

Delttek Costpoint HotFix Readme

Released: January 18, 2017

Iowa W-2 Electronic Filing

Starting with 2016 forms filed in 2017, Iowa employers with at least 50 employees must file a year's Forms W-2 electronically with the state by January 31, 2017. Starting with 2017 forms filed in 2018, all employers are to file Forms W-2 electronically with the state.

This Costpoint release includes updates to comply with Iowa's W-2 File Record Format requirements. The following will be applied when filing Form W-2 electronically for Iowa:

- Use the standard EFW2 format for RA, RE, RW, RT, RF records.
- Use custom format for RS and RV records.
- Each line must end with CR/LF.
- File must be in ASCII format.
- Use standard EFW2 money rules.
- Numeric fields must be right-justified and zero filled.



The State of Iowa provided a naming convention for W-2 files. You must name your W-2 files according to the naming convention requirements before submitting the W-2 files. For more information please refer to [Iowa Department of Revenue Electronic Reporting of W-2, Frequently Asked Questions - Technical Requirements](#).

Create State W-2 File

The Create State W-2 File screen now includes a new **IA Business eFile Number (BEN)** field where you can enter the Business eFile Number (BEN) assigned by Iowa Department of Revenue. This field is required for Iowa W-2 electronic filing.

More information about this release is on the following page.

Custom Programs Affected:

Sometimes an update can cause custom programs and reports to stop working as expected. Before applying this update, consider whether you have any custom programs or reports in the application area affected by the update. If so, contact Deltek Customer Care at <http://support.deltek.com> before you install the update.

To Download the HotFix Update:

1. From Internet Explorer, go to <https://dsm.deltek.com>.
2. Click **Run Deltek Software Manager**.
3. Log in using your Deltek Customer Care Connect credentials.
4. In the left pane of the Deltek Software Manager, expand your Deltek product.
5. Expand the Hot Fixes folder for your product, and select the update to download.
6. Click **Download** at the bottom of the screen.

To Install the HotFix Update:

Refer to the installation instructions posted on Deltek's Customer Care Connect site, <https://deltek.custhelp.com>.

- For Costpoint 7.1.1 updates, refer to Knowledge Base article 79232.
- For Costpoint 7.0.1 updates, refer to Knowledge Base article 73769.
- For Costpoint 7.0 updates, refer to Knowledge Base article 67722.

Before you install this update, please review all previous updates in the Knowledge Base article. You may need to install prerequisite programs or database patches (described in the Knowledge Base article) prior to installing this update. Note that when you download an update using Deltek Software Manager (DSM), all dependent files are automatically downloaded.

To Check to See if the HotFix is Installed:

1. Open the application that was updated.
2. Click **Help > About Costpoint** from the Costpoint toolbar. This will display a screen that shows you the latest update JAR for the application that is open, as well as the latest system JAR and all patches applied to the system.

More Information:

If you have any questions, please contact Deltek Customer Care at <https://support.deltek.com>.