

EZ Records for Beginners – 2013 IAVAT Conference

Creating an account

- <http://ezrecords.aces.illinois.edu/>
- activation codes, duration, and renewal
- Username
- Password

Components of an account

- Information page for cover
- School, teacher, etc.
- Other information

Features and layout of EZ Records

- Creating a record book
- Creating an enterprise
- Books by record year

Managing Record Books

- Default book
- Drop down boxes
- Deleted books
- Support
 - Email wherley@illinois.edu
 - Web <http://ezrecords.proboards.com/index.cgi>
 - Phone.....

Teacher View

- Getting an account
- Students in teacher view list
- Grading

Other/Questions

- Lost username and passwords
- Printing and printing issues
- _____

Tutorial Key

EZ RECORDS TUTORIAL KEY

The purpose of this tutorial is to provide some insight into working with EZ Records, the Computerized Record Book developed for agriculture education students. Included are practice problem data to be entered into selected pages of EZ Records. Upon completing the entry of a problem, a short set of questions can be solved. Completed answers should be placed in the space provided. An answer Key is provided to check your answers.

Problem #1

Plans and Goals/Budget, Page 2A, Animal

Use the following information to complete page 2A, Plans and Goals/Budget. A first-year student has a beef enterprise with three X-bred steers. The steers will be purchased at a club calf sale in the fall.

- The steers will be fed 298 days in the feedlot at home, with expected production to total 2,430 pounds.
- The steers were purchased October 16, weighing an average of 415 pounds, a total of 1,245 pounds, and will be sold the following summer on August 10 at the county fair at an estimated average weight of 1,225 pounds, totaling 3,675 pounds.
- The steers are to be sold for \$0.72 per pound, \$2,646.00 total, and were purchased for \$0.75 per pound, \$933.75 total.
- The three steers are expected to eat 240 bushels of corn worth \$1.70 per bushel, 1,950 pounds of commercial supplement at \$15.00 per Cwt (Cwt = 100 pounds), and 2 tons of mixed hay worth \$100.00 per ton.
- The Farm Management Manual estimates machinery, power, and equipment costs to be \$50.00 and a building expense at \$30.00 for all three steers.
- Labor is estimated at 30 hours and is valued at \$5.00 per hour. Other expenses are estimated to total \$30.00 for the entire year.
- The steers will be shown at the Vo-Ag Fair, with expected show premiums of \$100.00. The cattle will be fed on a concrete lot and not have access to pasture.
- No additional feed will be fed with this example.

Make the entries in EZ Records on page 2A, Plans and Goals/Budget.

Page 2A, Plans and Goals/Budget:

\$2,746.00 1. Total income on page 2A, Plans and Goals/Budget?

\$408.00 2. Value of the corn eaten by the cattle?

\$292.50 3. Value of the protein supplement?

\$900.50 4. Total value of the feed in the budget?

\$2,094.25 5. Total expenses in the beef budget?

\$651.75 6. Expected profit/loss for this SAEP?

Change the price per bushel of the corn to \$2.05.

\$567.75 7. What is the new profit/loss for this enterprise?

Problem #2

Page 13A, Inventory of Non-Depreciable Items

Enter the following data into page 13A, Inventory of Non-Depreciable Items.

- The student has a pleasure horse that is ridden for recreation and shown at local horse shows.
- The record book will start on January 1, 20xx, and end on December 31, 20xx.
- The student owns 100% of the enterprise and all items inventoried.
- The horse was sent to a trainer and has a suggested increase on value of \$100 due to training during the course of the record year.

Enter the following items into the Non-depreciable inventory page.

Beginning of year inventory:

- Oliver is a 10-year-old gelding valued at \$750.00.
- Western saddle is valued at \$450.00.
- Other tack packed in a box is valued at \$250.00.
- Sweet feed, 250 pounds valued at \$50.00.
- 100 bales of mixed hay valued at \$3.50 per bale.
- 25 bags of shavings valued at \$4.00 per bag.
- Show supplies (soap, fly spray, polish, and wax) valued at \$40.00 and packed in a small trunk.

