

Completing the Keystone Degree in AET

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Supervised Agriculture Experience

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From the National FFA Manual:

State FFA Degree: To be eligible to receive the State FFA Degree from the state association, a member must meet the following minimum qualifications:

1. Have received the Chapter FFA Degree.
2. Have been an active FFA member for at least two years (24 months) at the time of receiving the State FFA Degree.
3. While in school, have completed the equivalent of at least two years (360 hours) of systematic school instruction in agricultural education at or above the ninth grade level, which includes FFA traditions and a Supervised Agricultural Experience (SAE) program. NOTE: SAE is to be in addition to at least one Ag Ed course per school year.
4. A student after entering agricultural education must have: a. Earned and productively invested at least \$1,000; or b. Worked at least 300 hours in excess of scheduled class time; or c. A combination thereof, in a Supervised Agricultural Experience program.
5. Demonstrate leadership ability by: a. Performing 10 procedures of parliamentary law. b. Giving a six-minute speech on a topic relating to agriculture or FFA. c. Serving as an officer, committee chairperson or participating member of a chapter committee.
6. Have a satisfactory scholastic record as certified by the local agricultural education instructor and the principal or superintendent.
7. Have participated in the planning and completion of the chapter's Program of Activities.
8. Have participated in at least five **different** FFA activities above the chapter level.
9. Have participated in at least 25 hours of community service, within at least two different community service activities. These hours are in addition to and cannot be duplicated as paid or unpaid SAE hours.
10. In PA, FFA members, who are at least juniors in high school may apply if they qualify for the degree. Graduates may apply as long as they are eligible FFA members.

NOTE: If you are planning to apply for the American Degree, please use the document:

Completing the American Degree in AET. Those directions are geared to specific requirements for the American Degree. You will be qualified for the Keystone and headed for a complete American Degree application.

VERY IMPORTANT!

***** All entries in AET MUST have occurred prior to Oct. 1 of the current year (and after the first day of your first Ag class). Entries can be made AFTER Oct. 1, but, must have occurred prior to Oct. 1 OR the entries will not flow into the Keystone Degree.*******
Includes: Journal/Financial/FFA Activities/Community Service: ALL ENTRIES. You can continue to make entries that occurred after Oct. 1, but, they will not be included in the Keystone Degree application.

If you have record book questions, please see the ***Student Guide to AET by Robin Bechte!*** which is located at paffa.org/association under SAE.

To get ready to apply for the Keystone Degree: you need to do some house cleaning and clean up/finish your record books. As you complete your records, then, that info will flow completely to the application

SAE projects that are acceptable are those that are completed in addition to classroom time. SAE projects where only classwork is recorded are not accepted. SAE projects are to be related to skills/knowledge learned in your Ag courses with realistic records.

REMIND YOUR ADVISOR to submit your name to the FFA roster, as you are starting to work on your recordbook. They can: go to the accounts tab: Find: FFA Roster helper and read the directions.

As you are updating your records, document new things you have learned, new skills that you have learned or practiced and how those new skills may impact your future plans.

As you are reviewing your records:

1. Check for spelling – in several areas there are spell check options. If not, copy the text to a Word file and do a spell check.
2. Watch your use of CAPITAL LETTERS. Names, first letter in sentences, and towns, are all capitalized and the letter I, when you mean you...
3. Add enough detail to your entries so that anyone reading your application will be able to understand what you did. We are not all from your school/town/area.
4. If you use abbreviations, make sure you define those abbreviations in the text, not everyone knows your local terms.
5. Check for grammar.
6. Make sure your comments are appropriate for an award application.

Reviewing your Records: Complete records make a complete application

Log in to your AET Account

BASIC REQUIREMENTS

PROFILE TAB

- I. **_____Choose: Profile, Contacts & Password** – make sure all of the information, here, is complete, accurate, and current and capital letters are used as needed. This information flows onto the cover page of your application. Your FFA Member Number and Chapter Name and Number **MUST** appear, here, also. If not, talk to your FFA Advisor. Review your graduation year (the correct month is not critical). Make sure your birth year is correct, too. All of this information affects your FFA membership and award eligibility. If you have a personal email, include that in the profile. If you have a personal email address, it is a good idea to include that. Include your parent/guardians' first and last names. Make sure your Basic profile % is 100.
- II. **_____In the profile, a nice head shot in FFA Official dress would be great or your school picture. Sometimes your picture may appear in award applications; having a pic of your favorite pet, etc. is cute, but not helpful.**
Select the profile tab
- III. **_____Ag Class Schedule:** Make sure you have selected every Ag course you have completed. The first Ag course is the most important as records entered before the first date of that class will not be included in your application. If all of your courses are not listed your teacher will have to update the course list.
Select the profile tab
- IV. **_____ Find: Career Goals: Transcripts & References: Complete each section of this resume: Especially the FFA Degree Levels obtained. If your chapter doesn't award Discovery Degree, leave that blank.**

