

Date: February 21, 2024

Purpose: Update the penny T4 forms for 2023 CRA compliance. Files are intended for Penny version 5.0 and higher

Changes:

Formatting for T4 Box 45 and changes on the legends portion of the T4

Requirements:

Dec 2023 tax updates have been applied to the Dynamics GP, prior to applying these files.

To install:

1. Unzip the file Penny_T4_2023_Updates.zip to a temporary directory.
2. Make a backup of the following files in the penny reports subfolder:
 - EmployeeT4.asp
 - EmployeeT4_2019.asp
 - EmployeeT4_2020.asp
 - EmployeeT4_2021.asp
 - EmployeeT4A.asp
 - EmployeeT4A_2019.asp
 - EmployeeT4APrint_2019.asp
 - EmployeeT4Print_2019.asp
 - EmployeeT4Print_2020.asp
 - EmployeeT4Print_2021.asp
 - MassT4.asp
 - MassT4_2019Printable.asp
 - MassT4_2020Printable.asp
 - MassT4_2021Printable.asp
3. Make a backup of the following files in the penny admin subfolder:
 - ImportT4.asp
 - ImportT4A.asp
 - T4T4ARL1EmailSubmit.asp
4. Make a backup of the Taxforms.css, if any, in the penny include subfolder.
5. Copy and overwrite the Taxforms.css from the last step to the penny include subfolder. When prompted to overwrite, choose yes.
6. Copy the following files from the report subfolder in the temporary directory to the penny reports subfolder:
 - EmployeeT4.asp
 - EmployeeT4_2019.asp
 - EmployeeT4_2020.asp
 - EmployeeT4_2021.asp
 - EmployeeT4_2023.asp
 - EmployeeT4A.asp
 - EmployeeT4A_2019.asp
 - EmployeeT4A_2023.asp
 - EmployeeT4APrint_2019.asp
 - EmployeeT4APrint_2023.asp
 - EmployeeT4Print_2019.asp
 - EmployeeT4Print_2020.asp

- EmployeeT4Print_2021.asp
 - EmployeeT4Print_2023.asp
 - Masst4.asp
 - Masst4_2019Printable.asp
 - Masst4_2020Printable.asp
 - Masst4_2021Printable.asp
 - Masst4_2023Printable.asp
7. Copy the following files from the admin subfolder in the temporary directory to the penny admin subfolder:
- ImportT4.asp
 - ImportT4A.asp
 - T4T4ARL1EmailSubmit.asp
8. Open the JoeT4_Updates.sql in a query window in SQL management tools and execute the script in the Penny database.