End of year inventory:

- Oliver is valued at \$850.00 after training.
- Western saddle valued at \$450.00.
- English saddle valued at \$525.00.
- Other tack valued at \$350.00 is packed in a box.
- 75 bales of mixed hay valued at \$2.75 per bale.
- 75 bales of alfalfa hay valued at \$3.50 per bale.
- Sweet feed – 500 pounds valued at \$100.00.
- 15 bags of shavings valued at \$4.00 per bag.
- Show supplies (soap, fly spray, polish, and wax) valued at \$25.00 and packed in a small trunk.
- Homemade saddle rack built in Ag class and cost \$50.00 to build.

\$1,990.00 1. What is the total beginning of the year inventory value?

\$2,878.75 2. What is the total end of year inventory value?

\$888.75 3. What is the value of the total inventory change?

\$888.75 4. What is the value of the student's share of the inventory change?

Problem #3

Page 2B-1, School Instruction/Planned Activities

- A student is enrolled in the school's co-operative work program. The student will be released from school to work at a vet clinic.
- The student is enrolled in an animal science class titled Introduction to Veterinary Medicine and Companion Animals.
- The student has experience in canine production and kennel management through a family business.

Enter the following items into the School Instruction/Planned Activities page.

School Instruction for the 2005-2006 school year:

- Canine diseases
- Cat care
- Dog care
- Feline diseases
- Caring for companion animals
- Fish care

Planned activities:

- Clean and sanitize kennel, September 2006
- Train dogs, October 2006
- Canine obedience school, December 2006
- National canine show, November 2006
- Petting barnyard at homecoming, October 2006

No 1. Were the school instruction units listed in alphabetical order?

Yes 2. Were the planned activities listed in chronological order?

Problem #4

Labor and Management Earnings, Page 14B, Business

Use the following information to complete page 14B, Labor and Management Earnings. A second-year student employed at an agribusiness that sells and services agricultural equipment. The data listed is to be entered into an Agribusiness record book to demonstrate the process of closing an Ag mechanics enterprise. Entries will be made in a variety of pages prior to completing the Labor and Management Earnings, page 14B.

Make the following entries on page 7B, Wage/Labor Summary.

- June 7, the student is paid by Short Line Equipment, Inc., for 23 hours and receives gross wages of \$184.00.
- Federal withholding totals \$25.00.
- State withholding is listed as \$12.50 on the pay stub.
- F.C.I.A. (Social Security) deductions are \$17.70.
- Other deductions are \$0.00 this week.

- June 14, the student is paid by Short Line Equipment, Inc., for 40 hours of labor totaling \$320.00 gross earnings
- Deductions are itemized and listed on the pay stub as follows:
 - Federal withholding, \$48.00
 - State withholding, \$19.80
 - F.I.C.A., \$28.20
 - Other deductions include \$15.00 for uniforms.

Make the following entries on page 9B, Receipts

- June 25, Vo-Ag Fair premium for an Ag Mechanics Exhibit, \$25.50
- June 29, County 4-H fair Ag mechanics premium, \$12.50

Enter the data listed below on Page 1-1, Capitol Inventory.

- July 29, Purchase a new Red Tool box paying \$840.00 cash
- August 2, Sell the blue tool box for \$350.00

Enter the data listed below into the Cash and Noncash Expenses, page 11B.

- August 1, Vo-Ag fair entry fees, \$8.75
- August 1, County 4-H fair entry fees, \$4.50

After making the entries, navigate to the Labor and Management Earnings page (page 14B) and make the student's share entries. The student own 100% of the enterprise.

- \$892.00 1. What is the total income for this enterprise?
- \$853.25 2. What are the total expenses for this enterprise?
- \$853.25 3. What is the student's share of expenses?
- \$38.75 4. What are the (total) Labor and Management Earnings for this enterprise?

Problem #5

Cash and Noncash Expenses, Page 11C, Crop

Use the data listed to make entries on page 11C, Cash and Noncash Expenses.

- The student has one acre of sweet corn as part of a SAE program.
- Name the first two expense columns, Seed and Fert.

