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:

Important		×							
Would you like the program to automatically set up your company, employees and ROS digital certificate? Last year's information will not be touched. Please ensure you are not running last year's payroll.									
	ОК	Cancel							

- 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

Import from previous year - including ROS digital Certificate(s)							
Select last year's location by double clicking in the box below. You will see last year's employers in the 2013 listing. By default this location will be c:\ThesaurusPayrol(2010) C:\TesaurusPayrol(2	Z019 Employer files at selected location Select an employer and click the '>>' button to bring across into 2020 ABC Ltd Payroll Company Ltd	2020 Employer files already setup in 2020					
Show Dropbox folder			Close				

- 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

Licence Type:	Trial - 60 days remaining	Order now
Details:	n/a	
Licence Key:	<u>Click to enter</u>	

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

n Thesaurus Payroll Manager 2020 - Payroll Company Ltd (Weekly) v2020.2.1														
File	Employees	RPNs	Payslips	PSRs	Reports	Corrections	Utilities	Window	Help	FAQs	Gift Cards	Connect		
1 Th do	ese icons ro es. Click to	2 To epreser go there	nt some o	f the typ	4 pical proc	eesses carrie	5 ed out dur	6 ing a pay	period.	7 Move	the cursor of	⁸ a b over the icon to	9 Try me o see what it	

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