

The light grey boxes in the Questionnaire provide tips for completing each question. This Help Sheet provides additional help however if you need further assistance, please call the DairyBase team on 07 858 3890.

Page 2 (of the Questionnaire)

- Milking Time (minutes)- this is the time in minutes from cups on until cups off at peak milk
- Only include rainfall if you measure it otherwise we will use Niwa data to complete

Page 3

- Herd BW and PW – see section MINDA below
- Please include the date you enter your BW and PW as we know these figures change throughout the year and it is important to know at what point in time your figures have been entered.

Page 4

- Discarded Milk
 - Include all cows that had milk withheld from the vat (penicillin cows, etc)
 - Average treatment + withhold days (treat for 4, withhold for 4 = 8 days)
 - 8 days x # of cows treated x average kgMS/day
 - If you record all treatments in MINDA see MINDA below for details to find total number
 - Otherwise check your Farm Dairy Records; Animal Wellbeing section, or similar
 - Also did you have any chiller problems or antibiotics in milk which meant you had to dump a vat load of milk? Add this to the above

Page 6

- Milk Production Section – see section Dairy Companies below
- Planned start of calving date, Date when 50%, Number of cows calving, Number of cow deaths and culled – see section MINDA below

Page 7

- Days in milk table – see section MINDA below

Page 9

- Autumn Herd – Milk Production
 - NB If you are a split calving herd you are highly unlikely to be able to split your Spring herd's production from your Autumn herds production. Only enter the milk production data for the largest herd.
 - Planned start of calving date, Date when 50%, Number of cows calving, Number of cow deaths and culled – see section MINDA below

Page 10

- Days in milk table – see section MINDA below

Page 12

- Young stock grazed on
 - Only include those R1's/calves that are still on the farm after 3 months old
 - And for R2's/in-calf heifers – did they come back on 1 May? These ones need to be included.

- Young stock grazed off
 - Include all young stock you send to grazing or to a support block as this is included in the Pasture & Crop grazed off farm calculation (in your physical report)

Page 13

- Q2. If you're not sure how many hectares you cut for silage work backwards
 - a. We cut at 3500kgDM/ha and leave 1500= 2tDM/ha. So if you made 100tDM/2T ha= 50ha
- Q3. Feed purchased
 - a. Call your feed merchant/s and tell them you want a summary of all feed purchased during the season

Page 17

- Irrigation
 - Complete either section 1 or 2

Page 18

- Soil test data
 - Use your latest soil test results to find the minimum and maximum Soil test pH and Olsen P
 - See Ballance/Ravensdown sections below for where to find this online if you use either of these 2 companies.
- Fertiliser application record
 - You need your Annual Nutrient Summary (Ballance), Statement of Fertiliser Purchases (Ravensdown) or equivalent from your Fertiliser company. You only need to complete Option one or Option two.
 - Option one; requires the total amount in kilograms of Nitrogen, Phosphorus, Potassium and Lime applied to the milking platform only (take out any fertiliser applied to support blocks).
 - Option two; if unable to find the above you can list each fertiliser type and how many tonnes were applied. Again please make sure only to list fertiliser applied to the milking platform.
 - Don't forget to include any crop fertilisers – sometimes things like DAP are purchased through the planting contractor and may not be in your purchase summary from your fertiliser company.
 - Lime is usually also purchased separately from your fertiliser company so you will need these details
 - See section Fertiliser Company below for how to find this online from Ballance and Ravensdown if required

Page 20

- Calving and Mating
 - Start and end of mating
 - Please record further details if you do AB, Bulls then SGL. We want the total weeks artificial mating used and total weeks of natural/bull mating.
 - 6-week, 3-week, etc see section MINDA below
 - Non-cycling cows treated for anoestrus
 - This is typically Cidr cows. These are cows that are not cycling so doesn't include things like OvSync or other synchronising programmes

Page 21

- Mastitis and Lameness treatments - see section MINDA below
- Average bulk SCC – see Dairy Companies section below if you use Fonterra or OCD
- Wastage and Replacements – see section MINDA below

MINDA LIVE

1. Log into your MINDA LIVE; minda.lic.co.nz
2. Click on Reporting

The screenshot shows the MINDA LIVE dashboard. At the top, there's a search bar and buttons for 'Add Herd' and 'Manage Access'. Below is a navigation menu with 'MINDA Reports', 'My Reports', and 'Archive'. A yellow banner at the top mentions the NZAE/DairyNZ Animal Evaluation Run. The main area is titled 'Select a MINDA report from the categories below or Create a custom report'. There are five main categories: 'My Herd', 'Calving', 'Mating', 'Milking', and 'End of Season'. Under 'My Herd', 'Herd Summary' is highlighted. Under 'Calving', 'Calving Rate' is highlighted. Under 'End of Season', 'Removed Animals' is highlighted. There is also a 'Health' section with 'Treatment Register' highlighted.

