



Managing Your AET Record Book

Important Log In Information



Our chapter
number is:

ID0003

Your Username should be your first initial (lowercase) and last name (lowercase), your PASSWORD is **dude**.

Example: If my name was John Smith, my username would be jsmith. If you had a sibling or cousin with the same first initial and last name you will need to contact Mrs. Smith for your username.





The Agricultural Experience Tracker

Login: I am a...



Student



Teacher

[Go to Full Desktop Version](#)

The pictures in this guide are from the desktop version of AET.

If you are using a mobile device, please click on "Go to Full Desktop Version"

- Go to theAET.com
- Click the yellow "Log In" button

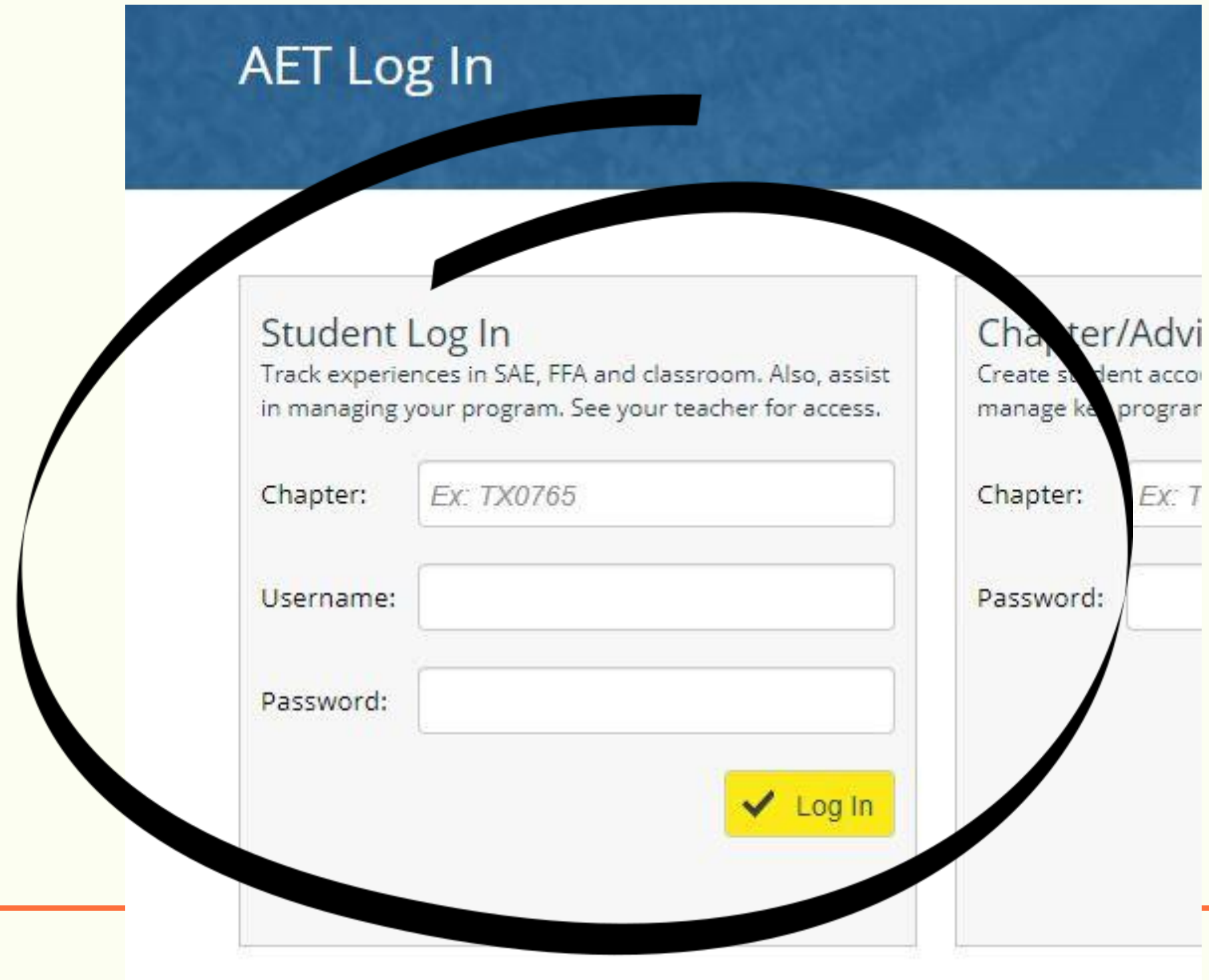
Logging In To Your Account



Logging In To Your Account

- Under "Student Log In" enter your Chapter Number, Username, and Password
- Click "Log In"

If your username and password from slide 5 are not working, contact Mrs. Smith



The screenshot shows the AET Log In interface. A large black circle highlights the "Student Log In" form. The form includes a title "Student Log In", a description "Track experiences in SAE, FFA and classroom. Also, assist in managing your program. See your teacher for access.", and three input fields: "Chapter:" with a placeholder "Ex: TX0765", "Username:", and "Password:". A yellow "Log In" button with a checkmark icon is at the bottom right of the form. To the right of the highlighted form is another form titled "Chapter/Advi" with a description "Create student account, manage key program" and input fields for "Chapter:" (placeholder "Ex: T") and "Password:".



Logging In To Your Account

<https://theaet.com/studenthelp>

GO TO THE LINK ABOVE TO WATCH A VIDEO
ABOUT GETTING STARTED IN THE AET

Completing Your Profile

About the Profile:

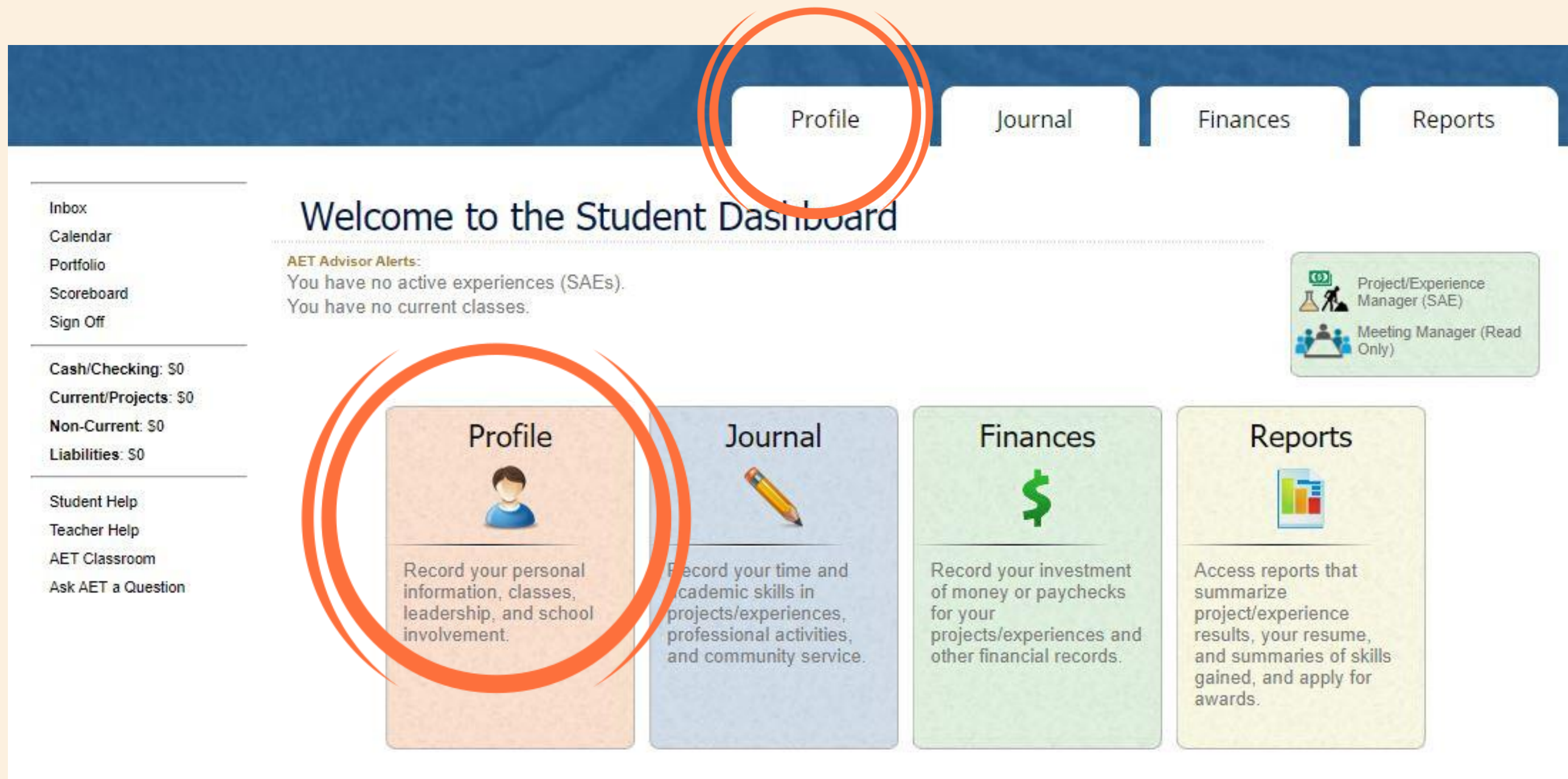
Your AET Profile is information about you and your interests. Your Profile gives people insight into who you are and what kinds of things you would like to do in the future. Completing your profile is very important, especially if you plan to apply for awards, scholarships, and degrees.

What SAE Types need to complete the Profile:

All of them! The profile is about YOU!

Completing Your Profile

- Click on the "Profile" box or tab



Completing Your Profile

- In the "About You" section, click on "Manage/Edit your personal profile and password"



Completing Your Profile

- Click on each "Edit" button to add as much information as you can.
- Try to get your profile to say 100% completed

Account Information and Settings

Christina Costa
Program: AET Demo Account
Basic Profile Complete: 54%
Personal and Parent Contact Info: 20%
Emergency Info and Permission Forms: [Edit](#)
Password: [Reset](#)
Profile Pic: [Upload](#)

Demographics [Edit](#)

HS Graduation: June
Shirt Size: -
Gender: No Answer
Race: No Answer
Ethnicity: No Answer
Residence: -

Mailing Address [Edit](#)

Address:
City, State, Zip: , CA

Contact Information [Edit](#)

Email: ccosta@cominghs.org
Home Phone:
Cell Phone:

Parents/Guardians [Edit](#)

Father / Parent / Guardian:
Name:
Occupation:
Phone Number:
Email:
Mother / Parent / Guardian: ..

Completing Your Profile

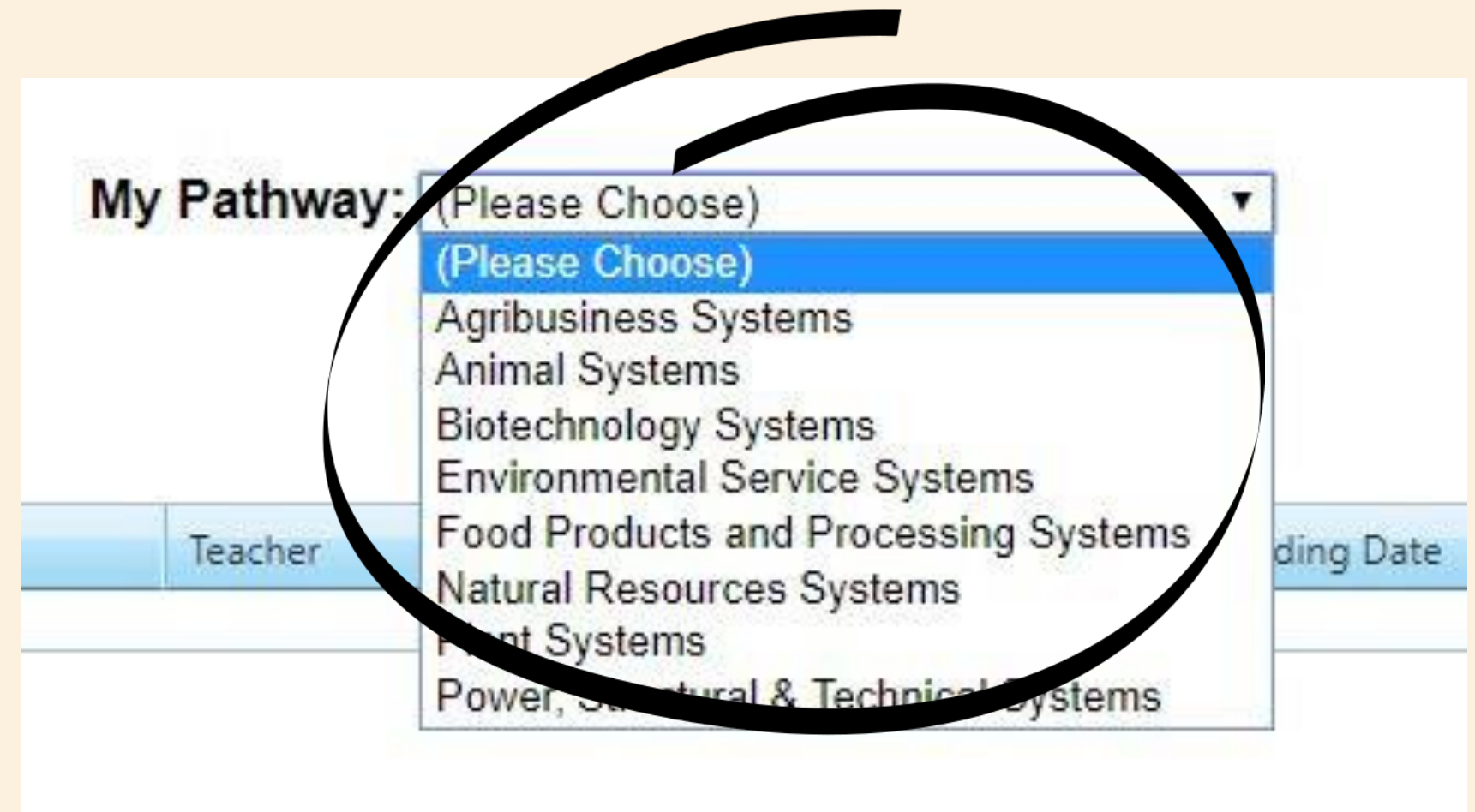
- Click on the "Profile" Tab
- In the "About You" Section, click on "Record your class schedule"



Completing Your Profile

- Click on the "My Pathway" drop down list
- Click on the pathway that is the closest to what your main pathway in the program is

If you are in Fluid's classes you will click on Power, Structural and Technical Systems, if you are taking plant classes click on Plant Systems, if you are taking Livestock classes, click on Animal Systems. If you are in both or all three pick your favorite.



Completing Your Profile

- Click "Add Class"
- Look at the list of classes for this school year. Find the class/classes that you are in, and click "Add" for each one you are enrolled in.

Way: (Please Choose) ▼

My CTE Classes

Add Class

her	Start Date	Ending Date
-----	------------	-------------

All available classes are shown. Click "Add" to add this class to your schedule.

Class Name	Teacher	Start Date	Options
▼ – School Year: 2019-20			
2019-20 ag class	R Hanagriff	8/1/2019	Add
> – School Year: 2018-19			
> – School Year: 2017-18			

Completing Your Profile

- Click on the "Profile" Tab
- In the "About You" Section, click on "Manage your Resume information"



Completing Your Profile

- Enter any information you have into each section. Make sure you click "Save" and "Add New" for everything you enter.

Review/Edit

JudgingCard Results

Objective

References

Maintain your list of resume accomplishments. Add or remove items to list only your most important. Your list should fit on a two-page resume.
[Generate Resume \(Word\)](#) [\(PDF\)](#)

FFA Degree Levels Achieved

Degree	Year Received	Save Degrees
Discovery		
Greenhand		
Chapter		
State		
American		

Awards and Competition Success

Date: Name/Description:

No records.

Certifications & Skills

Date: Name/Description:

No records.

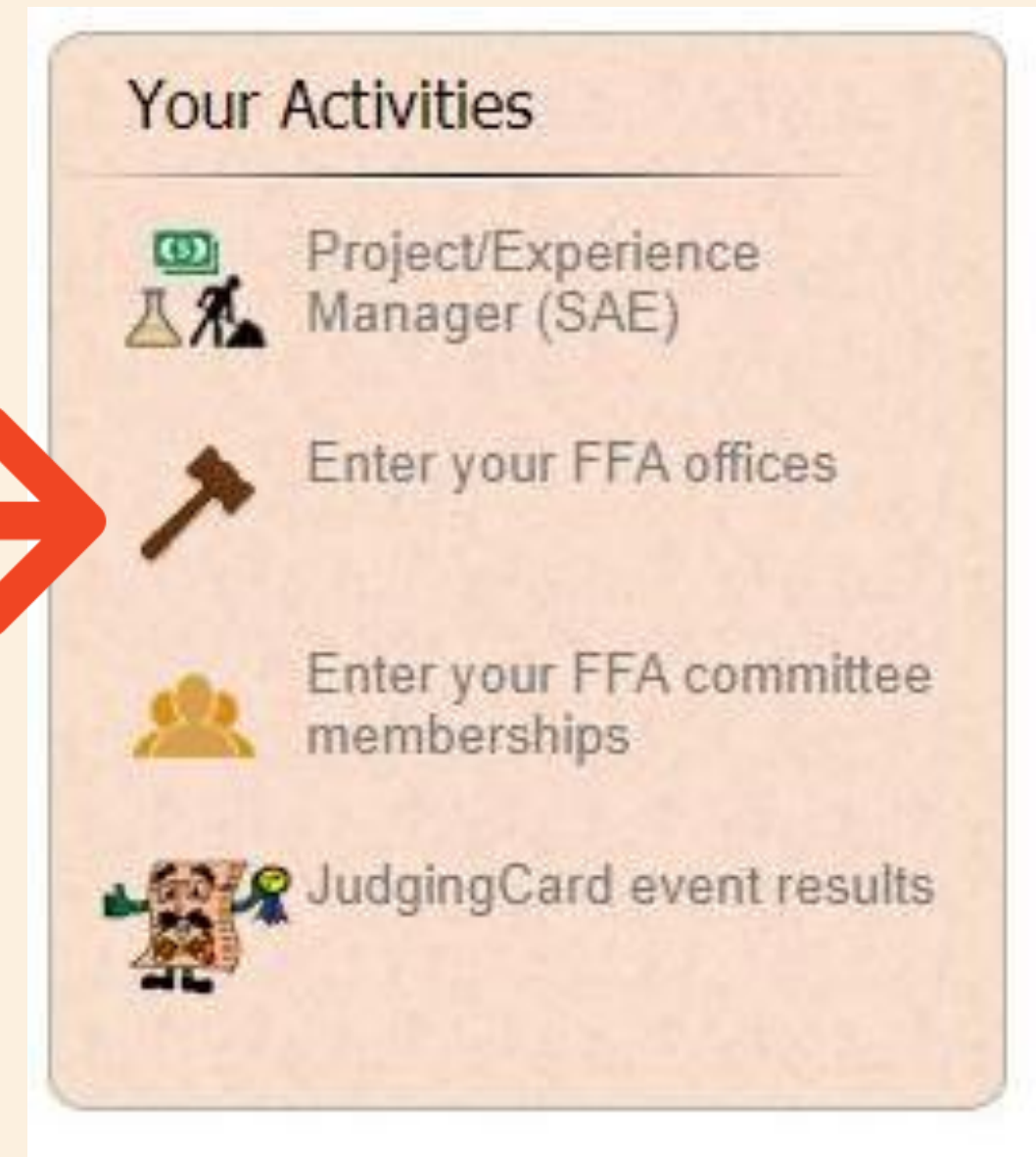
Memberships and Professional Organizations

Date: Name/Description:

No records.

