# BEEF EFFICIENCY SCHEME (BES)

## Quick start guide to using AgRE Calc©

As a BES participant you received a Carbon Audit in 2017/18 and had assistance to do this from a qualified farm consultant. In addition to showing you how to enter your information into the AgRE Calc© tool, the consultant will have discussed the outcomes of the audit which identified an action/s to assist with Greenhouse Gas reduction.
It is a requirement of the scheme that you update your carbon audit in years 3 and 5 of the Scheme.  This will enable you to see the impact of any actions taken.

A timetable for when the update needs to occur can be found in the table below:

|  | Deadlines | Reference year |
|---|---|---|
| Year 1 Carbon Audit (complete) | March 2018 | 2016 |
| Year 3 update | December 2019 | 2018 |
| Year 5 update | December 2021 | 2020 |

## What information will be required to complete the Carbon Audit?

The AgRE Calc© tool is an on-line tool providing a series of data fields that you will populate by either ticking boxes, using dropdown menus or entering specific business data using free text boxes. The instructions below guide you through how to copy the data that was entered in your 2017/18 report, which will have been based on data from the previous year at the time of entry. Even though it is possible to copy the existing report, it is essential that you review all the information and update with any changes for the year you are reviewing. In year 3, the assessment period should be for the reference year 2018. The exact 12 month period covered may vary to reflect the production system or financial year.

The following information will need to be entered into AgRE Calc©, so it is best to ensure that you have this available before starting. However, if you get started and realise that you don't have all of the information available, you can save the report and go back to it at a later point:

a. **General information:**
   - Including details of all enterprises that generate a saleable output
b. **Land and crops:**
   - Areas of grassland, crops and woodland
   - Analysis and quantity of fertiliser and quantity of lime applied to grassland and crops
   - Dry matter % of the silage and whole crop (if applicable)
   - Forage and crop yields, including straw yields
   - Quantities of homegrown feeds and bedding used and/or sold
c. **Livestock:**
   - Average number of livestock and average live-weights (per livestock age class and sex)
   - Number and live-weight of purchased and sold animals
   - Calving %

- Daily live-weight gain
- Deaths
- Type and quantity of purchased feeds and bedding used
- Lambing % (if applicable)
- Quantity of wool sales (if applicable)

**d. Energy and waste:**
- Quantity of electricity, red diesel, white diesel, petrol, kerosene used i.e. kWh, litres (exclude private use)

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This guide is not intended to talk you through each of the sections in detail. If you would like more detailed guidance for this, you can download printable user guidance notes from the 'Home' page of www.agrecalc.com.

## Top tips and things to look out for

1. Work through and review the information that is in each of the Data Entry sections, and once you have completed the page, select 'Next page' from the bottom of the page. This will help you navigate through the section and ensure that you do not miss any information.

2. Once you have completed all the information in the section, you will get to a 'Data checks' page. At the bottom there will be an option for 'Next Section', which will move you onto the next Data Entry section to check. For example, if you have been working on Land & Crops, this option will move you on to the Livestock section.

3. If you have added new enterprise types to your business that were not included in the first BES Carbon Audit, the information will not be pre-populated, and you will need to enter this from scratch. You will need to refer to your invoices, paperwork and records to obtain the information you need to complete the report.

4. If a field is greyed out and will not let you populate information that you think you should be including, refer to the 'Farm Report' page and make sure that you have ticked all the relevant boxes that apply to your business. The information entered on that first page influences the fields that are available for population under the Data Entry sections.

5. If you see red highlighted cells, this is likely to be a data error. The system check is picking up missing information or is checking that the information you have entered is within expected parameters.

6. You must hit complete at the end of the exercise for the record to be recognised by Scottish Government as finished.

## Step one: logging in

Go to www.agrecalc.com

If your holding was registered in AgRE Calc© for your first BES carbon audit, and you have not subsequently changed your log in details, the log in for your farm will be the same as last year. You should have received a notification with your unique username and password. If you did not receive this or are having any issues logging in, please contact the FAS advice line advice@fas.scot or 0300 323 0161.

