



**Payroll Made
Quick & Easy.**

✓ No Hidden Extras

✓ Free Support

✓ ATO Compliant

How to Process EOFY (ECI/EMPDUPE Method)



How to Process EOFY (Single Touch Method)



How to Process EOFY (SBR Method)



Note: SBR method is only available on Windows computers. If errors occur, please try another submission method.

**Lightning Payroll
Website**

**Lightning Payroll User
Manual**

**Frequently Asked
Questions**

End of Year Checklist 2018

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

Tax tables are changing slightly in the new financial year, and these will be applied to pay runs ending July 1st or later.

Update to Lightning Payroll 2018.6.0 or Above



Automatic updates (under **Settings >> Updates**) are usually the easiest way to keep your Lightning Payroll up-to-date however they **can be interrupted and get stuck** occasionally.

We recommend you **double-check your version number** (ideally 2018.6.0 or above) and **update now** to not miss out on Single Touch Payroll, tax table changes and other critical, or time-saving updates on the horizon.

The most reliable way to update your software is by downloading and reinstalling the program from these links below, or by downloading the free trial on our homepage. There is no need to worry when reinstalling your software over an older version as your payroll data is safe and won't go anywhere. Download the latest Lightning Payroll today.

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

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?](#)

Register for an AUSkey



If you are planning on submitting your EOFY electronically, or will be using Single Touch Payroll you will require an AUSKey file on your Lightning Payroll computer so that it can communicate directly with the ATO. Both Standard and Administrator AUSKeys are acceptable, but USB AUSKeys are not compatible with Lightning Payroll.

AUSKeys are registered through the Australian Business Register and the AUSKey registration process usually goes as follows:

- Visit the AUSKey [registration page](#).
- Click the big, yellow **Register for an AUSKey** button at the bottom of the page.
- Complete the required registration form (clicking **Next** through each page).
- Note the verification code shown at the end of the form process.
- Follow the instructions to click the link in the AUSKey email you should then receive.
- Follow the prompts to enter your verification code and download your AUSKey. Most users will need to [install AUSKey software](#) to finish this step, which can be a bit tricky. There are many AUSKey software options there, so if you're having no luck with one particular option, try another.

For any further help and support with registering or replacing an AUSKey please contact the [AUSKey support](#) team on **1300 AUSKEY (1300 287 539)**:

Process End of Year



Processing end of financial year (Payment Summary Annual Report) 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 YTD figures to the ATO can be done using any one of these four different methods:

- Online through the ATO business portal after [creating an ECI/EMPDUPE file](#) in Lightning Payroll.
- Directly through Lightning Payroll using the [SBR method](#). **Note: Not available for Mac users. AUSKey required.**
- Directly through Lightning Payroll ([Single Touch Method](#)) under **Pays >> Single Touch Payroll. AUSKey required.**
- 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?](#)

[Why Doesn't an Allowance Appear on an Employee's Payment Summary?](#)

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

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

Single Touch Payroll

Lightning Payroll 2018.6.0 includes the powerful new Single Touch Payroll (STP) section at the top of the **Pays** screen and described in **chapter 4.6 of our user manual**. **As the ATO explains:**

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

It starts from 1 July 2018 for employers with 20 or more employees.

You will report payments such as salaries and wages, pay as you go (PAYG) withholding and superannuation information from your payroll solution each time you pay your employees.

Single Touch Payroll will be expanded to include employers with 19 or less employees from 1 July 2019. This is subject to legislation being passed in parliament."

Please ensure you have a valid AUSkey (standard or administrator AUSkeys are both fine) installed on your computer in order to send Single Touch Payroll information to the ATO. USB AUSkeys are not supported in Lightning Payroll.

You can still submit your End of Year as per usual this year, rather than through Single Touch Payroll if you wish.

We are committed to assisting you through your end of year submissions and are, of course, available on (07) 3051 5895 Monday to Friday, 8:00AM-4:30PM QLD time, however, please do keep in mind to expect longer than usual wait times to get through to us. For email enquires please use support@lightningpayroll.com.au

We wish you a smooth and stress-free End of Financial Year!

- Lightning Payroll team

Intellitron Pty Ltd
A subsidiary of Jumbo Interactive (ASX: JIN)

[Edit your subscription](#) | [Unsubscribe](#)

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