

Situation: You are a student interested running your own landscaping/lawn mowing business and will perform specific skills. This SAE could include landscaping, lawnmowing or really any other service business.

SAE SETUP



Step 1 Set Up the SAE - PROFILE Tab


- Select "Experience Manager" and "Add a New"
- Enter your SAE name., typically the name of your business
- Select level of focus, typically individual, and SAE type
- Choose the primary area of Agribusiness and Landscape Management as subcategory (or any area as related in dropdown)
- In "unit" add maybe "clients" or "contracts" or some other measure to track growth
- Hit "Save" (see box to your right for details)



Name: James Mowing
Level: Individual
Type: Entrepreneurship
Area: Agribusiness
Unit: # Customers



Step 2 Develop Your SAE Plan - Experience Manager

- Click  Complete each of the 5 tabs using the help in the header box of each section
- Description Tab - Include project duration, size and kind, goals, evaluation or mentor
- Time Tab - Include time required for bids for jobs, mowing, repair of equipment, managing plants or other common activities (hours per week)
- Financial Tab - Include fuel and repair expenses, with estimated income such as lawns mowed and how these finances are secured (cash, non-cash, gift)
- Learning Objectives Tab - Click + Add Skills (select any 3 as a minimum requirement):



- FND.A1.05 - Developing an SAE plan
- ABS.01.01 - Apply micro and macroeconomic principles to manage a business
- PST.02.01 - Complete regular equipment maintenance and safely operate equipment

Once 3 skills are selected, add a brief description of related activities that may occur in your project related to each learning outcome



Step 3 Create a Budget for your Business

- Enter estimated annual income(s) for 1 customer during the SAE
- Enter estimated annual expenses for 1 customer endured in the SAE
- Use the Memo to show calculations or rationale for the estimate
- Non-cash income and all non-cash expenses should be equal



Step 4 Enter Beginning Values - FINANCES Tab (SAE items on/before 1st day in Ag)

Select Blue Box - "Start of Ag Ed Inventory" ****USE: Beginning Inventory Worksheet**

- Current Items Tab - Fuel, supplies (weed eater string, bags, etc...)
- Non-Current Items Tab - Lawn Mower, Weed eater, Leaf Blowers
- **List only Non-Current items owned by the student (items not owned = use Custom Hire)**
- Liabilities Tab - Existing loans for your SAE project
- Cash/Checking Tab - Cash/savings account value prior to 1st day of Ag available for cash expenses in your SAE

SAE FINANCIALS

Step 5 Record SAE Related Expenses - FINANCES Tab



A. Cash Entries - SAE Cash Expenses

- These are your cash expense records for the SAE
- Record date, vendor, SAE and type of expense
- Examples are supplies, rent, repair, fuel, other....



B. Non Cash Entries - SAE Labor Exchange

- Choose SAE for income and expense to show trade of labor value (memo) for expense and quantity (memo)
- Record date, vendor, value of exchanged labor/expense
- "Save and Journal" your time spent(labor) for the money of the labor exchange expense
- Other Non-cash could be gifts of supplies, or non-sae trade, which is your labor such as babysitting for supplies.



Cash Expenses

9/2/24 – Fuel expense \$125

9/2/24 – supplies \$45 for string

Non-Cash Expenses

12/30/24 – Labor exchange \$500
shop rent for the year. In exchange I mow at home for the season @ \$8/hr



Step 6 Record SAE Related Income - FINANCES Tab

- Choose Cash Entries, then ENTER Cash Income
- Use Product/Service Sales (or most appropriate from dropdown)
- Enter date, experience, vendor, dollar amount, #/qty of service



Cash Income

12/1/24 – Product/Service Sales: Bryant 4-month Contract \$1,500 Lawn Mgt



Step 7 Record and Manage Non-Current Items - FINANCES Tab

- Choose "Add New" for items purchased during the SAE beyond 1st day of Ag (new mower)
- Record "Usage" for each item to link it to SAE(s) for depreciation
- If you sell non-current items, choose "Sell" and complete page



Usage Tip

Your usage of a lawn mower (J550) can quickly be done by "double click" to put 100% in the SAE

SAE REFLECTION



Step 8 Record Your SAE Time - JOURNAL Tab

- Use the mobile version or desktop to journal your time
- Enter the date, choose your SAE, and related skill area
- Enter the amount of time in your SAE (hour/minutes)
- Description should include decisions and outcomes



Time

On 9/11/24 – 3 hrs. 30 min:
Complete 3 contract jobs of mowing, weed eating, and leaf blowing.



Step 9 Capture SAE Photos - JOURNAL Tab/Portfolio

- Use your phone to capture photos and upload directly using m.theaet.com
- Add captions in order to tie to SAE reports and in FFA Awards transition
- Also, you can access and add files in your Experience Manger - Files/Videos



Step 10 SAE Reflection – SAE Manager

- Annual Summary – describe (1) your SAE duration and kind (2) SAE size/scope (customers) (3) key outcomes of the year.
- ADD Efficiency Factor measure and discuss the management or performance seen in the SAE



- Enter any supplies on hand that have value and you can measure using "+ New Asset"
- EX: Fuel, string, fluids, blades, lawn bags (Enter quantity, value, description)
- Review/enter non-current usage for all items
- Learning Activities - Describe learning activities that support the planned skill in the SAE



Step 11 Determine Project Status - SAE Manager

- In most cases, your business will be on-going and remain active (green)



Step 12 Key SAE Reports - REPORTS Tab

- "Single SAE Experience Report"- summarizes THIS SAE project in one report
- "Profit/Loss Report"- summarizes annual income and expenses
- "Complete Record Book Report-" summarizes all of your records into one report



2024: Annual Review Example – Qty 15

I started my James Mowing business in September of this year and ran it all year. This is my first year and I served 15 customers. I gained skills in developing a business plan, making advertisements, and decreasing my time at each job to be more efficient. An important outcome this year was creating a 15-customer base, decreasing mowing time to 40 minutes per lawn and having 0 breakdowns while on the job. CLOSING INVENTORY: \$135 (fuel, string, bags)