****LEADERSHIP ACTIVITY REQUIREMENTS (Speech and Parliamentary Procedure)**

Remember to:

1. Enter FFA Offices held and FFA Committee memberships
2. The Speech and Parliamentary Procedure activities are added through the Journal.

Find: "Add New Journal Entry" box, Choose FFA:THEN: Choose Other Activities (Parliamentary Law, ag-related speeches....)

The screenshot shows the 'Add/Edit Journal Entry' form with the following details:

- Date:** 8/9/2024
- Category:** Other Activities
- Title or Subject:** Parliamentary procedure
- Type:** Performed procedure of parliamentary law
- Skill Areas:** CRP.01.01 Model personal responsibility in the workplace and community.
- Description:** I completed 10 activities of PP. List the 10 activities.
- Time:** Hours 2, Minutes 0
- Buttons:** Save, Delete Entry, Cancel

You also need to record the 6 Minute Speech that you prepared and presented as one of the requirements.

****Remember to SAVE before you leave each window****

The screenshot shows the 'Add/Edit Journal Entry' form with the following details:

- Date:** 8/9/2024
- Category:** Other Activities
- Title or Subject:** 6 Minute Speech on Benefits of Native Plants
- Type:** Six-minute speech on a topic relating to agricul
- Skill Areas:** CRP.01.01 Model personal responsibility in the workplace and community.
- Description:** I presented a 6 minutes speech to my horticulture class on the benefits of planting native plants. I found my resources at a Master Gardener event.
- Time:** Hours 1, Minutes
- Buttons:** Save, Save / Enter Another, Cancel

3. FFA Activities: If your chapter uses the calendar in AET, go there, and update the FFA activities that you participated in. OR go to the Journal tab and choose: FFA and enter your FFA Activities: at least 10 at the chapter level and 5 Different activities above the chapter level. More are recommended, in case any are questioned. Some areas of the state do not consider "meetings" as activities. To review them: Journal Tab: Review your journal entries and filter for the year and the Activity Category or Type.

4. **Community Service Entries: To review these: go to Journal Tab: Review Your Journal Entries: Pull down the filters at the top. Under Activity Category and Type: Find Community Service Activity: Here is an example of a complete Community Service description.**

Lebanon Area Fair: I helped to setup the vegetable area. I swept the floor, changed lightbulbs that didn't work and I helped to set up the display tables and covered them with paper.

Millersville Cemetery: I contacted the cemetery committee to see if they needed help. I spent 5 hours weed eating around the headstones and picking up trash. My friend helped me to fix the fence.

Salvation Army: My friend and I rang the Salvation Army Bell for donations in front of the local Wal-Mart. 25 people put money in our bucket.

Campbelltown Nursing Home: I contacted the nursing home to see if I could volunteer. I had fun playing bingo with the residents 3 times. On another day, I helped the staff to make ice cream for the residents.

25 hours are required for Keystone Degree: Always have extra entries in case one or more are questioned.

SAE ACTIVITY REQUIREMENTS

Click on the Large "AET" in the top left corner. (that is a button)

V. Profile tab: Go to the Project/Experience Manager

- a. ____ Check over your list of projects, carefully, if there are projects that you started and did not complete, go to the Gears and delete them. If you need to finish the records, you can do that, backdating is fine and will not penalize you in any way.
- b. ____ Gears: Make sure your project is the correct type. If you are not sure, go to Explore SAE and review the information, there. You can change the project type without losing information. Project names are very important. Do not use animal names; if your horse's name is Sadie, the project name should be Pleasure Horse. If you have market animals the name should include the YEAR that you plan to sell or sold the animals. Market Steer 2024, for example.
Market projects are completed when the animal or group is sold. If you have another market project, that should be a new project the following year. Breeding projects and placement projects continue from year to year.
If you have market/replacement or breeding projects, select the management module that best applies to your project. (in the Gears area)
- c. ____ Review your project plans (pencil) Each section needs to be **very descriptive** and if you have the same project for several years, update the description every year. (Placement, for example)
- d. **NEW: The electronic signature is active and needs to be completed so that the SAE Plan has a green checkmark.**
- e. ____ **Budget:** If you have completed Ownership/ Entrepreneurship or research projects, you should have completed a budget for each project. Review those and make sure they are complete.
- f. ____ **Financial entries:** This column indicates the number of financial entries you have made for projects that include financial entries (Entrepreneurship, paid placement, and research). Click on each number in that column and review the financial entries for every project.
NOTE: placement project expenses/taxes, etc. will not appear in this window. Those expenses are "personal" in nature and will not appear, here.
Entrepreneurship projects: market animals, make sure you have entered animal purchases (Livestock purchased), feed expenses, the sale of the animals, and sale expenses (Commission). Review the names of the vendors and make sure the names are complete/correct.

