



Payroll Made
Quick & Easy.

✔ 2017 EOFY Checklist

How to Process EOFY (ECI/EMPDUPE Method)



How to Process EOFY (SBR Method)



Note: SBR method is only available on Windows computers. If errors occur, please try to lodge using the ECI method above.

Lightning Payroll Website

Lightning Payroll User Manual

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 slightly in the new financial year, and these will be automatically included in any future version of Lightning Payroll numbered 2017.4.7 or higher. For many employees, the new scales will not change their pay.

Update to the Latest Version of the Program



The latest version of Lightning Payroll (2017.4.7) includes important tax table changes and other handy new features.

- [Download Lightning Payroll for Windows](#)
- [Download Lightning Payroll for Mac OSX](#)

Click any of these links for more information:

[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?](#)

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?](#)

Process End of Year



Processing end of financial year usually involves two steps, **(Step 1)** providing PAYG payment summaries to your staff and **(Step 2)** reporting to the ATO.

(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 to the ATO can be done using any one of these three different methods:

- Online through the ATO business portal after [creating an ECI/EMPDUPE file](#).
- Online through Lightning Payroll using the [SBR method](#). *Note: Not available for Mac users.*
- 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?](#)

Coming Soon

Rosters, Shifts and Timeclock

Coming soon in version **2018.0** will be the new **Rosters** and **Shifts** sections of Lightning Payroll. These will allow you to create shift types and prescheduled, automated rosters to save time when filling out your pays. Alongside this update will be a simple timeclock app for Android devices which allows you to record precise clock in/out times for any employee's shifts.

This update should occur automatically within the coming weeks and - like all of our updates - is included in the cost of your annual Lightning Payroll subscription.

See the tutorial videos below to get a head start on how to use these upcoming features.

[How to Create Shifts & Schedule Rosters](#)

[How to Use the Android LP Timeclock App](#)

Single Touch Payroll

The upcoming 2018 financial year will see the introduction of a new ATO payroll initiative known as **Single Touch Payroll** (STP). [As the ATO explains:](#)

"Single Touch Payroll is a government initiative to streamline business reporting obligations.

Employers will be able to report salary or wages, pay as you go (PAYG) withholding and super information to us from their payroll solution, at the same time they pay their employees. There will also be more options for completing tax and super forms online.

Employers with 20 or more employees must start reporting through Single Touch Payroll from 1 July 2018."

We will be releasing news and updates relating to Lightning Payroll's Single Touch Payroll integration throughout the next 12 months so that any Lightning Payroll users required to report using STP will be ready to do so by the beginning of the 2018 financial year.

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