



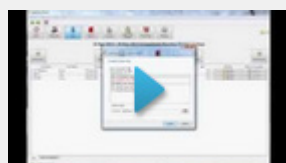
**Payroll Made  
Quick & Easy.**

✓ No Hidden Extras

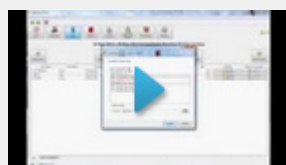
✓ Free Support

✓ ATO Compliant

#### How to Process EOFY (Single Touch Method)



#### How to Process EOFY (SBR Method)



*Note: SBR method is only available on Windows computers. If errors occur, please try [another submission method](#).*

**Lightning Payroll  
Website**

## End of Year Checklist 2018/2019

It's that time of year again, and we're committed to getting you through the end of financial year as smoothly as possible.

Tax tables are changing slightly in the new financial year, and these will be applied to pay runs ending July 1st or later.

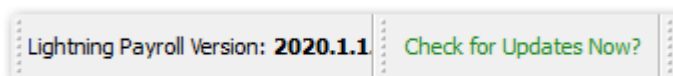
Study and training loan repayment thresholds are built into the latest version of Lightning Payroll. **The standard withholding scales have not yet changed but may change throughout the new financial year.** We will add any changes as they occur. Please ensure you keep Lightning Payroll up to date to avoid missing out.

## Manually Update to Lightning Payroll 2020.1.1 or Above



Please ensure you are on version **2020.1.1** or above before July. You can do this by clicking **Check for Updates Now?** at the bottom of the main Lightning Payroll program window.

Your current program version can be seen beside this button. Click [here](#) for more information on updating Lightning Payroll.



## Single Touch Payroll



July 1, 2019 begins the final rollout of Single Touch Payroll (STP), the ATO's new payroll reporting standard. Lightning Payroll is **STP compliant** and the feature has been available and ready to use in Lightning Payroll since June, 2018.

STP compliance requires you to report the pay data for your employees each pay period. **All users need to be compliant by the end of September, 2019.**

All you need to do to prepare for STP in Lightning Payroll is **ensure you have a valid AUSkey** installed (see below).

Then, each time you pay your employees simply press **Single Touch >> Submit Payroll to the ATO** within the main **Pays** screen and follow

the prompts to send a **New Event (Update Events)** are for fix-ups and unusual situations).

Click [here](#) for more info on how to submit STP information using Lightning Payroll.

## Register for an AUSKey



If you are planning on submitting your EOFY electronically, or will be using Single Touch Payroll, you will require an AUSKey file on your Lightning Payroll computer so that it can communicate directly with the ATO.

Click [here](#) to learn how to renew or register for an AUSKey.

For any further help and support with registering or replacing an AUSKey please contact the [AUSKey support](#) team on **1300 AUSKEY (1300 287 539)**.

## Process End of Year



We recommend processing your end of financial year using **Single Touch Payroll (STP)**. Click [here](#) for more information on how to do this. You do not need to issue payment summaries nor follow the steps below when using the STP method.

Last year's lodgement methods are still available, however, and can be done as follows:

**(Step 1):** Payment summaries can be either printed or emailed to your staff in the **End of Year** section of Lightning Payroll.

**(Step 2):** Reporting YTD figures to the ATO can also be done using any one of these three different methods:

- [SBR method](#). AUSKey required.
- [Creating an ECI/EMPDUPE file](#) in Lightning Payroll.
- By post, using the ATO's paper stationary. Click [here](#) for more information.

Click the links below for more detailed information:

[How Do I Process EOFY and Lodge with the ATO?](#)

[Why Doesn't an Allowance Appear on an Employee's Payment Summary?](#)

[How Do I Edit Financial Year Boundary Dates?](#)

[Why Don't My Group Tax Report Totals Match with End of Year?](#)

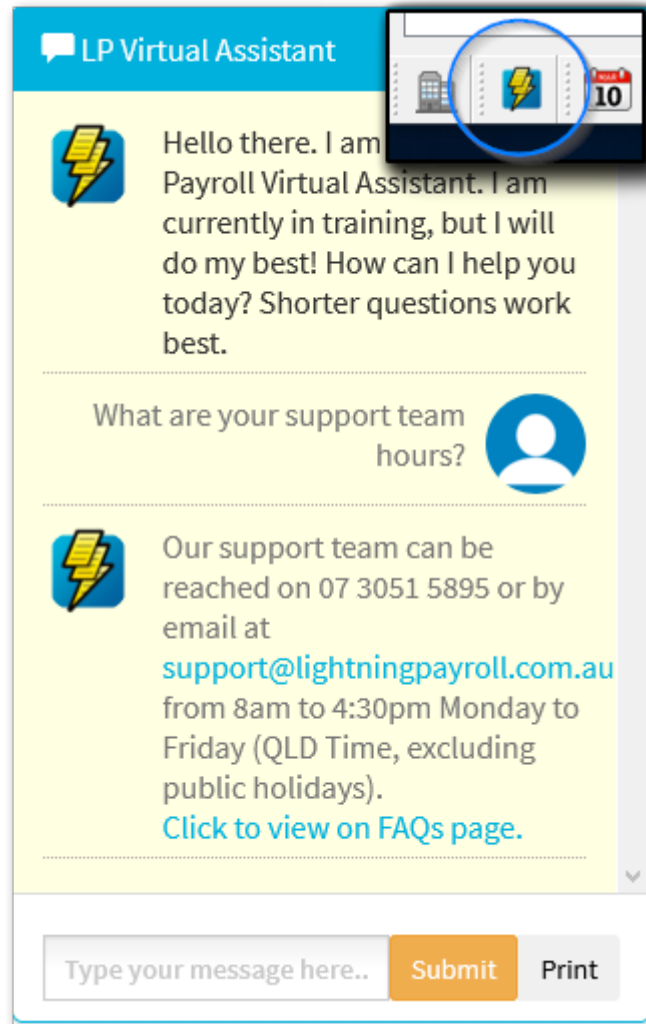
## Get to Know Our New Virtual Assistant



We're pleased to introduce our powerful new **Virtual Assistant**, ready to give you up-to-the-minute, printable answers to any LP questions you might have, 24/7.

The Lightning Payroll homepage can now be accessed from the LP icon in the lower toolbar of Lightning Payroll (see image). This also gives you instant access to the Virtual Assistant.

This assistant is powered by machine learning and is continually guided by our experienced support team. The more questions it gets asked the more useful it will become over time.



LP Virtual Assistant

Hello there. I am Payroll Virtual Assistant. I am currently in training, but I will do my best! How can I help you today? Shorter questions work best.

What are your support team hours?

Our support team can be reached on 07 3051 5895 or by email at [support@lightningpayroll.com.au](mailto:support@lightningpayroll.com.au) from 8am to 4:30pm Monday to Friday (QLD Time, excluding public holidays). [Click to view on FAQs page.](#)

Type your message here.. Submit Print

Our support team is available on (07) 3051 5895 Monday to Friday, 8:00am-4:30pm QLD time, however, please do keep in mind to expect longer than usual wait times to get through to us. For email enquires please use [support@lightningpayroll.com.au](mailto:support@lightningpayroll.com.au).

We wish you a smooth and stress-free end of financial year!

- Lightning Payroll team

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