

DIRECTIONS

From Dublin (M50) to Ashbourne

- M50 – Take the exit signposted for Derry, Finglas & Ashbourne
- You are now on bypass. Take exit off bypass signposted Ratoath, Ashbourne
- At roundabout take 2nd exit signposted Ashbourne
- Traffic Lights (Community centre & Campus garage on your right hand side)
- Continue straight
- Thesaurus Training Centre on the right – sign on the gate railings

(If you reach another set of traffic lights you have gone too far!)

From Slane to Ashbourne

- Drive through the village of Ashbourne
- Ashbourne House Hotel on your left
- Ashbourne Court Hotel on your right
- Continue straight
- Traffic Lights – Continue straight
- Watch out for a sign "Caution School Ahead"
- Thesaurus Training Centre is the next building on the left.

(If you reach another set of traffic lights you have gone too far!)

By Bus

- Bus No: 103
- Departs Beresford Place, Dublin 1
- Ask the driver to let you off at the Community Centre/Campus Garage just before the village
- Continue walking towards the village of Ashbourne
- Thesaurus Training Centre on the right – sign on the gate railings
- For an up to date timetable please call Bus Eireann (01) 8366111 or alternatively log on to their website www.buseireann.ie

Booking Form

Company: _____

Address: _____

Participant: _____

Email: _____

Telephone: _____

Course you wish to attend:

Computerised Payroll

Computerised Accounts

Course Date: _____

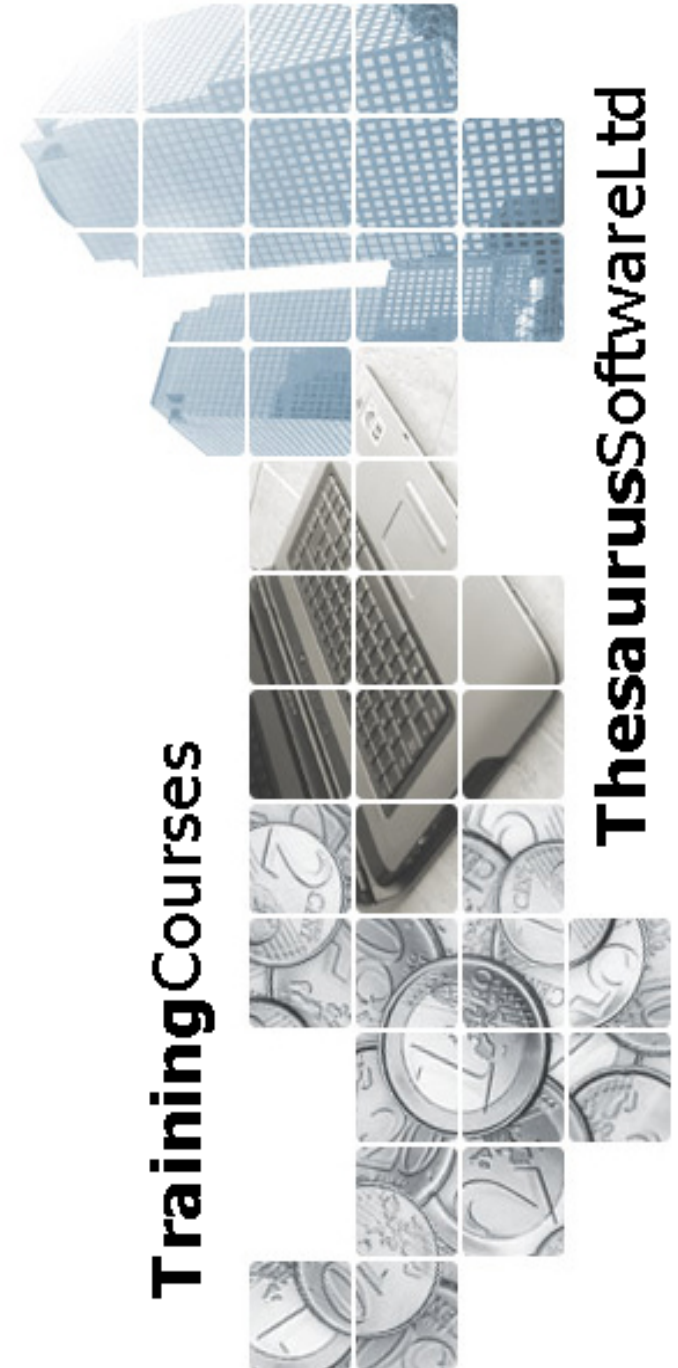
Please note that course fees must be paid in full in advance of course date.

Please return to:
Thesaurus Software Ltd,
Dublin Road,
Ashbourne,
Co.Meath

Email:

audrey@thesaurussoftware.com (*payroll*)
jennie@thesaurussoftware.com (*payroll*)
vicky@thesaurussoftware.com (*accounts*)

Tel: 1850 322 322





Computerised Payroll

Training Courses on our user-friendly computerised payroll package 'Payroll Manager' are available on attached dates. The course covers all functions of the package as well as an overview of the principles of PAYE, PRSI and USC.

- › PAYE - Cumulative Basis, Week 1/ Month 1 Basis, Emergency Basis
- › USC (Universal Social Charge)
- › PRSI
- › Setting Up Employees
- › Processing of Payroll
- › Holiday Pay & Entitlements
- › Pensions
- › Benefit in Kind
- › Illness & Maternity Benefit
- › Processing P45s
- › Employer Revenue Returns
- › The ROS system (Revenue Online Service)
- › Year-end procedures

Course Fee €200



Course Dates

Computerised Payroll

Tues 22nd Nov, Tues 06th Dec,
Wed 18th Jan, Tues 31st Jan,
Wed 15th Feb, Tues 13th Mar

Computerised Accounts

Tues 24th Jan,
Thurs 23rd Feb, Wed 21st Mar

*All courses will run from 9.30am to approx 4.30pm.
Lunch is included.*

Minimum requirement of 4 participants for class to proceed.

Credit Policy

It is not the policy of Thesaurus Software Ltd to extend credit to any Thesaurus customer for either training or product purchases. Payment is due in full in advance of course date.

Cancellation Policy

Should training require cancellation, either in-house or on-site, then Thesaurus Software will always endeavour to accommodate the trainee on the next available training date. All cancellations must be made at least 48 hours in advance of the training. Should a trainee not give the required cancellation notice their training fee is forfeited.

Thesaurus Software Ltd's approved Training Programmes and Trainers have been placed on the FÁS/EI National Register of Trainers.



Computerised Accounts

Training Courses on our user-friendly computerised accounts package 'Solutions Plus' are available on attached dates. The course covers all functions of the package including:

- › Inputting opening balances
- › Purchase invoice entry
- › Sales invoicing and statement production
- › Payments & Receipts
- › Bank Reconciliation
- › VAT Reporting
- › Accruals & Prepayments
- › Journal entries
- › Importing from Thesaurus Payroll
- › Report functions
- › Management Accounts Production

Course Fee €200