



**Payroll Made  
Quick & Easy.**

## ✓ 2015 EOFY Checklist

### How to Process EOFY Direct from LP (SBR Method)



*(SBR method is only available on Windows computers)*

### How to Process EOFY (ECI/EMPDUPE Method)



[Lightning Payroll Website](#)

[Lightning Payroll User Manual](#)

[2015 Superstream Checklist \(May 2015 Mailout\)](#)

[Frequently Asked Questions](#)

## Important Reading

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

For existing Lightning Payroll users, this EOFY is even easier than last year since **superannuation is staying at 9.5%**.

**Tax tables are changing** in the new financial year, and these will be automatically included in any future version of Lightning Payroll numbered 2016.0.0 or higher.

Follow the four simple steps below to complete EOFY with Lightning Payroll.

### 1) Renew Your Subscription



If Lightning Payroll keeps telling you that your annual subscription is about to expire, we recommend you get the renewal out of the way to avoid doing it in the busy period.

Click these links for more information:

[How do I check when my subscription expires?](#)

[How do I renew, or upgrade my subscription?](#)

### 2) Update to the Latest Version of the Program



The latest version of Lightning Payroll includes important tax table changes and other handy new features.

Click any of these links for more information:

[How can I update Lightning Payroll to the latest version?](#)

[How can I check what version of Lightning Payroll my computer is running?](#)

[How can I install Lightning Payroll on a new or replacement computer?](#)

### 3) Process End of Year



Processing end of financial year usually involves two steps, providing PAYG payment summaries to your staff and reporting to the ATO.

Payment summaries can be either printed or emailed to your staff.

Reporting to the ATO can be done three different ways:

- Online through Lightning Payroll using SBR method (recommended) *Note: Not available for Mac users.*
- Online through the ATO business portal with an ECI/EMPDUPE file
- By post using ATO paper stationary. *Note: The ATO do not accept documents printed from Lightning Payroll, or CD/DVD/USB lodgments by post.*

Click the links below for more detailed information:

[How do I process EOFY and lodge with the ATO?](#)

[How do I print PAYG payment summaries \(group certificates\)?](#)

[How do I edit financial year boundary dates?](#)

[Why don't my Group Tax report totals match with End of Year?](#)

### 4) Be Aware of Upcoming Changes to Super, and to Lightning Payroll



The most recent major changes in Lightning Payroll were mentioned in our recent [Superstream checklist email](#). This was to cover the upcoming rollout of the new Australian Superstream data standard. **Superstream is not yet live** in Lightning Payroll, but it will be ready to use from July onwards.

Since the mailout, we've been receiving a lot of questions regarding super funds who aren't Superstream compliant or aren't yet able to handle direct entry payments. Visit these links for more information if this affects you:

[How do I setup super funds with multiple payment details?](#)

[How do I setup super to be paid by BPay?](#)

We've also been busy adding new features to the program such as **Proxy Handling** (for our users in the SA DECD), **Pay Rate Groups** (Chapter 3.5.2 of our manual), and **Custom Leave** (Chapter 3.7.5). You can now also chat live with our support team directly through our website.

Here are some general FAQs:

[How do I connect Lightning Payroll to the internet if my computer is behind a proxy?](#)

[How do I setup email for payment summaries and payslips in the program?](#)

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Level 1, 601 Coronation Drive,  
Toowong Qld 4066, Australia;  
PO Box 824, Toowong BC Qld  
4066