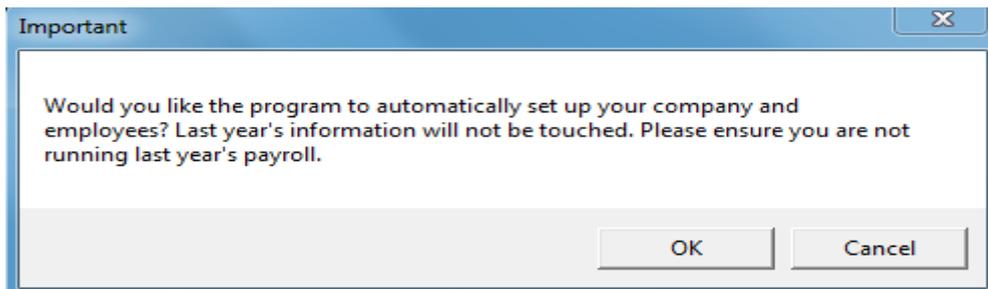


Downloading the software:

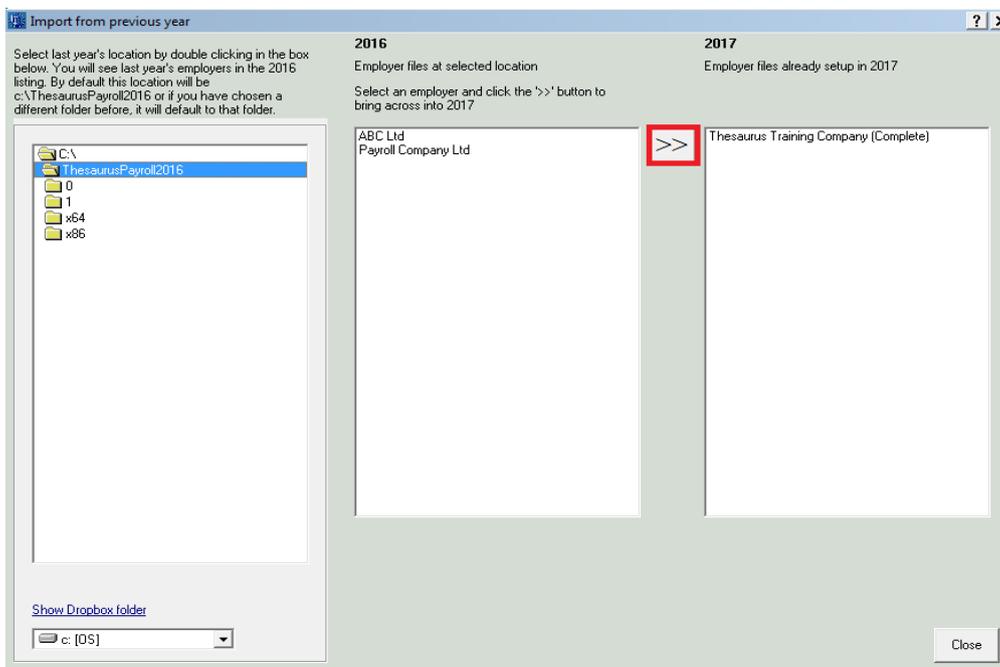
- Click the relevant link in the email i.e. standard or bureau
- Click download now
- If asked do you want to “run” or “save”, click “run” and follow the payroll setup wizard

Importing from Thesaurus Payroll Manager 2016:

- If there is only one company on your 2016 Thesaurus Payroll Manager, you will see the following message when 2017 Thesaurus Payroll Manager launches:



- Click “OK” and your company and employee details will be imported automatically
- If there is more than one company on your 2016 Thesaurus Payroll Manager, go to “File > Import files from 2016”
- Select the location of your 2016 Thesaurus Payroll Manager > Choose an employer > click the right arrow to create the employer file in Thesaurus Payroll Manager 2017. Repeat for all relevant employers.



- On the code entry screen enter the unlock code as per your invoice

Importing/Updating from Revenue P2C File:

- Once the P2C file has been exported from ROS, go to the ROS menu within Thesaurus Payroll Manager
- Choose “P2C”
- Select “Update from Revenue Tax Credit/P2C File”
- Thesaurus Payroll Manager will search for saved P2C files
- If Thesaurus Payroll Manager finds the P2C file simply double click on it
- If a P2C file cannot be found, use the “locate file” option to locate the P2C file
- The contents of the P2C file will be displayed on screen
- Click “Print P2C Details” to print a file copy
- Click “update” to update the employees’ Revenue details as per the P2C file

To watch our VIDEO on Importing P2C files from ROS, click [here](#)

First Pay Period:

- When the P2C file has been imported you are ready to proceed with your first periodic update
- Help on processing payroll can be found in the “Getting Started” guide within the Help menu
- A comprehensive built in help file can be accessed by pressing F1 within the software