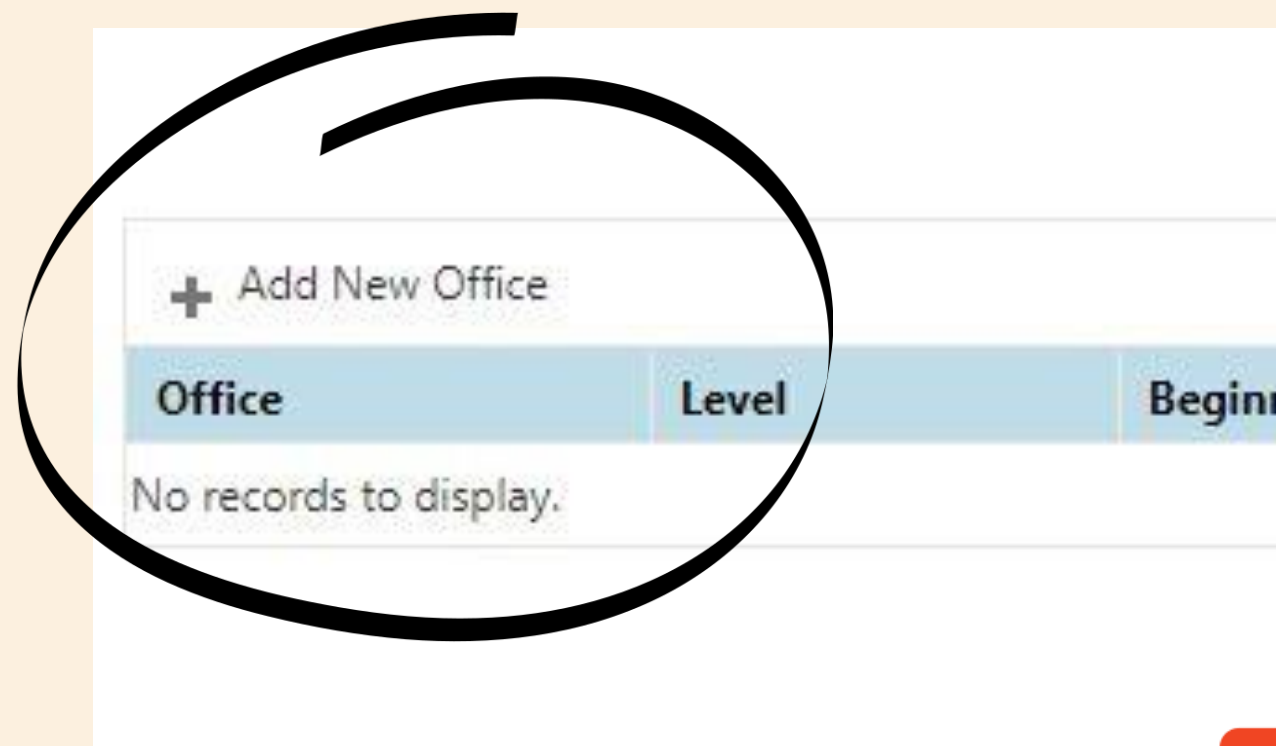
Completing Your Profile

- Click on the "Profile" Tab
- In the "Your Activities" Section, click on "Enter your FFA Offices"



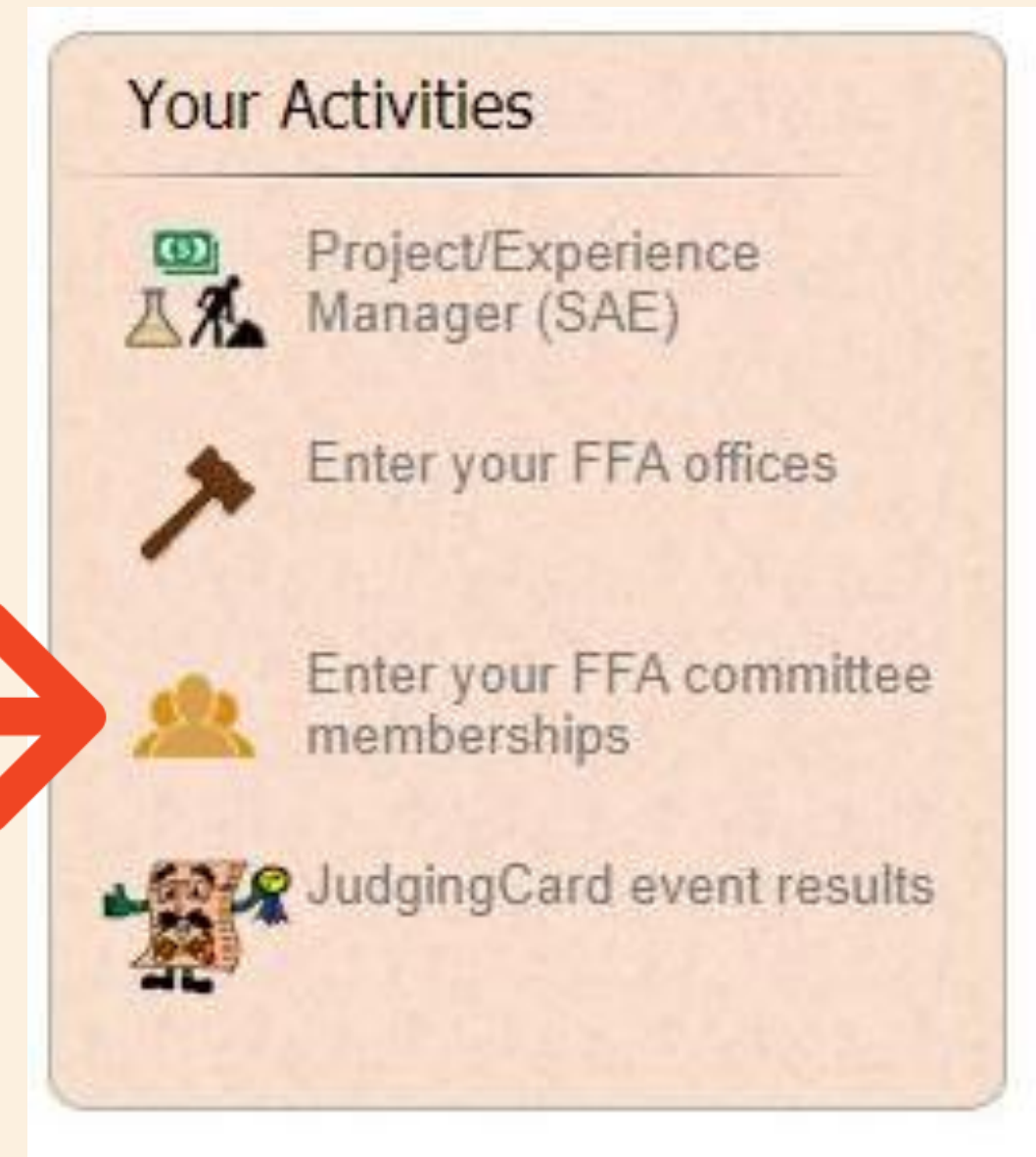
Completing Your Profile

- If you have ever been an FFA Officer, click on "Add New Office", then enter your officer information and click "Add New Office" to add it to your record book.

A screenshot of a form titled 'Add New Office'. It contains several input fields: 'Office:' with a dropdown menu showing '(Select Office)', 'Level:' with a dropdown menu showing '(Select Level)', 'Beginning Date:' with a text box and a calendar icon, and 'Ending Date:' with a text box and a calendar icon. At the bottom of the form are two buttons: 'Add New Office' and 'Cancel'.

Completing Your Profile

- Click on the "Profile" Tab
- In the "Your Activities" Section, click on "Enter your FFA committee memberships"



Completing Your Profile

- If you have served on an FFA committee, click on the drop down list, choose your committee, and enter the date that you began serving. Then click "Add New" to save it in your record book.

Committees

You have not added any committees.

Add a Committee:

Committee: (Select Committee) ▼

(Select Committee)

- Building Communities - Citizenship
- Building Communities - Economic Development
- Building Communities - Environmental
- Building Communities - Human Resources
- Building Communities - Stakeholder Engagement
- Growing Leaders - Career Success
- Growing Leaders - Healthy Lifestyle
- Growing Leaders - Leadership
- Growing Leaders - Personal Growth
- Growing Leaders - Scholarship
- Strengthening Agriculture - Agricultural Advocacy
- Strengthening Agriculture - Agricultural Literacy
- Strengthening Agriculture - Chapter Recruitment
- Strengthening Agriculture - Safety
- Strengthening Agriculture - Support Group

Starting Date:

[Return to AET](#)

Add New

2740759 | 3 | Friday, April 3, 2020

Completing Your Profile

- Click on the "Profile" Tab
- In the "Career Connector" Section, click on "Choose your educational and career interests"



Completing Your Profile

- If you already know what career or educational major you would like to pursue, you can search for it.
- If you are not sure, you can click on the + buttons in each category to browse majors and careers.



My Educational Interests

The US Department of Education maintains a catalog of common educational programs and trades. Think of your interests you, checkmark it. If you are interested in several educational areas, adjust the

Educational Areas:

- ☐ Agriculture, Agriculture Operations, and Related Sciences
- ☐ Natural Resources and Conservation
- ☐ Architecture and Related Services
- ☐ Area, Ethnic, Cultural, and Gender Studies
- ☐ Communication, Journalism, and Related Programs
- ☐ Communications Technologies/Technicians and Support Services
- ☐ Computer and Information Sciences and Support Services
- ☐ Personal and Culinary Services
- ☐ Education
- ☐ Engineering
- ☐ Engineering Technologies/Technicians
- ☐ Foreign languages, literatures, and Linguistics
- ☐ Family and Consumer Sciences/Human Sciences
- ☐ Technology Education/Industrial Arts
- ☐ Legal Professions and Studies
- ☐ English Language and Literature/Letters

Completing Your Profile

- When you find a career or major that you are interested in pursuing, click the box next to it to add it to your list. You may click more than one choice if you would like.

Educational Areas:

<input type="checkbox"/>	<input type="checkbox"/>	Agriculture, Agriculture Operations, and Related Sciences
<input type="checkbox"/>	<input type="checkbox"/>	Agricultural Business and Management.
	<input type="checkbox"/>	Agricultural Business and Management, General.
	<input type="checkbox"/>	Agribusiness/Agricultural Business Operations.
	<input type="checkbox"/>	Agricultural Economics.
	<input type="checkbox"/>	Farm/Farm and Ranch Management.
	<input type="checkbox"/>	Agricultural/Farm Supplies Retailing and Wholesaling.
	<input type="checkbox"/>	Agricultural Business Technology.
	<input type="checkbox"/>	Agricultural Business and Management, Other.
<input type="checkbox"/>	<input type="checkbox"/>	Agricultural Mechanization.
<input type="checkbox"/>	<input type="checkbox"/>	Agricultural Production Operations.

Completing Your Profile

<https://www.theaet.com/video.aspx?ID=89>

WATCH THIS VIDEO TO SEE HOW TO COMPLETE YOUR PROFILE

Adding An SAE

About Adding SAE's:

In order to record information and enter data for your SAE, first you must add it to your AET account. If you have multiple SAE's, remember to add all of them to the system. **For this end of the year assignment, you only need one SAE. Your fair animals counts for this assignment.**

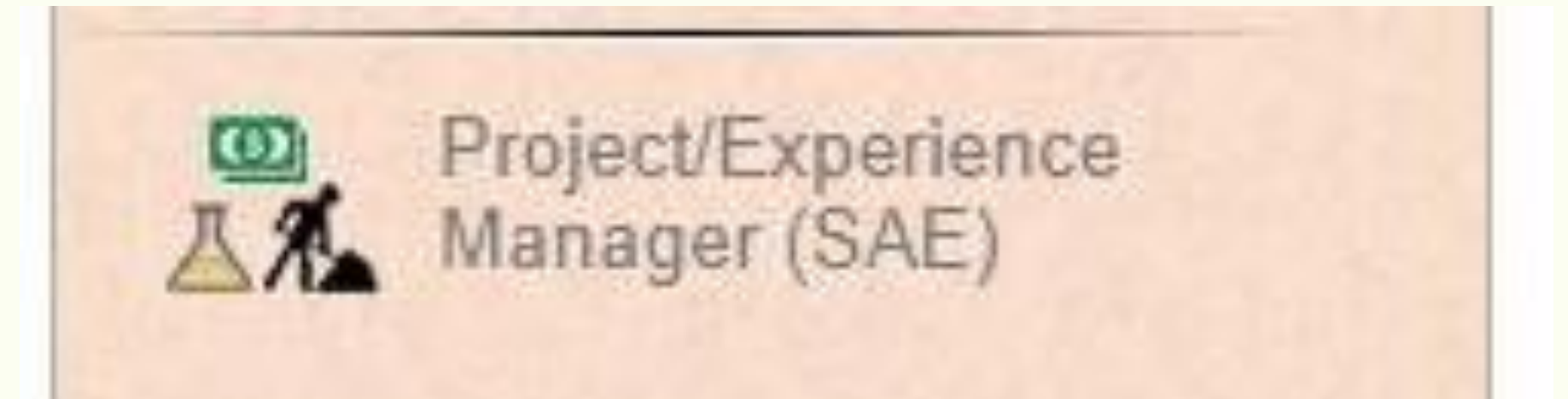
What SAE types need to be added to your account:

All types! Any SAE you're working on, no matter what type, needs to be entered.



Adding An SAE


- From any page in AET, click on the "Project/Experience Manager (SAE)" Icon




Adding An SAE

- Click "Add New"

Project/Experience Manager (SAE)

[Print All SAE Agreements](#) [Add New](#) [Return to AET](#)  [View SAE Assessments](#)
0 Unread Assessments

Settings / Planning (#1)			Records (#2)			Reflection (#3)	
Settings (Active, Setup, Location)	Start Yr - Name / Type	Planning (SAE Plan, Budget)	Financial Entries	Journal Entries	Files / Photos	Current Value?	Year-end Tools?  (Annual Review, Ending Inv., Usage, SCK, Report)
There are no existing experiences. Click "Add New" to create one.							
GRAND TOTAL			0	0	0	\$0 0 hrs	

Adding An SAE

- Enter your project name.
- The name of your project should be brief, but descriptive enough to inform people what you are doing for your SAE. For example, if you are working at a ranch, you could name your project the name of the ranch. If you are researching welding careers, you could name your project "Welding Career Research Project". If you are showing a lamb at your county fair, you could name your project "Market Lamb 2020".

Add/Edit Experiences		
Project Name: ?	<input type="text"/>	Enter a short descriptive name for this experience.
Level / Focus: ?	Individual ▼	
	Basic: <input type="radio"/> Foundational <input type="radio"/>	? Journal Only

Adding An SAE

- Fill out the Level/Focus of your SAE, the Project Type, Primary Experience Category, and the Primary Subcategory sections. If you are unsure about what to put for any of the sections, hover/click on the green question marks for more details about each section.
- When you are done, click "Save"

Add/Edit Experiences		
Project Name: ?	<input type="text"/>	Enter a short descriptive name for this experience.
Level / Focus: ?	Individual ▼	
Project Type: ?	Basic: <input type="radio"/> Foundational	? Journal Only
	Agriscience: <input type="radio"/> Research/Experimental	? Journal and Finances
	Job: <input type="radio"/> Paid Placement <input type="radio"/> Unpaid Placement	? Paychecks and Journal
	Business: <input type="radio"/> Entrepreneurship/Ownership	? Journal and Finances
Primary Experience Category: ?	(Please Choose) ▼	Explore AFNR Categories
Primary Subcategory: ?	▼	

Adding An SAE

Fair projects or owning your own business will be Entrepreneurial; working for someone else will be Placement; Researching a career or how to do a project or completing a home improvement project or planting a garden will be Foundational.

<https://www.theaet.com/video.aspx?ID=36>

WATCH THIS VIDEO TO SEE HOW TO ADD AN SAE

Creating a Plan and Budget

About Plans and Budgets:

Planning out the steps of a project, including planning how much money you may need for the project, are extremely important for anything you do in life. If you plan it all out ahead of time, you will have a clearer vision of what steps to take in order to be successful. Planning out how much money you will need before you start something (budgeting!) will ensure that you don't run out of money part way through.

What SAE types need to have a plan:

All of them!


What SAE types need to have a budget:











Any project that involves spending and/or making money (except placement SAE's).

Creating a Plan and Budget

- In the Project/Experience Manager, click on the Pencil icon.

Project/Experience Manager (SAE)

[Print All SAE Agreements](#) [Add New](#) [Return to AET](#)  [View SAE Assessments](#)
0 Unread Assessments

Settings / Planning (#1)			Records (#2)			Reflection (#3)	
Settings (Active, Setup, Location)	Start Yr - Name / Type	Planning (SAE Plan, Budget)	Financial Entries	Journal Entries	Files / Photos	Current Value?	Year-end Tools? (Annual Review, Ending Inv., Usage, SCK, Report)
  	Example EN - Repair/Maintenance	 	 0	0	0	\$0.00	    
GRAND TOTAL			0	0	0	\$0 0 hrs	

Creating a Plan and Budget

- In the text box, write about what you plan to do for the Description, Time Investment, and Financial Investment tabs (your project may not have all of those options depending on your project type).
- You can use the sentence frames in each tab to help you.
- **Use correct grammar, punctuation, and spelling!**

SAE Plan - Example ([PDF Agreement](#))

SAE planning (SAE Agreement) is an important part of the SAE project and should be completed **before** you begin the project. Complete each planning section in **carefully written and grammatically complete sentences**. A complete plan may include a variety of information, but each section offers a basic set of questions to answer.

[Save All & Return](#) [Cancel](#)

Description Time Investment Financial Investment Learning Objectives (Skills)

Description and Overview of Your Project – This is a summary to help quickly share important aspects of your planned project. A few areas to consider:

An outline of my project is _____

My project will start ____ and end on ____.

My project goals are (1)_____, (2)_____ and (3) _____

_____ is assisting me with my project and helping me through _____ activities.

In terms of project safety, important areas of safety include _____, _____, and _____.

[SAY-assessment form link](#). More safety resources are [listed here](#).

[Spell Check](#)

Creating a Plan and Budget

- In the Learning Objectives tab, click on "Add/Explore Skill Areas"

The screenshot shows a web application interface for creating a plan and budget. At the top, there are two buttons: "Save All & Return" and "Cancel". Below these are four tabs: "Description", "Time Investment", "Financial Investment", and "Learning Objectives (Skills)". The "Learning Objectives (Skills)" tab is selected. The main content area contains the following text:

Project Learning Outcomes – Choose "Add/Explore Skill Areas" to identify major learning experiences you feel you may gain from your project (likely 3 or more).

Add/Explore all learning areas (Career ready, detailed areas like power systems or other) and come back to your plan and in your own words describe likely activities that will be part of your project. These are planned learning experiences, so a general idea for each skill will do for this step.

Below the text is a button with a green plus icon and the text "Add/Explore Skill Areas". This button is circled in black. At the bottom, there is a table with the following headers: "Skill", "Planned Activities", and "Delete". The table is currently empty, and a message below it says: "No skill areas have been added. Click 'Add' above to get started."

2740759 | 3 | Thursday, April 2, 2020

Creating a Plan and Budget

- Look through the standards for your SAE's Primary Category. Click the "+Add" buttons for each standard that you plan to learn through doing your SAE.
- You may also look through standards in other categories and add them.
- When you have selected at least 3, click "Save & Back to SAE Plan"

SAE Plan - Example

Click "Add" to use this skill in your project. Use ? to read about example activities which might fit each skill area. Go back to the SAE Plan to write about your planned activities or to remove skills from your list.

<-- Save & Back to SAE Plan

ABS Agribusiness Systems	AS Animal Systems	BS Biotechnology Systems	CRP Career Ready Practices	CS Cluster Skill	ESS Environmental Service Systems
FND Foundational Skills	FPP Food Products and Processing	NRS Natural Resource Systems	PS Plant Systems	PST Power, Structural and Technical Systems	

PST.01 - Apply physical science principles and engineering applications to solve problems and improve performance in AFNR power, structural and technical systems.

+ Add PST.01.01 - Apply physical science and engineering principles to assess and select energy sources for AFNR power, structural and technical systems. ?	+ Add PST.01.02 - Apply physical science and engineering principles to design, implement and improve safe and efficient mechanical systems in AFNR situations. ?	+ Add PST.01.03 - Apply physical science principles to metal fabrication using a variety of welding and cutting processes (e.g., SMAW, GMAW, GTAW, fuel-oxygen and plasma arc torch, etc.). ?
--------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

PST.02 - Operate and maintain AFNR mechanical equipment and power systems.

+ Add PST.02.01 - Perform preventative maintenance and scheduled service to maintain equipment, machinery and power units used in AFNR settings. ?	+ Add PST.02.02 - Operate machinery and equipment while observing all safety precautions in AFNR settings. ?
-----------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------

PST.03 - Service and repair AFNR mechanical equipment and power systems.

+ Add PST.03.01 - Troubleshoot, service and repair components of internal combustion	+ Add PST.03.02 - Service electrical systems and components of mechanical equipment and	+ Add PST.03.03 - Utilize manufacturers' guidelines to diagnose and troubleshoot
---------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------

Creating a Plan and Budget

- For each skill that you chose, type what activities you plan on doing in your SAE that will teach you the skill you selected.
- When you have filled in your planned activities for every skill, click "Save All & Return"

Skill ?	Planned Activities ?	Delete
PST.01.01 Apply physical science and engineering principles to assess and select energy sources for AFNR power, structural and technical systems.		X

Remember to click "Save All & Return" when working on your Plan. If you click on your back button your plan will not save!

Save All & Return Cancel

Financial Investment Learning Objectives (Skills)

Creating a Plan and Budget

- There should now be a small green checkmark next to the pencil icon. If it is not there you are missing something from your plan, and need to click on the pencil icon again to complete your plan.

Remember to click "Save All & Return when working on your Plan. If you click on your back button your plan will not save!



Creating a Plan and Budget

- IF the red and green dollar sign is present, click on it to enter a budget for your SAE.

If the budget icon is not present, you do not need to enter a budget for your SAE type.



