

# Deltek FMS ReadMe

for Version 2011.0.02



Deltek Financial Management System

<b>Important Notes</b>	<b>2</b>
2007.1 and Later Versions Not Available for Visual FoxPro Version of Deltek FMS.....	2
Running Deltek FMS on Windows Vista Computers .....	2
Upgrading to Version 2011.0 from an Earlier Version.....	3
Current Versions of RTE and Web Suite.....	4
Required Version of Crystal Reports Is Now 11.0 .....	4
<b>Payroll Tax and Government Forms Changes in This Version</b>	<b>6</b>
Payroll Tax and Government Forms Changes in This Version.....	6
Updated Federal Tax Methods for 2011 .....	6
Government Forms Updated.....	6
Updated State Income Tax Methods for 2011 .....	8
<b>Problems Resolved in the Current Release</b>	<b>10</b>
Problems Resolved in the Current Release .....	10
<b>Problems Resolved in Earlier Releases</b>	<b>11</b>
Problems Resolved in Earlier Releases.....	11
Accounts Payable and Purchase Order.. ..	11
Business Management. ....	12
Payroll Plus.....	14
General Ledger.....	14

# Important Notes

## 2007.1 and Later Versions Not Available for Visual FoxPro Version of Deltek FMS

If you are using the Visual FoxPro version of Deltek FMS, the release of 2006.3, as previously announced, was the last release that contained enhancements and problem fixes for that version. Subsequent releases, beginning with 2007.1, are only available to those using the SQL Server version of Deltek FMS. You will not be able to upgrade to 2007.1 or later releases of FMS without also making the change to the SQL Server version. (Note: This does not apply to Remote Time Entry, which is only available in the Visual FoxPro version.)

---

**Warning** If you have the Visual FoxPro version, it is very important that you do not attempt to install 2007.1 or later versions of FMS. The installation will not be successful, and you may have to restore your FMS system from a backup copy.

---

## Running Deltek FMS on Windows Vista Computers

Because of differences between Windows Vista and earlier versions of Windows, the procedures for installing Deltek FMS on a new Vista computer or for upgrading Windows to Vista on an existing Deltek FMS computer require some special steps. Those steps are described and explained in “Installing Deltek FMS on Computers Running Windows Vista,” a technical paper available on the Deltek Customer Care Connect site at <http://support.deltek.com>. *It is very important that you read that document before you attempt to install Deltek FMS on a Windows Vista computer or install Windows Vista on a computer already running Deltek FMS.*

Also be aware of the following:

- You cannot install or use Deltek RTE on a computer running Windows Vista.
- You cannot use SQL 2000 or MSDE with stand-alone Deltek FMS on a Windows Vista computer.
- If you have a computer configured as the Peer Server for Deltek FMS on a small network, that computer cannot run Windows Vista.
- You cannot use the link to Sage FAS on a computer running Windows Vista.
- You can use Windows Vista computers to access Web Suite. However, you cannot use a Windows Vista computer as your Web Suite server.

The following additional changes made in 2007.1 and later versions were necessary to make Deltek FMS compatible with Windows Vista:

- The WUPDATE.EXE file (the program file for the Update Deltek FMS Databases process) has been changed to WUP\_DATE.EXE, and WUPDATE.EXE has been removed. If you have shortcuts that call WUPDATE.EXE, those shortcuts will no longer work until you change them to run WUP\_DATE.EXE.
- Previously, the WIND2.INI file was installed in the Windows folder. Beginning with this release, it is located instead in the folder in which Deltek FMS is installed.

## Upgrading to Version 2011.0 from an Earlier Version

### Introduction

Follow the upgrade instructions in the current version of the Deltek FMS *Installation Guide*, but before you begin, read this topic. It contains some installation notes specific to upgrading to version 2010.0 from an earlier version.

### Required Versions

You can update directly to version 2011.0.x from version 5.14 or any later version (i.e., from any 2001.x, 2002.x, ... 2011.x version). If you are upgrading from a version that is in the range 4.55 to 5.13, first upgrade to 2005.1.x, and then upgrade to 2011.0.x. If you are upgrading from a version prior to 4.55, upgrade to 4.55, then to 2005.1.x, and finally to 2011.0.x.

If you are updating from a version prior to version 2007.3.01, be sure you carefully review the information in the “Getting Started...” documents for any previous versions you won’t be installing. Copies of those documents are available from the Customer Care Connect Web site (<http://support.deltek.com/>).

