missing for. **It is important to note the year, season, and ASA registration number for each cow listed.**

This job can not be submitted yet. There are still 4 Dams from your **2019 S** inventory that need productivity or calf data reported. Please add the cows listed below by their ASA numbers to this job in the DamNbr column and enter calf data or productivity code (located under the BrthDam tab) for cows that did not calve.

ASA NBR : 2132456 Tattoo : S643
 ASA NBR : 1232561 Tattoo : S633
 ASA NBR : 2431568 Tattoo : S634
 ASA NBR : 1111111 Tattoo : T771

How do you correct this?

There are a few different options to address this notification and bring your account back to compliance. *If there are multiple years/seasons in non-compliance contact ASA for assistance in submitting your data.*

Scenario 1 – If you are attempting to submit calf records and there are only a few dams in Non-Compliance:

- *Important:* Write down the dam ASA registration numbers and the year(s) and season(s) for which a record is missing or copy and paste the whole error and list of dams into a Word document. *Registration numbers must be written down when you see this error.*
- Select "Edit Job" to return to your current job.
- Enter each of the non-compliant Dams into your current job. (See **To Enter Missing Records** on pg 3.)

Scenario 2 – If you are attempting to submit your current THE Enrollment:

- *Important:* Write down the dam ASA registration numbers and the year(s) and season(s) for which a record is missing or copy and paste the whole error and list of dams into a Word document. *Registration numbers must be written down when you see this error.*
- Select "Edit Job".
- Select "Save and Exit" to exit your current THE enrollment job.
- Begin an **Animal Data** job to enter the missing information. Select the method (A or B) on page 2 that's best for you.

Start an Online Animal Data Job:

A) Manual Job (Best if there are only a few dams in non-compliance)

1. Go to **Data Entry – Online**.
 2. Select **Manual Job**.
 3. **Title** - Enter a job title such as “(Year/Season) THE Non-Compliance”.
 4. **Job Type** – Select **Animal Data Reporting**.
 5. Select **Start New Job**.
- See **To Enter Missing Records** on page 3.

The screenshot shows the 'Online Data Entry - New' page. The user is logged in as '187289 - AMERICAN SIMMENTAL ASSOC'. The 'Job Type' is set to 'Animal Data Reporting'. The 'Preload Animals' section lists various groups for 187289, including '2020 Spring THE Females', '2020 Fall THE Females', '2020 Born Calves', etc. The 'Start new job' button is highlighted with a red box and the number 5.

B) Pre-loaded Inventory Job or Excel Spreadsheet best if many dams in a given season/year are in non-compliance)

1. Go to **Data Entry – Online**.
2. Select **Inventory**.
3. Select **Season** and **Year** that is in non-compliance.
4. Select **(a) Update Calves Online**. This will start an online Animal Data Job.

- OR -

Select **(b) Download**. This will download an Excel spreadsheet for you to enter the missing records and upload to HerdBook.

- Search for each dam from the previously copied error list, or any dam without a productivity code or calf reported. They will generally be listed toward the bottom of the list. (See **To Enter Missing Records** on page 3.)
- Repeat steps above for each additional season and year that is in Non-Compliance.

Once Excel spreadsheet is completed:

- Save file to desktop and log in to Herdbook to upload spreadsheet. (If there are any EIDs listed for your animals you will need to change your file type to ODS when you save it)

1. Under **Data Entry**, select **Upload**.
2. Enter a **Job Title** such as “(Year/Season) THE Non-Compliance”.
3. Under **Type**, select **Animal Data**.
4. Click **Browse**, then select saved Animal Data file.
5. Click **Upload File**.
6. See **To Submit Animal Data Job** on pg 2.

The screenshot shows the 'Online Data Entry - Inventory' page. The user is logged in as '187289 - AMERICAN SIMMENTAL ASSOC'. The 'Season' is set to 'Spring' and the 'Year' is set to '2021'. The 'Update Calves Online' and 'Download' buttons are highlighted with red boxes and the number 4. The 'Performance Advocacy' section shows a score of 0 out of 14.

The screenshot shows the 'File Upload' page. The user is logged in as '187289 - AMERICAN SIMMENTAL ASSOC'. The 'Job Title' field is empty. The 'Type' dropdown is set to 'Animal Data'. The 'File' field shows 'No file selected.' and the 'Upload File' button is highlighted with a red box and the number 5.

To Enter Missing Records:

(a) Online Animal Data Job:

- Under the **Animal** tab, enter dam ASA Registration numbers from Non-Compliance list in **1 DamRegNbr** column. (If a dam is non-compliant for multiple years enter her on a new line for each year she was missed.)

If the dam calved:

- Enter in the calf data for the year(s) missing.

If the dam did not calve for a given season or year, select the **BirthDam** tab.

- Enter the appropriate **2 Productivity** code. (Click on column header for a list of Productivity Codes.)
- Enter the **3 ProductivityYear** – the year that the dam is non-compliant.

Once all data is entered see **To Submit Animal Data Job** below.

(b) Excel Spreadsheet:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
American Simmental Association - Data Entry																											
Acct Number:187289																											
Member Name:AMERICAN SIMMENTAL ASSOC																											
City and State:ROZEMAN MT																											
Dam Tattoo	Dam Reg No	Dam Birth Dt	Dam Breeds	Calf Year	Sire Reg No	AnnNbr	AnnTattoo	Eid	TattooLocation	CalfSex	BirthWt	BwMethod	Calf BirthDt	MultiBirthCd	Herd Id	Calf Removal	Caiving Ease	AI	Calf Name	Register Calf	Cert	BrdCds	Simbrah	Productivity	Prod Year	H/P/S	Color

If the dam calved:

- Enter in the calf data for the year(s) missing, *all required fields highlighted in yellow*. (See columns AC/AD and AI/AJ if you would like to add additional weaning or yearling weights)

If the dam did not calve for a given season or year:

- Enter the appropriate **Productivity** code into Column Y (see **Standard Codes** sheet for list of productivity codes).
- Enter the **Prod Year (Productivity Year)** into Column Z – the year that the dam is non-compliant.

To Submit Animal Data Job:

- Review **Errors** and/or **Warnings**.
 - **Errors** (indicated by red triangle to left of animal number)
 - ♦ Select the **Errors tab** – errors will be listed and **MUST** be resolved before submitting.
 - **Warnings** (indicated by a purple triangle to left of animal number)
 - ♦ Select the **Warnings tab** – review each warning listed, correct if needed.
 - ♦ Job may be submitted without resolving all warnings.
- Select **Submit Data**.
 - If **Edit Job** button shows, select button to resolve error, and submit again.
 - Select **Proceed to Billing** for billing summary.
 - Select **Add Payment**. Enter credit card information. Select **Confirm**.
 - Select **FINAL SUBMIT**. (Job will not be completed without this step.)
 - ♦ The **Invoice Status** will change to **Complete**, print and store for your records.

To save job and return later, click **Save and Exit**. The job will remain in an incomplete status under your account.