_____ **Journal Entries** Journal entries should include tasks completed and skills learned. A journal entry example could be: 9/8, Description: 9/1-9/8, I fed and watered my iguana every day. 5 hours.

9/6 Today, I cleaned Iggy's (iguana) pen and put in a lot of newspapers because his cage was very messy!

9/1 – 9/8 This week, I worked Monday and Tuesday for 10 hours total, I waited on customers and stocked shelves. (Do not copy and paste journal entries, note something new or different each week)

- g. Make sure your journal hours are realistic. There are only 24 hours in a day and you need to go to school and sleep some of those hours!
- h. Upload any files/photos or videos that relate to your project. That can be done in the Experience manager by clicking on the number in the files/video column. Make sure they are added in the correct Experience Category (found to the right).

REVIEW Column

- i. _____ Complete the Annual Summary – that is the clipboard. Even if it is marked green, review it. The entries in Annual Summary go to the application as a description of the project. This page helps the reviewers of your application to fully understand your projects and YOUR ROLE in the project. The annual summary is a REVIEW of what actually happened during the year, not what you PLAN to happen at the beginning of the year, but, is completed at the end of the year or at the end of the project. You can include what you learned, new skills completed/learned, etc. "Scope" or the Numeric Quantity of animals that you worked with each year is completed in the Annual Summary section, also. If you are not sure what to enter, choose the green ? for more explanation. Be careful of the length of the description, it may cut off in the application. AET has a nice template that you can copy in the SAE description box and edit it to share information about your own project.

Your description should include something that you learned or a new skill that you practiced.

SAMPLE REVIEW/Clipboard DESCRIPTIONS:

- 1) If your project was placement this is an acceptable description: the responsibilities and experiences change each year, so, include that in the SAE descriptions.
- 2) Keep 'Em Kickin' Vet clinic – 3 Years. Veterinary Assistant. I started working as a general maintenance person in February of 2017, and this year I assisted the vets in the clinic holding animals and as a receptionist as needed. I learned how to take x-rays and assisted the vet techs.
- 3) Smith Dairy Farm Placement– 3 years. I worked for my dad on our dairy farm; where we milk 250 Holstein cows. I started out feeding calves and cleaning their hutches and after completing the AI Breeding school, I was able to breed the cows. My conception rate is 80%. In the future I hope to buy some of my own cows and integrate them into the herd.
- 4) Jones Produce Farm: 4 years. We raise 1 acre of watermelons, 2 acres of strawberries and 5 acres of sweet corn, there are 4 other employees. I started out weeding the strawberry patch and picking produce as needed. Today, I run a stand at Root's Market on Tuesday and am involved in all aspects of produce production: planning the planting, planting, cultivating, spraying (I received my spray license this year), and determined the best harvest time.
- 5) If you have completed 4 years in the same placement, the descriptions should change each year. You should show a change or increase in tasks that show more responsibility/skills learned.

Entrepreneurship:

- 6) My SAE project included 3 dairy cows; Crystal, Bonnie, and Sally. It also included Crystal's heifer calf Catie and Sally's calves Susie and Sammy. I sold Bonnie in 2013.

This may explain the animals that show up in your inventory and it will explain what happened to Bonnie. Since this is an ongoing project: you can update the description each year. Then, the reviewers can follow the animals and see what has happened with them, sold, bred, transferred to another project, etc.

