

DFA Upgrade 4.03p FCA Importing Description
Importing FieldClockApp time entries into DFA Enter Pay

OVERVIEW: Support for FieldClockApp.com

This is my first attempt to support the FieldClockApp.com (FCA) websites data downloading and importing time sheet information into DFA.

Initial Setup Steps.

- 1) Create a FieldClockApp.com, FCA, account. Configure your FCA account to your farms information.
- 2) Use the DFA FCA upload program to automatically load your employees in FCA. (separate exporting instructions are for the DFA2FCA program). Call Tony for help.
- 3) Create a folder on your hard disk, drive C, for the FCA time sheet file. This folder should be created in the root of drive C. (do not use my documents or DFA) The folder name must be DFA compatible with an 8 character or less folder name. I suggest the folder name FCA2DFA. Call Tony for help.

FCA Time Sheets to DFA Pay Entry Steps.

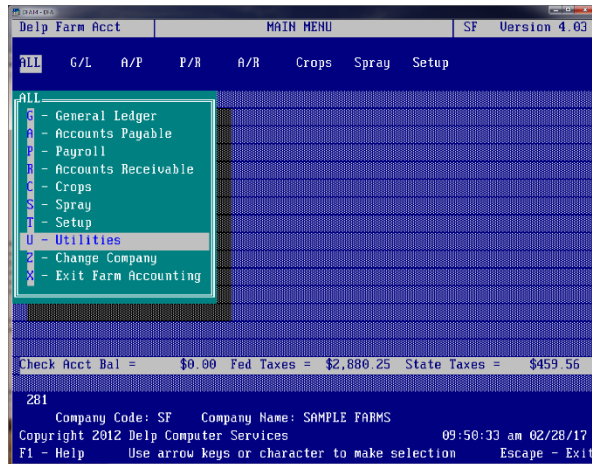
- 1) Use your FCA account to download your current time sheets into the folder you created in step 3 above ... probably the folder C:\FCA2DFA.
- 2) Run the DFA program, FCA2DFA, to perform the importing of FCA time sheets information into DFA's PR-B Pay Entry system.
- 3) You must then use DFA's PR-B Pay Entry screen to pull up each imported time sheet for an employee and press enter through the time sheet to make DFA calculate taxes and deductions (or use F10 quick save on job code to fast calc).

Oct 19th, 2017

DFA Upgrade 4.03p Description

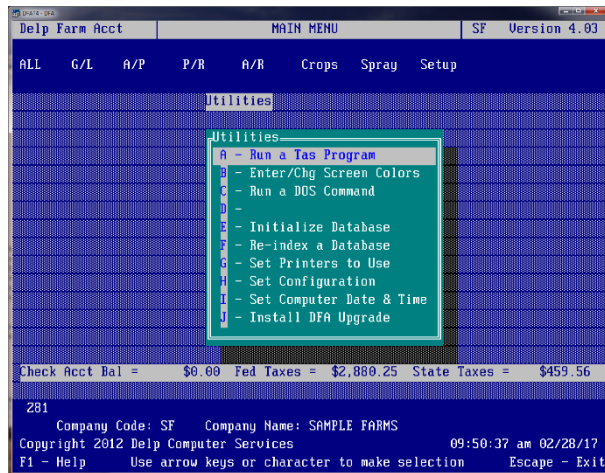
Exporting DFA Employees, Crops, Jobs – for FieldClockApp

STEP 1 The DFA importing program for FieldClockApp is started in the Utilities Menu.



Please select U – Utilities Menu.

STEP 2 This is the DFA Utilities menu.

