

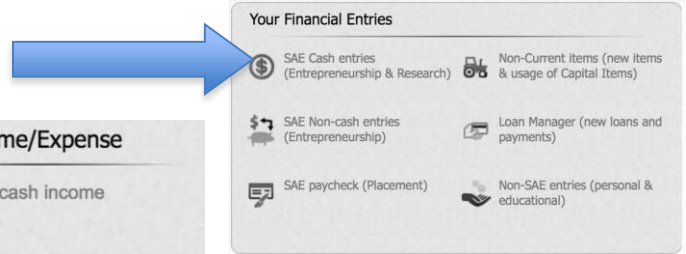
Adding SAE Finances (Expenses YOU pay)

Step 1: Log into your AET record book. (www.theaet.com)

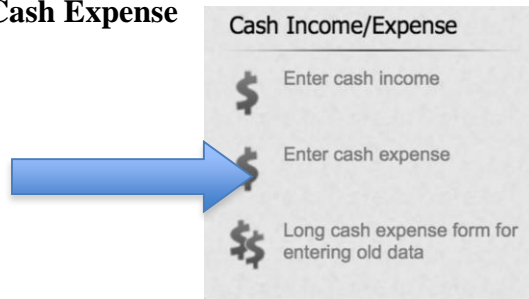
Step 2: “Click” on **Finances**



Step 3: “Click” SAE Cash entries (Entrepreneurship & Research)



Step 4: “Click” Enter Cash Expense



Step 5: Once you are on the Add/Edit Journal Entry you need to enter the following information.

- Date: Change to correct date of Event.
- Vendor/Payee: Store/Person you purchased the items from (ex. St. Hedwig, Silvers, etc.)
- Experience: Choose the SAE that the entry should fall under.
- Type: Choose a type.
- Amount: Put the cost of that one item, if you bought more than one of the same thing, multiply the number by the quantity bought and put that amount.
- Memo/Efficiency: Put the number/quantity (ex. 1 Bag, 2 head, 4 bails, etc.)

New Income Transaction				
Date:	Vendor/Payee:	Total Amount:		
8/30/2015	St. Hedwig Feed Store	\$30.16		
Split:	Experience:	Type:	Amount:	Memo/Efficiency: (Quantity {space} Unit) 1 head, 750 lbs
1	Senior Year Market Lamb	Cash/Market Sale	\$ 17.95	1 Bag
2	Senior Year Market Lamb	Cash/Market Sale	\$ 12.21	1 Tub
3	(Choose Experience)	(Choose Type)	\$ 0.00	
4	(Choose Experience)	(Choose Type)	\$ 0.00	
5	(Choose Experience)	(Choose Type)	\$ 0.00	
<div> <input type="button" value="Save and Return"/> <input type="button" value="Save / Enter Another"/> <input type="button" value="Cancel"/> </div>				

Step 6: SAVE SAVE SAVE

Adding SAE Finances

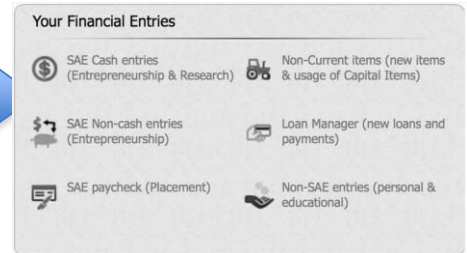
(Expenses SOMEONE ELSE pays for you)

Step 1: Log into your AET record book. (www.theaet.com)

Step 2: "Click" on Finances

Finances

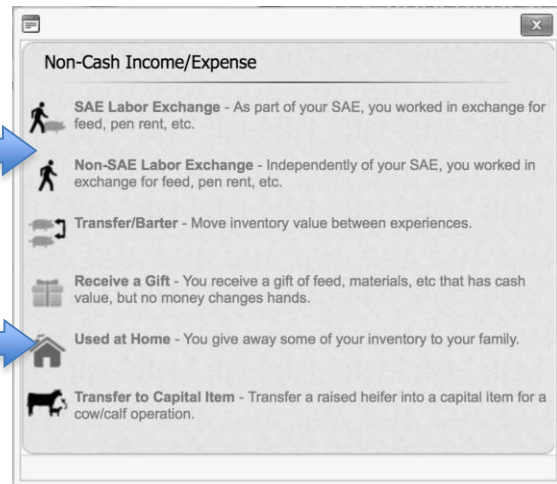
Step 3: "Click" SAE Non-Cash Entries (Entrepreneurship)



Step 4: "Click" Non-SAE Labor Exchange –or– Receive a Gift

*(Non-SAE Labor Exchange: when you perform chores, side jobs, etc. in exchange for someone else to purchase supplies, bills, rent, etc.)

*(Receive a Gift: When your parents/family/guardian/family friend/sponsor pays for supplies, bills, rent, etc.)



Step 5: Fill out expense info.

*(Non-SAE Labor Exchange: Date, Value (of item purchased), select Experience Income (Labor), select Expense (Feed, Rent, etc.), type a Memo for Income & Expenses.

*(Receive a Gift: Date, Value (of item purchased), select Experience (Feed, Rent, etc.), type a Memo for Income & Expenses.)

Non-Cash Non-SAE Labor Exchange

Date: 8/30/2015		Value: 17.95	
Experience:	(Not related to any SAE)	Expense (Feed, Rent, etc):	Senior Year Market Lamb
Type:	<input checked="" type="radio"/> Labor Exchange	<input checked="" type="radio"/> Feed Expense <input type="radio"/> Other Expense <input type="radio"/> Veterinary Medicine <input type="radio"/> Supplies <input type="radio"/> Repairs/maintenance <input type="radio"/> Seed <input type="radio"/> Fertilizer/chemicals <input type="radio"/> Rent <input type="radio"/> Entry Fees/Commissions <input type="radio"/> Inventory for Resale <input type="radio"/> Fuel <input type="radio"/> Contract/Custom	
Memo:	Completed Household Ch		1 Bag
Save		Cancel	

Non-Cash Gift

Date: 8/30/2015		Value: 17.95	
Experience:		Expense (Feed, Rent, etc):	Senior Year Market Lamb
Type:	<input checked="" type="radio"/> Unearned Income	<input checked="" type="radio"/> Feed Expense <input type="radio"/> Other Expense <input type="radio"/> Veterinary Medicine <input type="radio"/> Supplies <input type="radio"/> Repairs/maintenance <input type="radio"/> Seed <input type="radio"/> Fertilizer/chemicals <input type="radio"/> Rent <input type="radio"/> Entry Fees/Commissions <input type="radio"/> Inventory for Resale <input type="radio"/> Fuel <input type="radio"/> Contract/Custom	
Memo:	Parents Purchased		1 Bag
Save		Cancel	