Creating a Plan and Budget

- Under the Income section, if you plan to make money from any of the options listed type how much money you plan to make.
- In the "Notes/Memo" section, type how you plan to make money in that category. For example, if you plan to sell vegetables that you have grown in a Cash/Market Sale, you could write "Sale of vegetables" in the memo section.

Only fill in the categories that you plan to receive money from. For example, if you do not plan on receiving Research Funding you would leave it blank.

Income				
Income Type	Estimated Income	Per Unit	Actual Income	Notes/Memo (Optional)
Cash/Market Sale	\$ <input type="text"/>			
Research Funding	\$ <input type="text"/>			
Stock Show Sale	\$ <input type="text"/>			
Other Income	\$ <input type="text"/>			
Award/Scholarship/Premium	\$ <input type="text"/>			
Non-cash Income - Labor Exchange	\$ <input type="text"/>			
Non-Cash Income - Used at Home	\$ <input type="text"/>			
Non-Cash Income - Bartered or Transferred	\$ <input type="text"/>			
Total Income:	\$0.00	\$0.00	\$0	

Creating a Plan and Budget

- Under the Expenses section, if you plan to spend money in any of the options listed type how much money you plan to spend.
- In the "Notes/Memo" section, type what you plan to spend money on in that category. For example, if you plan to buy food for your market steer you could write how much grain and hay you plan to purchase in the memo section.

Only fill in the categories that you plan to spend money on. For example, if you do not plan on spending money on Fertilizer you would leave it blank.

Expenses				
Expense Type	Estimated Expense	Per Unit	Actual Expense	Notes/Memo (Optional)
Feed	\$ <input type="text"/>			
Veterinary medicine	\$ <input type="text"/>			
Supplies	\$ <input type="text"/>			
Repairs/maintenance	\$ <input type="text"/>			
Seed	\$ <input type="text"/>			
Fertilizer/chemicals	\$ <input type="text"/>			
Other	\$ <input type="text"/>			
Inventory for Resale	\$ <input type="text"/>			
Rent	\$ <input type="text"/>			

Creating a Plan and Budget

- When you are done entering all of your planned income and expenses, click "Save"

Use): \$0

Save **Cancel**

Income

Per Unit	Actual Income

Making Journal Entries



About Journal Entries:

Journal entries allow you to document how much time you spent doing a task, what you learned by doing that task, and you can also add pictures of you doing the task. This helps you keep an accurate log of how much time you have spent on your project, and also keep track of what skills you have learned along the way. Learning certain skills and spending a certain amount of time on your SAE are requirements for things like degrees and proficiencies, so make sure you keep track of everything!

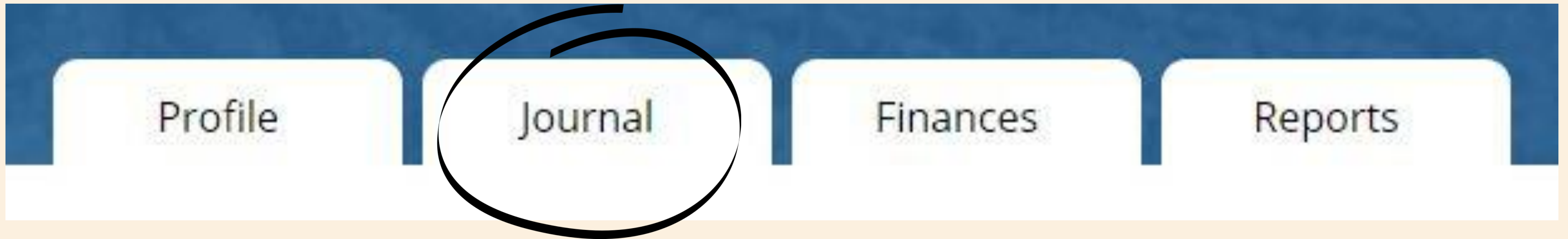
What SAE types need Journal entries:

All of them!

Making Journal Entries

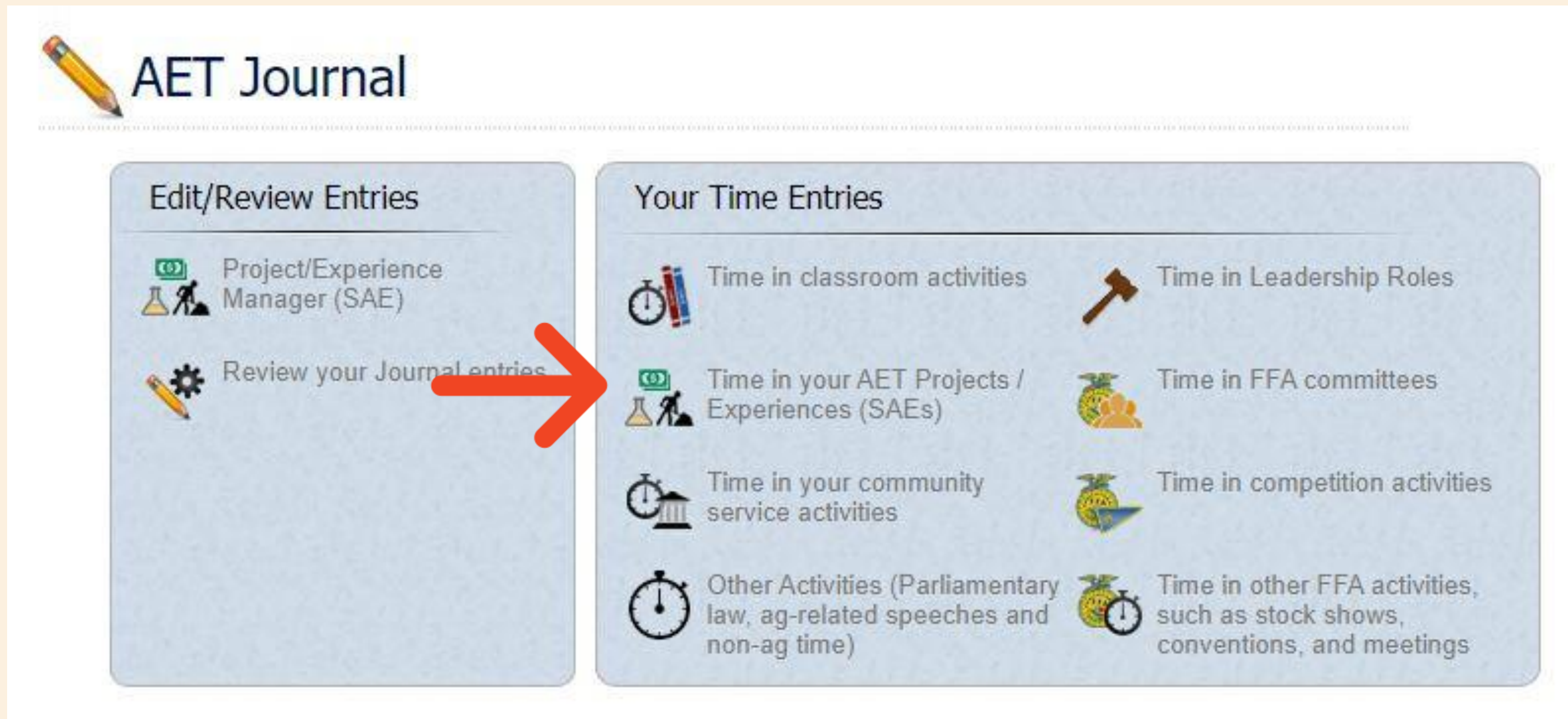


- Click on the "Journal" tab





Making Journal Entries

- In the "Your Time Entries" section, click on "Time in your AET Projects/Experiences (SAEs)"



Making Journal Entries

- Enter the date of the day you did the activity you are entering (or choose the last day of the week if you are entering a week's worth of work)
- Choose the SAE that you did the activity for from the drop down list
- Click "+Add/Explore Skill Areas"

Add/Edit Journal Entry	
Date:	<input type="text"/>  <i>A Date is required.</i>
Project:	<input type="text" value="(Please Choose)"/>
Skill Areas:	 Add/Explore Skill Areas

Making Journal Entries

- The skills that you will be shown by default are the skills that you added in your Plan
- Look through the list and click "+Add" for any skills that you learned or performed for the activity that you are entering into your journal
- You can choose multiple skills, and you can also look at skills in the other sections if you did not originally list the skill in your Plan

Add/Edit Journal Entry

<-- Save & Back to Journal Entry

Click "Add" to select skills for this journal entry. Use to read about example activities which might fit each s

PLAN
Project Plan

ABS
Agribusiness Systems

AS
Animal Systems

BS
Biotechnology Systems

CRP
Career Ready Practices

CS
Cluster Sk

FND
Foundational Skills

FPP
Food Products and Processing

NRS
Natural Resource Systems

PS
Plant Systems

Power, Struc

**PST.01 - Apply physical science principles and engineering applications to solve p
performance in AFNR power, structural and technical systems.**

+ Add

PST.01.01 - Apply physical science and
engineering principles to assess and select
energy sources for AFNR power, structural and
technical systems.

PST.03 - Service and repair AFNR mechanical equipment and power systems.

+ Add

PST.03.02 - Service electrical systems
and components of mechanical equipment and
power systems using a variety of troubleshooting
and/or diagnostic methods.

PST.04 - Plan, build and maintain AFNR structures.

+ Add

PST.04.01 - Create sketches and plans
for AFNR structures.

Making Journal Entries

- Enter the number of Hours and Minutes that you spent doing the activity you are entering.
- Enter a detailed description of exactly what you did. Here are some examples of descriptions:

Poor: Fixed lawnmower.


OK: Fixed spark plug on lawnmower.

Excellent: Replaced the broken spark plug on my Toro 2771 lawnmower.

Time:	Hours <input type="text"/> + Minutes <input type="text"/>
Description of Activity: Check Spelling	<div></div>

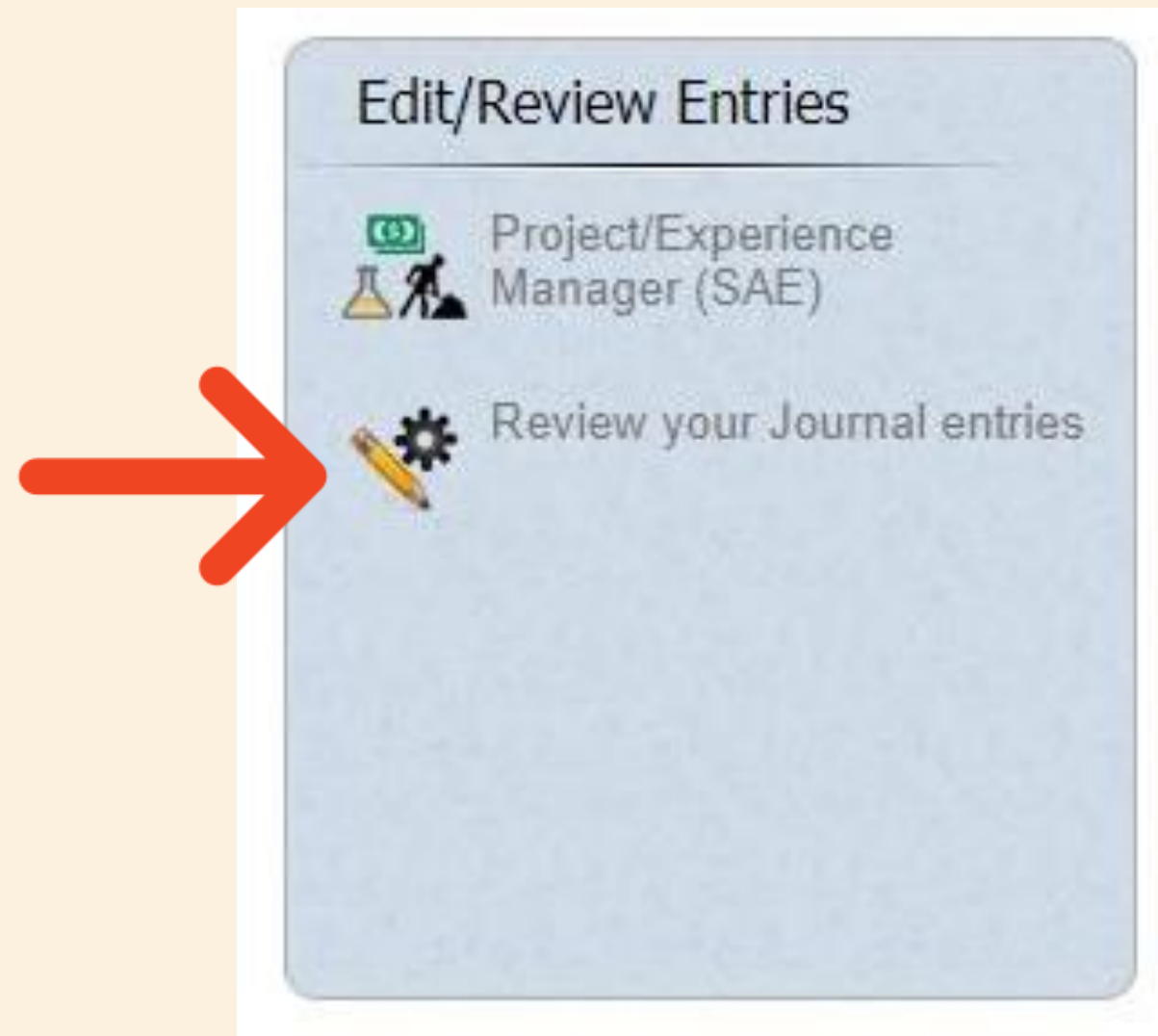
Making Journal Entries

- If you have any pictures of you performing the activity you are entering, you can click "Select" to add them to your Record Book
- When you are done entering all information for this activity, click "Save"
- Only click Supervision if Mrs. Smith or Mr. Pluid helped you with your project during this journal entry time.

Pictures:  (optional)	<input type="text"/> <input type="button" value="Select"/>
Supervision:	<p>If your Ag Science Teacher visited/supervised your project for this journal entry, please choose the Teacher. The "description" above should include your teacher's assessment, comments, and recommendations for your project.</p> <div>(None/Unsupervised) ▼</div>
Photos:	

Making Journal Entries

- To see a list of all of your Journal Entries, click "Review your Journal entries"
- To edit or delete an entry, click on "Edit" next to the entry you want to change



A screenshot of a table with four columns: "Options", "Date", "Updated", and a fourth column containing text. The "Options" column has a link labeled "Edit" which is circled in black. The "Date" and "Updated" columns both show the date "4/2/2020". The text in the fourth column reads "Experience-related / PST.03.02 I inspected my put in a new one." Above the table, there are two buttons: "New Class Activity" and "New Project Ac".

Options	Date	Updated	
Edit	4/2/2020	4/2/2020	Experience-related / PST.03.02 I inspected my put in a new one.

Making Journal Entries



<http://www.theaet.com/video.aspx?ID=105>

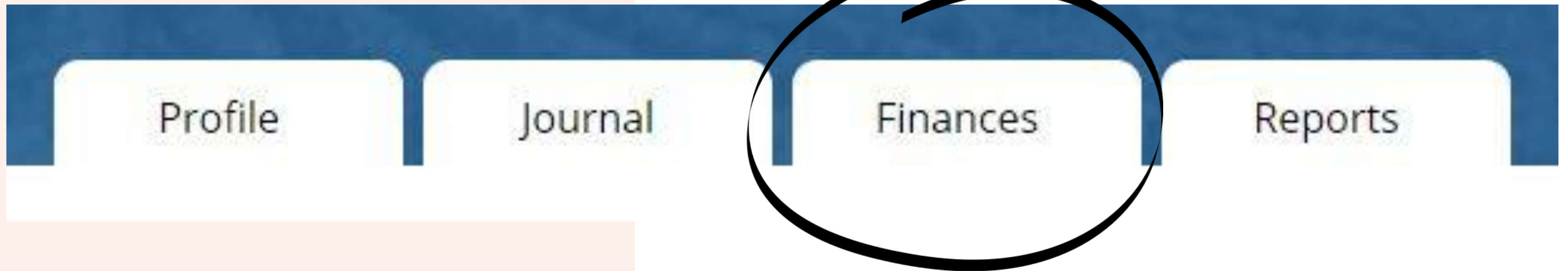
WATCH THIS VIDEO TO SEE HOW TO CREATE JOURNAL ENTRIES

Making Cash Entries

If you have a Livestock Project, you will enter ALL cash entries in the Livestock Manager. Scroll down until you see the slide for Livestock Manager

Making Cash Entries

- Click on the "Finances" Tab



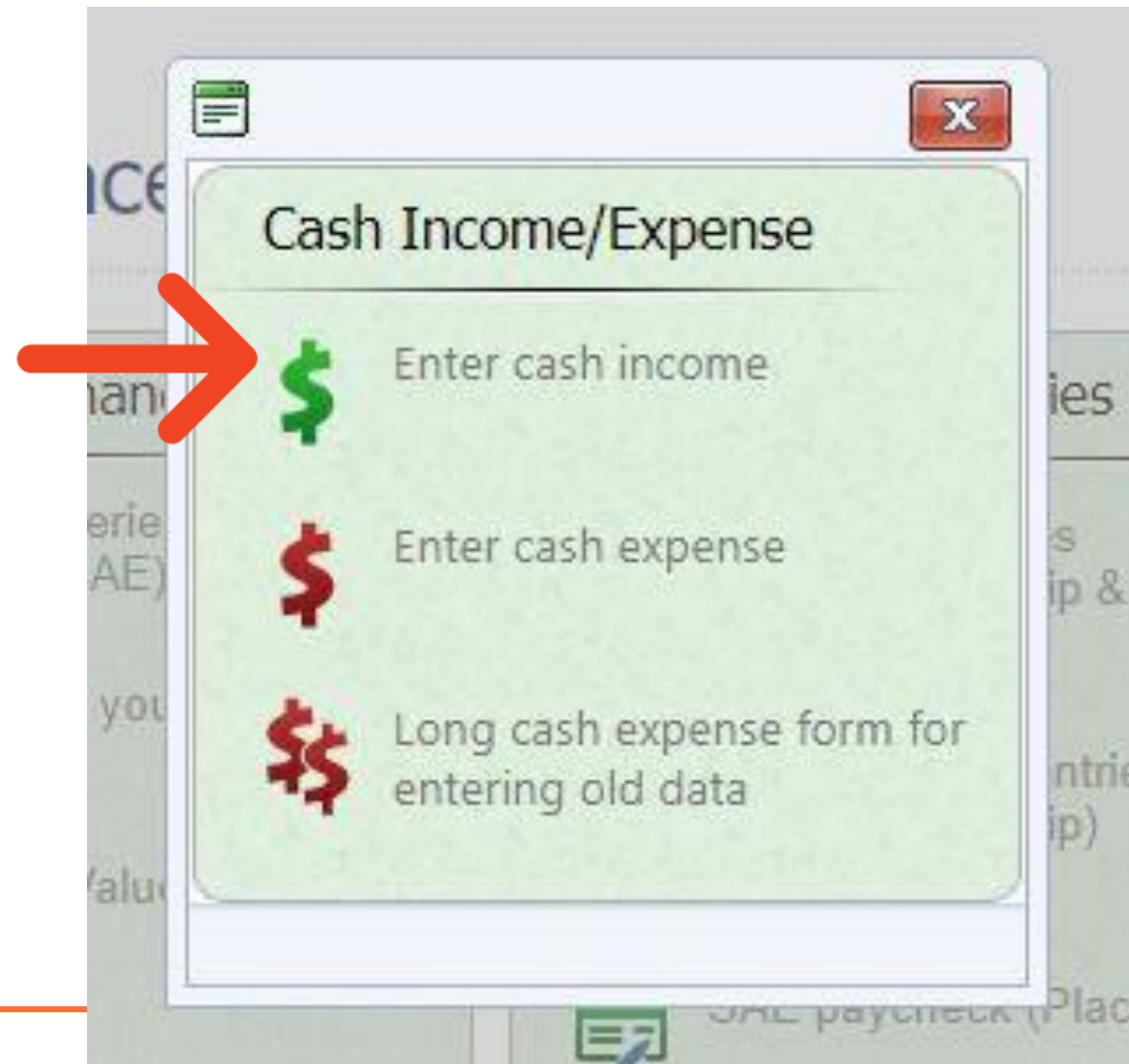
Making Cash Entries

- In the "Your Financial Entries" section, click "SAE Cash entries (Entrepreneurship & Research)"



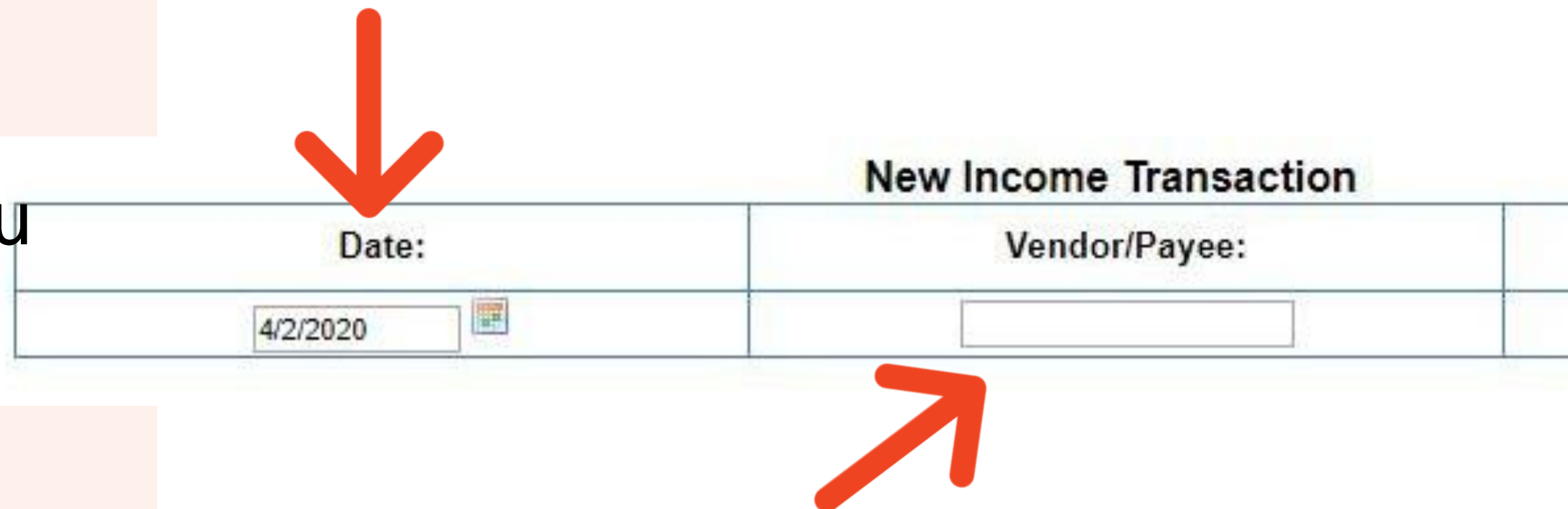
Making Cash Entries

- To enter any money that you received, click "Enter cash income"



Making Cash Entries

- Enter the date that you received the money
- In Vendor/Payee enter who paid you the money



The screenshot shows a 'New Income Transaction' form. A red arrow points down to the 'Date:' field, which contains '4/2/2020'. Another red arrow points up to the 'Vendor/Payee:' field, which is empty. The form has a light blue header and a white body with a grid structure.

