



Record Book Terms

Purpose: *This guide reviews commonly used terms, AET menu and financial terms. This list is also offered in quiz form and designed to be a classroom educational resource that also assist students in learning to use The AET.*

I. General Agricultural Education Terms













Terms	Definition & Examples
Supervised Agricultural Experience (SAE)	A project completed (a) outside of the normal class time, (b) related to agricultural courses and (c) supervised. <i>Examples include a wildlife research project, employment at farm store or show animal experience.</i>
Entrepreneurship SAE	A project that (a) requires monetary investment for the (b) potential to gain a profit. (Revenue greater than expenses). <i>Examples include a service or supply business, show animal or breeding animal project.</i>
Placement SAE	A project that is a job experience, either paid or unpaid. <i>Examples include working at a dairy, farm store or other related employment in an agribusiness.</i>
Research SAE	A project that requires a (a) research question, (b) completed review of research already complete, (c) design and complete the experiment and (d) develop a final report of results and findings. <i>Examples include horticulture plant growth in different climates, testing building material strength or other research related items.</i>
Exploratory SAE	An unpaid project that involves gaining new knowledge or learning a new skill. <i>Examples include training for a FFA competition team or attending an educational training seminar.</i>
Improvement SAE	An unpaid project that is directed to improvement of a physical item. <i>Examples include restoring a building or redeveloping a garden.</i>
Supplemental SAE	An unpaid project that is directed to supplement another SAE project. <i>Examples include becoming a certified welder in order to supplement your agricultural mechanics SAE or artificial insemination (AI) certified to support animal breeding SAE.</i>
Program of Activities (POA)	Calendar Events of an agricultural education program that are (a) targeted to a program's objective, (b) relate to the program's mission statement and are (c) planned with measurable goals used in measuring results. <i>An example includes hosting a educational ag-day with elementary schools, which relates to the public relations objective of the program.</i>

II. AET Menu Terms

General AET Terms & Related Icons

(If applicable)

Definition & Examples






<p>AET Experience </p>	<p>Manages a Supervised Agricultural Experience (SAE) project, with special attention given to the (a) time and (b) size of the project. <i>Examples include one head of a Show Steer for 2013, Murphy Farms Employment or a Plant Growth Research Project.</i></p>
<p>AET Profile </p>	<p>Basic student (a) contact information, (b) courses in agricultural education, (c) resume accomplishments and (d) leadership positions.</p>
<p>AET Journal </p>	<p>Student invested time for (a) courses, (b) AET Experiences, (c) FFA activities and (d) community service.</p>
<p>Review AET Journal </p>	<p>To review and edit any type of journal entry. <i>An example includes reviewing FFA competition entries to review if a competition entry has been recorded.</i></p>
<p>AET Experience Journal </p>	<p>Time invested in AET Experiences, also referred to as a student SAE. <i>Recording time spent in a research SAE project such as on September 5th investing two-hours reviewing previous research.</i></p>
<p>AET FFA Committee Journal </p>	<p>Time invested in FFA committees. <i>An example is student time working within the public relations committee of the FFA chapter.</i></p>
<p>AET FFA Officer Journal </p>	<p>Time invested as an elected FFA officer. <i>Examples are officer meetings, chapter meetings and other time obligations.</i></p>
<p>AET FFA Competitions Journal </p>	<p>Time invested in and the level for FFA competition events. <i>Examples are competing in parliamentary procedures contest at the Area level and recording the time for the event of one-hour.</i></p>
<p>AET FFA Other Events Journal </p>	<p>Time invested in and the level FFA conferences or other events. <i>Examples are attending regional FFA conference, state FFA leadership camp or national FFA meeting.</i></p>
<p>AET Community Service Journal </p>	<p>Time invested in service events that support a student's local community. <i>Examples are community projects such as roadside cleanup and community garden.</i></p>
<p>AET Finances </p>	<p>Financial values related to agricultural education such as (a) beginning inventory, (b) paychecks, (c) cash and (d) non-cash transactions, (e) loans, (f) capital items and (g) personal transactions. <i>Examples are beginning inventory, expenses and income related to an AET Experience, purchase and use of capital items, and personal financial entries.</i></p>
<p>AET Finance Transaction Listing </p>	<p>Review and edit any financial entry. <i>Example use is to review previously entered transactions, search and replace entries that are in error.</i></p>
<p>AET Student Portfolio</p>	<p>Save images or files for later access or use. <i>Examples are importing into FFA proficiency applications, adding to AETweb or access.</i></p>









III. Financial Terms

AET Financial Terms & Related AET Icons

(If applicable)