# Step two: checking your farm account details

When you log in to AgRE Calc© the home page will look like the image below.



Under the 'Farm Menu' to the left of the screen, please select 'Edit Farm Details'.

Your farm details were entered into AgRE Calc© by our administrator Debbie Tait in preparation for your first BES carbon audit. It is important to check that your address, contact details, and farm enterprises are selected correctly.  If you have an email address, please ensure that you update the email address to your own.

Once you are happy that the information is all correct, click 'UPDATE FARM DETAILS' at the bottom of the page.

# Step three: copying your previous BES report

Whilst you can start a new report if you prefer, it is probably easiest to copy the previous BES report that was produced with the adviser who visited your business. That way you can just update any details that have changed within the time scales that you are reviewing. To do this select 'Farm Home' from the left-hand menu.

You will then see a list of previous reports for your business.



To copy the report, select the 'copy' function under the 'Actions' heading.



You will then have to give your new report a name in the 'New Scenario Name' field. Please use '2nd BES Carbon Audit' so it is clear this is the second BES Carbon Audit and then select 'Copy'.

Click on 'Farm Home' as prompted.



## Scenario created

Visit the Farm Home to view the new scenario in the list of reports

This new scenario is currently selected and can be edited and viewed via the Farm Menu

You will then see the copied report in your list on the Farm Home page. It is important that you review and update all of the information that has been pre-populated from your previous report.

# Step four: review and update the information



## Your reports:

⚠ When you are happy with your Farm Report please click 'Report Complete?'. It will then be verified by the system administrators, and once verified, included in benchmarking. Note that you will not be able to edit the data after this unless you contact an administrator

| Report ID | Ref | Year | Created By | Completed | Actions |
|---|---|---|---|---|---|
| 3704 | BES report year 1 | 2016 | Farmer (you) | Report Complete? | |
| 3705 | 2nd BES Carbon Audt | 2016 | Farmer (you) | Report Complete? | |

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To do this, select 'Edit Data' on the line for your 2nd BES report. This will take you onto the Farm Report page.



widescreen view

Quickjump to another report ⌄

## Farm Report

You can enter and submit data in stages and return to this report at a later data, just remember to click save at the bottom of the page.

If the average annual temperature is higher than 10 degrees centigrade, enter the correct temperature in the relevant box. Note: for the UK use the default figure of 10.

### Report details
Reference Name
(e.g. Final Report)
2nd BES Carbon Audt

Average Annual
Temperature
10

### Year End
Enter the month and year end of the 12 month period you would like to be assessed.

Month
Mar ⌄

Year
2016 ⌄

### Farm Advisory Service Funded?
Select this if this is a FAS funded carbon audit

☑ FAS Funded

### Beef Efficiency Scheme Funded?
Select this if this is a Beef Efficiency Scheme funded carbon audit

☑ Beef Efficiency Scheme Funded

### Financials
Select this if you wish to include financial data

☑ Show financial inputs

The 'Year End' section should be updated to the period you are assessing in the new report using the dropdowns provided. In the case of year 3 of the Scheme, the assessment period will be the 12-month period following your first Carbon Audit. This varies for each business but is commonly based on the financial year for the business.

You will need to ensure that there is a tick in the box to confirm this is a Beef Efficiency Scheme Carbon Audit.

The information under the 'Enterprise Type' heading will reflect the main systems in your business. This will pre-populate from the previous year so please check that all relevant enterprises are selected from the tick boxes at the top of the section. If some enterprises that were previously selected are no longer relevant, please remove the data that has been entered in the land & crops, livestock and energy & waste sections for these enterprises then remove the tick from the box.

This will then open additional questions for each of the enterprise types selected on the page below.

### Enterprise Type
Select all the enterprises on the farm that generate saleable output, for example if you are a dairy farm who also sells finished cattle please select dairy and beef.

☑ Beef ☐ Sheep ☐ Dairy ☐ Pigs ☐ Poultry ☐ Forage ☐ Combinable crops ☐ Potatoes, beet and root vegetables ☐ Other vegetables ☐ Fruit ☐ Other crops

Select an enterprise type from the drop down list that reflects your main system type and select all the applicable livestock classes you have on your farm and the crops grown on your farm.