New Income Transaction	
Date:	Vendor/Payee:
4/2/2020	

Making Cash Entries

- Under "Experience" select the SAE that you got paid for from the drop down list
- Under "Type" select the type of income you are receiving

The screenshot shows a form with three fields: "Split:", "Experience:", and "Type:". The "Split:" field contains the number "1". The "Experience:" field has a dropdown menu with the text "(Choose Experience)". The "Type:" field has a dropdown menu that is open, showing a list of options: "(Choose Type)", "Cash/Market Sale", "Research Funding", "Stock Show Sale", "Other Income", and "Award/Scholarship/Premium". A large red arrow points down to the "Experience:" dropdown, and another large red arrow points right to the "Type:" dropdown.

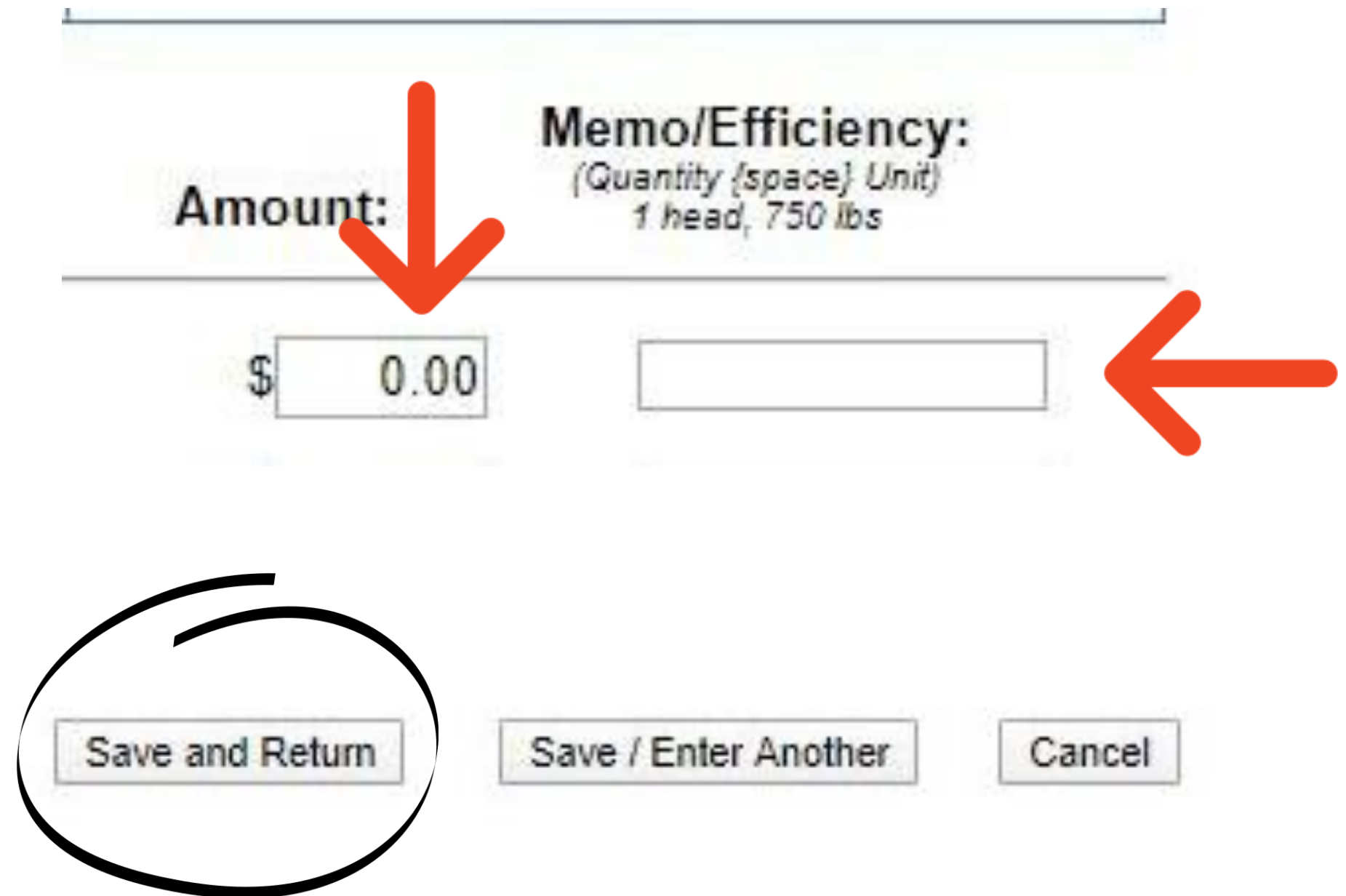
Split:	Experience:	Type:
1	(Choose Experience) ▼	(Choose Type) ▼

Type:

- (Choose Type) ▼
- (Choose Type)
- Cash/Market Sale
- Research Funding
- Stock Show Sale
- Other Income
- Award/Scholarship/Premium

Making Cash Entries

- Under "Amount" enter the amount of money you received
- Under "Memo/Efficiency" type what you sold/did to receive the money
- When you are done, click "Save and Return"



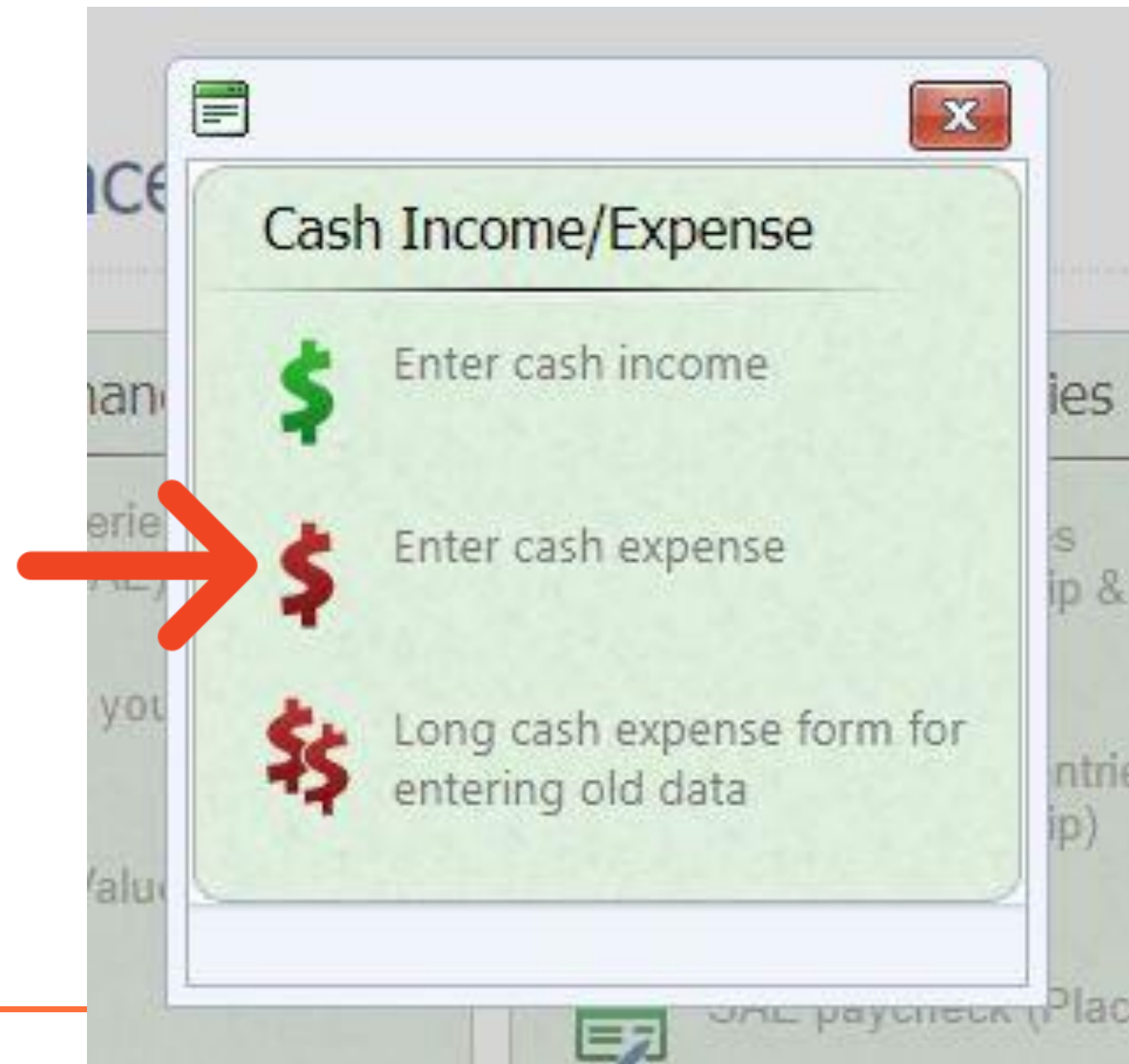
The screenshot shows a form for making cash entries. It has two main input fields: "Amount:" and "Memo/Efficiency:". The "Amount:" field contains "\$ 0.00". The "Memo/Efficiency:" field contains "(Quantity {space} Unit)" and "1 head, 750 lbs". Below these fields are three buttons: "Save and Return", "Save / Enter Another", and "Cancel". A red arrow points down to the "Amount:" field, and another red arrow points left to the "Memo/Efficiency:" field. A black circle is drawn around the "Save and Return" button.

Amount:	Memo/Efficiency: (Quantity {space} Unit)
\$ 0.00	1 head, 750 lbs

Buttons: Save and Return, Save / Enter Another, Cancel

Making Cash Entries

- To enter any money that you spent, click "Enter cash expense"



Making Cash Entries

- Enter the date that you spent the money
- Under "Vendor/Payee" enter the person/place that you gave the money to

New Expense Transaction	
Date:	Vendor/Payee:
<input type="text" value="4/3/2020"/>	 <input type="text"/>



Making Cash Entries

- Under "Experience" select the SAE that you spent the money for from the drop down list
- Under "Type" select what you spent the money on

The screenshot shows a form with two dropdown menus. The first menu is labeled "Experience:" and has a dropdown arrow pointing to a list of options. The second menu is labeled "Type:" and has a dropdown arrow pointing to a list of options. A red arrow points from the "Experience:" label to the "Type:" dropdown menu. Another red arrow points from the "Experience:" dropdown menu to the "Type:" dropdown menu. A third red arrow points from the "Experience:" dropdown menu to the "Type:" dropdown menu. A horizontal red line is at the bottom of the form.

Experience:

(Choose Experience) ▼

Type:

(Choose Type) ▼

- Feed
- Veterinary medicine
- Supplies
- Repairs/maintenance
- Seed
- Fertilizer/chemicals
- Other
- Inventory for Resale
- Rent
- Entry Fees / Commissions
- Fuel
- Contract / Custom Hire

Making Cash Entries

- Under "Amount" enter the amount of money you spent
- Under "Memo/Efficiency" type what you purchased
- When you are done, click "Save and Return"

The screenshot shows a form for making cash entries. It has two main input fields: "Amount:" and "Memo/Efficiency:". The "Amount:" field contains "\$ 0.00". The "Memo/Efficiency:" field contains the text "(Quantity {space} Unit)" and "1 head, 750 lbs". Below these fields are three buttons: "Save and Return", "Save / Enter Another", and "Cancel". A red arrow points down to the "Amount:" field, and another red arrow points left to the "Memo/Efficiency:" field. A black circle is drawn around the "Save and Return" button.

Amount:	Memo/Efficiency: (Quantity {space} Unit)
\$ 0.00	1 head, 750 lbs

Buttons: Save and Return, Save / Enter Another, Cancel

Making Cash Entries

- If you are entering multiple expense entries from a variety of vendors, you can use the "Long cash expense form"

A screenshot of a software window titled "Cash Income/Expense". It contains three options, each with a dollar sign icon: "Enter cash income" (green), "Enter cash expense" (red), and "Long cash expense form for entering old data" (red with two dollar signs). A red arrow points to the third option.

New Income/Expense Transaction				
Experience:			Total Amount:	
(Choose Experience) ▼			\$0.00	

Date:	Vendor:	Type:	Amount:	Memo/Efficiency: <small>(Quantity (space) Unit) 1 head, 750 lbs</small>
4/9/2020	<input type="text"/>	(Choose Type) ▼	\$ 0.00	<input type="text"/>
4/9/2020	<input type="text"/>	(Choose Type) ▼	\$ 0.00	<input type="text"/>
4/9/2020	<input type="text"/>	(Choose Type) ▼	\$ 0.00	<input type="text"/>
4/9/2020	<input type="text"/>	(Choose Type) ▼	\$ 0.00	<input type="text"/>

Making Non-Cash Entries

About Non-Cash Entries:

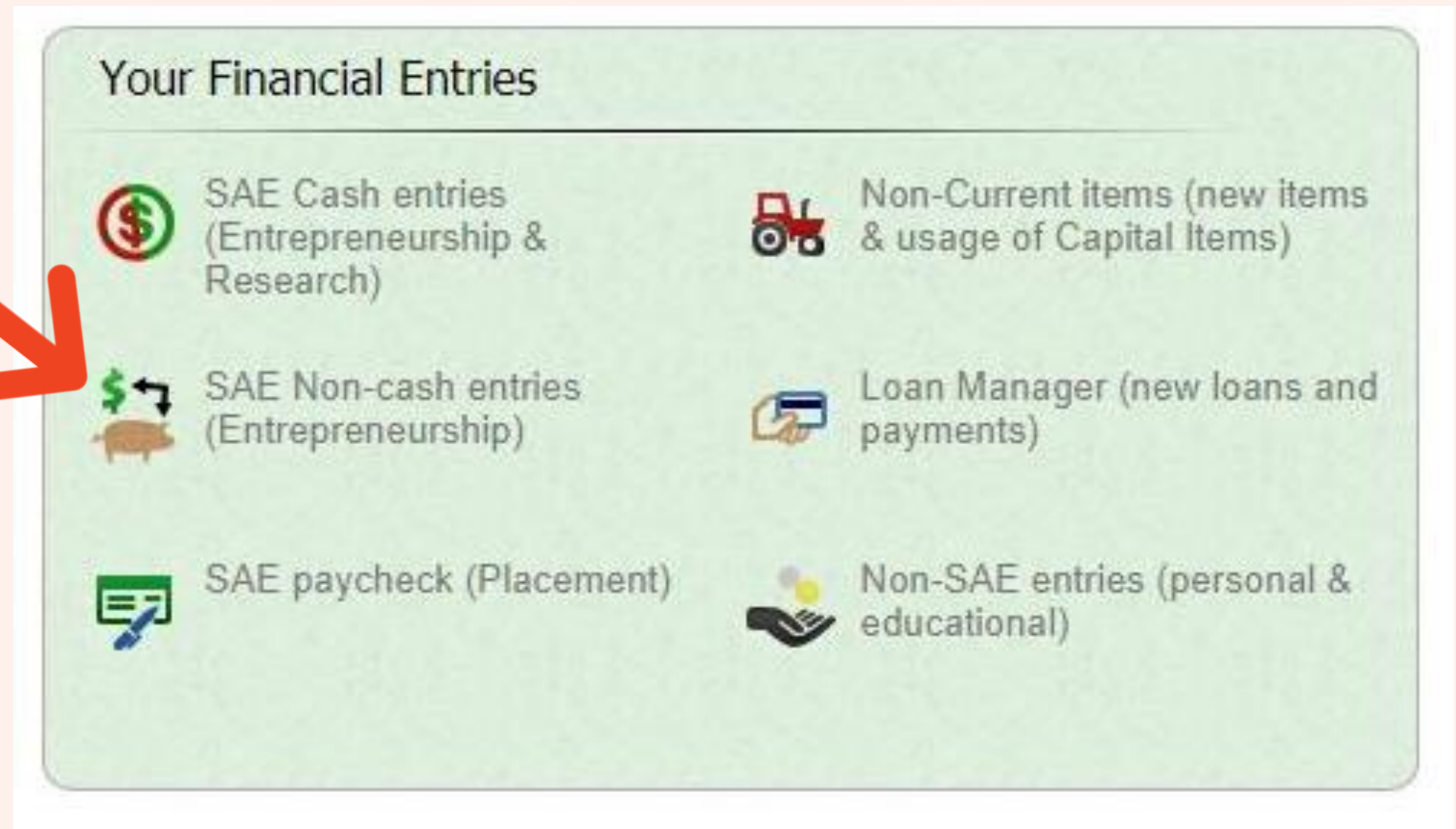
Non-Cash entries are used to record whenever you receive a gift, receive something as payment that is not money, or you trade/transfer inventory. We understand that sometimes as students you may not be paid money for your work or items you sell, and Non-Cash entries give you a way to still receive credit for everything you do regardless of if money is directly involved.

What SAE types need to make Non-Cash entries?

Any SAE in which you are given a gift to be used for your SAE, trade/transfer inventory, or receive non-monetary payment.