Definition & Examples

Current Inventory	The inventory value of AET Experiences (SAEs), which is based on the cost of items used in the project. <i>Student has a poinsettia project and purchases \$400 in plants, \$100 in pots and soil, which gives the student a current inventory of \$500.</i>
Non-Current Inventory (Capital Items) 	The inventory value of items that is (a) high in monetary value and have a (b) long-term use value in supporting AET Experiences (SAE projects). Also referred to as capital items. <i>Examples are tractors, show box, stall equipment and other related items that are used to support several projects across several years.</i>
Beginning Inventory 	Items before student's first day of ag education, and includes (a) AET Experience expenses, (b) Non-current inventory items and (c) cash. <i>An example is items for a show animal project such as the animal, feed or supplies, capital items and cash on hand prior to the first agricultural education class.</i>
AET Market Adjustment 	AET current inventory adjustment used when the normal cost value of AET experiences (SAEs) is not accurate. <i>An example is on December 31, a breeding operation with offspring still on females has an AET cost value of \$500, but the market value is more accurate at \$1500. A market value of \$1,000 would create an increase in current inventory value.</i>
Cash Expense 	Purchased cash items to be used in an AET Experiences (SAEs) to supplement or manage the projects growth. <i>Examples are inventory purchased for resale, feed, supplies, rent and other cost needed to develop the project.</i>
Capital Item Manager (Non-current inventory) 	Purchase, sell or record the usage of capital items. <i>Examples are buying new breeding animals, show tack, lawn mowers, barns, land, trailers and other high value items.</i>
Capital Item Salvage Value	The estimated sales price of capital items once usage is complete or the asset has served the intended purpose for the current user. <i>An example is a laptop cost value of \$800, but will be sold in 4 years for an estimated \$650. The \$650 is the estimated salvage value.</i>
Capital Item Useful Life	The estimated number of years the item will perform the intended use. <i>An example for breeding animals is usually 5 to 10 years, equipment 10 years and buildings usually have a 20-year useful life.</i>
Depreciation Expense	Represents an annualized cost of a capital item. Depreciation is a non-cash transaction that is calculated from the (a) cost of the capital item, (b) minus the salvage value and (c) divided by the useful life of the item. <i>An example is a laptop costing \$800, salvage \$650 and useful life of 10 yrs. = \$15 annual depreciation cost: $(\\$800 - \\$650) / 10 = \\$15$ depreciation per year</i>
Capital Item Usage	The annual percent allocation of depreciation cost from a capital item to each AET Experience (SAE). <i>An example is a laptop in one year is 50% for breeding beef and 50% for a research project.</i>

<p>Cash Income</p> 	<p>Cash earned from AET Experience project, which is typically referred to as income or sales. <i>An example is selling a show animal, collecting rent from an equipment lease or collecting cash to fund a research project.</i></p>
<p>Non-Cash Transactions</p> 	<p>Income or expense transactions that do not involve cash, but rather a trading or bartering for services. All values are usually recognized as market values. <i>An example is selling hay from a hay production project to a show animal project. There are many types of specific non-cash transactions.</i></p>
<p>SAE Labor Exchange (Non-cash)</p> 	<p>Trading related project labor for items used in developing an AET Experience (SAE) versus purchasing cash items. <i>An example is working for a dairy business in exchange for feed of a dairy project.</i></p>
<p>Non-SAE Labor Exchange (Non-cash)</p> 	<p>Trading non-related project labor for items used in developing an AET Experience (SAE). <i>An example is a student working in a family day care center for the expenses to support a production rabbit project.</i></p>
<p>Non-cash Transfer</p> 	<p>Trading items between AET Experiences (SAE) and recording income to one project while at the same time recognizing an expense to another project. <i>An example is raising show pigs from a sow operation (income) and transferring new prospects into a new show pig project (expense) for the current year.</i></p>
<p>Gift (Non-cash)</p> 	<p>Receiving a gift of expense related items used in developing an AET Experience (SAE) versus purchasing the items with cash. <i>A student receiving a free set of flowers to arrange and sell as a floriculture project.</i></p>
<p>Used at Home (Non-cash)</p> 	<p>Recognizing the non-cash sale to a student's family and usually is valued at a typical market price. <i>An example is a student with a poultry project that sells their remaining chickens to family, but collects no cash or exchange for the sale.</i></p>
<p>Transfer to a Capital Item (Non-cash)</p> 	<p>Relates to replacing breeding females into a breeding operation from a current AET Experience project (SAE). <i>An example is have a project for a show breeding goat, that is not sold but rather retained as a breeding female in a student's breeding goat SAE. This is value at usually a normal market price.</i></p>