3. The first report you need is Herd Summary (in the My Herd section)
 - a. Change the season; Select Date Range:
 - b. This will provide your BW and PW; bottom of page 3 in the Questionnaire
 - i. Number of heifer calves reared as replacement; page 21 in the Questionnaire
 - ii. Young Stock grazed on and off – Page 12 in the Questionnaire
 - iii. Number of in-calf R2 heifers at the start of the season and Number of 1st calvers (R2 heifers) at the start of season and still in herd at the end of season – page 21 in the Questionnaire
 - iv. Number of cows calving in Spring on 1 June – page 6

The screenshot shows the 'Herd Summary' report for the 2021/2022 season, from 01 Jun 2021 to 31 May 2022. The report details include:

- Group:** Whole Herd
- Total animals:** 235
- Females DNA Profiled:** 47%
- Date:** 01 Jun 2021 - 31 May 2022
- PTPT Code:**
- Herd averages as at: 15 Oct 2022**
 - Ancestry: 99%
 - BW: 218/50
 - PW: 262/63

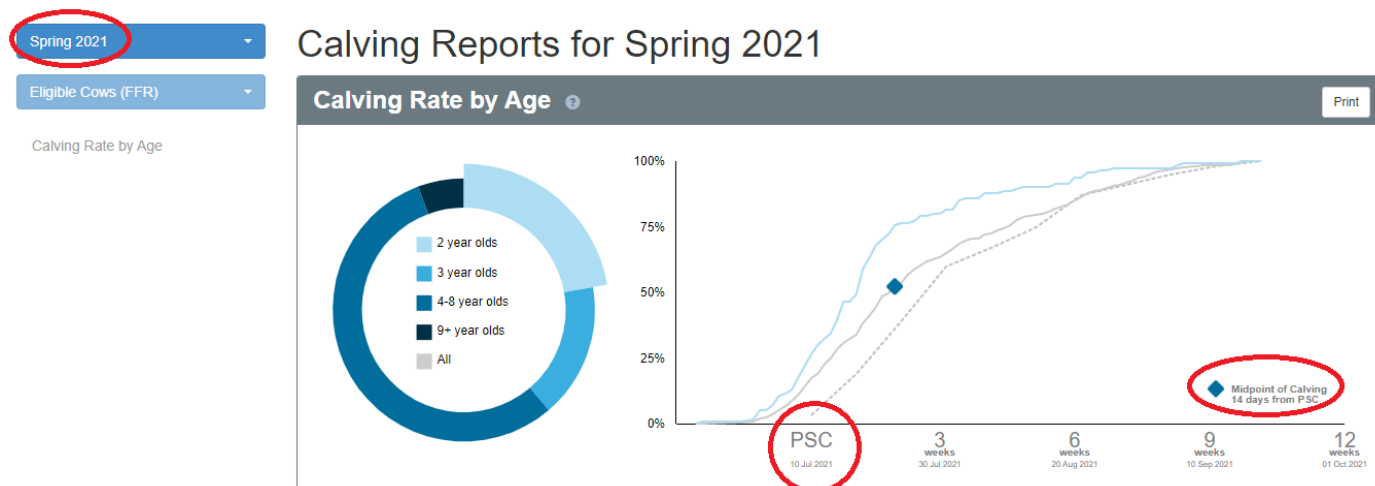
 The 'Stock Inventory' table shows the following data:

Year Group	Total as at 01 Jun 2021	Incoming			Outgoing			Total as at 31 May 2022	
		Purchases	Births	Sold	Culled	Deaths	Number	% of Herd	
2022 Born Females	0	0	0	0	0	0	0		
2021 Born Females	0	0	120	20	0	4	96		
2020 Born Females	104	0	0	12	0	0	92		
2019 Born Females	109	0	0	4	13	2	90		
2018 Born Females	85	0	0	9	3	4	69		
2017 Born Females	72	0	0	4	11	1	56		
2016 Born Females	72	0	0	9	12	2	49		
2015 Born Females	54	0	0	2	0	4	52		
2014 Born Females	52	0	0	12	9	1	30		
2013 Born Females (or prior)	87	0	0	0	31	5	51		
Male	2	6	0	6	2	0	0		
Whole Herd	637	6	120	78	91	23	585		

