

Managing Entrepreneurship Projects

Purpose: This guide helps manage the entrepreneurship side of SAEs, which includes managing cash and non-cash transactions, capital items, income, and the active status of the project. Make sure to have your project setup & SAE plan complete.



Step 1: Beginning Values

Represents all items OWNED by the STUDENT on inventory when entering the first day of Ag Ed that is related to your identified SAE's already set up in the SAE Manager

Steps:

1. Choose the FINANCES tab (Have all SAEs setup in the Experience Manager before entering Beginning Values)
2. Choose "Start of Ag Ed Inventory," and the tab options are:

Beginning Values

Beginning Date | **Current Projects** | Non-Current | Liabilities/Loans | Cash/Checking

This page helps you to establish your beginning items prior to your first day in Ag Education classes. Beginning inventory for future years is automatically calculated.

Make sure to review ALL THE STEPS that apply to you. Your Beginning Inventory transactions from this page will automatically appear in the [Transaction Ledger](#) and in the [Capital Item Manager](#) with the date of your first day in class.

My first day in Agricultural Education classes is:
8/7/2023

This date is determined from the [My Classes](#) screen in your Profile.

- a. Beginning Date - First Day of Class; if not accurate, visit the PROFILE tab, Ag Ed Schedule
- b. Current Projects - Growing, immature, or raised animals and consumable inventory

Examples:

1. Animals on Feed: exhibition animals not part of 4H, replacement/immature females, feedlot animals, unweaned offspring
2. Consumables or Inventory Held: harvested grain/hay, supplies, products produced for resale, a pending/started crop

****These are items that you have on hand when you enter Ag Ed on the 1st day of class**

- c. Non-Current - long-term items that have a useful life of more than a year.

NOTE: Mature reproductive animals purchased(depreciable) or raised (non-depreciable)

Examples:

1. Animals: Mature reproductive females/males, handling, feeding, show equipment, mature hives
2. Equipment: Tractors, mowers, power tools, processing equipment
3. Plants: Trees/Vines producing product
4. Land: cropland, set-a-side preservation land, wetland, forests

****These are items that you have on hand when you enter Ag Ed on the 1st day of class**

- d. Items can be edited in the "Non-Current Item Manager" in the FINANCE tab
- e. Liabilities/Loans - any outstanding loan you had prior to entering 1st day of Ag Ed
- f. Cash/Checking- Beginning Cash-on-hand to reflect the balance in your checking/savings to be available for cash expenses incurred in your SAE projects

Step 2: Expenses

Represents securing a resource to use in the SAE in order to produce a product or service. There are 28 expense options to choose from when entering an expense.

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A. Methods of paying for an expense or resource can occur by several means:

1. Cash - the STUDENT pays cash/check for the resource with full financial responsibility of payment
2. Non-Cash - money is not exchanged for the expense, but hours of labor are used to equal the resource expense
 - a. SAE Labor Exchange - The student performs work in exchange for an SAE expense
****This is exchanged within a single SAE and is not pulled from an unpaid SAE**
***Memo identify the work done, expense items, and then SAVE & JOURNAL the labor exchanged*
 - b. Non-SAE Labor Exchange - Labor unrelated to ag or an SAE
 - c. Gift - the student receives a resource/expense with no cash or labor in exchange

Steps: Record Cash Expenses

1. Choose FINANCES tab
2. Choose "Cash Entries," then choose to **\$** Enter Cash Expense

New Expense Transaction				
Date:	Vendor/Payee:	Total Amount:		
8/15/2024	Fairfield Cooperative	\$100.00		
Split:	Experience:	Type:	Amount:	Memo/Efficiency: <small>(Quantity (space) Unit) 1 head, 750 lbs</small>
1	2024 Beg.- Beef Cow Herd	Feed, Hay, and Forage	\$ 100	4 bags Cow 21
2	(Choose Experience)	(Choose Type)	\$	
3	(Choose Experience)	(Choose Type)	\$	
4	(Choose Experience)	(Choose Type)	\$	
5	(Choose Experience)	(Choose Type)	\$	

3. Complete each section:
 - a. Date of the expense,
 - b. Vendor (where purchased),
 - c. Choose the SAE for the expense (you can choose one for each line)
 - d. Choose the expense category (choose the most appropriate one)
 - e. \$ Value of the item (total cost)
 - f. Memo – this can be any description or unit of measure.