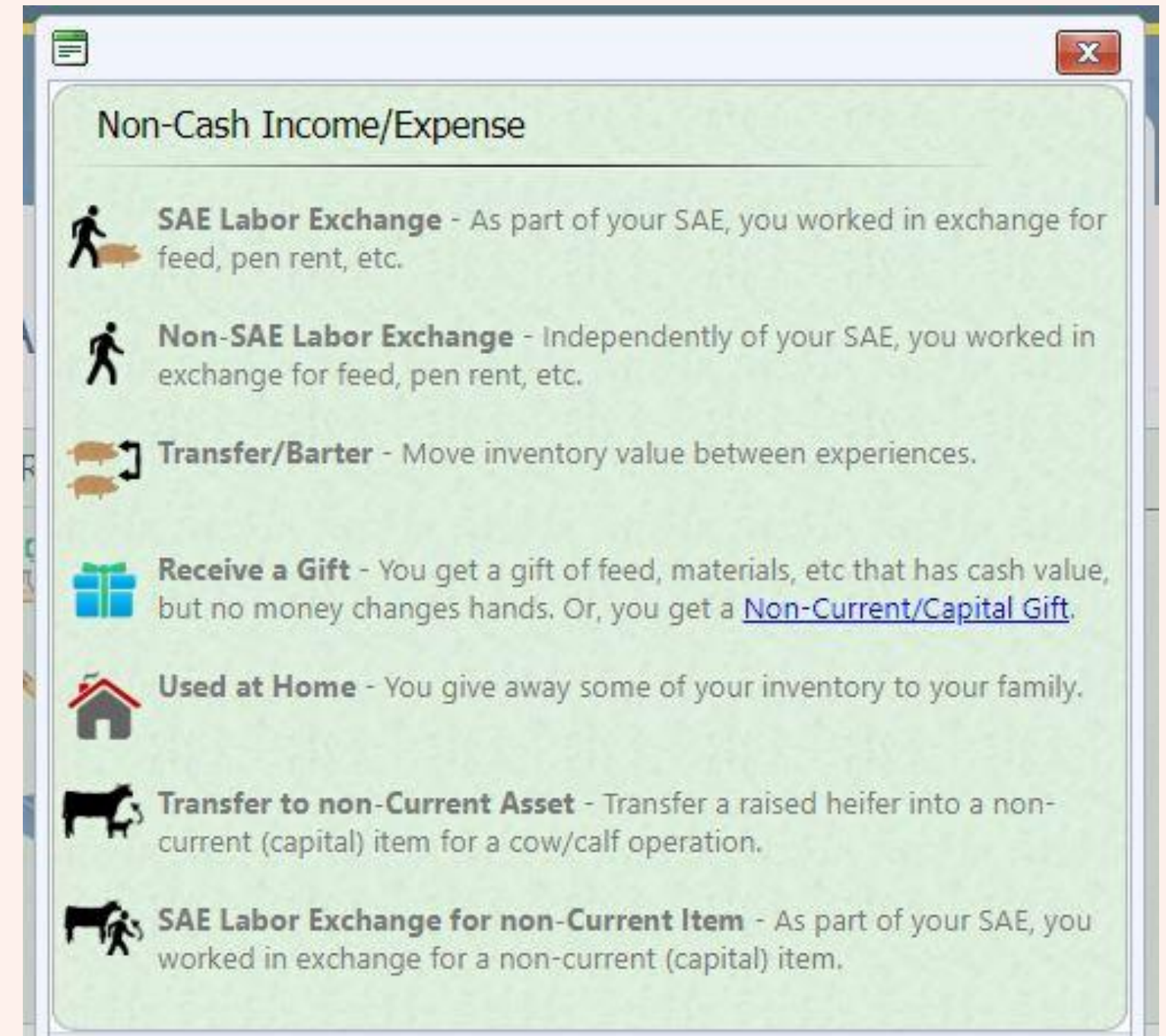
Making Non-Cash Entries

- In the "Finances" tab in the "Your Financial Entries" section, click "SAE Non-cash entries (Entrepreneurship)"



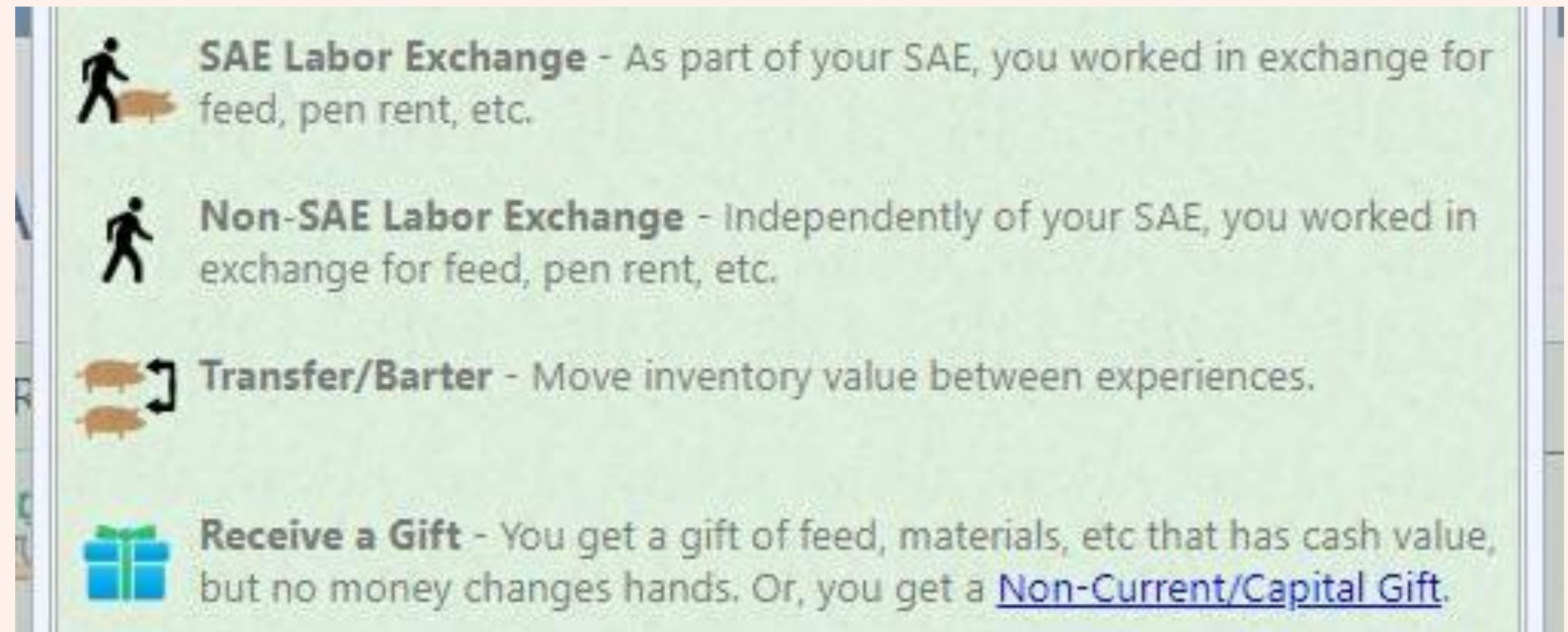
Making Non-Cash Entries

- Choose the type of non-cash transaction that best fits what you are entering. Make sure to read the descriptions of each transaction type.




Making Non-Cash Entries

- Entering SAE Labor Exchange, Non-SAE Labor Exchange, Transfer/Barter, and Receive a Gift are all very similar



Making Non-Cash Entries



- "Date" is the day the work/transfer/gift occurred
- Value is the estimated amount of money the item you received would have cost you if you purchased it

Non-Cash Non-SAE Labor Exchange	
Date:	Value:
4/9/2020 	Value: <input type="text"/>

Making Non-Cash Entries

- The "Income" experience is the SAE that you did work for/got the traded items
- "Memo" is the work you did/item you traded/person you got the gift from

	Income (Transfer inventory away):
Experience:	Example Vegetable ▼
Type:	<input checked="" type="radio"/> Transfer/Barter
Memo:	



Making Non-Cash Entries

- The "Expense" experience is the SAE that you used the money/item on
- The "Type" is the kind of item you got as a gift/in return for your work or item you traded
- "Memo" is the specific thing you received

Expense (Transfer inventory into):	
Example Vegetable ▼	
<input checked="" type="radio"/>	General Transfer/Barter
<input type="radio"/>	Feed Expense
<input type="radio"/>	Other Expense
<input type="radio"/>	Veterinary Medicine
<input type="radio"/>	Supplies
<input type="radio"/>	Repairs/maintenance
<input type="radio"/>	Seed
<input type="radio"/>	Fertilizer/chemicals
<input type="radio"/>	Rent
<input type="radio"/>	Entry Fees/Commissions
<input type="radio"/>	Inventory for Resale
<input type="radio"/>	Fuel
<input type="radio"/>	Contract/Custom
<input type="text"/>	



Making Non-Cash Entries

- If you are entering an "SAE Labor Exchange", click "Save & Journal Time/Skills" to save the non-cash entry and also make a journal entry to document the labor
- Otherwise, click "Save" to save the non-cash entry



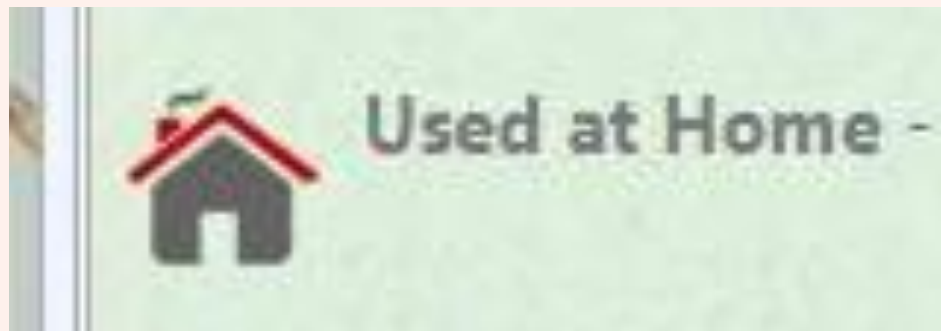
Save & Journal Time/Skills



Save

Making Non-Cash Entries

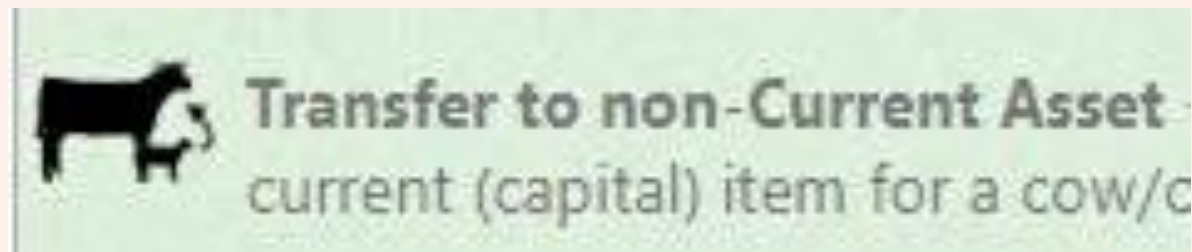
- To enter something that you raised/grew and then gave to your family, click "Used at Home"
- Enter the date you gave it to your family and the estimated value of the product
- Choose the SAE that you raised/grew it in
- In "Memo" write the quantity and what the exact product was that you gave your family
- When you are done, click "Save"



Non-Cash Inventory Used at Home	
Date:	Value:
4/9/2020	Value: <input type="text"/>
Experience:	Income:
	2020 Beg.- Example Vegetable ▼
Type:	
• Used at Home	
Memo:	
	Save Cancel

Making Non-Cash Entries

- To transfer an animal you bred and raised into a capital item that you plan to breed, click "Transfer to non-Current Asset"
- Enter the date you transferred and estimated value of the animal on the date you transferred it



Non-Cash Capital Item Transfer	
Date:	Value:
<input type="text" value="4/9/2020"/>	Value: <input type="text"/>


Making Non-Cash Entries

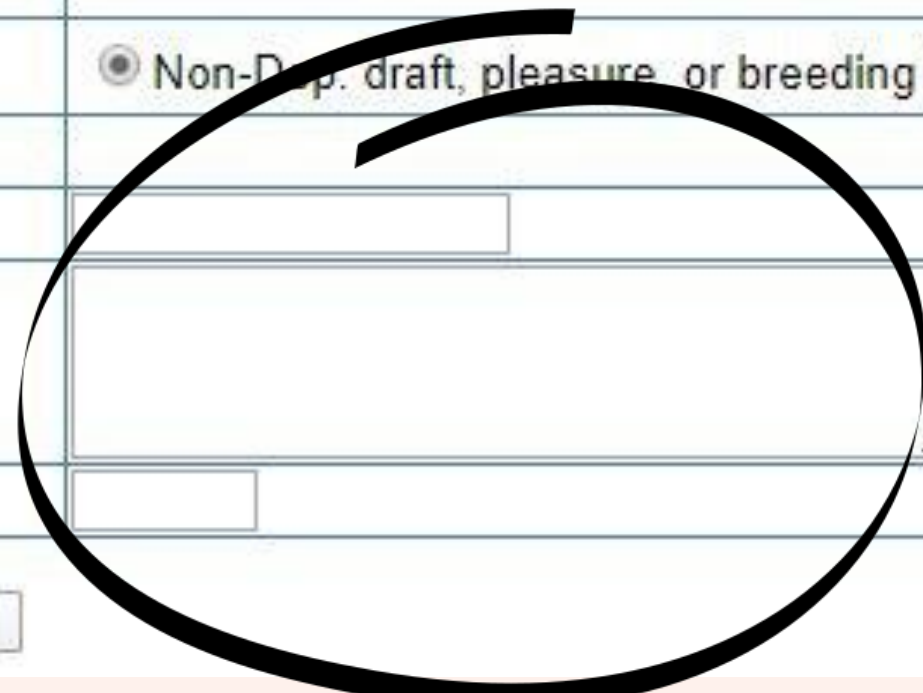
- Under "Income", choose the SAE that you bred the animal in and plan to now use it for breeding
- In the memo, write the name/tag # of the animal you are transferring

	Income (Transfer inventory away):
Experience:	Breeding SAE
Type:	<input checked="" type="radio"/> Transfer/Barter
Memo:	

Making Non-Cash Entries

- Under "Expense", write the new name/tag # of the animal
- Describe the animal (breed, color, etc)
- Enter the quantity of animals you are transferring (I personally recommend only transferring 1 at a time unless you are transferring large quantities at a time)
- When you are done entering everything, click "Save"



	Income (Transfer inventory away):	Expense (Capital Item):
Experience:	Breeding SAE ▼	
Type:	<input checked="" type="radio"/> Transfer/Barter	<input checked="" type="radio"/> Non-Dep. draft, pleasure, or breeding livestock
Memo:	<input type="text"/>	
Name:	<input type="text"/>	<input type="text"/>
Description:	<input type="text"/>	<input type="text"/>
Quantity:	<input type="text"/>	<input type="text"/>
		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		




Making Non-Cash Entries

- If you did work for an SAE and received a capital item as payment, click "SAE Labor Exchange for a non-Current Item"
- Enter the date you did the work and the value of the item you got as payment



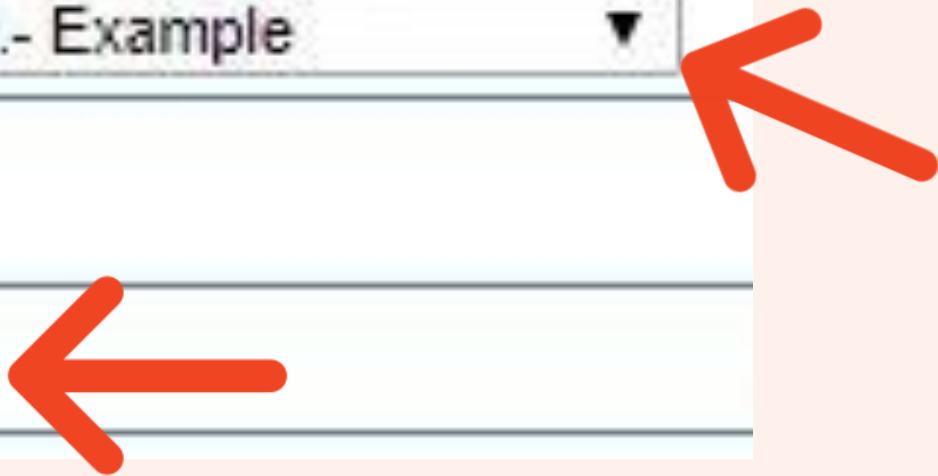
Date:	Value:
<input type="text" value="4/9/2020"/> 	 Value: <input type="text"/>



Making Non-Cash Entries

- Under "Income", select the SAE that you did the work in
- In "Memo", write briefly what you did


	Income (Labor):
Experience:	2020 Beg.- Example ▼
Type:	<input checked="" type="radio"/> Labor Exchange
Memo:	<input type="text"/>



Making Non-Cash Entries

- In the "Expense" column, select the "Type" of non-current item you are receiving
- In "Name", write the name/tag # of the item
- In "Description", describe the item (breed of animal, model number, etc)
- Enter the quantity of items you are receiving

	Income (Labor):	Expense (non-current item):
Experience:	2020 Beg.- Example ▼	
Type:	<input checked="" type="radio"/> Labor Exchange	Dep. draft, pleasure, or breeding livestock ▼
Memo:	<input type="text"/>	
Name:		<input type="text"/>
Description:		<input type="text"/>
Quantity:		<input type="text"/>



Making Non-Cash Entries

- Enter the "Salvage Value" of the item you are receiving
- Enter the "Depreciation Method" (how many years the item will last) for the item
- When you are done, click "Save & Journal Time/Skills" to save the financial entry and make a journal entry for the work you performed

Salvage Value:	Enter the estimated salvage/scrap/retention value of the capital item at the end of its useful life.	<input type="text"/>
Depreciation Method:	Enter the per-year depreciation for this capital item. (Not Applicable for non-depreciable items.)	10 year - 10% ▼

→

Entering SAE Paychecks

About SAE Paychecks:

SAE Paycheck entries are used to record when you are paid for working. At the end of your SAE it is extremely satisfying to look back and know exactly how much money you made during your employment! It is important to keep track of when and how much you get paid for not only for your SAE, but for when you begin a career in your adult life.

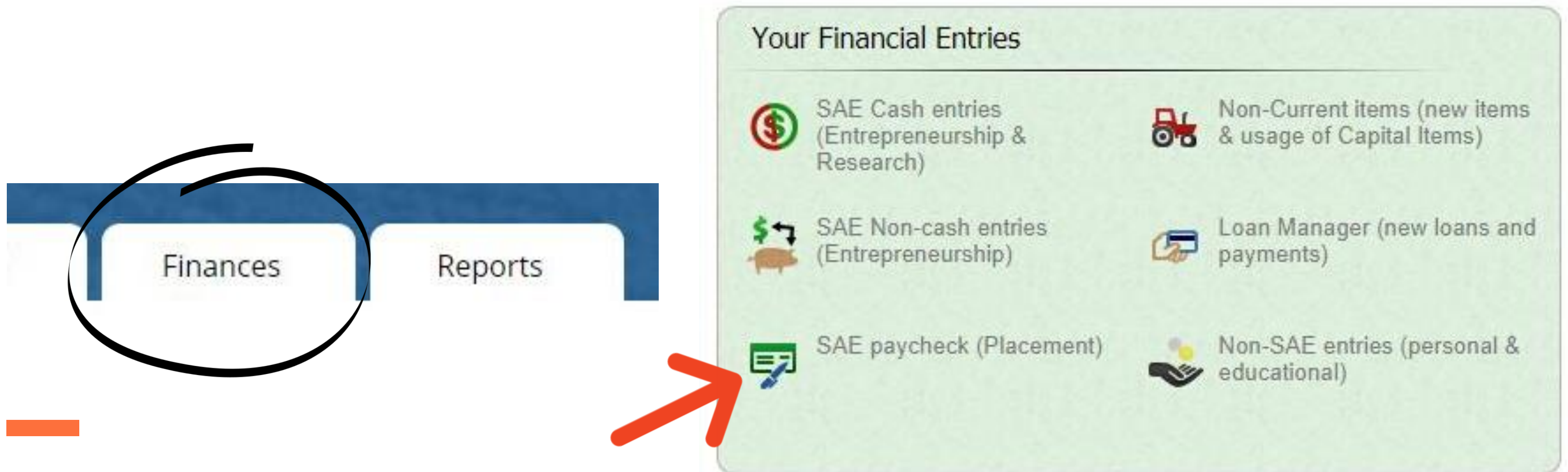
What SAE types need to make SAE Paycheck entries?

Only Placement SAE's in which you are paid for your work. (If you are paid for doing a job in your Entrepreneurship SAE, enter it as a cash transaction)



Entering SAE Paychecks

- In the "Finances" tab in the "Your Financial Entries" section, click "SAE Paycheck (Placement)"



Entering SAE Paychecks

- Enter the date you received the payment
- Under "Total Gross Income" enter the total amount you were paid
- If there are Taxes/Withholdings or Expenses listed on your paycheck you may enter those
- Under "Paycheck Hours" enter the total number of work hours the payment is for

New Paycheck				
Date	? Total Gross Income	Taxes / Withholdings	Expenses	? Paycheck Hours
4/9/2020				

Entering SAE Paychecks


- Select the SAE that you are receiving payment for
- If you are being paid for work you did for multiple SAE's, select those SAE's and then enter how much of the paycheck is for each of the SAE's
 - Example: If you are being paid for 10 hours of work (5 hours for SAE 1 and 5 hours for SAE 2), you would select both SAE 1 & SAE 2, and the percent would be 50% for each of them



Split	Paid Placement Experience ?	Percent
1	<input checked="" type="checkbox"/> 2020 Beg.- Example Placement	<input type="text" value="100.000 %"/>

Entering SAE Paychecks

- Under "Memo" write a brief description of what you did or the dates you worked
- When you are done entering everything, click "Save and Return" to finish, or click "Save/Enter Another" if you have another paycheck to enter



The screenshot shows a form for entering SAE paychecks. It has four columns: Placement Experience, Percent, Gross Income, and Memo. The first row is labeled 'Sample Placement' and contains the values '100,000 %' and '\$0'. The 'Memo' column is empty. Below the table are three buttons: 'Save and Return', 'Save / Enter Another', and 'Cancel'. The 'Memo' column header and the 'Save and Return' button are circled in black.