- 7) Market Swine 2019: 3 hogs for Lampeter Fair. This year I showed 2 hogs at Lampeter Fair and my family butchered and ate the third one. I included the funds for the 3rd hog in Used by family. I don't have any non-current inventory items, because I borrowed the equipment from my cousin.
- 8) Market Goats 2018: (NOTE the year included in the name is the year the animals were sold) I purchased 2 Boer market goats which I showed and sold at Solanco Fair. I learned that feeding a consistent feed ration is important to prevent bloat. I also learned how to trim their hooves.

New for 2025: The clipboard now includes Efficiency Factors and Learning outcomes. If you need help with these: go to paffa.org/SAE Scroll down to the Heading: SAE/AET and find SAE Efficiency Factors. This document should help you. You can also go to Reports tab: Analysis of Animal Experiences: Analysis Advanced statistics... Find the data, there that you can use.

FINANCES TAB:

- I. _____ Start of Ag Ed Inventory (Blue box)

In this section, you should have entered the values of any **items DIRECTLY RELATED TO THE SAE PROJECTS** that **you owned** prior to your first day in Ag. The first day in Ag is the first date that you had an Ag class. If that needs to be updated, go back to PROFILE tab and select the Ag classes section. If class dates need to be updated, talk to your FFA Advisor.

- a. _____ Current Expenses are current assets (will be used up in a short time: feed) that you owned before your first day in class. If you showed animals in 4-H and had some feed left that you are going to use for your FFA projects, etc.
- b. _____ Non-current Items in inventory are OWNED by you, the STUDENT. These items are also SAE related, not personal items. Your truck or car are personal and not SAE related, do NOT include them.
- c. _____ Cash/Checking: How much money did you have or do you think you might have had when you started in Ag Education?'

- II. If you own inventory at the end of the year, the value of these items will impact your final numbers.

_____ Go Back to the FINANCES TAB

Go to: the Tractor – Non-Current Manager.

Make sure the description is complete and with enough detail that anyone will be able to know what the item is. Do NOT use animal names, only. Animal names are acceptable with a complete description included. Example: Sally: Registered Bulldog, Born 1/1/14 (used in a dog breeding project, not a pet) In the left column, select Usage and enter the % that each item is used in each project. It must total 100% each year. If the item was sold or died, etc. make sure that is indicated as well.

- III. _____ Select Review and edit finances: Check the names of Vendors to be sure the entry is actually a vendor, such as a business or person where you made a purchase – DAD or GRANDPA are not vendors, please use their names. Make sure the vendor name is spelled correctly.

Each entry should be like this:

DATE of purchase/ Description:Project name (category of item purchased, Supplies) vendor From the memo box, a note of exactly what you bought. If you need to make changes, select edit. Always make sure you "SAVE" after making changes.

IV. ____ Year End Adjusted Value

The value of inventory items at Year End or in this case, October first. If the item has been sold, the number is 0.

V. ____ Non-Current Items (New Items and Usage of Capital Items) Capital items are those items, used in your SAE project that YOU own for more than 1 year. Personal items do NOT go, here.

In this section, you will need to update the capital items information which transfers to inventory in the application. Please give a complete description of the items. If there are animals, then, date of birth and breed should be indicated, also. Each animal should be listed separately.

VI. ____ LOAN MANAGER

This is where you enter loans associated with your SAE projects. **Personal loans do not go here.**

VII. ____ NON-SAE ENTRIES

You can enter some personal expenses here.

This is money that you show as spent has to be indicated somewhere as income.. either as gifts, non-SAE income etc. or SAE income. Remember, you can't spend money that you didn't earn. If you enter an expense, it has to be covered by an income. The applications do NOT require non-SAE expenses.

VIII. ____ EXPERIENCE MANAGERS

If you have animal, entrepreneurship projects, you should be using the Experience managers.

If that is not showing up in the Finance tab, then, go back to Experience Manager and the gears, go to the bottom of the screen and select

Category: Animal Systems

Sub category – Your animal type

Category/Unit – What type of animals; Breeding, showing, etc.

Management Module: Market/Replacements or Breeding Herd

REPORTS TAB

____ If you have CHECKED off every topic, above you are ready for the BIG STEP!

To set up an award application: go to the Reports tab and select Degree/Application Manager.

At the top of the page you will see: [FFA Award Information](#) - complete the FFA information that automatically inserts into FFA award reports: open that link FIRST, and complete any empty boxes that apply to you. Enter the years AND hours of Ag Ed courses taken in your school. If you indicate more than four years, check with your teacher to see if your program is a 5 or 6 year program, there are very few in PA.

