



## Application Troubleshooting Tips

Created: 01/2016

*I started to begin my FFA award/Degree and none of the sections will show?*

Complete the Basic Set-up page with beginning and ending dates and select at least one “type” of SAE project.

*I filled out a Proficiency application last year. Can I use this application again, or do I have to start a new application and enter everything again?*

If you are filling out the same award area, you can still use last year’s application. Open the application, go to the Basic Set-up page, and then change the ending date (end of previous year). The additional columns will be added to the income and expense statement (if applies) and other year designations. If your SAE records have current and non-current inventory, those pages will need to be completed with the new items and valuation for the new ending year. Check with your state to make sure they will allow you to apply in the same area.

*My application won’t let me put information in the SAEs – Entrepreneurship Details*

If this section won’t let you put information directly into the application, then you you have an AET account Your state or chapter have designated it’s applications as AET accounts. If you do not have records in AET, then go to instructions page of the application and review the final instruction’s item to unlock your application. Be careful in locking and unlocking the application, data can be erased, so carefully read the online instructions for this process. The Skills drop down listing is blank, what do I do.

- In order for the skills drop down listing menu to be activated, you must designate a career pathway on the Basic Setup section of the application. See the following example below:

II. PROFICIENCY TYPE	
Proficiency area for this application	<b>Swine Production - Entrepreneurship</b>
Please choose the primary pathway of your SAE. Even if your SAE spanned multiple pathways, choose the one that fits best.	<input type="radio"/> Animal Systems <input checked="" type="radio"/> Agribusiness Systems <input type="radio"/> Cluster Skills LifeKnowledge <input type="radio"/> Environmental Service Systems <input type="radio"/> Food Products and Processing Systems <input type="radio"/> Power, Structural and Technical Systems <input type="radio"/> Natural Resource Systems <input type="radio"/> Plant Systems <input type="radio"/> Biotechnology Systems



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# Agricultural Proficiency Awards

*I have a “REVIEW” on line 6c of the Income and Expense Statement Section. What is likely the issue?*

- This review is identifying that your ending non-current items are likely overstated.
- Ending inventory of non-current items do not increase in value over time, but rather decrease (depreciation) or may remain the same (land and raised breeding animals).
- Read the “?” help areas listed in the application
- To correct, review the ending value for the year and either:
  - Reduce the ending value
  - Report a transfer in or gift of an item that justifies the ending value
  - Correct other non-current item values reported
  - Correct the following years as needed

*My application has an error of “Accuracy Check for the Balance Sheet” listed in the checklist and Section E. on the Net Worth section. What is likely the issue?*

- This only applies to an American Degree or State FFA Degree
- The issue is that your financials reported in the application do not balance:  
(Assets = Liabilities + Equity), which identifies that some value is either over or understated.

Common review areas are:

- Ending cash on hand or other asset values are not correct
- Personal income and expenses (Basic Setup) are not correct
- SAE earnings are not correct

*Resume has been reformatted and now has a skills section. What do I put here if I have already put my skills in the regular portion of the Proficiency application?*

- Refer to the Proficiency handbook for a breakdown of topics you might discuss
- **Special Tip:**  
A new portion of the Resume is the section titled Skills. If you have nothing to put in this section, be sure to **enter N/A** or the checklist will show an error.

*There are errors on the application checklist and I can't figure out how to fix them*

- Email [proficiency@ffa.org](mailto:proficiency@ffa.org) or call the program manager 317-802-4255.
- If you are an AET user or have questions regarding a state FFA degree, please contact AET at [info@theaet.com](mailto:info@theaet.com)