Placement Experience ?	Percent	Gross Income	Memo
Sample Placement	100,000 %	\$0	

Managing Capital Items

About Capital Items:

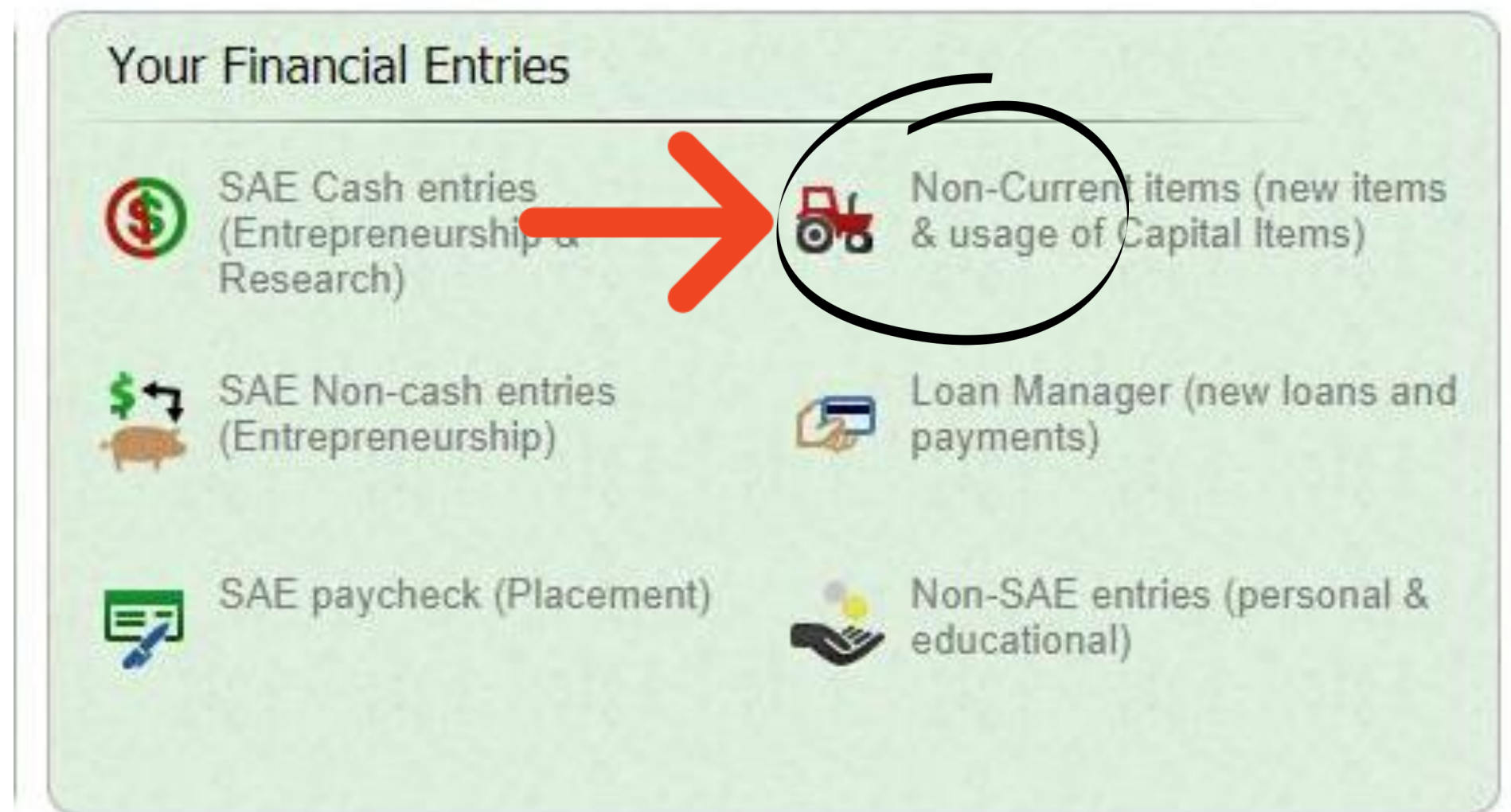
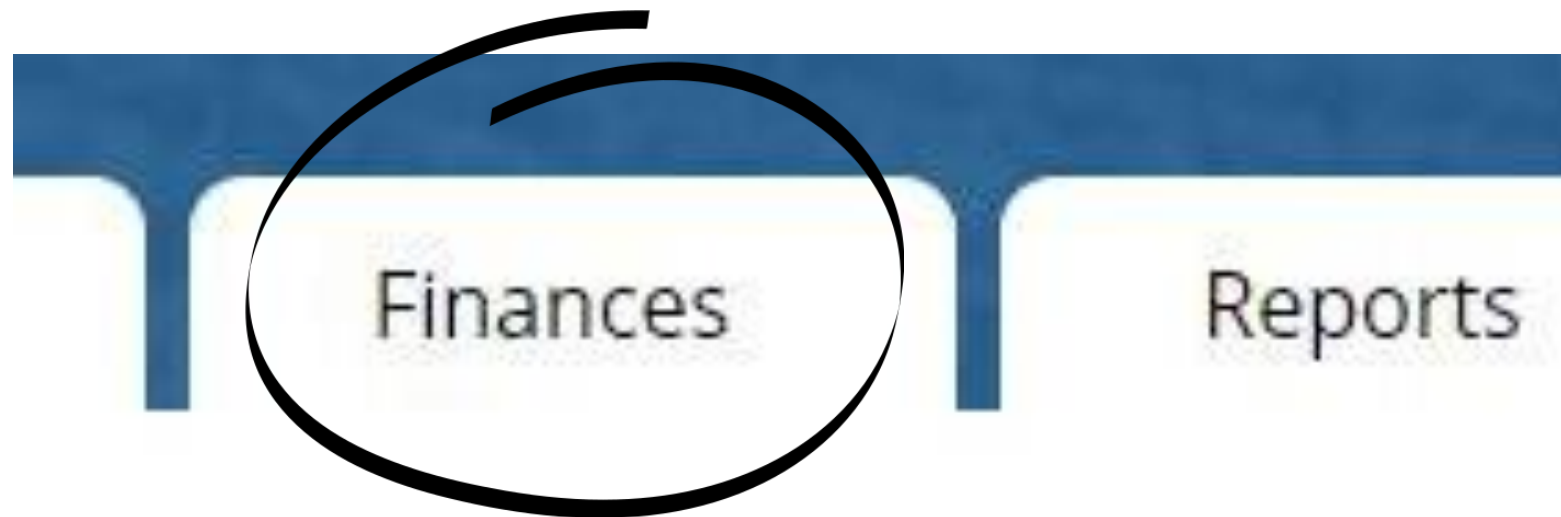
Capital Items (also known as non-current items) are items YOU own that last for a long period of time. Examples of Capital Items include breeding livestock, tractors, landscaping equipment, trailers, scales, and chutes. Owning items like these gives value to your SAE, so make sure to keep track of all Capital Items you own to get credit for them!

What SAE types should manage Capital Items?

Entrepreneurship SAE's are most likely to have Capital Items, but any SAE in which you personally own the item and use it for your SAE will need to manage them in AET.

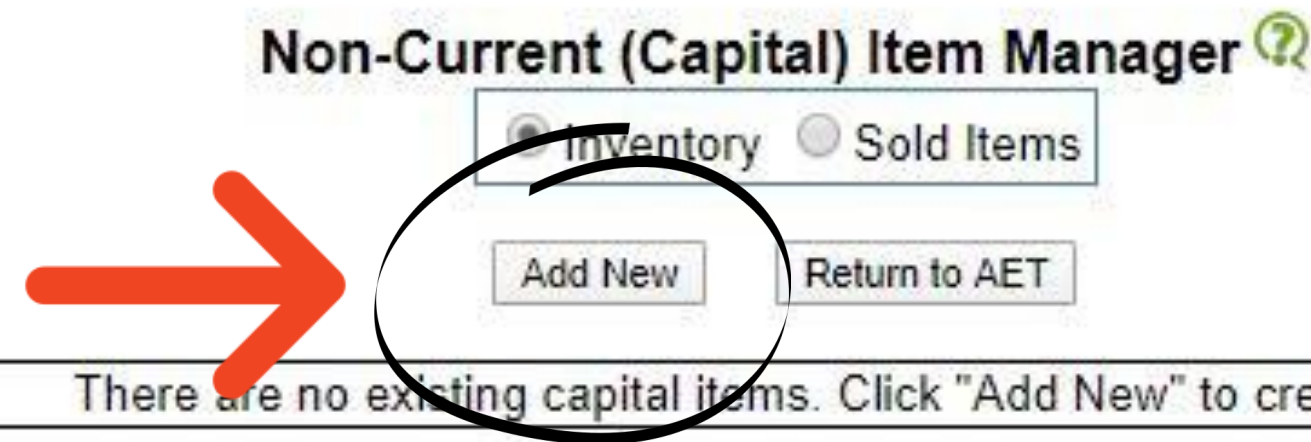
Managing Capital Items

- In the "Finances" tab, in the "Your Financial Entries" section, click on "Non-Current Items (new items & usage of Capital Items)"



Managing Capital Items


- To add a Capital Item (such as equipment, machinery, and breeding animals) click "Add New"




Managing Capital Items

- Enter the "Type of Item" you are adding
- Enter the date you purchased the item
- Enter a name or tag # for the item
- Describe the item (model number, breed, etc)

Add/Edit Non-Current Item

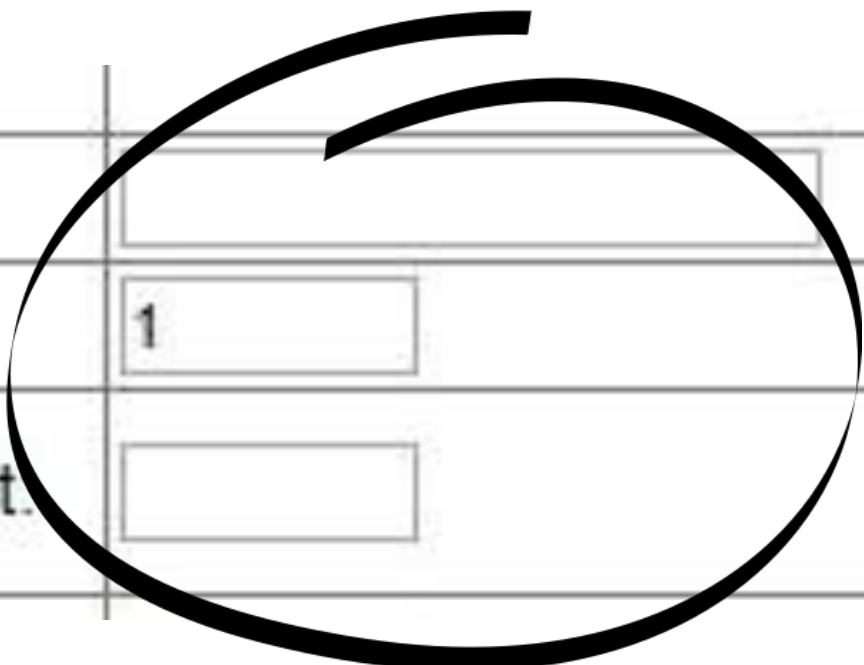
Type of Item:	<input type="text" value="(Please Choose)"/>	Please select the type of capital item from the list.
Purchase Date:	<input type="text" value="4/3/2020"/> 	
Name:	<input type="text"/>	Enter a short descriptive name for this enterprise.
Description:	<input type="text"/>	



Managing Capital Items

- Under "Vendor", enter the person/place you purchased the item from
- Enter the quantity purchased
- Under "Total Acquisition Cost" enter the amount that the item cost

Vendor:	<input type="text"/>
Quantity:	<input type="text" value="1"/>
Total Acquisition Cost:	<input type="text"/>



Managing Capital Items

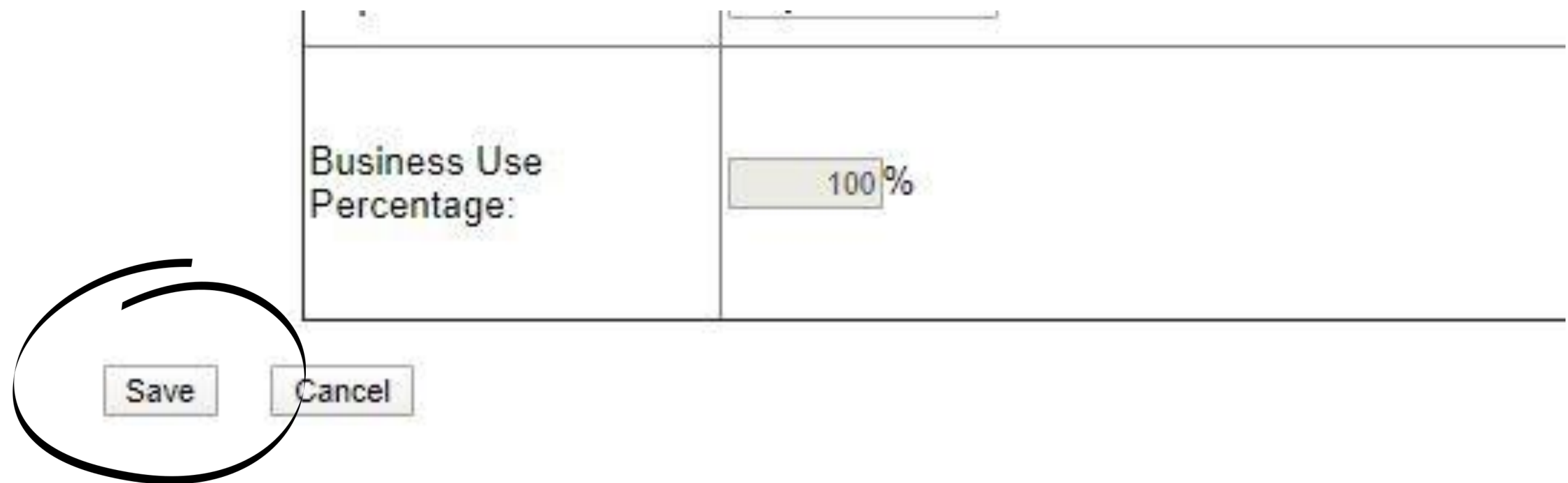
- Under "Total Salvage Value", enter how much money the item will be worth when it reaches the end of its useful life
- For "Depreciation Method", enter how long the item should last

Total Salvage Value:	<input type="text" value="0"/>
Depreciation Method:	<input type="text" value="20 year - 5%"/>



Managing Capital Items

- "Business Use Percentage" is how much of the item you own (It should always be 100%)
- When you are done entering everything, click "Save"




A screenshot of a web form. The form has a table-like structure with two columns. The left column contains the text "Business Use Percentage:". The right column contains a text input field with the value "100%". Below the table, there are two buttons: "Save" and "Cancel". The "Save" button is circled with a black hand-drawn line.

Business Use Percentage:	<input type="text" value="100%"/>
--------------------------	-----------------------------------

Managing Capital Items

- To make changes to the items details, or to delete the item, click "Edit"



Options	Starting Date	Name
Edit Sell Usage	4/9/2020	Example Item

Managing Capital Items

- In order for the item to be counted towards the value of your SAE, you must assign it's "Usage" at the end of every calendar year

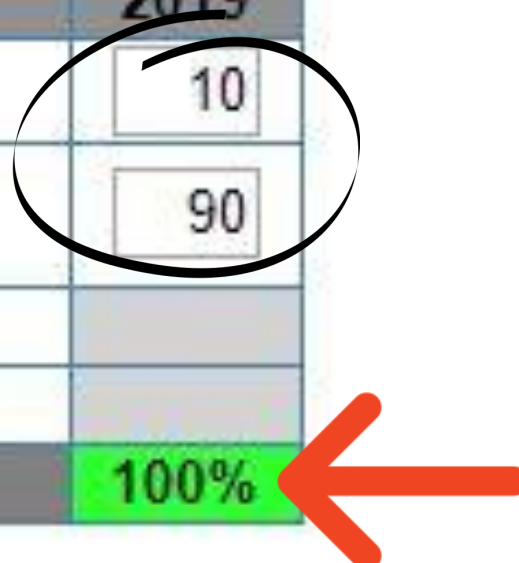
Options	Starting Date	Name
Edit Sell Usage	4/9/2020	Example Item



Managing Capital Items

- If you only used the item for 1 of your SAE's, in the row for that SAE type "100" (this shows you used the item for that SAE 100% of the time)
- If you ever used the item for multiple SAE's, type the percentage of time you used it for each SAE
 - For example, if you have a tractor and you used it 90% of the time for your Vegetable Production SAE, but also used it for your Beef Breeding SAE about 10% of the time, you would enter 90 next to "Vegetable Production" and 10 next to "Beef Breeding"


Experience	2019
2019 Beg.- Beef Breeding	10
2019 Beg.- Vegetable Production	90
2020 Beg.- Example	
Example Animal	
TOTAL	100%



Managing Capital Items

- To record a sale of any of your capital items, click "Sell"


Options	Starting Date	Name
Edit Sell Usage	4/9/2020	Example Item




Managing Capital Items

- Enter the date you sold the item
- For "Sale Amount", enter how much you sold the item for
- Under "Vendor", enter who you sold the item to
- You can enter a memo for the transaction if you would like
- When you are done entering everything, click "Sell Item"

Sell Non-Current Item

Unique #:	760870	
Name:	Toro Lawnmower	
Sale Date:	4/3/2020 	
Sale Amount:	<input type="text"/>	Enter the purchase price.
Vendor:	<input type="text"/>	Enter the vendor that purchased this capital item.
Memo:	<input type="text"/>	Enter optional comments about this transaction.
	<input type="button" value="Return Item to Inventory"/>	To undo a sale, click this button.



Managing Capital Items

- To see a list of items you sold, select the "Sold items" option
- To make changes to a sale, or to cancel the sale, click on "Sale"
- To cancel the sale and transfer the item back into your ownership, click "Return Item to Inventory"

Non-Current (Capital) Item Manager ?

☐ Inventory ☒ Sold Items



Options

Sale Usage

Return Item to Inventory

Using the Livestock Manager



About the Livestock Manager:

The Livestock Manager tool provides a straightforward way to manage purchasing and selling livestock, and record births, deaths, weights, and medications administered. Using the livestock manager allows you to record information all in one place instead of making multiple entries in different places. Every market or breeding animal you own adds value to your SAE, so make sure you keep accurate records for all of them!

What SAE types need Journal entries:

Entrepreneurship SAE's in which you own breeding and/or market/show animals.

Using the Livestock Manager

- In order to access the Livestock Manager, you must include it as an option when you add your SAE.
- If you already added your SAE and need to go back to activate the Livestock Manager, go to the "Project/Experience Manager", click the gears next to your livestock SAE, and towards the bottom select the appropriate "Management Module" that best fits your type of SAE.
- Make sure to click "Save" when you are done.