For beef, sheep and dairy enterprises data deemed by SRUC specialists to be typical of the farming enterprise type selected can be used in the assessment. Hover the cursor over Insert industry standard data to see what data would be used. If you wish to use industry typical data, select this option. The data can be overwritten with actual values at anytime during the data entry process.

#### Beef Enterprise Details

Choose Beef Enterprise Type
[ Spring calving hill suckler cows ▾ ] Insert industry standard data

Choose Beef System Type
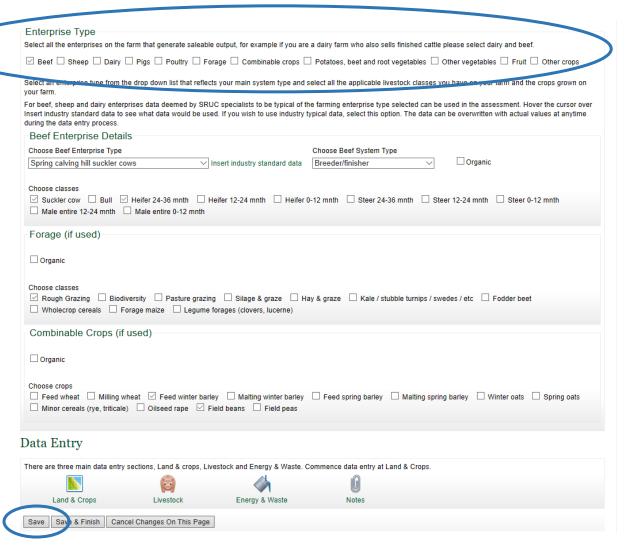[ Breeder/finisher ▾ ]  ☐ Organic

Choose classes
☑ Suckler cow ☐ Bull ☑ Heifer 24-36 mnth ☐ Heifer 12-24 mnth ☐ Heifer 0-12 mnth ☐ Steer 24-36 mnth ☐ Steer 12-24 mnth ☐ Steer 0-12 mnth
☐ Male entire 12-24 mnth ☐ Male entire 0-12 mnth

#### Forage (if used)

☐ Organic

Choose classes
☑ Rough Grazing ☐ Biodiversity ☐ Pasture grazing ☐ Silage & graze ☐ Hay & graze ☐ Kale / stubble turnips / swedes / etc ☐ Fodder beet
☐ Wholecrop cereals ☐ Forage maize ☐ Legume forages (clovers, lucerne)

#### Combinable Crops (if used)

☐ Organic

Choose crops
☐ Feed wheat ☐ Milling wheat ☑ Feed winter barley ☐ Malting winter barley ☐ Feed spring barley ☐ Malting spring barley ☐ Winter oats ☐ Spring oats
☐ Minor cereals (rye, triticale) ☐ Oilseed rape ☑ Field beans ☐ Field peas

### Data Entry

There are three main data entry sections, Land & crops, Livestock and Energy & Waste. Commence data entry at Land & Crops.

Land & Crops          Livestock          Energy & Waste          Notes

[ Save ] [ Save & Finish ] [ Cancel Changes On This Page ]

Once you have finished completing the enterprise information, please select 'Save' from the bottom of the screen.

You can then get started on reviewing the three remaining sections under 'Data Entry' (Land & Crops; Livestock; Energy & Waste).

To do this you can either select using the picture under the 'Data Entry' heading, or there is a menu on the left-hand of the screen that also gives you these options.

# Step five: completing your carbon audit

Once you have reviewed and saved down your data under all sections, you will need to submit the report as completed by pressing the 'Report Complete?' link next to your report. Until you do this it is not clear whether the report is still in progress or finished so it cannot be recognised as complete by Scottish Government until this button has been pressed.

**Your reports:**

⚠ When you are happy with your Farm Report please click 'Report Complete?'. It will then be verified by the system administrators, and once verified, included in benchmarking. Note that you will not be able to edit the data after this unless you contact an administrator

| Report ID | Ref | Year | Created By | Completed | Actions |
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