 The 'Current Index Breakdown by Year Born' chart shows the following data:

Year Born	BW	PW	LW
2022	271	286	0
2021	301	312	0
2020	259	294	288
2019	245	248	221
2018	244	290	286
2017	220	302	305

4. Click on Menu (near the top Left) and click on Reporting again
 - a. This time you want the Calving Rate Report in the Calving Box
 - b. Ensure you select the correct season on the left
 - i. This will show your Planned Start of Calving – Page 6 in the Questionnaire
 - ii. Also shows Midpoint of calving/Date when 50% calved – also page 6



5. Click on Menu and click on Reporting
 - a. Click on Removed Animals in the End of Season Box
 - b. Select the correct date range
 - c. Click on Date Removed to order them and start counting!
 - i. Enter the date and numbers in the Died & Culled columns in the Days in Milk Table on pages 7 and 8 (for Spring Herds or pages 10 & 11 Autumn herds)
 - ii. NB If you use this method you don't need to record the Number of cow deaths, Number of cows culled or Days in milk per cow on page 6 as our system will automatically calculate this from the data provided.
 - iii. Also note that if it doesn't have a number in the Cow No. column it probably means it is an R1 or R2 – we don't need this information.
 - iv. Make sure you add the Dry off dates to the Days in milk Table
 - v. This table should also help you calculate Number of cows and R2 heifers milking as at 31 December – page 21 and to help you calculate the Average daily milksolids per cow for last 10 days in December – page 5

Removed Animals

View a list of animals that have been removed from your herd within a date range you specify.

Select date range: 2021/2022 Season **From date:** 01 Jun 2021 **To date:** 31 May 2022

Apply additional filters

Fate: All fates **Removal Reason:** All Removal Reasons

Report details

Group: Historic Animals **Date:** 01 Jun 2021 - 31 May 2022 **Herd averages as at:** 15 Oct 2022
Sorted by: Date Removed, Ascending **PTPT Code:** **Ancestry:** 99%
Total animals: 557 **BW:** 218/50 **PW:** 262/63

[Show Sidebar](#)

ANIMAL							
Select (557)	Date Removed	Sow No.	Official ID	EID	Year Born	Fate	Removal Reason
☒	21/01/2022		DJFX-20-247		2020	Sold	No Reason
☒	10/02/2022	492	NYTK-18-93		2018	Culled	Injured
☒	11/02/2022	266	NYTK-18-89		2018	Died	Injured
☒	15/02/2022	475	NYTK-17-11		2017	Sold	Empty
☒	15/02/2022	72	NYTK-17-62		2017	Sold	Empty

6. Click on Menu and Reporting

- Click on Treatment Register in the Health Box
- This report is used to find number of Mastitis and Lamé cows and also if recorded will show Dry Off dates, CIDR cows and other cows treated with antibiotics.
- You could also use your dairy records through your milk company if recorded this way
- You need to change the dates in the Show Treatments from and to boxes to show 1 June to 31 May
- And depending on how you record your treatments you can use the Conditions box to list just Mastitis cows and count those – page 21
- And the same for lameness but remember to include things like; White Line, Sole Penetration, etc
 - NB We only need those treated with antibiotics
- You could also use this for the Discarded Milksolids – page 3
 - Add your Mastitis and Lamé cows together
 - Then using the Conditions box add those other conditions you normally treat with withholding treatment (Calving Paralysis, Pneumonia, Retained Membranes, Woody Tongue etc) and count these.