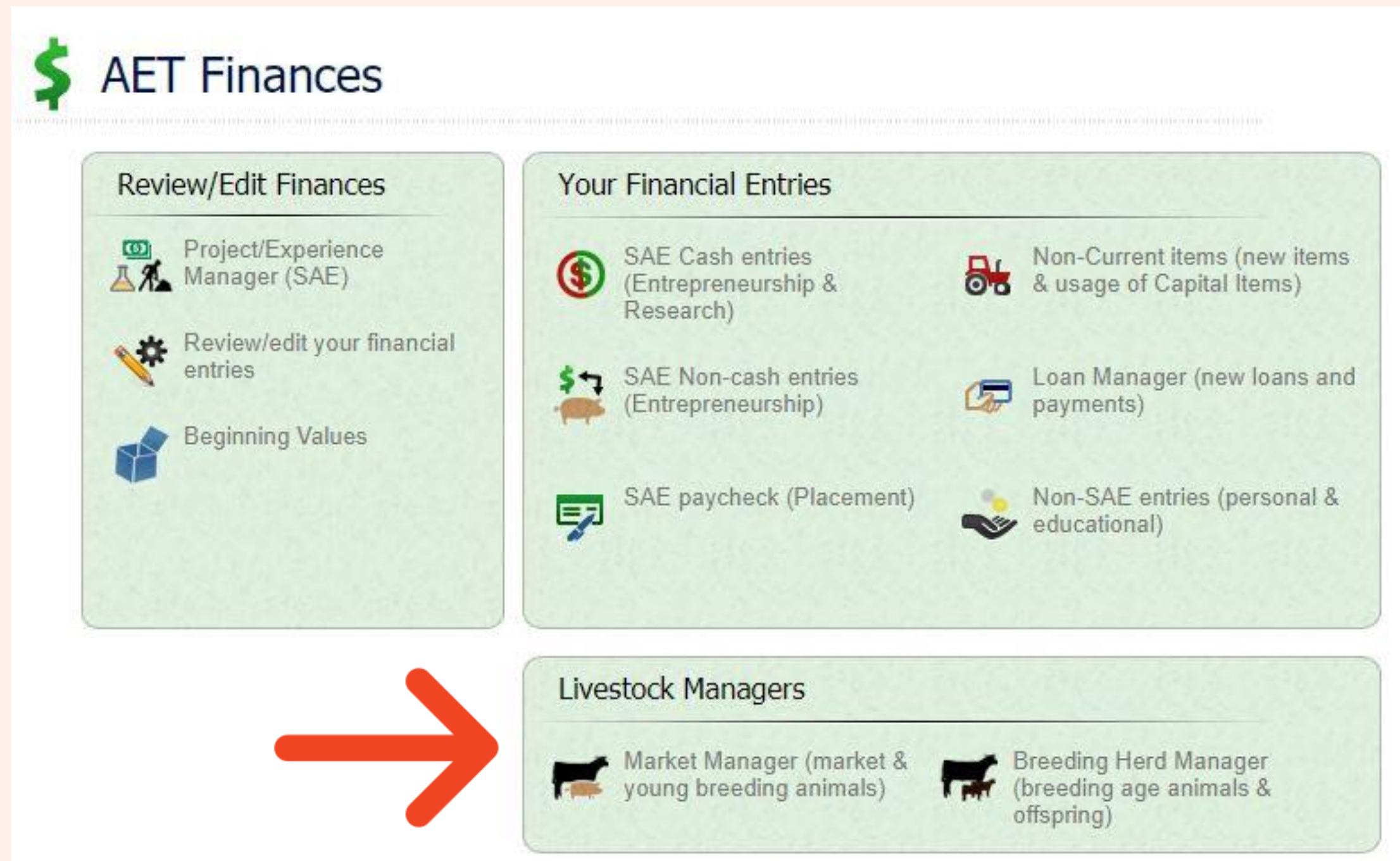


Management Module:	Market/Replacements Manager ▼
Delete:	(None/General)
	Market/Replacements Manager
	Breeding Herd Manager

Save

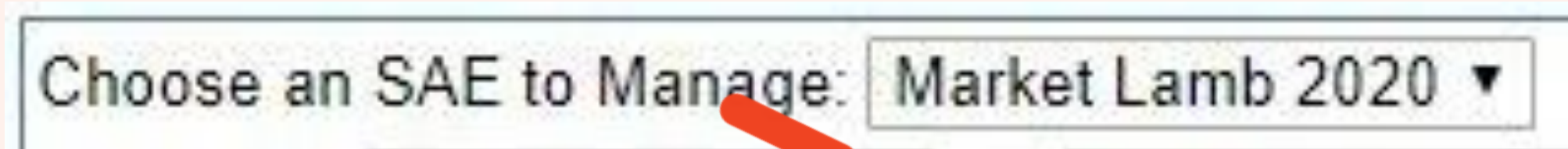
Using the Livestock Manager

- Once you have activated the Livestock Manager, it will appear at the bottom of the "Finances" page



Using the Livestock Manager

- To manage market/show animals click on "Market Manager"
- To add an animal to your SAE, select the appropriate SAE from the drop down list, and click "Buy New Animal"



Using the Livestock Manager



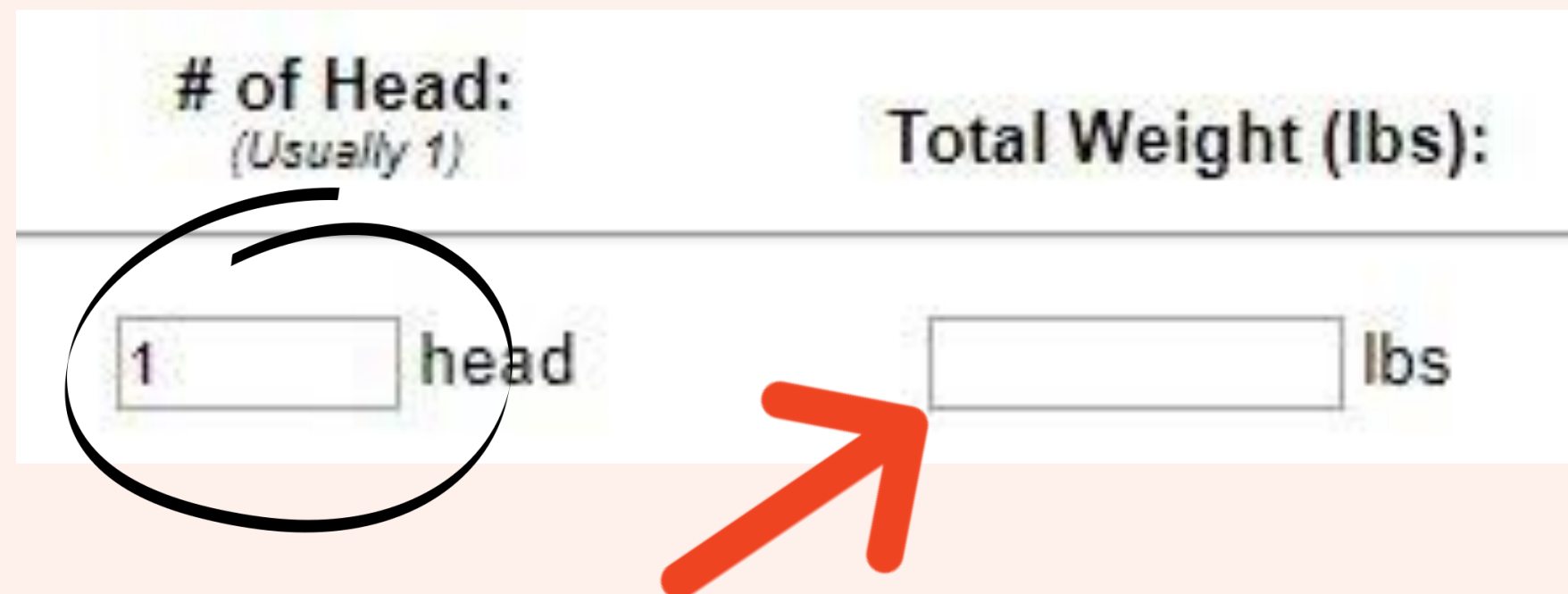
- Enter the date that you purchased the animal
- Under "Vendor/Payee", enter who you purchased the animal from
- The "Type" should always be "Inventory for Resale" (this means you plan on selling the animal; if you do not plan on selling it, use the Breeding Manager instead)
- Under "Dollar Amount" enter how much you paid for the animal

The screenshot shows a form with four main sections: Date, Vendor/Payee, Type, and Dollar Amount. The Date field contains '4/3/2020' and has a calendar icon. The Vendor/Payee field is empty and circled in black. The Type field is a dropdown menu showing 'Inventory for Resale'. The Dollar Amount field contains '\$ 0.00' and is circled in black. A large red arrow points to the Date field.

Date:	4/3/2020	Vendor/Payee:	
Type:	Inventory for Resale ▼	Dollar Amount:	\$ 0.00

Using the Livestock Manager

- Under "# of Head" enter how many animals you purchased (I recommend only entering 1 per line to keep more accurate records)
- Under "Total Weight (lbs)" enter how much the animal weighed at the time you purchased it
- When you are done entering all of the information, click "Save and Return"

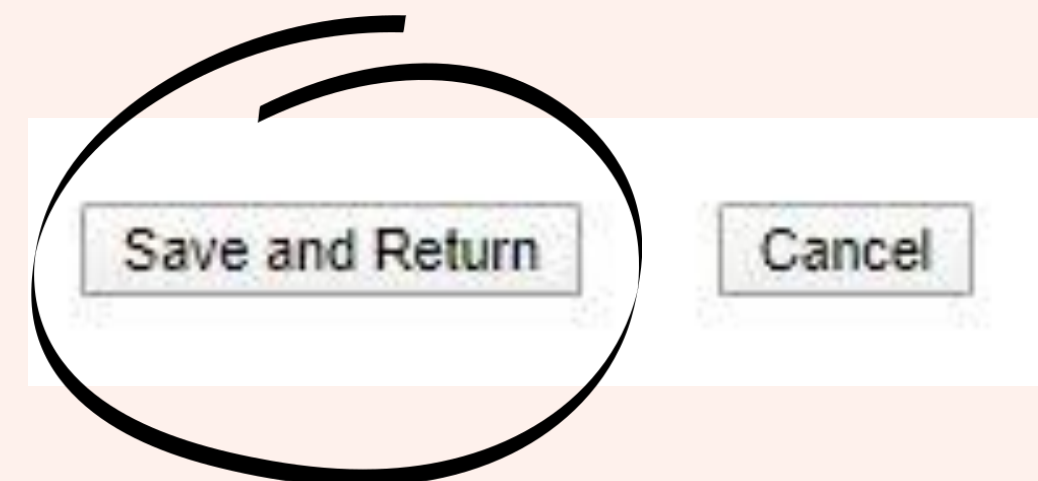


of Head:
(Usually 1)

Total Weight (lbs):

1 head

lbs



Save and Return

Cancel

Using the Livestock Manager

- To change the auto-generated name of your animal, underneath "Tag/Name" click "Edit"

MARKET LIVESTOCK MANAGER

Choose an SAE to Manage: Market Lamb 2020 ▾

Review Mgmt Entries Review Feed Entries New Cash Expense New Non-Cash Entry Non-Current Item Mgmt Experience Manager

<input type="checkbox"/>	Tag / Name	Purchase Info		Current Status		Sale Info	
		Buy New Animal		New Herd Entry	New Animal Entry		
<input type="checkbox"/>	Market Lamb 202 <u>Edit</u>	Date 4/3/2020 <u>Edit</u>	Location	Weight (lbs) 75	Days 11	Inventory Value \$500	(Sell/Transfer) ▾
		Weight (lbs) 75	Cost \$500.00			Market Value \$500	
		Total Cost \$500.00	Active Head Count 1			Inventory Value \$500.00	Total Sales \$0.00
						Market Value \$500.00	

Using the Livestock Manager



- Change the Tag/Name to the Name and/or Tag # of your animal, then click "Save and Return"

A screenshot of a web form titled "Livestock Manager". The form has a light blue header bar. Below the header, there is a label "Tag / Name:" followed by a text input field containing the text "Lamb Chop (Tag #21)". A large red arrow points from the label to the input field. Below the input field, there are two buttons: "Save and Return" and "Cancel". A second large red arrow points from the bottom right towards the "Save and Return" button.

Tag / Name:

Using the Livestock Manager

- To sell/transfer an animal, record a death, or to mark an animal as "Use at Home" (gave the animal to your household for consumption) or "Trans to Capital" (decided to use the animal for breeding), click on the drop down list under "Sale Info" and select the option that fits your entry

<input type="checkbox"/>	Tag / Name	Purchase Info		Current Status			Sale Info
		Buy New Animal		New Herd Entry		New Animal Entry	
<input type="checkbox"/>	Lamb Chop (Tag #21) Edit	Date 4/3/2020 Edit		Location		Inventory Value \$500	(Sell/Transfer) ▼
		Weight (lbs) 75	Cost \$500.00	Weight (lbs) 75	Days 12	Market Value \$500	



(Sell/Transfer) ▼
(Sell/Transfer)
Sell
Death Loss
Transfer
Use at Home
Trans to Capital

Using the Livestock Manager

- Enter all applicable information for your entry, such as the date of the transaction, vendor, current value of the animal, descriptions, etc.
- When you are done, make sure to save the entry

MARKET LIVESTOCK MANAGER - MARKET LAMB 2020				
New Income/Sale Transaction				
Date:	Vendor/Payee:	Total Amount:		
4/3/2020		\$0.00		
Split:	Type:	Dollar Amount:	# of Head:	Total Weight (lbs):
Lamb Chop (Tag #21)	Cash/Market Sale ▼	\$ 0.00	1 head	lbs

Non-Cash Inventory Used at Home		
Date:	Fair Market Value (each head):	
4/15/2020	Value:	
	Income:	
Experience:	Market Lamb 2020	
Animal Tag/Name(s):	Lamb Chop (Tag #21)	
Type:	<input checked="" type="radio"/> Used at Home	
Head:	1 head	
Average Weight (Per head):	lbs	

Using the Livestock Manager



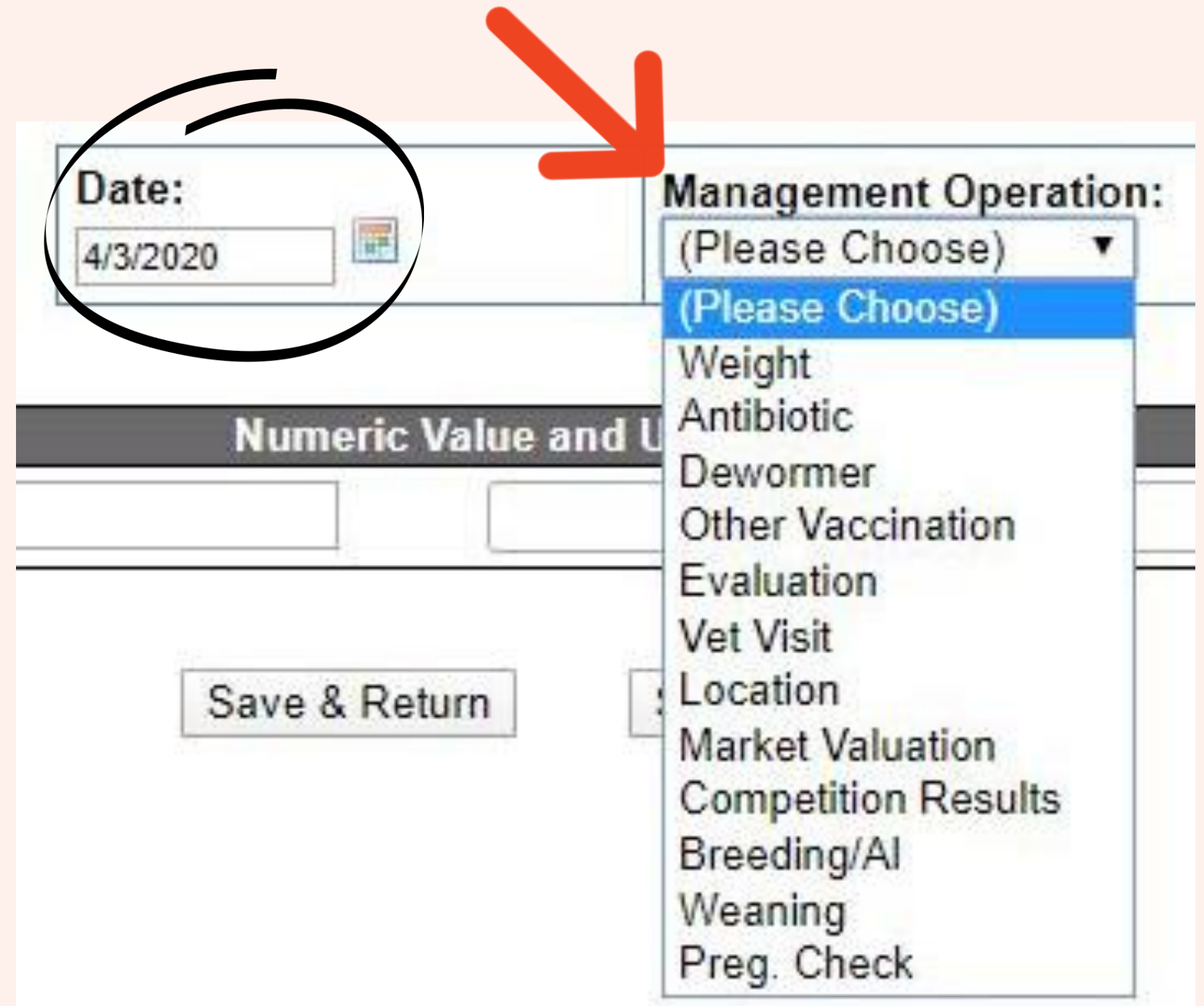
- To record information about your animal, or information about something you gave your animal, click on "New Animal Entry" (or if you would like to enter the same data for multiple animals, click "New Herd Entry")

A screenshot of a software interface titled "Current Status". It contains two buttons: "New Herd Entry" on the left and "New Animal Entry" on the right. Below the buttons, there are labels "ation:" and "Inventory Value". A large red arrow points from the right towards the "New Animal Entry" button.

Current Status	
New Herd Entry	New Animal Entry
ation:	Inventory Value

Using the Livestock Manager

- Enter the date that you did the action you are recording, and select the type of action under the "Management Operation" drop down list



The screenshot displays the Livestock Manager interface. A black circle highlights the "Date:" field, which contains the text "4/3/2020". A red arrow points to the "Management Operation:" dropdown menu, which is currently open. The dropdown menu lists the following options: "(Please Choose)", "Weight", "Antibiotic", "Dewormer", "Other Vaccination", "Evaluation", "Vet Visit", "Location", "Market Valuation", "Competition Results", "Breeding/AI", "Weaning", and "Preg. Check". The "(Please Choose)" option is highlighted in blue. Below the dropdown menu, there is a "Save & Return" button.

Using the Livestock Manager



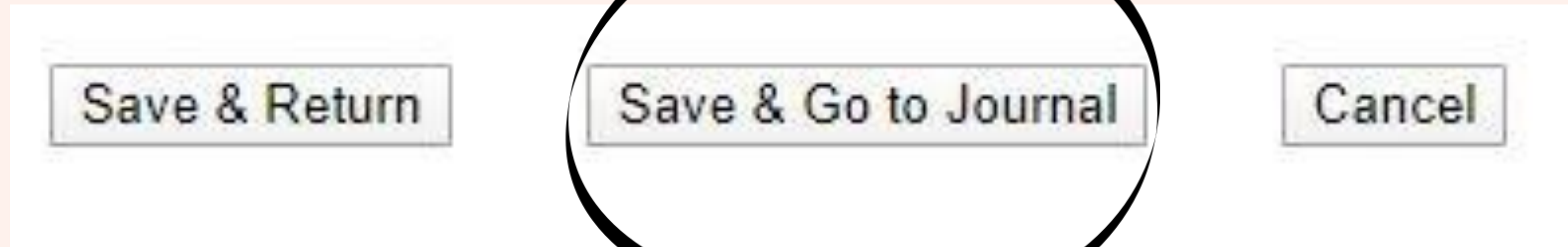
- Under "Numeric Value and Unit" enter the applicable values for your action your are recording (For example, if you gave your lamb de-wormer, you could enter 2.5 mL)
- Enter a Memo/Description (this could be the brand of medication you used, vet/teacher recommendation, type of feed, etc)

Tag / Name	Numeric Value and Unit		Memo / Description
Lamb Chop (Tag #21)	<input type="text"/>	<input type="text"/> ▼	<input type="text"/> ▼

Using the Livestock Manager



- To save the information and also make a Journal entry for your action, click "Save & Go to Journal"



Using the Livestock Manager

- To view entries you've made, click "Review Mgmt Entries" (or "Review Feed Entries" to view only feeding data)
- You can use the drop down lists at the top to filter through the entries and view specific types of entries, entries for a specific animal, and entries made in different years
- On this page you can also edit and delete entries under "Options"



Choose an SAE to Manage: Market Lamb 2020 ▼

Review Mgmt Entries Review Feed Entries New



Filter					
Year: (All) ▼	Animal: (All) ▼	Management Operation: (All) ▼			
Return to Manager		New Herd Entry	New Animal Entry		
Options	Date	Tag / Name	Action	Value	Memo
Edit Delete	4/3/2020	Lamb Chop (Tag #21)	Dewormer	2.50 ml	SafeGuard

Using the Livestock Manager



- To manage breeding animals (including dairy cows and laying hens), click the "Breeding Herd Manager" in the Livestock Managers section of the Finances tab



Using the Livestock Manager

- To add an animal, select the SAE it belongs in from the drop down list
- Click "New Cash Purchase"

BREEDING LIVESTOCK HERD MANAGER - ANIMAL SELECTION

Choose an SAE to Manage: Beef Cattle Business ▼

Manage Breeding Animals Manage Offspring Experience Manager

Available Capital Assets
New Cash Purchase
No Capital Assets are available.

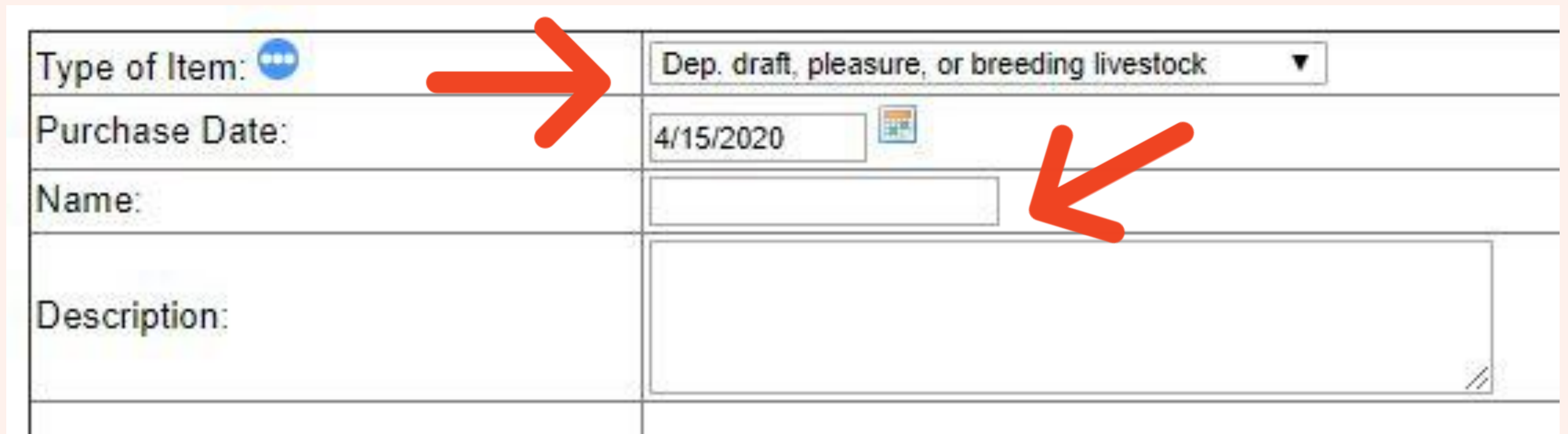
Add to Manager



Sires in This SAE (Male Animals)
No animals have been assigned. Drag and Drop animals here.

