

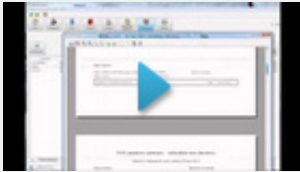


Payroll made
Quick & Easy.

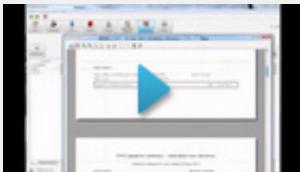
Lightning Payroll End of Financial Year Checklist

NEW VIDEO TUTORIALS

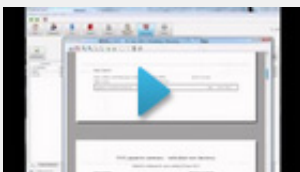
Process EOFY -
ECI/EMPDUPE Method



Process EOFY - SBR
Method (Available
soon)



How to Increase
Super to 9.5%



How to Terminate
Employees

Important Reading

The Lightning Payroll team is committed to getting you through the end of financial year as smoothly as possible. This document provides all the tools and information you'll need for your end of year payroll processing and reporting. It will show you how to:

1. Ensure that you're using the latest Lightning Payroll
2. Renew your license if it expires in our peak period
3. Become aware of upcoming changes to super
4. Choose your preferred ATO lodgement method
5. Process EOFY and lodge to the ATO

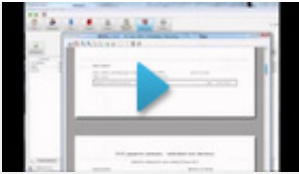
(1) Check That You Are Using the Latest Version of Lightning Payroll



The latest version of Lightning Payroll is packed with heaps of new EOFY related features. As most of our users receive automatic updates, you're probably already running the latest version of the software. At the time of this document's writing, we're up to 2014.6.0 but additional updates are likely at this time of the year.

Aren't sure whether you're up-to-date? Here's two ways to check:

- The easiest way to update LP is through the program itself - *Open the program > Click the 'Settings' button > Click the 'Updates' tab > Click the 'Check for updates now' button. You should see the*



Handy links

[Lightning Payroll Instruction Manual](#)

[Lightning Payroll Web Site](#)

[Lightning Payroll YouTube Channel](#)

[Renew Your Subscription](#)

[Reset Your lightningpayroll.com.au Password](#)

[ATO Contact Details](#)

[Download LP - Windows](#)

[Download LP - Mac OSX](#)

[Contact Lightning Payroll](#)

message 'Lightning Payroll is up to date'.

- If this method fails for some reason, we recommend you download the full latest version depending on your computer's operating system - [Windows download](#), [Mac OSX download](#).

(2) Renew Your Annual Subscription Before the July Peak Period

If your subscription is due to expire in either June or July*, we recommend you **login**** to our site or give us a call to get your next year's renewal out of the way.

**To check your current license expiration date, click 'Tools' > then click 'License Details'.*

***Your username will be your email address and the password will be the business postcode, by default. [Reset your password here](#).*



(3) Updates to Super in 2014/2015

Super Guarantee Increase to 9.5%



Before completing the first pay of new financial year, remember to increase the super guarantee for your staff from **9.25% to 9.5%**. Lightning Payroll has a tool to update all staff in one go, and even a tiny tutorial [video](#) if you need it.

To do this, click 'Tools' > 'Update Superannuation Guarantee Rate' > tick the staff you wish to change > make sure that the 'Compulsory Super Rate' shows 9.5% > click 'Finish'

SuperStream

The 2014/2015 financial year begins the rollout of a nation-wide superannuation data standard known as SuperStream. Lightning Payroll will be introducing new features related to this in the coming months. Employers of 20+ staff are **not required to be compliant** until June 30th, 2015. Smaller businesses (with less than 20 staff) are to be compliant by June 30th 2016. Stay tuned for updates and more

news from us regarding these changes later in the year.

To find out more information you can visit the ATO's [SuperStream Employer FAQs](#).

(4) Choose How You Want to Lodge PAYG summary statement to the ATO

End of year instructions change slightly depending on how you wish to lodge with the tax office, so it is important you have an idea of which method you intend to use before using Lightning Payroll's 'End-of-Year' assistant (detailed instructions can be found in the final section of this checklist).

You only need to choose one method. Here are [your options](#):

Method 1 - Lodge Online (recommended)



Register and Download an AUSkey

To lodge online, whether through LP or through the ATO's software, you will need your ABN and to [register for an AUSkey](#) with the Australian Business Register. Once you have downloaded and installed your AUSkey to your computer (*not to*

USB), it is able to submit electronically. (*For AUSkey-related support, call 1300 AUSKEY/1300 287 539*)

Note: Most users have already registered for an AUSkey in the past, and have one installed on their computer. If you've changed computers since registration you'll need to download it to the new computer using the link emailed to you when you originally registered for it.

