LIGHTNING PAYROLL

Payroll Made Quick & Easy.

☑ 2016 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

Latest Superstream Checklist

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.

Tax tables are changing in the new financial year, and these will be automatically included in any future version of Lightning Payroll numbered **2017.0.0** or higher.

Which Financial Year Should This Pay Run Go Into?

We hear from many users that they're unsure which pay run date should end their financial year. As **the ATO explains**:

"Where a payment is made on or after 1 July, the full amount of the payment will be included in the later year's payment summary. Withholding for the whole amount will be based on the later year's tax rates."

Example:

If your pay run ends on 30/6/16, Lightning Payroll will (by default) include it in the 2015-2016 FY. If you aren't actually banking the payment until 1/7/16 or later, this pay run would need to be included in the 2016-2017 FY.

You can **adjust the end date** of the 2015-2016 FY under **Company >> Financial Years.**

This is only necessary in situations like the above example. **The vast majority of users do not need to make any changes to either their pay run dates, or financial year dates.** Simply run pays as usual and Lightning Payroll will know where figures should go.

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, (1) providing PAYG payment summaries to your staff and (2) reporting to the ATO.

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

(2) Reporting to the ATO can be done three different ways:

- Online through Lightning Payroll using SBR method. *Note: **Not available for Mac users.***
- Online through the ATO business portal with an ECI/EMPDUPE file.
- By post using the ATO's paper stationary, which can be ordered here. *Note: **The ATO does 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?