



Payroll made  
Quick & Easy.

## Lightning Payroll End of Financial Year Checklist

### NEW FEATURE VIDEO TUTORIALS



[How to Process the End of Financial Year Using Lightning Payroll](#)



[How to Increase the Super Guarantee Rate for the New Financial Year](#)



[How to Add a Pay Using Lightning Payroll \(Version 2014.0.0p2 and upwards\)](#)

### Important Reading

We at Lightning Payroll are committed to making your EOFY preparations as smooth as possible. This email is to provide you with all the tools you'll need to prepare for EOFY payroll processing and reporting.

Please follow the checklist below to make sure your program is up-to-date and your business is ready to process payment summaries, ATO reporting and all other EOFY duties.



### Make sure you have the latest version of Lightning Payroll - 2014.0.0p2

(Or Later)

The latest update of Lightning Payroll has been packed with new features to help make your EOFY procedure as simple as possible. *Remember, all Lightning Payroll updates are free to all licensed users!*

*To check your computer's version of Lightning Payroll, open the program; click 'Help', then 'About'. Your version is the number starting with 2013 or 2014.*

- **If using the same or a later version** than 2013.3.4 (Later versions have a higher middle number, E.g. 2013.6.0), please click on 'Settings', then 'Updates', then 'Check for Updates Now'. This will prompt the auto-updater, and bring you up to 2014.0.0p2. If this update fails, please follow the next step.
- **If using an older version** than 2013.3.4 (Earlier versions have smaller numbers, E.g. 2013.1.3), please uninstall before re-installing. To do this, first click on 'Start', then 'All Programs', then 'Lightning Payroll', then 'Uninstall'. Answer 'Yes' to completely remove the software, if prompted. **Your pay information is safe and won't go anywhere.** Once you've cleared out the old version of Lightning Payroll, you can start fresh by installing the latest full version, which you can download by clicking [here](#).

## HANDY LINKS

Lightning Payroll  
Instruction Manual –  
Version 2014.0.0p2

[Lightning Payroll Web Site](#)

[Lightning Payroll  
Frequently Asked  
Questions](#)

[Lightning Payroll YouTube  
Channel](#)



## Renew your annual subscription before our July peak period

Save having to wait in our EOFY phone queue this July due to a simple renewal or payment enquiry. If your subscription is due to expire between late June and early August, we recommend you contact us now to arrange renewal or login via our [website](#) and pay online. (Unless you've changed it, your website login will be your email address and business postcode by default).



*To check your current license expiry date click 'Tools' >> Then 'License Assistant'.*



## Download the ATO's EOFY Electronic Commerce Software



The ECI upload method is the best means of providing your company's EOFY data to the Australian Tax Office. The ATO advises against sending your Empdupe file via a disc in the post, as the ECI upload method is much faster and more reliable.

- [Download](#) the ATO End of Financial year ECI software and visit the [ECI information website](#) for detailed instruction. For technical support enquires regarding this ECI software, please contact the ATO. Phone 1300 139 373, Monday - Friday, 7am - midnight, Email [technical.help@ato.gov.au](mailto:technical.help@ato.gov.au)



## Process End of Year (Create ECI file and Payment Summaries)

Instructions on how to process the end-of-year for your company/s can be found in the latest version of our Lightning Payroll instruction manual, which you can download by clicking [here](#). For extra convenience, we have added some new EOFY related tutorial videos, to show you first-hand what you'll need to do.





## **Increase super from 9% - 9.25% Before first 2013/2014 Pay**



Before completing the first pay of the 2013/2014 financial year, remember to increase your automatic super guarantee rate using the new super increase tool in Lightning Payroll.

[Click here](#) for a tutorial on how to achieve this.

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