Lodge with LP or with the ATO's Software

Once your AUSkey is setup, you can lodge online. **Choose from online methods A or B below, unless you're lodging by post:**

Online Method A - Submit through Lightning Payroll directly (*delayed, available soon*) Windows versions only

Please see the instructions in the 'EOFY/Step-by-step guide' below to learn how to lodge your end of year using SBR (Standard Business Reporting) in Lightning Payroll. ***Due to technical difficulties this method has been delayed, please use 'Online Method B' below.***

Online Method B - Submit with ATO software

Lightning Payroll lets you create an ECI/EMPDUPE file (see how in 'EOFY/Step-by-step guide' below), to then send it to the ATO online with either their [ECI software](#) or their [Business Portal/Agent Portal](#).

[Download](#) the ATO's EOFY ECI software and visit the [ECI information website](#) for more detailed instructions regarding this. For ECI related technical support enquires contact the ATO on 1300 139 373 (Monday to Friday, 7am – midnight), or email technical.help@ato.gov.au. If using the business portal, or ECI software method, visit [lodging your PAYG withholding annual reports online](#) for more detailed information.

Method 2 - Lodge ECI/EMPDUPE File by Post on CD/DVD/USB

If you don't have an AUSKey, or you'd prefer to lodge your Lightning Payroll generated ECI/EMPDUPE file with the ATO by post, [visit their info page](#) or contact them on 13 28 66 for more information.

To learn how to create your ECI/EMPDUPE file with LP see the 'EOFY/Step-by-step guide' below.

Method 3 - Lodge Paper Forms by Post

If submitting on paper suits you best, you can still lodge using the ATO printed forms that you mail to them. To do this, the ATO advises you must use the stationery they provide to you, as **payment summaries and reports printed from Lightning Payroll are not acceptable if using this lodgement method.**

You will need to complete and then post:

- the PAYG payment summary statement, and
- the payment summaries - you must include the ATO original copy of all payment summaries you issued to your payees.

If you don't already have the ATO stationery you can get some posted out to you with their online [ordering service](#), or by calling the ATO Publications Distribution Service on 1300 720 092.



(5) Process EOFY: A Step-by-step guide

Update: SBR submission has been delayed due to minor technical difficulties. ECI/EMPDUPE submission is fine however, and currently recommended if you wish to lodge early.



The deadline for lodging your PAYG payment summary statement with the ATO is August 14th, 2014. **Lightning Payroll will allow you to move on with your pays for July, then simply return to process your End of Year later on.**

While the End-of-Year assistant looks mostly the same as last year, you can now email your payment summaries to staff, print a summary report and even lodge to the ATO directly from the program, as Lightning Payroll is SBR-enabled (Standard Business Reporting).

The previous part of this checklist deals with all the different ways that you can lodge your payroll data to the tax office should you prefer. **If you make a mistake or wish to switch lodgement methods, simply repeat the End-of-Year process and go back around for another lap.**

To see how to use the End-of-Year assistant in the latest Lightning Payroll you can **either follow along with the new [EOFY tutorial video](#) or read the following instructions.**

Step 1 - Complete final pays for the 2013/2014 financial year

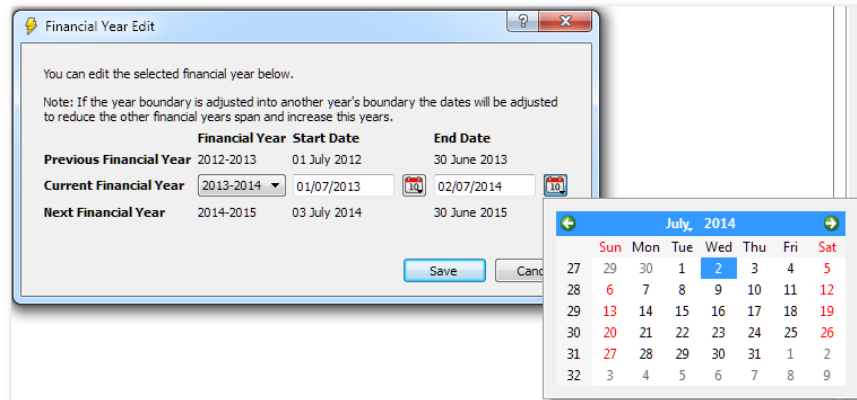
20 June 2014 - 26 June 2014 Showing **W** Weekly Pays

Edit Pays Create Pays Mark all as Complete Reports Payslips Direct Entry

Time	This Pay	Status	Gross	Tax	Net
	26 June 2014	COMPLETED	\$980.00	\$455.00	\$525.00
	26 June 2014	COMPLETED	\$820.00	\$381.00	\$439.00
	26 June 2014	COMPLETED	\$1,750.00	\$813.00	\$937.00
	26 June 2014	COMPLETED	\$956.00	\$444.00	\$512.00
	26 June 2014	COMPLETED	\$1,200.00	\$558.00	\$642.00

Once the final pay run for the year has been saved and completed as normal, your figures should be ready to round up and be processed in the End-of-Year assistant.