Steps: Record Non-Cash Entries

Represents the use of hours of labor instead of cash to access resources for a project. This could also be related to income; instead of receiving cash, the transaction is a trade.

Date:	Value:
8/15/2024	Value: 100
Experience: 2024 Beg.- Beef Cow Herd	Expense (Feed, Rent, etc): 2024 Beg.- Beef Cow Herd
Type: <input checked="" type="radio"/> Labor Exchange	<input type="radio"/> Advertising <input type="radio"/> Bank Charges <input type="radio"/> Chemicals <input type="radio"/> Commissions and Entry Fees <input type="radio"/> Conservation Expenses <input type="radio"/> Custom Hire <input type="radio"/> Dues and Subscriptions <input type="radio"/> Employee Benefits <input checked="" type="radio"/> Feed, Hay, and Forage <input type="radio"/> Fertilizer and Lime <input type="radio"/> Freight and Trucking <input type="radio"/> Gas, Fuel, and Oil <input type="radio"/> Insurance <input type="radio"/> Livestock Purchased <input type="radio"/> Other Expenses <input type="radio"/> Pension and Profit Sharing <input type="radio"/> Rent and Lease <input type="radio"/> Repairs and Maintenance <input type="radio"/> Seed and Plants <input type="radio"/> Storage and Warehousing <input type="radio"/> Supplies <input type="radio"/> Taxes <input type="radio"/> Telephone and Internet <input type="radio"/> Travel <input type="radio"/> Utilities <input type="radio"/> Vehicle Expense <input type="radio"/> Vet Fees, Medicine, and Breeding
Memo: 10 hrs Smith Farms - Balinc	4 bags Cow 21

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1. Choose FINANCES tab
2. Choose "Non-Cash Entries", such as SAE Labor Exchange, Non-SAE Labor Exchange, Gift.
3. Select the non-cash that is best for your situation...
 - SAE Labor Exchange - As part of your SAE, you worked in exchange for feed, supplies, livestock purchase, chemicals, etc.
 - Non-SAE Labor Exchange - Independently of your SAE, you worked in exchange for feed, supplies, livestock purchase, chemicals, etc.
 - Receive a Gift - You receive a gift of feed, supplies, etc. with cash value, but no money changes hands.

B. Transfer Inventory or Resources between
Occasionally, items may need to be moved from one SAE to another.

Examples:

1. Transfer hay from your hay SAE to your cattle SAE
2. Transfer offspring born in the herd SAE to an offspring/feedlot/replacement SAE
3. Replacement females mature for reproduction will need to be transferred to breeding
 - Transfer/Barter - Move inventory value between experiences
 - Used at Home - You give away some of your inventory to your family
 - Transfer to Non-Current Item - You raised a heifer and you want to transfer its value into a capital item for a cow/calf operation

Step 3: Record Cash Income

Represents earning cash from selling products or providing a service that is part of an entrepreneurship SAE project.

Steps: When using the Breeding Herd Manager to Sell Offspring

1. Choose the FINANCES tab
2. Choose "BREEDING HERD MANAGER"
3. Choose the "MANAGE OFFSPRING" Tab
4. Click on Sell/Transfer Dropdown of offspring to be sold

Tag / Name		Birth Info		Current Status			Sire/Dam		Sale Info
		New Birth		New Herd Entry	New Animal Entry		Manage Breeding		
<input type="checkbox"/>	SU 101 Edit	Date 3/15/2024	Location	Days	Avg Cost Value \$0	Market Value	Dam Tag 21-1 Angus 3 YO	Sire In God We Trust	(Sell/Transfer) ▾
		Weight 70 lbs	Weight (lbs) 70	153					

