

## Deltek Costpoint Hot Fix Readme

**Release Date: April 8, 2019**

### Q1 2019 SUTA Electronic Filing Update

This Costpoint release provides the ability to create the SUTA electronic files of the States of Indiana and Montana. This also includes updates to support the 2019 SUTA tax file specifications of multiple states.

To comply with latest state requirements, the following Costpoint screens were updated in this release:

- Create Quarterly SUTA File (PRPSMM)
- Manage Employee Taxes (PRMETAX) (*Deployed separately to DSM on 3/12/2019*)
- Manage SUTA Tax File Data (PRMSMM)

### SUTA Tax Electronic Filing Updates

#### Indiana

The State of Indiana now requires employers to file quarterly reports electronically. To support this requirement, this release includes the following updates:

- **Manage SUTA Tax File Data** — You can now set up the SUTA tax file data for Indiana on this screen. You must complete the setup on this screen before you can generate a SUTA file for Indiana.
- **Manage Employee Taxes** — Indiana requires each reported employee's **Standard Occupation Classification Code** in the SUTA electronic file. The label for the **Occupational / SOC Code** field on the Manage Employee Taxes has been updated to include "Indiana." Before generating the quarterly SUTA electronic file for Indiana, you must assign the appropriate **Standard Occupation Classification Code** to each applicable employee.
- **Create Quarterly SUTA File** — You can now create Indiana's ICESA-format SUTA file.

#### Montana

The State of Montana now requires employers to file quarterly reports electronically. To support this requirement, this release includes the following updates:

- **Manage SUTA Tax File Data** — You can now set up the SUTA tax file data for Montana on this screen. You must complete the setup on this screen before you can generate a SUTA file for Montana.
- **Create Quarterly SUTA File** — You can now create Montana's ICESA-format SUTA file. As part of the Montana requirements, the **EAF Rate** field on the Create Quarterly SUTA Tax File screen is now applicable for the state.

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## Oregon

The State of Oregon updated the SUTA file specifications with the following changes:

- FEIN and BIN (Business Identification Number) are now required in RE record.
- Address fields in RS record were removed.

The Create Quarterly SUTA File now supports the latest Oregon EFW2 format for SUTA electronic filing.

## New York

Effective with the Form NYS-45, Quarterly Combined Withholding, Wage Reporting, and Unemployment Insurance Return, for the first quarter of 2019, due April 30, employers must report for each quarter each employee's gross wages, unemployment-taxable wages, and income tax withheld. The State of New York updated the SUTA file specifications with the following changes:

- **Record '1W' – Fields 60-73 (Federal gross wages subject to withholding during the quarter):** This field was previously used to report annual gross wages subject to withholding and was only reported in the 4<sup>th</sup> quarter. New York updated their specifications to indicate that this field must be reported every quarter and populated with the total of federal gross wages or other payments subject to withholding, prior to any allocation, paid to every individual employed at any time during the calendar quarter.
- **Record '1W' – Fields 75-88 (Total Tax Withheld during the quarter):** This field was previously used to report annual state income tax withheld and was only reported in the 4<sup>th</sup> quarter. New York updated their specifications to indicate that this field must be reported every quarter and populated with the total amount of New York State, New York City, and Yonkers tax withheld for every individual employed at any time during the quarter.
- **Record '1T' – Fields 60-73:** This field was previously used to report annual gross wages subject to withholding from all 1W records in the file and was only reported in the 4<sup>th</sup> quarter. New York updated their specifications to indicate that this field must be reported every quarter and populated with the total annual gross wages subject to withholding from all 1W records in the file.
- **Record '1W' – Fields 75-88:** This field was previously used to report annual state income tax withheld from all 1W records in the file and was only reported in the 4<sup>th</sup> quarter. New York updated their specifications to indicate that this field must be reported every quarter and populated with the total tax withheld from all 1W records in the file.

## Known Issue

### No S Record in the Indiana SUTA File

**Deltek Defect Tracking Number:** 1099296

**Description:** The SUTA File for Indiana does not contain the **S** Record when the **Labor Location** field is blank in the salary details of the employee.

**Customers Impacted:** This defect affects Costpoint Payroll users who create SUTA files for the State of Indiana.

**Workaround Before Fix:** Ensure that employees with **IN** (Indiana) as the **SUTA State** have labor location values in their salary details. You can enter the employee's labor location in the Manage Employee Salary Information screen or in the Salary Details subtask of the Manage Employee Information screen.

**Additional Notes:** None.

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Employee	PRMETAX	Manage Employee Taxes	cp711_cmplib_LDMEIN_FOLIB_012.zip <i>(Released separately to DSM on 3/12/2019)</i>
People	Payroll	PRMSMM	Manage SUTA Tax File Data	cp711_prmsmm_008.zip
People	Payroll	PRPSMM	Create Quarterly SUTA Tax File	cp711_prpsmm_027.zip

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## 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 Support Center at <https://deltek.custhelp.com> before you install the update.

## To Download the Hot Fix/Feature Update

1. From Internet Explorer, go to <https://dsm.deltek.com>.
2. Click **Run Deltek Software Manager**.
3. Log in using your Deltek Support Center 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 Hot Fix/Feature Update

Refer to the installation instructions posted on Deltek's Support Center 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 Hot Fix 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.

## To Check to See if the Feature is Installed

1. Click **Help » About Costpoint** from the Costpoint toolbar.
2. Open the Features subtask and click the Feature that was just installed.
3. Open the Applications subtask. Check the list of applications and their corresponding application jars and see if they are correct and have been successfully deployed (highlighted in green).
4. Open the Patches subtask. Check the list of patches and see if they are correct and have been successfully deployed (highlighted in green).

**Note:** Most of the features installed have their corresponding patches, but not all.

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## Appendix: For Additional Information

### Deltek Support Center

The Deltek Support Center is a support Web site for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Deltek Support Center provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Support Center Community
- Access Cloud-specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Initiate a Chat to submit a question to a Customer Care analyst online

**Attention:** For more information regarding Deltek Support Center, refer to the online help available from the Web site.

### Access Deltek Support Center

#### To access the Deltek Support Center:

1. Go to <https://deltek.custhelp.com>.
2. Enter your Deltek Support Center **Username** and **Password**.
3. Click **Login**.

**Note:** If you forget your username or password, you can click the **Need Help?** button on the login screen for help.

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