



Reviewing AET Records

Purpose: This guide helps students review the entries in your record book. You should review your reports to see how your entries have resulted in developing your records. There are several reports that help illustrate results, so review the ones that best help you review your SAEs.

Reports in AET – The following reports are a few suggestions to help review your entries in AET.



How to access reports? – Go to the "REPORTS" menu in AET and select the report you desire. Some reports have a "pdf" version that is easier to print and is better formatted, so select this type when available.

1. SAE Reports (Profitability & Journals) - is a listing of your SAE's (AET Experiences Reports) in terms of their revenue, expenses and journal entries. There are many reports, but here are a few:



*** If you see any areas that need to be changed or added, make entries or review entries use the "FINANCES page and Transaction ledger menu choice"

a. Profit & Loss by Experience (pdf ver. Avail.) – Is a list of each financial SAE in separate columns and additional pages to cover all of your projects. Make sure to look for:

1. Each SAE has the appropriate income
2. Each SAE has appropriate expenses such as...
 - Feed expenses, inventory purchased for resale, entry fees and supplies for animal projects
 - Fertilizer, seeds and supplies for crop projects



b. PDF SAE Reports (pdf ver) - Is a complete listing of transactions related to a **single SAE** & gives a view of all entries (financial and journal). You can select any SAE from the list. Make sure to look for:

1. Your SAE has a plan (Edits done in the experience manager)
2. Any journal entries needed are listed (Edits done in the JOURNAL page & journal listings)
3. Your financial entries are correct and carry the appropriate years (Edits done in FINANCES & transaction ledger)



- c. Efficiency Reports (mainly for animal projects) - Is a detailed list of data you may have entered such as animal weights, head numbers or other detailed records. You can select any Entrepreneurship SAE. Make sure to look for:

1. *The purchase and sale weights (any edits found in the market/heifer manager)*
2. *Any feed entries (any edits found in the market/heifer manager)*



2. Journal Reports (SAE, FFA Related and Community Service) - is a listing of your journal entries. There are many reports, but here is a good one:

- a. Journal of Activities Report – Is a summary of all journal based entries...first a summary by year, then a detailed list of each area of journals.

1. *Check in each area for entries that should be listed for each area*
2. *Review your descriptions entries and make sure of your spelling for each entry (Edits done in the JOURNAL & journal listings)*



3. All Financial Entries (Balance Sheet) – is a summary of annual financial results from your financial records.

- a. Balance Sheet – Reviews each years financial transactions as well as your beginning inventory purchases. Make sure you review:
1. *Look at your beginning year column to see that it matches the cash value you need to make your starting inventory purchases*
 2. *Review your ending inventory value for each inventory area, which typically represent cost value unless you develop a market value. (Edits done in the FINANCES tab & market value adjustments)*

4. Complete Record Book Report – is a complete summary of financial and journal entries from your agriculture experiences. If you have reviewed other reports, this is done. However, make sure:

- a. Complete Record Book – includes all your entries, make sure you review:
1. *Review each section to make sure entries are complete. Examples include:*
- ✓ *Your classes are correct and reported hours for each class*
 - ✓ *Your journal entries are correct for your FFA offices, FFA activities, Committees and Community Service Activities*
 - ✓ *All your SAEs are listed correctly*
 - ✓ *Each SAE have the correct years for the project (Edits done in the experience manager, setup and choose "inactive" to set ending date)*



**** Next step...apply for FFA awards in the Degree Application Manager & Review our AET Guide**

