

**Situation:** *You are a student that owns and cash rents acreage for forage production that will require investing time and money to produce multiple cuttings of a crop.*

## SAE SETUP



### Step 1 Set Up the SAE - PROFILE Tab


- Select Experience Manager - choose "Add New"
- Enter the SAE name (Acres, Variety, Purpose, etc)
- Select level of focus, typically individual, and SAE type
- Choose the primary area and subcategory
- Management Module - None
- Hit "Save" (see example to the right)



Name: 10 Acres Forage Production  
Level: Individual  
Type: Entrepreneurship  
Area: Plant Systems  
Subcategory: Forage Crops



### Step 2 Develop Your SAE Plan - Experience Manager

- Click  Complete the 5 tabs using the help in the header box of each section
- Description Tab - Include project duration, size/kind, goals, and evaluation, and mentor
- Time Tab - Include time required for cutting, raking, baling, nutrition, hauling, maintenance or other common activities (hours per week)
- Financial Tab - List expected expenses and income and how they 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
- PS.03.02 - Develop and implement a management plan for plant production
- PS.03.05 - Harvest, handle, and store crops according to current industry standards

*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 Enter Beginning Values - FINANCE TAB (SAE items on/before 1st day in Ag)

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

- Current Items Tab - Options if bringing a growing crop in on the 1st day of Ag
  - a. Hay field already in production - use value invested to produce the 10 acre field
  - b. Bales produced and stored - use value invested to harvest each crop on inventory
- Non-Current Items Tab - Tractor, baler, rake, trailers/wagons, land  
**\*\*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 1<sup>st</sup> day of Ag available for cash expenses in your SAE



### Step 4 Create a Budget for your SAE - Experience Manager

- Enter estimated annual income(s) for 1 acre of hay in the SAE
- Enter estimated annual expenses for 1 acre of hay that occurs 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

## 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 wire/string, rent, repair, fuel...



#### 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.
- TRANSFER - Move hay to an animal or other SAE



#### Cash Expenses

8/2/24 – fuel expense \$125

8/2/24 – supplies \$145 for twine

#### Non-Cash Expenses

12/30/24 – Labor exchange \$500  
Tractor Use 4 cuttings for the year. In exchange, I mow at home 50 hrs. @\$10/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, # amount sold



#### Cash Income

12/1/24 – Product/Service  
Sales: Bryant Farms,  
\$1001, 143 sm. sq. bales  
(2nd cutting)



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

- Choose "Add New" for items purchased during the SAE beyond 1st day of Ag (EX: Flat Bed Trailer 20 Ft)
- Enter type, date, descriptive name, vendor, quantity, acquisition cost, salvage value (65% of original), depreciation/life
- Record "Usage" for each item to link it to SAE(s) for depreciation
- If you sell non-current items, choose "sell" and complete page



Your usage of the flat bed trailer can quickly be done by "double click" the year to assign 100% to Forge 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 6/11/24 – 3 hrs. 30 min: Cut 2nd cutting crop to dry for 3 days with rake and windrow for additional drying



### 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 crop or supply on hand DEC 31 that have value and you can measure using "+ New Asset"



- EX: Hay on storage, twine/wire, plastic wrap (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
- If this SAE should no longer be an active part of your SAE, click the green button to turn grey "Off"



### **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 – 10 acres**

I started my Forage SAE in May 2024 where I cash rent 10 acres of Alfalfa/Orchard Grass variety. I own a NH BC5070 baler and labor exchange all other equipment in return for lawn care at the home and ranch. I baled 3 cuttings in 2024, yielding 2850 bales. 4th cutting was extremely low due to drought conditions. I have sold 2000 bale for \$7/bale and have a CLOSING IVENTORY of \$6050 which is 850 bales @ \$7 ea. and 3/4 roll of twine.