### Make Sure You Have Enough Disk Space

Upgrading a Standalone or Server installation to the current version requires more free space during the upgrade process. We recommend that you do the following before you install the current version:

- 1 Determine the amount of disk space currently taken up by your largest Deltek FMS company folder.
- 2 Make sure you have 3 times that amount of free disk space available before you upgrade.

For example, if the C:\Program Files\Deltek FMS\ABCInc folder, your largest company folder, contains files totaling 500 megabytes, you should have 1.5 gigabytes of free disk space available when you upgrade.

Please note that this additional space is only required temporarily. Once the upgrade is completed, most of the free space will again be available.

Workstations will need 95 megabytes for Deltek FMS program files. Workstations on which you will also install Crystal Reports Designer need up to 150 additional megabytes. (The actual amount varies depending on the installation options you choose.)

## Current Versions of RTE and Web Suite

If you are using Deltek RTE, we recommend that you upgrade to the latest version, if you have not already done so. That version is 2007.2.02.

If you are using Web Suite and are hosting it yourself, we recommend that you upgrade the programs on your Web server to the latest version if you have not already done so. That version is 2007.2.02. (When you upgrade, be sure you select the **Update to latest version** installation option.)

## Required Version of Crystal Reports Is Now 11.0

The Runtime version of Crystal Reports is used to print reports in Deltek FMS. That version of Crystal Reports is installed automatically on every computer on which you install Deltek FMS. It requires no special licensing or installation.

Installing version 2005.2.x or later of Deltek FMS also installs version 11.0 of Crystal Reports runtime. If you have another application on your computer that requires a different version of Crystal Reports, you may experience problems in that application after you install Deltek FMS. Contact the support department for that product before you install Deltek FMS to find out if they know of any compatibility problems with Crystal Reports 11.0.

Crystal Reports Designer is the version of Crystal Reports you use to create custom reports for Deltek FMS. Unlike the Runtime version, the Designer is licensed on a per-workstation basis. You can only install Crystal Reports Designer on the number of workstations for which you've purchased licenses.

Deltek FMS automatically comes with one Crystal Reports Designer license. If you want additional licenses, you must purchase them separately.

Unlike the Runtime version, the installation of Crystal Reports Designer is a separate process from the installation of Deltek FMS. Refer to the current version of the Deltek FMS *Installation Guide* for instructions.

---

**Important** It is not necessary to install Crystal Reports Designer in order to print or view reports. The Runtime version of Crystal Reports used for printing is installed automatically when you install Deltek FMS.

---

If you are upgrading Deltek FMS from a version earlier than 2005.2.x, you must also upgrade Crystal Reports Designer to version 11.0 on all workstations on which you've installed it. To do that, simply repeat the Crystal Reports Designer installation procedure using the Crystal Reports XI for Deltek compact disc.

If you are upgrading Deltek FMS from a version earlier than 2005.2.x, the standard reports are updated during the upgrade process so they print correctly under Crystal Reports 11. The conversion from Crystal Reports 9 to 11 restores some file output options for Word, Excel, and Acrobat that were removed in Crystal Reports 9, and it fixes the problem that prevented you from modifying .PDF files exported from Crystal Reports. In addition, this upgrade provides the important benefit of keeping Deltek FMS customers on the current Crystal release to ensure that they receive the most recent problem fixes and product enhancements.

Unlike some past Crystal Reports upgrades, we have not found any need to modify standard reports in order for them to run correctly using the new version. Because of this, we don't

anticipate that you will need to take any custom reports through a conversion process as a result of this upgrade. (Some custom reports may need to be modified because of other changes implemented in the 2005.2.x release; those are described in *Getting Started with Version 2005.2.01 and Later Versions of Deltek FMS.*)

# Payroll Tax and Government Forms Changes in This Version

---

## Payroll Tax and Government Forms Changes in This Version

### Updated Federal Tax Methods for 2011

In version 2010.0.05 and later versions, tax methods in the Payroll Plus module have been updated to accommodate changes to federal tax laws for 2011. At this time, the tax regulations have changed for the federal taxes listed below.

For details on the changes, contact the taxing authorities.

---

**Important** Deltek, Inc. does not provide or update FMS tax methods for any state or local taxes other than state income tax. If your employees are subject to payroll taxes other than federal and state income tax, FICA, Medicare, and federal unemployment, it is up to you to set up those tax methods and to keep them current with changes in tax laws. It is also your responsibility to update 401k and other payroll adjustments for changes in maximums or other changes in the rules and regulations governing those adjustments.