The student makes the following transactions on the dates listed.

- May 1, disk the sweet corn patch, paying the machine operator \$15.00 for use of the tractor and disk.
- May 2, purchase 1/3 bushel of sweet corn seed from the local cooperative seed store, total seed cost \$ 48.64.

- May 3, pay the local co-op \$53.00 for fertilizer, and pay \$11.50 to Mr. Kelm for planting one-fourth of the sweet corn.
- Mr. Kelm was paid another \$11.50 on May 13 to plant another 1/4 acre.
- May 23, Mr. Kelm was paid \$11.50 for planting another 1/4 acre of sweet corn.
- On June 2, Mr. Kelm was paid \$11.50 to plant the last 1/4 acre of sweet corn.

Page 11C, Cash and Noncash Expenses:

\$162.46 1. What were the **Total Expenses** recorded in this exercise?

\$49.50 2. What is the total machinery cost for this exercise?

\$53.00 3. What is the total fertilizer cost for this exercise?

Problem #6

FFA Leadership and Participation, Page 10 (Core Record pages)

Enter the following data into page 10, FFA Leadership and Participation.

The student earned the Greenhand Degree on February 21, 2004.

The Chapter Degree was received on February 19, 2005.

In 2005 the student was elected chapter secretary and will serve for the 2005-2006 school year.

The student participated in the following CDE activities:

- State Horse CDE, with the team placing fifth in the reasons division.
- The student placed 12th high individual.

Yes 1. Is the space adequate to enter the date a degree was received?

Yes 2. Do the text cells in the FFA Office Held table permit the user to enter the date/text?

Yes 3. Were provisions made to identify the participant's individual placing in the CDE activity?

Yes 4. Can the user use more than one row to list his/her accomplishments in CDE activities?

Problem #7

Page 8-1, Skills and Tasks Learned

Page 8-2, Safety Activities

- A student is employed at a garden/floral center.
- The student's work schedule rotates the student through different departments with the department head providing instruction for the student to successfully perform the tasks and master the skills required for each department.
- The student is employed after school and evening during the school year and full time during the summer.

Enter the following items into the Skills and Tasks Learned and Safety Activities page (Core pages, 8-1 and 8-2).

Name of Skill or Task	Date	Comments
Transplant spark plugs to growing flats	3-3-06	We transplanted 300 flats of bedding plants.
Replace grease cartridge in grease gun	9-15-06	I got an air bubble trapped in the grease gun.
Water plants in the outside display	5-4-06	Use caution to get water into the corners of the flats.
Stock shelves with garden tools	4-22-06	The store received a line of new garden tools.
Prepare fresh cut flowers for the cooler	10-08-06	We received flowers in preparation for home coming sales.
Wire carnations for corsages	10-10-06	Wire and tape carnations to be used in corsages.
Operate the cash register	12-15-06	Operating the sales register also includes assisting customers.
Replace the leaking faucet in the work room	1-15-06	Replace the faucet after turning off the water to the room.
Mix fertilizer	2-20-06	Mix the soluble fertilizer for the injection system

Safety Activities:

Date	Safety Activity	Comments
3-9-05	Place registered chemicals in the locked storage area.	All registered pesticides are to be kept in a locked storage area.
10-04-05	Knife-sharpening seminar	Attend knife-sharpening seminar to learn safe procedures.
3-25-05	Install the anti-siphon valve in the water line used to water the bedding plants	Preventing the water line from reverse siphoning fertilizer and chemicals into the water supply line.
9-16-05	Wear safety glasses at all times when operating power machinery or when working in the shop area.	Eye protection is very important and safety glasses are required; if safety glasses are not worn, employees get a day off without pay.
4-16-05	Keep retail area clean and orderly.	Keep the aisles clean protects customers from injury while shopping the retail areas.
12-01-05	Wear gloves when handling X-mas trees	Wearing gloves prevents injury to our hands while handling X-mas trees.

Yes 1. Are the entries sorted into alphabetical order?

Yes 2. Are entries sorted into chronological order?