5. Select "SELL"
6. Complete each Section
 - a. Date of the sale,
 - b. Vendor (who the sale is to),
 - c. Choose the Sale Type (choose the most appropriate one)
 - d. Sale Amount - \$ Value of the item
 - e. Weight

BREEDING LIVESTOCK HERD MANAGER - BEEF COW HERD				
New Income/Sale Transaction				
Date:	Vendor/Payee:	Total Amount:		
8/15/2024	Hank Lane (show heifer)	\$1500.00		
Split:	Type:	Dollar Amount:	# of Head:	Total Weight (lbs):
SU 101	Livestock Sales ▾	\$ 1500.00	1 head	510 lbs
Save and Return		Cancel		

Step 4: Managing Capital Items (Non-Current Inventory)

Represents buying or selling capital items used to support SAE projects. These represent high-value items planned to be used for several years and in production cycles.

Steps:

1. Choose FINANCES tab
2. Choose CAPITAL ITEM MANAGER,
 - a. Click Add New – to buy new asset during the duration of the SAE
 - list the date, vendor, cost, useful life, and salvage value (75% of the original value)
 - b. Click Sell – to sell an asset
 - list the date, customer, and price
 - c. Usage – declare annually where a percent value uses the asset for each SAE project (*)
 - This is essential for FFA proficiency awards

Non-Current (Capital) Item Manager						
<input checked="" type="radio"/> Inventory <input type="radio"/> Sold Items						
<input type="button" value="Add New"/> <input type="button" value="Return to AET"/>						
Options	Starting Date	Name	Description	Purchase Type	Purchase Cost	Asset Value (Last Dec 31)
Edit Sell Usage	8/7/2023	Tag 21-1 Angus 3 YO Cow		Cash	\$1,000.00	\$968.75
Edit Sell Usage	8/7/2023	Tag 22-7 Shorthorn 2 YO Cow		Cash	\$750.00	\$750.00

Step 5: Capture SAE Related Photos

Represents evidence in the form of photos.

Steps to save photos for your project:

1. Choose "Student Portfolio," located in the JOURNAL Tab
2. Select the Experience the photo/file is related to (Drop-down menu in the right-hand corner)
3. Click "Choose File" to locate a photo and "Upload." Once uploaded, choose "Edit" to create a caption!

**Only Caption Photos appear in complete SAE Reports and options for proficiency photo selections

Step 6: Review your SAE projects

To Review the SAE each year, Go to the Experience Manager

Settings / Planning (#1)			Records (#2)			Reflection (#3)		
Settings	Name / Type	Planning	Financial	Journal	Files / Videos	Review (Results, Inventory, Skills)		Results
	2024 Beg.- Beef Cow Herd EN - Beef		1	2	0/0			
GRAND TOTAL			1	2	0			

*ALL RED X require attention Indicates SAE with income but no expenses - update records

Review the financial and journal transactions across the SAE

The plan is Incomplete: Requires all tabs and electronic signatures to be complete

Budget is Incomplete: Requires income and expenses to be complete Select annual review

Annual Review of Scope is Incomplete: Annual summary and efficiencies required.

Annual Summary Opportunities

1. Define the intent and duration of the project
2. Summarize your skills and SAE responsibilities

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3. Give financial highlights or annual outcomes

Example:

Year	Numeric Quantity	Description	Efficiency Factors and Learning Outcomes		
2023	2.0	My cow herd began with 2 cows (1 Angus, 1 Shorthorn) I came in with on the 1st day of Ag. Both cows are confirmed pregnant by ultrasound and due in March of 2024. I pay all expenses for this SAE as cash and am responsible for feeding, watering and bedding the cows. I collaborate with a mentor to help make neutron and genetic decisions. CLOSING INVENTORY: \$375 (hay and mineral tub)	AI Conception Rate on 1st Breeding	100% on 1s	Good nutrition and utilization of a nutritionist at the local coop has improved the body condition score of my cows at breeding from 7 to an ideal 5.
2024	2.0	Both cows were maintained into 2024 and calved unassisted in March of 2024 (1 heifer, 1 buck calf). I used bulls that were identified as calving ease bulls which gave me lighter weight calves that delivered easily. These high quality offspring were both sought after and sold prior to weaning time as show animals. Total Sales = \$2500 CLOSING INVENTORY: \$150 (round bales)	Calving Percentage	100% - No e	c k vskdv nla kmz caklmv w;qmmv