____ **In the box that says "Start a New Application by choosing from this drop down Menu to "AET State Degree" and click Add New Then, Select "Application". (You only have to do this ONE time)**

The first window includes basic instructions – Remember: any records in AET will populate the application for you.

- a) ____ In the left margin Select COVER
- b) ____ Leave the boxes: Major Region and Minor Region empty if they are.
- c) Make sure all of the information is up to date and correct.

FFA MEMBERSHIP CHECK PAGE

If you/your advisor have questions about this page: Contact Mr. Brammer

- d) _____SUPPORTING RECORDS PAGE – Change the ending date to the current year: for Keystone: 10/1 of current year. The beginning Date should be entered for you: it is the first date of the first Ag class that you selected in the Profile Tab.

SKILLS, COMP, KNOWLEDGE PAGE: These entries come from your SAE Journal entries.

Earned and Productively Invested Page:

_____Income and expenses should appear on this page according to the type of projects that you have had.

- e) _____If you have had entrepreneurship projects, expenses such as feed or other supplies should appear here. Throughout this page, you should NOT see terms like: not met or not balanced or No. If you do, you will have to go back to your records and make some changes.

Checklist Page:

If an item is :NOT MET, then, click on the link at the right and go to that section in AET and make edits/updates.

When your application is complete: the checklist is all green: go to Save/Print Your App

Click on Complete/Save Your App and a pdf version will be made. Open and review the application and make sure that it is complete. If you make any edits, save a new “version” before you submit the application.

Your teacher can contact Mrs. Fay for additional help if you have an issue with your SAE records.

Good Luck!!!!

Mrs. Fay

Manual Checklist in the AET State Degree application

| Checklist of Minimum Keystone Qualifications | | |
|---|---|---|
| The following review sections are related to the complete recordbook report in AET or the application. | | The application will automatically enter info in these boxes |
| Basic Requirements | | |
| FFA Membership (Award App) | 1. Student has FFA membership for at least 24 months. | MET/NOT MET |
| AET Profile | 2. Student must be a Junior, Senior, or Graduate to apply for this degree | MET/NOT MET |
| Student Resume (Profile) | 3. Student holds the FFA Cpater Level Degree? | MET/NOT MET |
| FFA Membership (Award App) | 4. Candidate has a current membership for the ending date of this application? | MET/NOT MET |
| Award Application | 5. Candidate has obtained the required electronic signatures and approvals. | MET/NOT MET |
| AET Profile Class Enrollment | 6. Candidate must have 4 semesters of instruction in AFNR completed and recorded in the school's official records. Ag Ed classes in addition to SAE projects. | MET/NOT MET |
| Leadership Activity Requirements | | |
| Officer/Committee (Journal) | 7. Candidate has served as an officer, committee chairperson, or participating member of a major committee? | MET/NOT MET |
| AET Journal Record or Profile and Exams | 8. Student has earned 70% or better on the Parliamentary Law Test in AET OR recorded a journal entry for performing parliamentary law procedures (10) | MET/NOT MET |
| Other (Speech, Journal) | 9. Has given (1) an Ag related speech or (2) led a group discussion for forty minutes on a topic relating to agriculture or the FFA? | MET/NOT MET |
| FFA Activities (Journal) | 11. Participated in a minimum of 10 FFA activities at the Chapter level? (1 FFA meeting per year can count: FFA Offices do not count as activities) | MET/NOT MET |
| Community Service (Journal) | 12. Participated in 25 hours of Community Service Activities in at least 2 different fully-described activities that DID NOT BENEFIT FFA and NOT DUPLICATED AS AN SAE? | MET/NOT MET |
| SAE Activity Requirements | | |
| SAE Plan | 13. All SAE Plans are complete, which is noted by "green" checkmark. | MET/NOT MET |
| SAE Section | 14. Each SAE has a completed Annual Review (Clipboard) summary for each year in the application. | MET/NOT MET |
| "Earned and Productively Invested" (Award Application) | 15. Student qualified for the Degree with earnings, productively invested, and hours? | MET/NOT MET |
| AET Experience Manager | 16. Candidate has valid financial entries and not SAE warnings reported by AET? | MET/NOT MET |
| Verify in SAE Records | | |
| SAE Details (Records) | 17. SAE transactions (income/paychecks, expenses or journal hours) for each SAE are appropriate and reasonable for the enterprise(s) (SAEs) listed? (see journal and financial records) To review see (1) journals and (2) cash and non-cash entries. | MET/NOT MET |
| SAE Expenses (Finances) | 18 If market livestock projects, does Livestock Purchased exist? (If applies - see financial records in cash and non-cash entries) | MET/NOT MET |
| SAE Expenses (Finances) | 19. Are SAE market adjustments appropriate and reasonable for the SAEs? (If applies - review each SAE) RECORD N/A IF DOES NOT APPLY on the final review page. | MET/NOT MET |