Treatment Register [Print / Export](#)

Show treatments from 1st June 2021 to 31st May 2022

Conditions: Between Claw/Footrot, Laminitis, Sole Penetration, White Line Disease

Treatments: All treatments ☒ Include historic animals

Total Treatments: 29 **Total Animals:** 24

Animal ID	Created Date	Condition	Treatment	Last Treated	Milk Withholding Period	Meat Withholding Period	Return to Vat	
+ 444	4 Mar 22	Sole Penetration	Melovem 30	4 Mar 22	84 hours	10 days	7 Mar 22 (PM)	Details
+ 181	3 Mar 22	Sole Penetration	Melovem 30	3 Mar 22	84 hours	10 days	6 Mar 22 (PM)	Details
+ 444	26 Feb 22	Sole Penetration	Melovem 30	26 Feb 22	84 hours	10 days	1 Mar 22 (PM)	Details
+ 91	4 Feb 22	Between Claw/Footrot	Depocillin	7 Feb 22	96 hours	7 days	11 Feb 22 (AM)	Details
+ 271	28 Dec 21	Between Claw/Footrot	Kelacef	31 Dec 21		2 days		Details

7. Click on Menu and then on Reproduction

- Click on Reports – far right on the purple line

- b. In the Fertility Focus report click on Generate report and ensure you select the correct season
- c. This information will help you complete page 20 in the Questionnaire
 - i. Start of mating and date bull withdrawn from herd
 - ii. 6-week in calf rate
 - iii. 3-week submission rate
 - iv. Not-in-calf rate
 - v. Percentage of cows calved from 3, 6 and 9 weeks from PSC

Fonterra

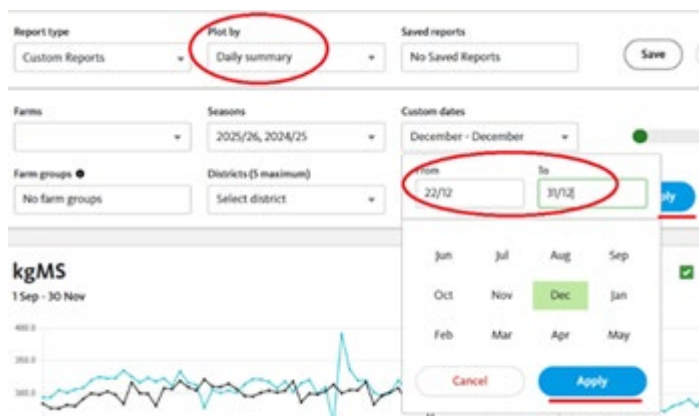
1. Log into Fonterra; nzfarmsource.co.nz
2. Click on My Farm Source – select Milk Production and then Custom Reports



3. Scroll down and ensure you select the right Farm and Season
 - a. Select kgMS (Level 1 Questionnaire page 5)
 - i. Scroll to the bottom of the page for total

- ii. Then change the measure to Litres and click Apply - record on Page 5 of the Level 1
 - iii. Change measure to Protein (kg) – click apply and record on Page 5 of the Level 1
 - iv. And Fat (kg) - click apply and record on Page 5 of the Level 1
- b. And SCC (page 21 in your Level 2)
4. To get your production to 31 December (page 5)
 - a. Change the Measure to kgMS
 - b. Custom Dates down arrow in Time range;
 - i. Click on June and then click on December and click Apply.
 - ii. Then click Apply again
 - iii. Scroll to the bottom for the kgMS for June to December

5. To get your Average daily milk solids per cow for last 10 days in December (page 5)
 - a. Scroll back to the top
 - b. Change Plot by; to Daily Summary
 - c. Time range enter 22/12 To 31/12 and click Apply and then Apply again
 - d. Scroll to the bottom to get your Daily Avg kgMS for the last 10 days in December. Divide this by the number of cows milking in December (page 21) to get your solids per cow



6. To get your Average daily milksolids per cow for 10 days at peak and Last day of 10 day peak (both page 5)
 - a. Scroll back to the top and change Time range; select 2-3 month range for normal peak (Sept – Nov or similar) and click Apply and Apply
 - b. If more than one line showing on the graph deselect the seasons you don't need below.
 - c. Identify your peak – remember to consider that you may be taking milk out of the vat for calves at certain times, all your cows may not have calved, you may move from OAD to TAD pick up, etc
 - d. Hover your mouse over the line in the graph to get the highest peak. If your peak was on 10 October the last day would be 15 October.
 - e. Change the Time range; to cover these 10 days (6/10/2024 – 15/10/2024)
 - f. Scroll to bottom for average daily peak and divide by number of cows milking at that time.

