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:

Important	X
Would you like the program to automatically set up employees? Last year's information will not be touc running last year's payroll.	your company and hed. Please ensure you are not
	OK Cancel

- 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.

Import from previous year			? ×
Select last year's location by double clicking in the box below. You will see last year's employers in the 2016 listing. By default this location will be c:\ThesaurusPayrol2016 or if you have chosen a different folder before, it will default to that folder.	2016 Employer files at selected location Select an employer and click the '>' button to bring across into 2017	2017 Employer files already setup in 2017	
C.\ ThesaurusPayroll2016 0 1 x64 x86	ABC Ltd Payroll Company Ltd	Thesaurus Training Company (Complete)	
Show Drophov folder			
			Close

• 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