



Entering Records from Previous Years in AET

Purpose: *This guide helps student enter records from previous years or potentially from another record book program. Students will have improved success if they follow these steps. If transferring records from another program, please print all reports or lists of data entered and have together to enter into AET. If previous years records, then collect previous receipts, list of courses and enroll dates and other previous activities.*

Step 1 – Work with your Teacher to have them complete important aspects of AET.



1. **Setup Your Previous Ag Classes** – Your teacher will create your courses from previous years so you can enroll. If your courses were from another school, a suggestion is for your teacher to setup a “previous teacher” in the program to relate to your previous courses from another school. Setting up courses is essential to you being able to enroll.
2. **Setup FFA Activities**– Your teacher will develop FFA activities using their AET Tracker Calendar so that you can recognize your involvement in these events.

Step 2 - Complete Your Student Profile

Select the PROFILE tab at the top of the screen. Essential areas are:



Record your school Ag class schedule – Starting with your very first semester of Ag, enter all your Ag Classes (your teacher will need to setup). Select the class for all your previous classes.



Enter your FFA Offices – If you’ve held FFA Offices, enter the office, level, and starting date for each one.




Enter your FFA Committee memberships – If you’ve been elected or appointed to a FFA Committee, enter the Committee, level, and starting date for each one.



Enter your Involvement and Memberships in the Resume – These are areas of involvement that are related to school and community involvement in team sports, clubs or community associations as well as awards and skills you have.

Step 3 – Set up ALL OF YOUR EXPERIENCES or sometimes call SAEs!

Also completed in PROFILE, but available under all tabs of AET (Profile, Journal & Finances). You need to set up all your Experiences (Entrepreneurial, Placement, Research and Exploratory). Choose “[Develop your AET Experiences](#)” 

1. Choose the “[Add New](#)” button and carefully answer each question to set up the appropriate SAE. See the **Selecting an SAE and Creating the Experience Guide** if you’re unsure how to accomplish this step.
2. The name of SAE is important. The name should be descriptive so that it will distinguish it from other future SAEs. Your SAE name, should include:
Identifiable Name – (and if applies)..Year
For example, a show pig should have an SAE or experience for each animal or for each year you have show pigs. **An incorrect approach** is to have one SAE for all show pigs in your record book.


Step 4 – Beginning Inventory – This is for items you owned (capital items) or SAE projects started before you first Ag Class (current inventory). In addition to items, you possibly may have cash available to fund your projects after your first day in Ag Classes, all experiences that are beginning inventory happen before your first class in agriculture education.



To record Beginning Inventory, first be sure that you have completed Step 1 of this guide, then select the FINANCES tab, and then the “Beginning projects and capital items, before your first day in Ag” link. The beginning inventory screen is divided into several sections to make setting up beginning inventory easy:

1. *Current Inventory* – these are expenses related to your SAE (which you should of already set up from Step 3) that you had PRIOR to your first day of agriculture courses. Example would be “inventory purchased for resale” for a show animal purchased in July, but school started in August.
2. *Capital Items* - these are big ticket items purchased prior to class such as a show box purchased prior to starting classes, but planned to be used in SAE.
3. *Beginning Cash* - this already calculates cash you need to make the previous purchases, but if you have a checking/savings account you plan to use for funding your projects, add that amount here.

Step 5 - Manage Capital Items – represents long-term capital items you entered in beginning inventory or new items you have purchased since starting agriculture education.

1. Click the FINANCES tab and then Select “Buy, sell, and record the usage of  Capital Items”
2. Select “Edit” for items already listed setup as beginning inventory. Choose the level of depreciation desired and set a salvage value, which is a value planned to sell the asset after use (needs to be lower than the cost value) OR...Enter all the “new after classes started” Capital items you purchased into the Inventory. Select “Add New.” Enter all your Capital Items, even if you have sold them at some later date.
3. If you sold the item, return to the Capital Item Manager. The Capital Item you purchased will be listed. Select “Sell” next to the item and enter the information requested.
4. At the end of the year be sure to enter the “Usage” for each Capital Item to tie them to the SAEs they are used in


Step 6 –Enter your Expenses for each Experience – You have setup your SAEs, and recorded any associated beginning inventory. Now is it is time to enter the expenses you have related to your SAEs.

Select the FINANCES tab at the top of the screen.

 Select “New cash income or expense”


 Select “Long cash expense form for entering old data”

Here you can enter all **CASH Expenses** for ONE SAE at a time. Normally you would use “cash expense”, which allows income and expense entries to happen at the same time, so you can divide an expense at a feed store to all “experiences” you have at the time. This “multi” option allows you to enter all at one time and makes faster work for getting all expenses in. SELECT YOUR experience you are working on and get started (you set these up in Step 3)

1. Make sure you enter correct dates and change for each expense
2. If you not sure of Vendor, type “unknown”
3. Choose appropriate expense type (i.e. feed)
4. **Complete other cells for all cash expenses and dates & add records**
5. If you have any non-cash expenses or sales, they are entered in the “non-cash income/expense...” entry 
6. Go to the next experience you previously completed until you get to your current projects


Step 7 –Enter your Income for each Experience

Select the FINANCES tab at the top of the screen.

 Select “New cash income or expense”

 Select “Enter cash income”

Enter sales for each “experience” for previous years.

1. Be careful of the date, make sure it matches the timeframe of the SAE
2. If you had “non-cash” income such as used at home or transferred, select “non-cash income/expense...” entry 

Step 8 – Enter ALL your Journal Entries

Select the JOURNAL tab at the top of the screen.

Choose one of the seven available types of journal. Enter all Journal activities, carefully checking the date, the number of hours – both in- and out-of-class.