Open Country Dairy

1. Log into OpenCountry Dairy via the Farm Hotwire; milksupply.opencountry.co.nz
2. Click on Performance Comparison
 - a. Ensure correct Farm is selected (if you have multiple farms) – under My Farms
 - b. Period – Tick Date From; and enter full season (1/6/2024 and 31/5/2025)
 - c. Then you can check Vol, Fat kg, Pro Kg and MS kg (for the Level 1 Questionnaire page 5) and click Display
 - d. And SCC for page 21, Level 2 Questionnaire
 - e. You want the “Current:” data

3. To get your production to 31 December (page 5)
 - g. Change back to kgMS by unchecking everything else first
 - h. Change Date From; 1/06/2024 To; 31/12/2024
 - i. Click Display
4. To get your Average daily milk solids per cow for last 10 days in December (page 5)
 - j. Change Date From to 22/12/2024 To 31/12/2024 and click Apply
 - k. Click Display. This will show the total for the 10 days. Divide by 10 to get daily kgMS then divide this by the number of cows milking in December (page 21) to get your solids per cow
5. To get your Average daily milksolids per cow for 10 days at peak and Last day of 10 day peak (both page 5)
 - l. Scroll back to the top and change Date From; select 2-3 month range for normal peak (Sept – Nov or similar)
 - m. Identify your peak – remember to consider that you may be taking milk out of the vat for calves at certain times, all your cows may not have calved, you may move from OAD to TAD pick up, etc
 - n. Hover your mouse over the line in the graph to get the highest peak. If your peak was on 10 October the last day would be 15 October.
 - o. Change the Date From; to cover these 10 days (6/10/2024-15/10/2024)
 - p. Click Display. This will show the total for the 10 days. Divide by 10 to get daily kgMS then divide this by the number of cows milking at that time to get your solids per cow at the peak.



1. Log into myballance.co.nz



2. Click on My Reports

- Click on Nutrient Reports
- Click on Annual Nutrient Summary
 - Ensure the correct Fiscal Year is selected
 - Ensure the correct Property is selected if you have various farms/units set up
 - Scroll to the bottom and it will show the total Tonne of N, P and K
 - NB if this includes both Milking Platform and Support block/Run off etc you will need to go through the document and identify only what went on the Milking Platform
 - Multiply by 1000 to convert to kilograms. Enter in page 18 in the Questionnaire

ANNUAL NUTRIENT SUMMARY
This report shows the tonnes of fertiliser product purchased, per property, for the selected fiscal year, ending 31 May. This information can be used to meet reporting requirements for your dairy comparison.
Note: This report is not sufficient for your Nitrogen Cap annual reporting as part of the Essential Freshwater Policy. Please use our [Nitrogen Limit Management tool](#).

Fiscal Year: 2023 Property: All properties Display in: Tonnes / kg per Ha

Jun 2022 to May 2023

Property	Shared Cost Customer(s)										
Product	N%	Total	N	P	K	S	Mg	Ca	Na		
Tonnes											
Jun 2022											
Sustain 500kg (S/T)	45.9%	0.500	0.23								
Aug 2022											
Nrich Ammo 36N 1000kg (S/T)	35.8%	2.000	0.72			0.18					
Sustain 1000kg (S/T)	45.9%	1.000	0.46								
Sep 2022											
Ballance Bulk Bag Dispenser											
Nrich Urea 500kg (S/T)	46.0%	0.500	0.23								
Sustain 1000kg (S/T)	45.9%	1.000	0.46								
Oct 2022											
Nrich Urea 1000kg (S/T)	46.0%	1.000	0.46								
Total		6.000	2.55			0.18					

3. Click on My Reports again and this time on Soil Health Check

- Click on Table on the far right to show results for soil tests
- Click on the Date to put in date order
- Ensure you only use the data from the most recent farm soil test
- Locate the minimum and maximum pH and OlsenP (enter on page 18 of the Questionnaire)