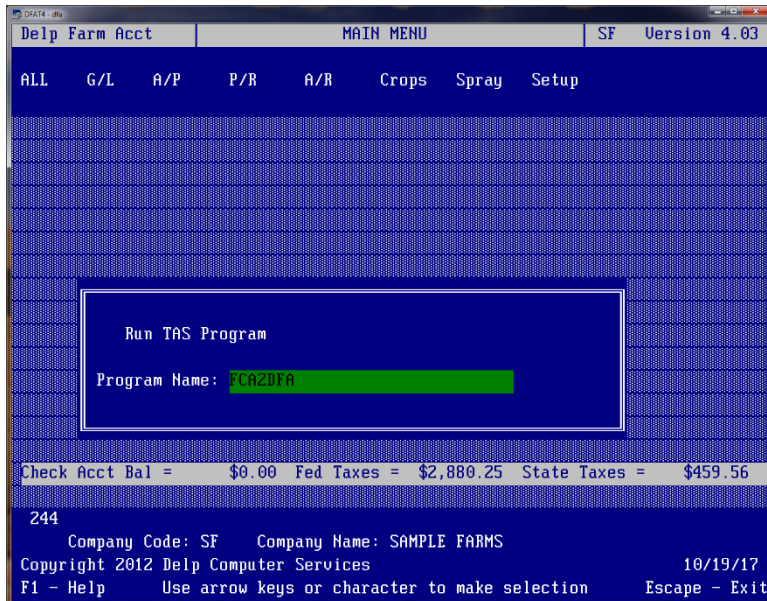


– Please select A – Run a Tas Program.

DFA Upgrade 4.03p FCA Importing Description

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STEP 3 Please type FCA2DFA for the program name and press enter.

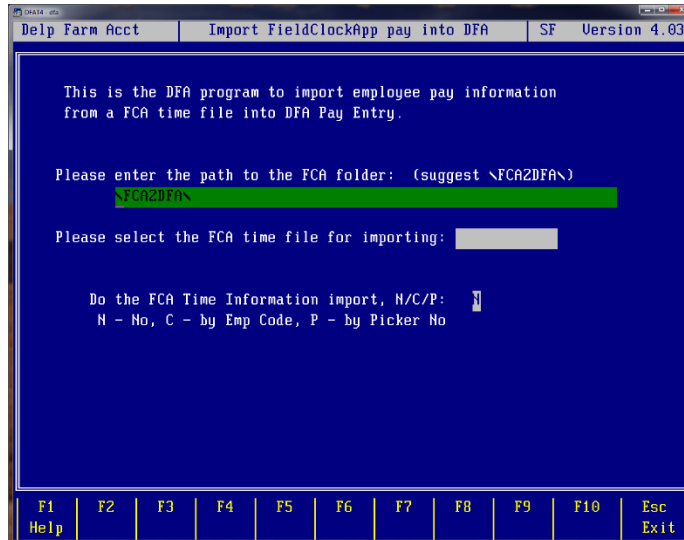


The program is FCA2DFA

DFA Upgrade 4.03p Description

Exporting DFA Employees, Crops, Jobs – for FieldClockApp

STEP 4 The following Screen is the DFA Import program for FieldClockApp time sheets.



Please enter the path to the FCA Folder: - This is the FCA folder you are using to store the FCA time sheet files. I suggest you use the drive/folder of C:\FCA2DFA.

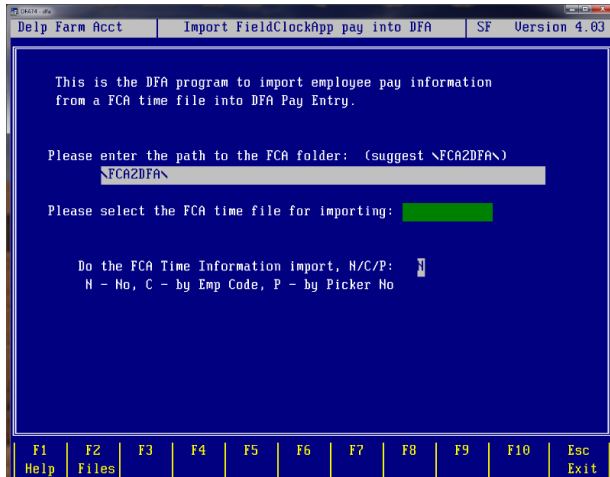
Please select the FCA time file for importing: - Please press the F2 – Files key to get a list of FCA files. The newest file is always at the top. DFA can only display 8 characters of the file name ... so I would suggest picking by date.