Step 2 - Edit financial year boundaries (optional)



In most cases your financial year boundaries will be fine, and can end neatly on the default date - 30/6/14. If so, move on to step 3.

If you need to expand or contract the length of your financial year so that it includes or omits a pay run, click on 'Company' > 'Financial Years' > 'Edit FY'.

E.g. If your pay run ends on July 2nd (usually part of the 2014/15 financial year), but you need it to be included in the 2013/14 financial year, simply shift the end date of the 2013/14 year to July 2nd. The next pay to follow would then become the first pay of the new FY.

Step 3 - Start the End-of-Year Assistant

Now that all of your pays are completed and the year boundaries include the correct pay runs you are ready to process the end of year.

To do this, click the 'End of Year' button.



Step 4 - Overview - Tell LP what you need

Please select the financial year you would like to process.

2013-2014 - 01-07-2013 to 30-06-2014 ▼

Which End of Year options would you like to complete?

Enter different company information

Email payment summaries to employees

Submit as Supplier

ATO Submission

Submit PAYG via SBR

Generate ATO ECI File

The 'Overview' screen is where you inform the program what EOFY info you're after.

- **Select the financial year** you intend to process from the dropdown box. The program is likely to have selected 2013-2014 for you. Previous years can be re-run from this section if needed.
- **Select 'Enter different company information' (optional)** if you are processing EOFY for a company other than the one under 'Company' > 'Details'. If selected, the alternate company details are to be entered in the next screen. *(Note: This is mainly used in situations where there has been a company changeover or change of ABN throughout the year, and saves you changing details back and forth)*
- **Select 'Email payment summaries to employees' (optional)** if you intend to email summaries to your staff *(Note: Email/SMTP setup is required for this to work, under 'Company' > 'Email'. See chapter 5.2 of the user manual for more info on setting up email in the program)*
- **Select 'Submit as Supplier' (optional)** if you want to lodge as a third party, such as a tax agent or accountant.
- **Select ATO Submission method** by choosing either '**Submit PAYG via SBR**' (directly from LP), or '**Generate ATO ECI File**' (EMPDUPE). *(Note: Choose neither of these two boxes if you only want printable summaries/report, or if you aren't submitting online)*

If 'Submit PAYG via SBR' is unavailable, your AUSkey isn't installed correctly. Call 1300 AUSKEY/1300 287 539 for AUSkey support.

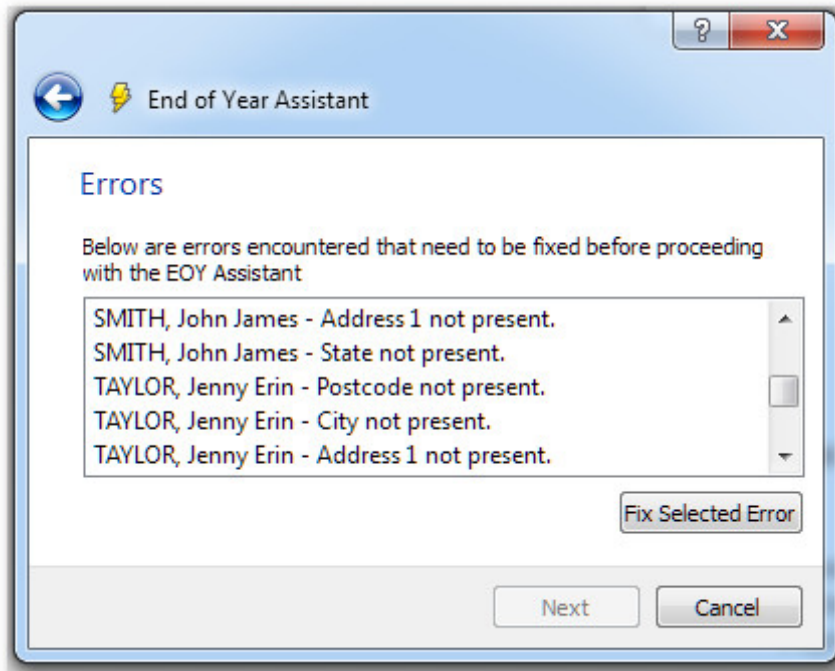
Step 5 - Select employees

This screen lets you choose the employees you'd like to include in the

EOFY you're currently processing. Most users need only select all and click 'Next'.