SOIL HEALTH CHECK

Download all results Download PDF

33 Areas - 33 Lines 6 years More Filters (1 applied) Reset Filters Summary Trend **Table**

Soil fertility

Area	Line	Depth (cm)	Date	pH	Olsen P (mg/L)	Potassium (MAF units)	Sulphate Sulphur (mg/kg)	Magnesium (MAF units)	Calcium (MAF units)	Sodium (MAF units)	Boron (mg/kg)
Maize - paddock 8	Maize - paddock 8	15	16 Sep 2021	5.8	21	14	93	19	5	5	-
Maize - Paddock 62	Maize - Paddock 62	15	16 Sep 2021	5.9	22	9	113	23	7	4	-
Maize - Paddocks 5+60	Maize - Paddocks 5+60	15	16 Sep 2021	5.9	17	4	125	20	6	4	-
Cropped 150	Cropped 150	15	16 Apr 2021	5.6	29	13	123	30	9	5	-
Cropped 75	Cropped 75	7.5	16 Apr 2021	5.6	36	16	113	38	10	5	-
New effluent 150	New effluent 150	15	16 Apr 2021	6.1	23	11	77	36	11	7	-
New effluent 75	New effluent 75	7.5	16 Apr 2021	6.0	24	20	90	41	12	7	-
East	East	7.5	12 Sep 2020	6.0	22	9	32	25	8	5	-
Effluent	Effluent	7.5	11 Sep 2020	5.9	32	18	80	31	9	4	-

Ravensdown

1. Log in to My Ravensdown; myravensdown.co.nz
2. In the My Documents section in the top right should give you access to your latest Soil Test (called ARL test report) and Statement of Fertiliser purchases. If not shown click on >>View all documents
3. Click on the latest Statement of Fertiliser purchases. NB this document is normally available to download from mid June
 - a. This will open a pdf document
 - b. Scroll to the bottom and it will show the total Tonne of N, P and K (plus Sulphur, Magnesium, etc)
 - c. Multiply by 1000 to convert to kilograms. Enter in page 18 in the Questionnaire
 - d. NB if this includes both Milking Platform and Support block/Run off etc you will need to go through the document and identify only what went on the Milking Platform

My Farm

My documents

Our qualified staff have extensive knowledge to help improve your soil fertility. They provide timely and professional advice to ensure that you only use the products that will help increase your productivity and profitability.

Show me:

My most recent documents

Rebate advice
18/08/2021

Fertiliser plan
10/07/2021

2021 Early interim rebate
29/06/2021

Statement of fertiliser purchases
11/06/2021

Total by Product for Delivery Address:

SUPERPHOSPHATE BULK	19.000000
SULPHUR SUPER 30 BULK	1.300000
CROPMASTER DAP BORATE 46 BULK	1.300000
UREA BULK	7.500000
N-PROTECT	12.520000
AMMO 36 BULK	18.248000
super and n maintenance	7.072000
Capital plus N with 5P lift	5.250000
Capital with 10 P lift	2.979000
k capital lift	2.988000
Total Product Purchased	78.157000

Element Summary for Delivery Address:

NPKS TOTAL NITROGEN	16.948334
NPKS TOTAL PHOSPHORUS	3.304193
NPKS TOTAL POTASSIUM	1996002
NPKS TOTAL SULPHUR	8.707812
NPKS MAGNESIUM	.032831
NPKS CALCIUM	6.799539
NPKS SODIUM	.023904
NPKS CHLORIDE	.956160
NPKS BORON	.009295
NPKS ELEMENTAL SULPHUR	.273000

4. For Soil Test
 - a. Click on latest ARL test report.
 - b. This will open a pdf document
 - c. Locate the minimum and maximum pH and OlsenP (enter on page 18 of the Questionnaire)

SOIL ANALYSIS

Lab Number	Sample Name	Core Length (cm)	pH	Olsen Sol. P (ug/mL)	Calcium QTU	Magnesium QTU	Potassium QTU	Sodium QTU
1914126	13	7.5	6.4	15	9	11	4	6
1914138	20	7.5	5.9	26	7	27	7	12
1914173	30	7.5	5.8	21	5	12	4	8
1914134	38 39 40	7.5	5.9	16	6	16	6	12
1914150	58	7.5	5.8	32	8	15	5	10
1914172	26	7.5	5.9	17	7	16	6	9
1914157	46	7.5	5.9	20	7	10	3	8
1914136	56	7.5	5.9	31	7	11	4	6
1914142	64	7.5	5.9	40	8	14	4	8
1914130	8	7.5	5.9	25	8	17	6	10
1914135	29	7.5	6.1	24	6	21	12	11
1914137	43	7.5	6.2	21	7	12	4	10
1914159	28	7.5	6.1	30	7	24	13	13
1914125	45	7.5	6.2	26	8	16	4	9
1914163	65	7.5	5.9	42	8	11	4	2
1914180	17	7.5	5.7	23	6	15	5	11
1914143	55	7.5	6.0	35	8	14	3	9
1914132	21	7.5	6.0	33	9	18	5	8
1914129	1	7.5	5.9	26	8	17	6	13
1914139	5	7.5	6.0	23	7	13	13	9