



## **Thesaurus/Collsoft Computerised Payroll**

**Aim:** This one day course provides participants with the knowledge and skills to set up and maintain a computerised payroll system using Thesaurus/Collsoft software.

This course is ideal for learners who require an introductory overview of computerised payroll or for those who are currently working with Thesaurus/Collsoft payroll and would like to build upon their existing payroll skills.

### **Course content**

- Mandatory changes to payroll in 2019
- Set up Company Details
- Set up Employee Details
- RPN –Revenue Payroll Notification
- RPS – Revenue Payroll Submission
- Set up Payments, Deductions & Pensions
- Processing Payroll
- Payroll Reporting
- Bank Processing
- Emailing payslips & reports
- New starters & Revenue's Jobs & Pension Service
- Year End Processing & Reporting
- Back up & Restore

**For more information or to register contact 091 562838**

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