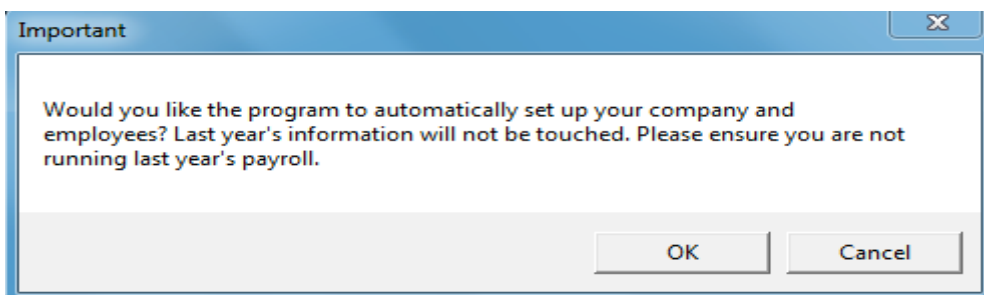


### Downloading the software:

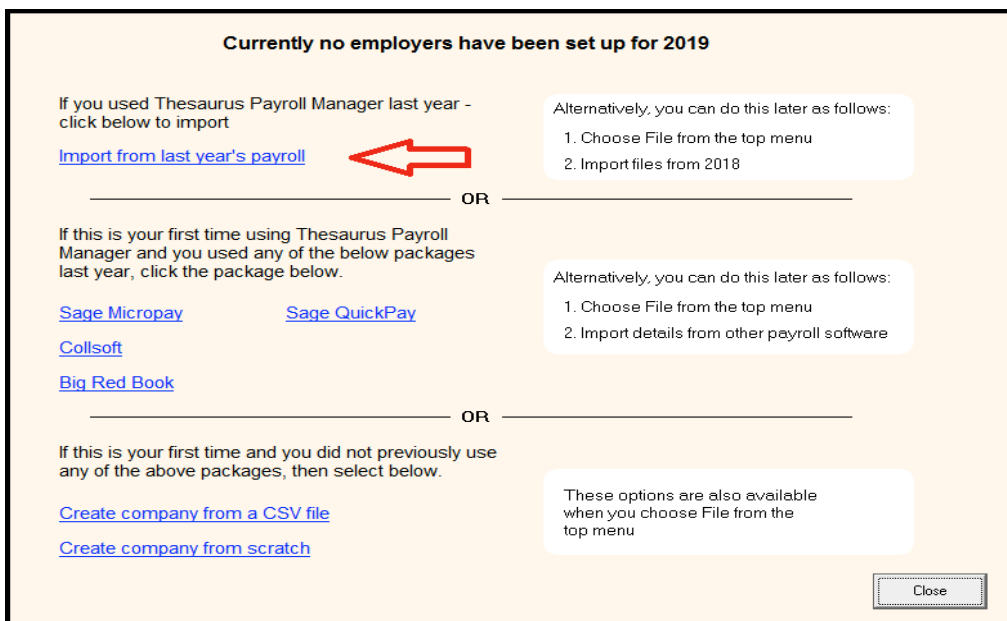
- Click the relevant link i.e. standard or bureau
- Follow the browser prompts, if asked do you want to 'run' or 'save', click 'run' and follow the payroll setup wizard
- Once the download is complete the software will launch, bureau users must enter the unlock code as per their invoice to proceed

### Importing from Thesaurus Payroll Manager 2018:

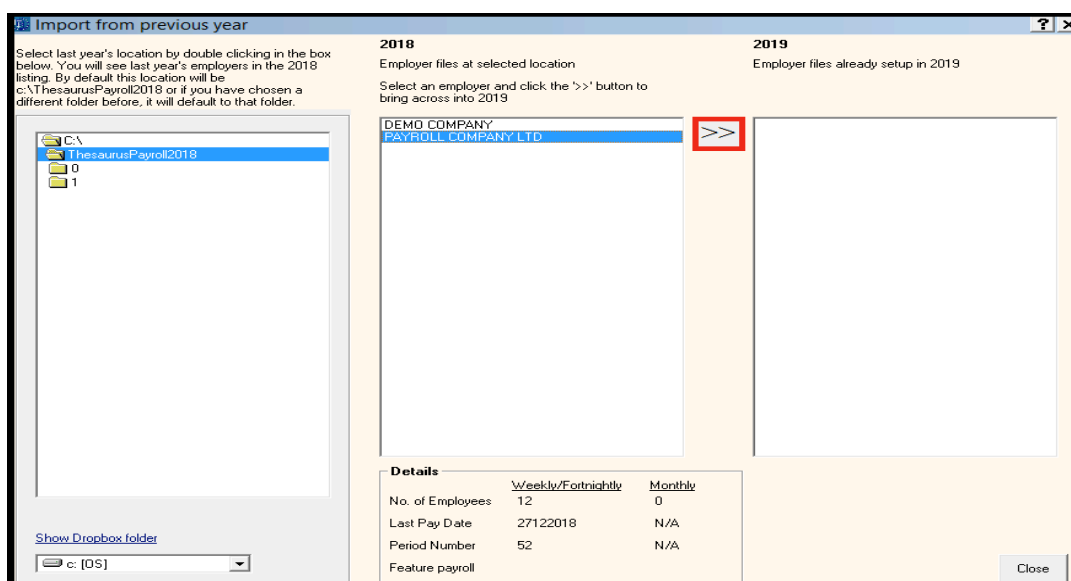
- If there is only one company on your 2018 Thesaurus Payroll Manager, you will see the following message when the 2019 Thesaurus Payroll Manager launches:



- Click 'OK', your company and employee details will be imported automatically
- If there is more than one company on your 2018 Thesaurus Payroll Manager, select 'Import from last year's payroll'. Alternatively, go to 'File > Import files from 2018'.



- Select the location of your 2018 Thesaurus Payroll Manager > choose an employer > click the right arrow to create the employer file in Thesaurus Payroll Manager 2019. Repeat the process for all relevant employers.



- Standard users can enter the unlock code as per their invoice or select '**Continue free trial**'

### PAYE Modernisation – ROS Digital Certificate:

PAYE Modernisation introduces two new processes, the retrieval of Revenue Payroll Notifications (RPNs) and the submission of payroll data each pay period to Revenue. The periodic submission of payroll data is known as the Payroll Submission Request (PSR), it must be received by Revenue *on/before* payment is made to employees.

The ROS Digital Certificate will enable the payroll software to seamlessly integrate with Revenue's system to send/retrieve information.

For guidance on adding your ROS Digital Certificate, please click on the links below:

<https://www.thesaurus.ie/docs/2019/digital-certificates/adding-a-digital-certificate-employers/>

<https://www.thesaurus.ie/docs/2019/digital-certificates/adding-a-digital-certificate-agents/>

### First Pay Period:

- When you have checked for Revenue Payroll Notifications (RPNs) you are ready to process your first pay period
- Help on processing payroll can be found by going to **Help > Getting Started**
- A comprehensive built in help file can be accessed by pressing **F1** within the software
- A number of video tutorials can be accessed by clicking here <https://www.thesaurus.ie/tutorials/>