Note: This screen can come in handy if you ever need to reprocess EOFY for a single employee, where perhaps a correction has been made or an old payment summary has been requested.

Step 6 - Correct errors, if there are any



At this point the program will let you know if there is any problems with the information being processed. If there is, they can be fixed in this window. If there are no errors, you'll be taken straight to the 'Payment Summaries' screen, in step 7.

Common errors include invalid, or missing employee/company details (E.g. Postcode, City, State, Contact name or Company name not present).

To fix an error, highlight it in the list and click the 'Fix Selected Error' button at the bottom of the window.

Step 7 - Review payment summaries

This screen is where you can review and even adjust your EOFY information in the one place. **Most users can simply print out 'Payment Summaries' and a 'Summary Report' from the appropriate buttons, and click 'Next'.**

Should you need to adjust, or review anything more thoroughly, you

can:

- *Click on an employee's name to view their YTD figures*
- *If applicable, enter any Reportable Fringe Benefits or CDEP payments.*
- *If applicable, you can make adjustments or corrections, using the 'Advanced' button.*
- *If you're resubmitting payment summaries after making changes, mark the payment summary as amended, by ticking the 'Amendment?' box.*
- *The 'Refresh' overwrites changes made in the 'Advanced' section, and updates an employee's YTD figures by pulling across any corrections you might have just made in a particular pay run.*

Step 8 - Email payment summaries (optional)

If you have chosen to email payment summaries to your employees and have configured your SMTP settings correctly, click 'Send', then 'Next'.

For more information, see 'Step 4 - Overview - Tell LP what you need'.

Step 9 - Submit electronically - ECI/EMPDUPE method

If you have selected to lodge your EOFY data with the ATO via an ECI/EMPDUPE file, it is generated here, with the 'ECI Payment Summary File' screen.

The small, blue folder icon lets you select the save destination, in case you intend to put it onto a USB memory device, for example. By default the ECI/EMPDUPE file will save under *<current windows user>\Documents\<company name> 2014\EMPDUPE*.

Once the file has been generated, it can then be [sent to the ATO](#) using your preferred lodgement method.

To Lodge with ECI software: *Open the [ECI software](#) which you have installed on your PC > click the 'Business' tab > then the 'PAYG Summary Reports' dropdown > click the 'Payment Summary Report' section > click 'Find' > locate your ECI/Empdupe file > click 'Check file' to check the file > click 'Send file' to send it to the ATO.*

Note: The ECI software may require some updates/downloads which it will request. Simply follow the in-program directions as directed.

To Lodge with Business Portal: *Visit the [Business Portal website](#) > click 'Login' > click 'Run' or 'Yes' to continue past any security/Java notification messages > select and unlock your AUSkey with your*

password (call 1300 287 539 if AUSkey fails) > click 'Lodge file' > click 'Choose File' to upload your ECI/Empdupe file > select 'Test' and submit to test the file > select 'Lodge' and submit to send it to the ATO.

Note: The new financial year will be created automatically by clicking the Edit Pay button in the first pay run for July, just make sure to update super to 9.5% as mentioned earlier.

Step 9 - Submit electronically - SBR method

End of Year Assistant

SBR Submission View

To submit via the SBR directly to the ATO. You will need to

- Select the AUSKey credential that corresponds to the the company information you are submitting.
- Create a unique reference number for contact purposes and for your records.
- Enter your AUSKey password to unlock your AUSKey.
- Click "Submit Summaries" to send your PAYG Payment Summary Statement to the ATO.

Once the submission has been sent to the ATO a message is received back instantly that will confirm if the submission is successful.

Credential: ABN 27809366375: Jose F. Elizondo

Reference Number: EOFYD1072014

AUSKey Password: [REDACTED]

Response Messages

Code	Description
1	CMN.ATO.GEN.OK Message accepted

This screen allows you to lodge your EOFY data with the ATO directly from Lightning Payroll.

To do this, select the AUSkey credentials from the dropdown > create a reference number for your records > unlock your AUSkey with your AUSkey password > click 'Submit Summaries' > If successful, Lightning Payroll will let you know by displaying 'Message Accepted' > click 'Next'

Click 'Finish' to wrap up your EOFY payroll processing, and you're done!

Note: The new financial year will be created automatically by clicking the Edit Pay button in the first pay run for July, just make sure to update super to 9.5% as mentioned earlier.

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