Dams in This SAE (Female Animals)
No animals have been assigned. Drag and Drop animals here.

Using the Livestock Manager

- Select "Dep. draft, pleasure, or breeding livestock" from the drop down list
- Enter the date you purchased the animal
- Enter the name and/or tag number of the animal
- Type a short description of the animal (color, breed, etc)



Type of Item: 	Dep. draft, pleasure, or breeding livestock ▼
Purchase Date:	4/15/2020 
Name:	<input type="text"/>
Description:	<div><div></div><div></div></div>

The screenshot shows a form with four rows. The first row has 'Type of Item:' followed by a dropdown menu showing 'Dep. draft, pleasure, or breeding livestock'. The second row has 'Purchase Date:' followed by a text box containing '4/15/2020' and a calendar icon. The third row has 'Name:' followed by an empty text box. The fourth row has 'Description:' followed by a large empty text area. Red arrows point to the dropdown menu, the date text box, and the name text box.

Using the Livestock Manager



- In "Vendor", enter the person/place you purchased the animal
- Enter the quantity of animals purchased and how much you purchased them for ("Total Acquisition Cost")

Vendor:	<input type="text"/>
Quantity:	<input type="text" value="1"/>
Total Acquisition Cost:	<input type="text"/>

A hand-drawn black circle with a thick line, surrounding the input fields. An arrow points from the top of the circle to the Vendor input field.

Using the Livestock Manager

- Enter the animal's "Salvage Value" (amount of money it will be worth when it can no longer be used for breeding)
- For "Depreciation Method", choose how many more years the animal can be used for breeding from the drop down list
- When you are done entering everything, click "Save"



A screenshot of a web form titled "Livestock Manager". The form has two main input fields. The first field is labeled "Total Salvage Value:" and contains the number "0". A red arrow points to this field. The second field is labeled "Depreciation Method:" and contains the text "20 year - 5%". A red arrow points to this field. Below these fields are two buttons: "Save" and "Cancel". The "Save" button is circled in black.

Total Salvage Value: 	0
Depreciation Method: 	20 year - 5% ▼
<div><div>Save</div><div>Cancel</div></div>	

Using the Livestock Manager



- After entering your animals, click "+Sire" to register them as breeding ready males, or "+Dam" to register them as breeding ready females

Available Capital Assets	Add to Manager
Bessie (Tag 47)	<input type="button" value="+Sire"/> <input type="button" value="+Dam"/>
Ferdinand (Tag 358)	<input type="button" value="+Sire"/> <input type="button" value="+Dam"/>



Using the Livestock Manager



- To register offspring of your animals, click "Manage Offspring", then "New Birth"

BREEDING LIVESTOCK HERD MANAGER - ANIMAL SELECTION

Choose an SAE to Manage: **Beef Cattle Business** ▼

Manage Breeding Animals **Manage Offspring** **Experience Manager**

Available Capital Assets
New Cash Purchase
No Capital Assets are available.

Add to Manager

Sires in This SAE (Male Animals)
No animals have been assigned. Drag and Drop animals here.

Dams in This SAE (Female Animals)
No animals have been assigned. Drag and Drop animals here.



Offspring Manager

Birth Info
New Birth

Current Status
New Herd Entry **New Animal Entry**

Date: **Location:** **Age Cost Value:**

Using the Livestock Manager



- Enter a Name and/or Tag number for the offspring
- Enter the date of birth
- Enter the average weight of the offspring (for example, if there were twins you would enter the average weight of the 2 babies)

New Birth Record:

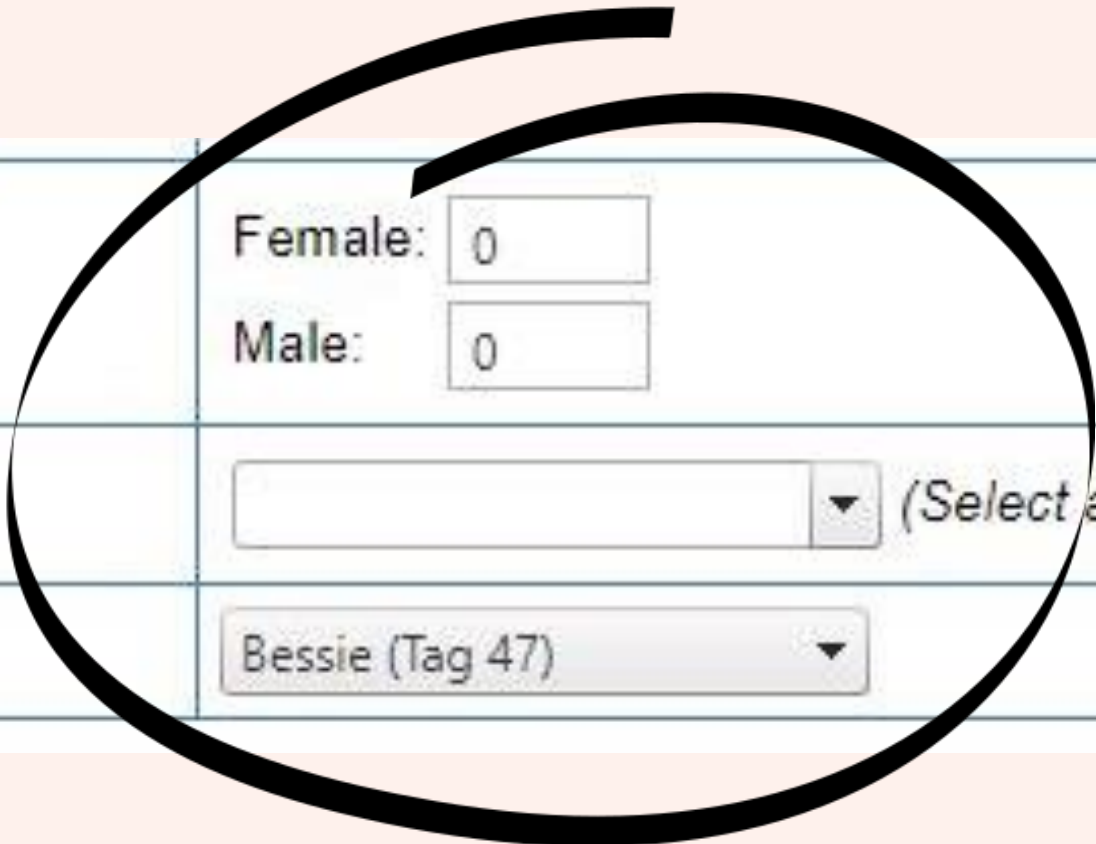
Tag/Name:	<input type="text"/>
Birth Date:	<input type="text" value="4/15/2020"/> 
Average Birth Weight	<input type="text"/> lbs

Using the Livestock Manager



- Enter how many of each gender were birthed
- Choose the Sire/Father of the offspring (if known)
- Enter the Dam/Mother of the offspring
- When you are done, remember to save the entry

Offspring Gender:	Female: <input type="text" value="0"/>	
	Male: <input type="text" value="0"/>	
Sire (Male):	<input type="text"/> ▼	(Select a Sire from your herd, type any name, or leave it blank.)
Dam (Female):	<input type="text" value="Bessie (Tag 47)"/> ▼	

A large, hand-drawn black circle is drawn over the Sire and Dam fields of the form, highlighting the selection area.

Using the Livestock Manager

- From the main page of the "Breeding Herd Manager" you can see a list of your breeding ready animals by clicking "Manage Breeding Animals" or see a list of the offspring by clicking "Manage Offspring"

BREEDING LIVESTOCK HERD MANAGER - ANIMAL SELECTION

Choose an SAE to Manage: Beef Cattle Business ▼

Manage Breeding Animals Manage Offspring Experience Manager

Available Capital Assets
New Cash Purchase
No Capital Assets are available.

Add to Manager

Sires in This SAE (Male Animals)
No animals have been assigned. Drag and Drop animals here.

Dams in This SAE (Female Animals)
No animals have been assigned. Drag and Drop animals here.

Using the Livestock Manager

- From both "Manager" pages, you can edit the names of animals, and record entries such as sales/transfers, deaths, vet visits, weights, etc. just like in the "Market Manager"

Offspring Manager						
<input type="checkbox"/>	Tag / Name	Birth Info		Current Status		Sale Info
		New Birth		New Herd Entry	New Animal Entry	
<input type="checkbox"/>	B/F Calf-F1 Edit	Date 4/3/2020 Weight 75 lbs	Location Weight (lbs) 75 Days 12	Avg Cost Value \$0 Market Value	Dam Bessie (Tag 47) Sire Ferdinand (Tag 358)	(Sell/Transfer) ▼
<input type="checkbox"/>	B/F Calf-M2 Edit	Date 4/3/2020 Weight 75 lbs	Location Weight (lbs) 75 Days 12	Avg Cost Value \$0 Market Value	Dam Bessie (Tag 47) Sire Ferdinand (Tag 358)	(Sell/Transfer) ▼
Total			Active Head Count 2			Total Sales \$0.00

Breeding Animal Manager					
Tag / Name	Purchase Info	Current Status		Offspring	Sale Info
		New Herd Entry	New Animal Entry	Manage Offspring	
Bessie (Tag 47) Edit	Date: 4/3/2020 Cost: \$1,500.00	Location: Weight: lbs	Yearly Dep: \$125 Current Value: \$1,500	Offspring: 2 New Offspring	Sell Animal Death Loss
Blue Bell (Tag 73) Edit	Date: 4/3/2020 Cost: \$2,000.00	Location: Weight: lbs	Yearly Dep: \$188 Current Value: \$2,000	Offspring: 0 New Offspring	Sell Animal Death Loss
Ferdinand (Tag 358) Edit	Date: 4/3/2020 Cost: \$1,500.00	Location: Weight: lbs	Yearly Dep: \$100 Current Value: \$1,500		Sell Animal Death Loss
Total	Total Cost: \$5,000	Head Count: 3	Yearly Dep: \$413 Current Value: \$5,000		Total Sales: \$0

Generating Record Book Reports

About Record Book Reports:

Record Book Reports are an awesome way to look at all of your entries without having to click around to multiple tabs. Generating reports can be easier for some students to double check their entries and find possible errors or missing info. This is especially helpful when you apply for awards, scholarships, and degrees. Some teachers also use them to grade your record books, just like with this assignment!

What SAE types can generate reports?

All of them!

Generating Record Book Reports

- Click on the "Reports" tab



Generating Record Book Reports

- From this page you can generate a variety of reports ranging from reports that show your entire record book, to ones that allow you to narrow down entries for specific SAE's and date ranges



AET Reports

Journal & Resume Reports



Journal Summary



Journal Details



Journal Summary (In & Out of Class)



Resume Report (DOC) (PDF)



Competency/Mastery Reports



Current List of AET Badges Awarded

SAE & Profit Reports



Single Experience (SAE) Reports



A detailed review of your financial entries by date



Profit/Loss by Experience (PDF)



Monthly Statement of Cash Flow (PDF)



Analysis of animal Experiences



Export your entries to Excel

Annual Reports & FFA Apps



Degree/Application Manager



Complete Recordbook Report



Overall Profit/Loss by Year (PDF)



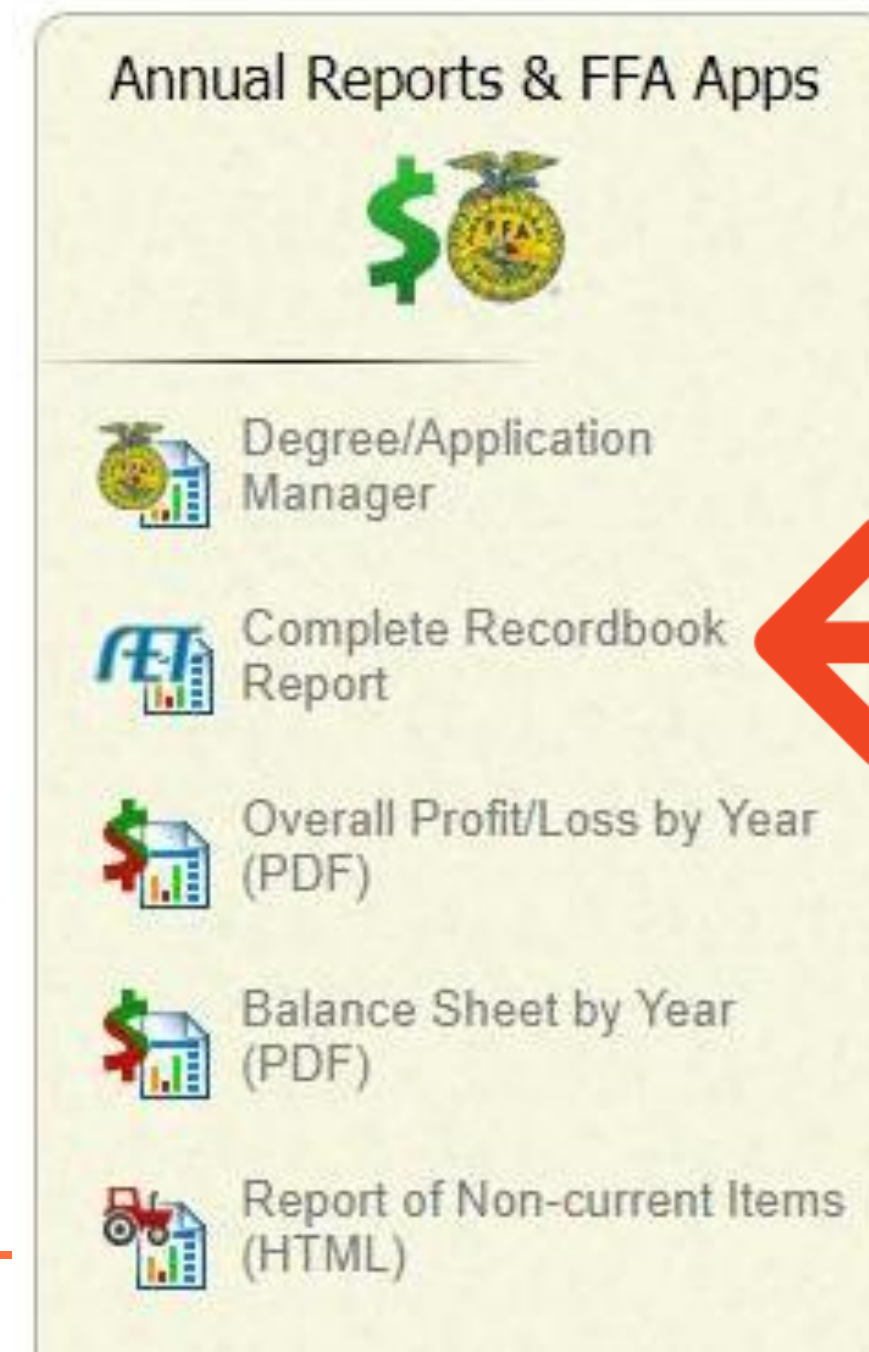
Balance Sheet by Year (PDF)



Report of Non-current Items (HTML)

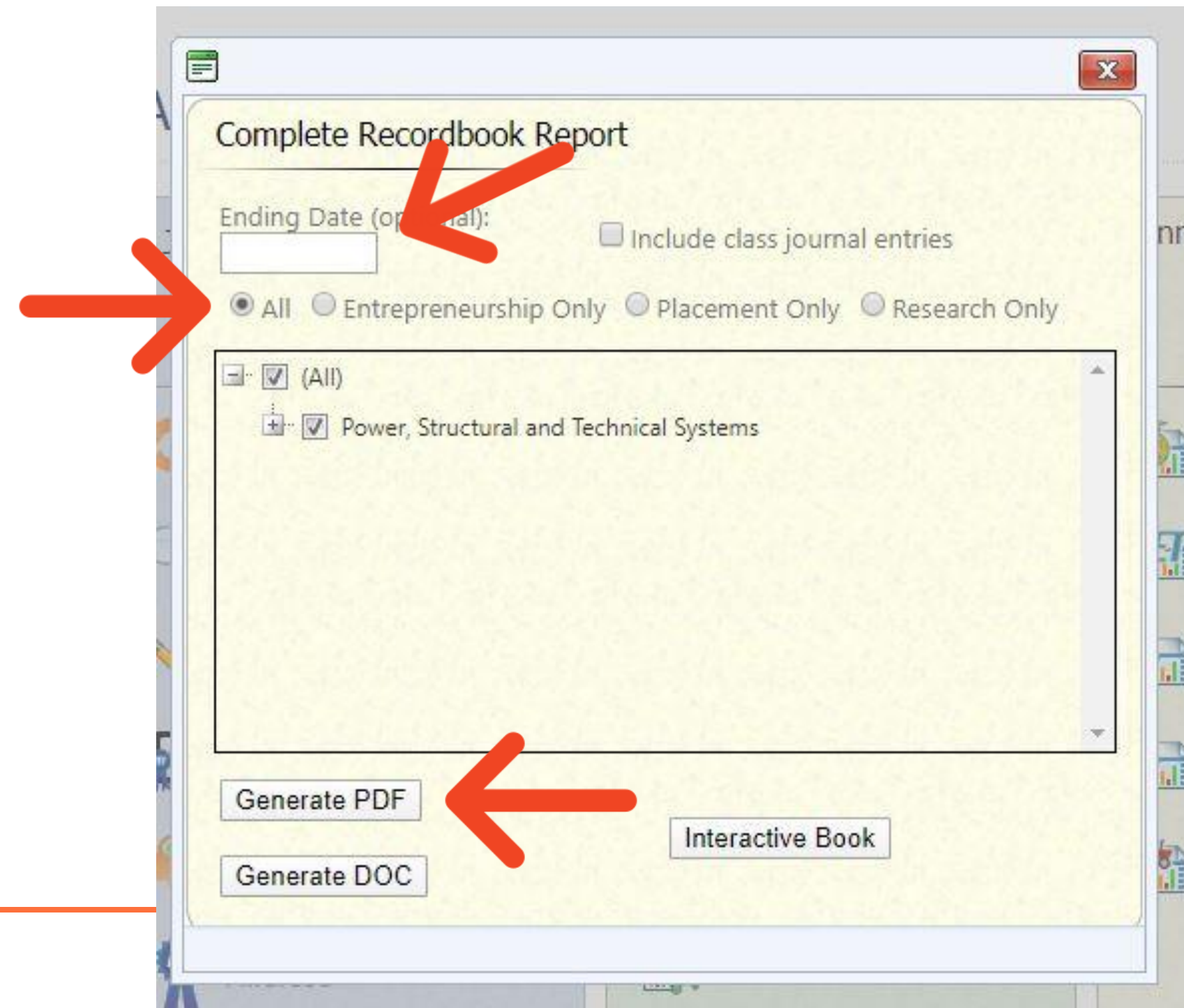
Generating Record Book Reports

- For this assignment, you will be turning in a report that shows your entire record book
- To do this, click "Complete Recordbook Report" in the "Annual Reports and FFA Apps" section




Generating Record Book Reports

- Leave the "Ending Date" blank
- Select the "All" option
- Click "Generate PDF"



Generating Record Book Reports

- You now have a PDF of everything you have ever entered in to your record book!
- Double check to make sure you've entered everything from the checklist on Slide #4.
- Save the PDF, and turn it in to Google Classroom or email to Mrs. Smith or Mr. Pluid.

		TX - AET Demo Account Christina Costa Complete Record Book		Generated: 4/3/2020 13:49
Name	Christina Costa			
FFA Member #				
AET Username / Unique #	CCosta / 2740759			
Email Address	ccosta@corningshs.org			
Teachers	Roger Hanagriff, Vanessa Kirby			
Report Date	4/3/2020			
Executive Summary				
1EN. Number of Entrepreneurship/Ownership SAEs				1
1EX. Number of Foundational SAEs				0
1IM. Number of Improvement SAEs				0
1PL. Number of Placement SAEs				1
1RE. Number of Research/Experimentation SAEs				0
1SU. Number of Supplemental SAEs				0
1. Total Number of SAEs				2
2a. Average Financial Backdating Days				0
2b. Average Journal Backdating Days				0
3a. Financial Investment in Operating Expenses				\$5.00
3b. Financial Investment in Capital				\$600.00