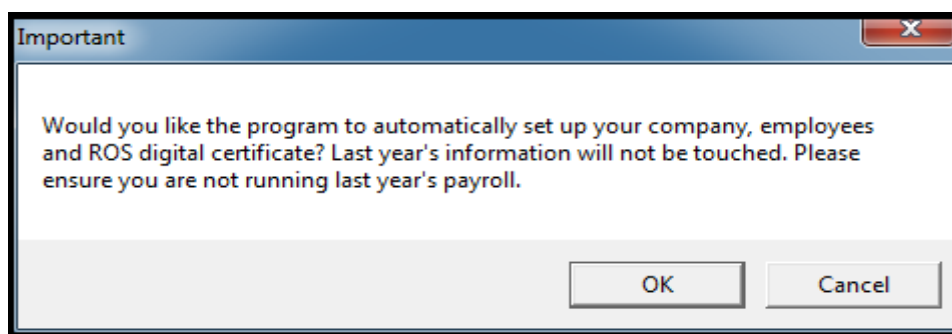


Downloading the software:

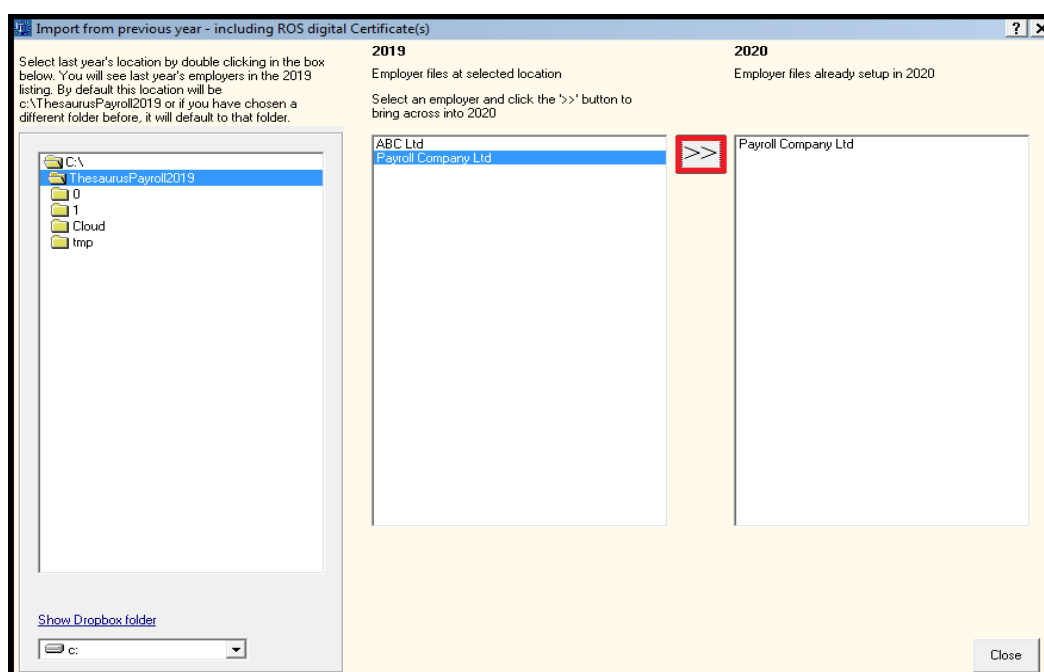
- Click on the download link in the email
- Click download now
- If asked do you want to “run” or “save”, click “run” and follow the payroll setup wizard

Importing from Thesaurus Payroll Manager 2019:

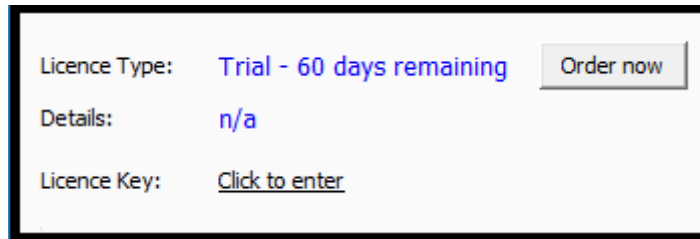
- If there is only one company on your 2019 Thesaurus Payroll Manager, you will see the following message when 2020 Thesaurus Payroll Manager launches:



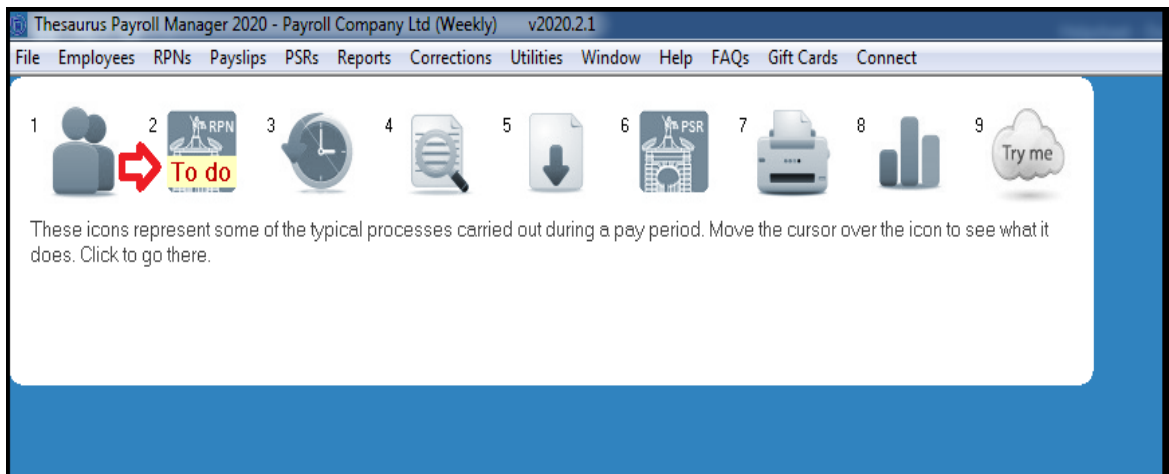
- Click 'OK' and your company, ROS Digital Certificate and employee details will be imported automatically
- If there is more than one company on your 2019 Thesaurus Payroll Manager, go to File > Import files from 2019
- Select the location of your 2019 Thesaurus Payroll Manager > choose an employer > click the right arrow to create the employer file in Thesaurus Payroll Manager 2020
- Repeat for all relevant employers



- Click 'OK' when the message appears to say the import is complete
- The top right of the screen will display the licence information including any trial period remaining, the licence key can be entered at any time during the trial period



- All employees are on the emergency basis until a 2020 Revenue Payroll Notification (RPN) has been retrieved for them
- RPNs can be retrieved immediately using the imported ROS Digital Certificate by accessing Process Icon No. 2



To watch our VIDEO on retrieving RPNs, click [here](#)

First Pay Period:

- When the RPNs have been retrieved 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