Do the FCA Time information Import, N/C/P: - You must tell DFA how to identify FCA employees in DFA. You can either use Employee Code (C) or Picker No (P). The DFA code must then match the FCA code for employees.

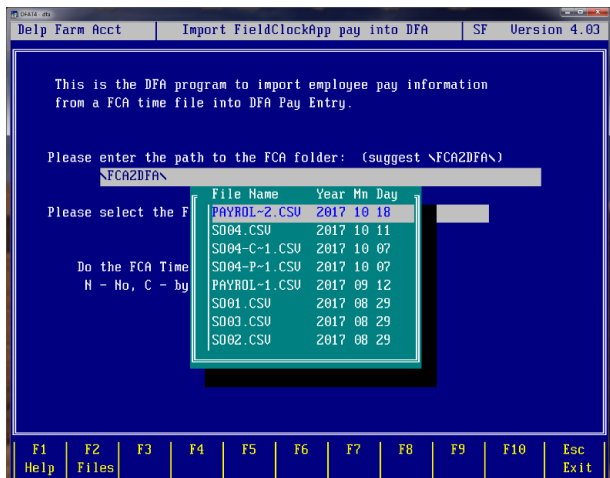
DFA Upgrade 4.03p FCA Importing Description

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STEP 4 - Continued. The following Screen is the DFA Import program for FieldClockApp time sheets.



Use the F2 Files key to list the FCA time sheets.

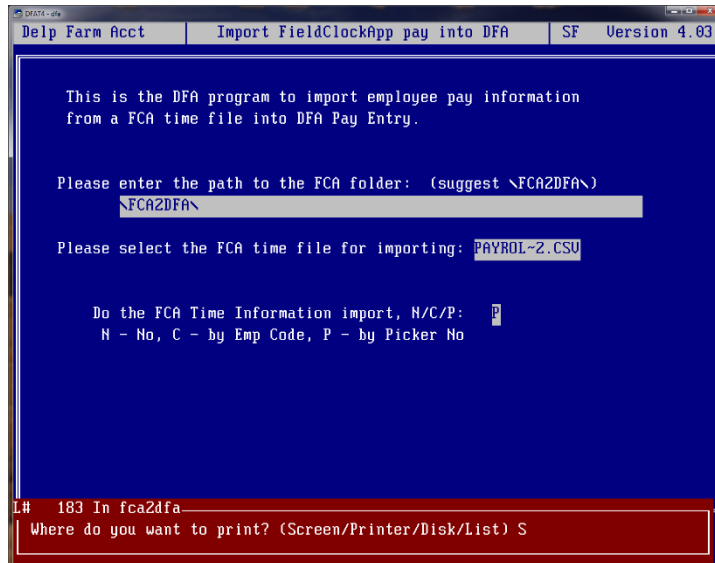


The above screen is an example of the FCA List Files screen. The FCA time sheet file name is different so use the date to pick the correct file.

DFA Upgrade 4.03p Description

Exporting DFA Employees, Crops, Jobs – for FieldClockApp

STEP 4 - Continued. The following Screen is the DFA Import program for FieldClockApp time sheets..



Where do you want to print (Screen/Printer/Disk/List) S – I would strongly suggest you print this ... it will list importing warning (potential pay entry problems) and import failures (the time sheet line was not imported!).

This has imported the specified FCA time sheet into DFA. You must now go into DFA and use PR-B Pay Entry to force DFA to calculate taxes and deductions. DFA will not print check if you do not force DFA to calculate taxes and deductions.