---

#### Available in 2010.0.05 and later versions

Federal income tax

FICA

### Government Forms Updated

#### Form 940

##### Available in 2010.0.05 and later versions

In 2010.0.05 and later versions, Form 940 and the related dialog box and verification report are updated for 2010.

## Form 941

### Available in 2011.0.02 and later versions

In 2011.0.02 and later versions of FMS, Form 941 and the related dialog box and verification report are updated for 2011.

## Form W-2

### Available in 2010.0.05 and later versions

In 2010.0.05 and later versions, Form W-2 and the related dialog box and verification report are updated for 2010.

The primary changes are to enable you to correctly process and report wages and tips that are exempt from the HIRE act:

- **Payroll Adjustments Dialog Box** – When you set up a payroll adjustment to track earnings that are exempt from the HIRE act, select *Form W-2* in **Tax Reporting Form** on the Government Reporting tab and select the new *12CC* code in **Line Label**. (The description for 12CC is “HIRE exempt wages and tips.”)
- **Form W-2 Dialog Box** – The code table on the Boxes 12-20 subtab of the View Form W-2 Data tab will display an amount for the new CC code, if an amount exists for the employee.
- When you generate Form W-2, amounts that are exempt from the HIRE act are displayed correctly in Box 12 on the forms.

## Form W-3

### Available in 2010.0.05 and later versions

In 2010.0.05 and later versions, Form W-3 and the related dialog box and verification report are updated for 2010.

The primary changes are to enable you to correctly process and report wages and tips that are exempt from the HIRE act:

- **Form W-3 Dialog Box – 12 Deferred compensation** on the Boxes 1-14 tab has been replaced with two fields: **12a Deferred compensation** and **12b HIRE exempt wages and tips**.
- When you generate Form W-3, amounts that are exempt from the HIRE act are displayed correctly in Box 12b on the forms.

Deltek FMS has also been updated for electronic filing of 2010 W-2 information, including amounts exempt from HIRE.

## Form 1099

### Available in 2010.0.05 and later versions

In 2010.0.05 and later versions, Form 1099 is updated for 2010.

# Updated State Income Tax Methods for 2011

## List of State Tax Changes

In version 2010.0.05 and later versions, tax methods in the Payroll Plus module have been updated to accommodate changes to state income tax laws for 2011. At this time, the income tax regulations have changed for the states listed below.

For details on the changes, contact the taxing authorities.

---

**Important** Deltek, Inc. does not provide or update FMS tax methods for any state or local taxes other than state income tax. If your employees are subject to payroll taxes other than federal and state income tax, FICA, Medicare, and federal unemployment, it is up to you to set up those tax methods and to keep them current with changes in tax laws. It is also your responsibility to update 401k and other payroll adjustments for changes in maximums or other changes in the rules and regulations governing those adjustments.

---

### Available in 2011.0.02 and later versions

Illinois  
Maryland

### Available in 2011.0.01 and later versions

Colorado  
Hawaii  
Missouri  
New Mexico  
Oklahoma  
Oregon (see "Special Note: Oregon" on page 9)  
Vermont

### Available in 2010.0.05 and later versions

Arizona  
California  
Kentucky  
Maine  
Maryland  
Michigan  
Minnesota  
North Dakota

Rhode Island

**Special Note: Oregon**

Oregon now has four state income tax withholding tables. Only two of those tables are displayed in the Tax Methods dialog box. The other two tables, along with most of the exceptions, are included in the Special Method for Oregon state income tax.

# Problems Resolved in the Current Release

---

## Problems Resolved in the Current Release

No problems were resolved in version 2011.0.02.

# Problems Resolved in Earlier Releases

---

## Problems Resolved in Earlier Releases

### Accounts Payable and Purchase Order..

The following problems were resolved in earlier FMS releases.

<b>Problem</b>	<b>Resolution</b>
If you have an employee who is set up both as an employee and a vendor, with the same ID used for both records, and you tried to process direct deposit advices for that employee/vendor both for employee expenses and for vendor payments in the same payment group, the first payment is processed successfully but when you try to process the second, you receive a message that “nothing is chosen for payment.”	Corrected in 2009.0.06
If you initially received only part of the items on a commitment purchase order, Deltek FMS calculated the effective billing charge incorrectly for project expenses associated with the remaining items when you received the rest of the purchase order.	Corrected in 2008.0.04

## Business Management..

The following problems were resolved in earlier FMS releases.