Checklist in the AET application Window:

| RECORD BOOK CHECK ITEMS | | | | |
|--|----------------|---|------------------------------|---------------------------------------|
| <p>Special Notes before you begin this page:</p> <ul style="list-style-type: none"> • <i>Missing, Error, or Not Met</i> indicates a condition causing the candidate not to qualify for the degree. • Regardless of the qualifications shown here, FFA staff and reviewers may contact the advisor or applicant for additional information and evidence, including, but not limited to, SAE agreements and record books. | | | | |
| # | Condition | Item | Records Verification | Link |
| Basic Requirements | | | | |
| 10 | NOT MET | Student has FFA membership for at least 24 months? | FFA Membership (Award App) | Membership Check |
| 21 | MET | Student must be a Junior, Senior or Graduated to apply for this degree. | AET Profile | Profile |
| 30 | MET | Student holds the FFA Chapter Level Degree? | A. Student Resume (Profile) | AET Resume |
| 50 | NOT MET | Candidate has a current membership for the ending date of this application? | FFA Membership (Award App) | Membership Check |
| 70 | NOT MET | Candidate has obtained the required electronic signatures and approvals. | Award Application | Electronic Signatures |
| 80 | MET | Candidate must have 4 semesters of instruction in AFNR completed and recorded in the school's official records. | AET Profile Class Enrollment | Profile |

| | | | | |
|---|--------------------------|--|---|---|
| Leadership Activity Requirements | | | | |
| 110 | MET | Candidate has served as an officer, committee chairperson, or participating member of a major committee? | C. Officer / D. Committee (Profile) | Offices Committees |
| 128 | NOT MET | Student has earned 70% or better on the Parliamentary Law Test in AET, OR recorded a journal entry for performing parliamentary law procedures (10 for state and 5 for chapter). | AET Journal Record or Profile and Exams | Exams Journal |
| 130 | NOT MET | Has given (1) an ag-related speech, or (2) led a group discussion for forty minutes, on a topic relating to agriculture or the FFA? | E. Other (Journal) | Journal |
| 150 | Verify in Records | Participated in a minimum of 5 FFA activities above the chapter level? (Your value: 8) | E. FFA Activities (Journal) | Competitions Journal |
| 151 | Verify in Records | Participated in a minimum of 10 distinctly different FFA activities at the chapter level? (Your value: 11) | E. FFA Activities (Journal) | Competitions Other FFA |
| 170 | Verify in Records | Participated in 25 hours of Community Service Activities in at least 2 different fully-described activities that DID NOT BENEFIT FFA and NOT DUPLICATED AS AN SAE? (Your values: 39.00 hrs, 5 activities) | E. Comm. Service (Journal) | AET Journal |
| SAE Activity Requirements | | | | |
| 201 | NOT MET | All SAE Plans are complete, which is noted by "green" check mark | F. SAE Plan | Non-Current SAE Plans |
| 205 | NOT MET | Each SAE has a completed Annual Review (Clipboard) summary for each year in the application. | F. SAE Section | Experience Manager |
| 250 | MET | Student qualifies for the Degree with earnings, productively invested, and hours? | "Earned & Prod. Invested" (Award application) | See Application |
| 260 | ERROR | Candidate has valid financial entries and no SAE warnings reported by AET? | AET Experience Manager | Experience Manager |
| Verify in SAE Records | | | | |
| 1018 | Verify in Records | SAE transactions (income/paychecks, expenses, or journal hours) for each SAE appropriate & reasonable for the enterprise(s) (SAEs) listed? (see journal and financial records) - To review see (1) journals and (2) cash and non-cash entries. | F. SAE Details (Records) | Experience Manager |
| 1019 | Verify in Records | If market livestock projects, does inventory purchased for resale exist? (if applies - see financial records in cash and non-cash entries) | F. SAE Expenses (Finances) | Experience Manager |
| 1020 | Verify in Records | Are SAE market adjustments appropriate & reasonable for the SAEs(s)? (if applies - review each SAE). RECORD "N/A" IF DOES NOT APPLY on the final review page. | F. SAE Expenses (Finances) | Experience Manager |