Ending Current Inventory: Identifies any ending inventory items that remain at year-end 12/31

1. Click the icon
2. Click "ADD NEW ASSET"
3. Choose TYPE of asset, quantity, description and value

NOTE: These items at year end must appear in the SAE expenses to remain on closing inventory

Example:

Date	Suggested Value	Declared Inventory	Assets (this project)																					
December 31, 2023	\$131.25	\$375.00	<div style="border: 1px solid gray; padding: 5px;"> <p>+ Add New Asset</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Quantity</th> <th>Description</th> <th>Value</th> <th>Delete</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Feed, Seed, Fertilizer, Chemicals, Supplies, Prepaid Expenses, other Current Assets</td> <td>3</td> <td>Round Bales: 60% Alfalfa/40% Grass</td> <td>\$300.00</td> <td>Delete</td> <td>Edit</td> </tr> <tr> <td>Feed, Seed, Fertilizer, Chemicals, Supplies, Prepaid Expenses, other Current Assets</td> <td>1</td> <td>Purina Accuration Tub (250 lb, partial used)</td> <td>\$75.00</td> <td>Delete</td> <td>Edit</td> </tr> </tbody> </table> </div>				Type	Quantity	Description	Value	Delete	Edit	Feed, Seed, Fertilizer, Chemicals, Supplies, Prepaid Expenses, other Current Assets	3	Round Bales: 60% Alfalfa/40% Grass	\$300.00	Delete	Edit	Feed, Seed, Fertilizer, Chemicals, Supplies, Prepaid Expenses, other Current Assets	1	Purina Accuration Tub (250 lb, partial used)	\$75.00	Delete	Edit
Type	Quantity	Description	Value	Delete	Edit																			
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Non-Current/Capital Item Usage: Assign SAE where assets exist annually for depreciation expense

1. Click the icon
2. Click "Usage" for each asset
3. Assign % usage in appropriate SAE for each year of existence

Non-Current Item Usage/Depreciation		
Capital Item:	Tag 21-1 Angus 3 YO Cow	
Acquisition Cost:	\$1,000.00	
Salvage Value:	\$750.00	
Useful Life:	8 years	
Business Percentage:	100%	
Yearly Depreciation:	\$31.25	

Tips: When a cell is gray, the Experience had no transactions during that year. Double-click a cell to distribute equal usage to that Experience.

Experience	2023	2024
2023 Beg.- Beef Cow Herd	100	100
TOTAL	100%	100%

Knowledge Reflection: describe learning activities related to the identified competency

1. Click the icon
 2. Click in the box to describe the learning activity that relates to the planned skill and the result in the SAE
- NOTE:** These will become available for selection on the SKILLS page in the Proficiency Application

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Return to Project Manager Project Plan Add/Explore Skill Areas		
Planned Skill	Planned Activities	Specifically describe the SAE activities performed to learn or demonstrate the performance indicator selected. maximum 500 characters - 238 remaining
AS.03.02 Analyze feed rations and assess if they meet the nutritional needs of animals.	Utilize a nutritionist to monitor and plan cow rations	I used a local feed nutritionist quarterly to determine cow rations. Good utilization and ration edits during the calendar year improved the body condition score of my cows at breeding from 7 to an ideal 5, which resulted in 100% conception on 1st AI breeding.

If the project is complete, select to INACTIVATE the project.

Additional Resources:

AET in The Classroom - AET Office Hours

[Managing All Types of Entrepreneur Expenses](#)

[Using the Reflection Tools to Enhance FFA Awards](#)

[The Breeding Herd Manager - Explained](#)

[When does an SAE have an Ending Current Inventory?](#)