<b>Problem</b>	<b>Resolution</b>
If you billed a billing group with a fixed fee billing type, later changed the billing type for the billing group to cost plus, and then opened the AR transaction for the fixed fee invoice in the Enter AR Transactions dialog box, FMS removed <b>Summary Bill</b> from the <b>Assign To</b> column in the grid. If you then saved, FMS deleted that detail row from the transaction.	Corrected in 2010.0.02. Now, if the AR transaction detail is editable (that is, if the transaction is not paid or posted), FMS replaces <b>Summary Bill</b> with <b>Cost Type</b> or <b>Billing Group</b> , depending on whether the row has a cost type specified. If the AR transaction detail is not editable, FMS leaves <b>Summary Bill</b> in <b>Assign To</b> . In either case, no data is lost when you save.
In certain rare cases, when you generated an invoice for a phased fixed fee billing group with one phase that has a negative billing fee, the general ledger transactions did not balance and the line detail and GL detail for the invoice did not include any fee billing amounts.	Corrected in 2009.0.03.
Even if you did not check any of the check boxes in <b>Send E-mail Notifications When Assigning</b> on the Project Control tab of the Business Management Control Information dialog box, FMS still displayed a message in the Projects dialog box asking if you wanted to send e-mail notifications when you added a new project or new billing group, or when you changed the project manager.	Corrected in 2009.0.01. This message no longer appears if you did not set up FMS to send e-mail notifications for any manager assignments.
If you assigned a fee method with <b>Billing Summary Type</b> in <b>Assign To</b> and <b>Incl in Max</b> checked to a billing group with a Phased Fixed Fee billing type, the amounts billed for the fee method were incorrectly included in the prior fixed fee billing amounts for the phases.	Corrected in 2009.0.01.
For some alerts, if you used the Alert E-mail Text dialog box to edit the e-mail text for the alert, your changes were not saved correctly. FMS saved the changes for the wrong alert.	Corrected in 2009.0.01.

Problem	Resolution
<p>If a billing group had project expenses on an unapproved employee expense sheet and you clicked the <b>Group Options</b> button in the Invoice Preparation dialog box to summarize time and expense records before billing amounts were calculated, Deltek FMS incorrectly marked the project expenses from the unapproved expense sheet as billed when you printed the final invoice. If the invoice also involved a fee method, the general ledger transaction created for the invoice was incorrect as well.</p>	Corrected in 2008.0.04.
<p>If you had a billing group with hundreds of phases and thousands of unbilled time records, it took a very long time to display the billing group information in the Invoice Preparation dialog box and to generate the invoice for the billing group.</p>	Corrected in 2008.0.04.
<p>In some cases, if <b>Keep User-Set Override Percentages</b> was checked in the Invoice Preparation dialog box for a billing group and you opened the Fee Allocation dialog box to adjust the default allocation of fixed fee income, you could not successfully save the adjustment for a cost type. This occurred if you tried to change the default allocation for a cost type for which you had changed the allocation amount to 0.00 for the previous invoice for that billing group.</p>	Corrected in 2008.0.04.

## Payroll Plus..

The following problems were resolved in earlier FMS releases.

<b>Problem</b>	<b>Resolution</b>
If you upgraded to 2010.0.03 to implement the changes to Arizona state income tax, FMS incorrectly required you to select a withholding percentage for each employee for any tax for which you had specified <b>AZ</b> as the ID for reporting (Arizona SUTA, for example), even if that tax had only one valid withholding rate.	Corrected in 2010.0.04.
In 2008, Alabama issued corrections to the standard deduction table, but the tax method for Alabama was not updated for those changes.	Corrected in 2009.0.01
In some cases, FMS did not detect when an employee's accumulated wages subject to a tax reached the minimum amount specified in the tax method. In those cases, FMS did not calculate and withhold a tax even though a tax was due.	Corrected in 2008.0.04

## General Ledger..

The following problems were resolved in earlier FMS releases.

<b>Problem</b>	<b>Resolution</b>
In certain cases, if the company accounting method is <b>Accrual and Cash</b> and you entered project expenses at no cost for a general journal transaction and then returned to the GL Transaction tab and made additional entries for that general journal transaction, Deltek FMS created the accrual transaction correctly but did not create the cash transaction.	Corrected in 2008.0.04.