

Xero User Notes: Entering ACC invoices

A few things to be aware of with entering ACC invoices:

ACC Classification and BIC Code:

<https://businessdescription.co.nz/#/home>

Check that correct industry classifications and BIC codes are in place.

You can be a nominated person with ACC for clients; which means you can contact ACC on behalf. (You may need to advise the business accountant first).

There are 2 types of invoices issued:

1. Employee remuneration – based on previous year’s payroll (gross earnings as submitted to IR via Payday Filing). Note that any schedular earnings (payroll with withholding tax deducted will show separately on the invoice as a credit amount – excluded from the employer levies calculation) These invoices are usually issued June/July each year for 31 March end date.
2. Shareholder employee – this is for shareholder salaries (non PAYE), and included with annual tax returns. These invoices are usually issued around a month after the tax return has been filed.
The Earner Levy portion of these shareholder employee related levies is NOT deductible.

For Sole Traders check that their invoice is correct for Part-Time or Full-Time. ACC deem 30+ hours per week as being full-time. Sole Traders can claim ALL of the levies.

Accountants usually include ACC management as part of their tax return services so if any issues with any of the above you should discuss with them before initiating any changes.

Example for Sole Trader:

Smart Books®

Key information

Have we got this right? Contact us if we haven't.

Classification Unit (CU)
95250 - Gardening and turf management services

Employment status
Part-time

Liable income you declared to Inland Revenue
\$17,783.10 for 2017/18 financial year

Business administrative service

Business Industry Code: N729110

This includes those providing office administration services to other businesses eg billing and record-keeping, manual data entry, payroll processing, clerical and reception services.

Employers must choose the code which most accurately describes the goods and/or services provided, NOT the occupation or tasks of their employees.

All other self-employed or small businesses should select the code that relates specifically to the goods and/or services they provide to their customers.

Classification Unit (CU): 78540
Office administrative services

Your 2019 levy

Cover period from 1 April 2018 to 31 March 2019

Total amount to pay	\$726.01
Payment due by	20 June 2019

This invoice includes GST of \$94.70.

For your full invoice calculation and payment options, please see reverse.

Example of Payroll Invoice:

Fully expensable. Recommend showing as multi-line bill entry – separate for final levy and provisional levy. Note the separate details for gst to ensure entered correctly for all amounts.

Key information

Have we got this right? Contact us if we haven't.

Classification Unit (CU)
CU 78520 - Specialised design services (not elsewhere classified)

Liable payroll declared to Inland Revenue
\$89,998.97 for 2018/19 financial year

Your ACC levy

Final levy for 2019	\$34.11
Provisional levy for 2020	\$132.76

Total amount to pay	\$166.87
Payment due by	26 August 2019

This includes GST of \$21.77.

For the full calculation and payment options, please see reverse.

Payroll declared to Inland Revenue

Employee payroll	2018/19
Gross filed payroll	\$89,998.97
Payroll not liable	\$0.00
Total schedular payments	\$0.00
Payroll paid over ACC max	\$0.00
1st week payments to injured employees or multiple employer earnings adjustment	\$0.00
Subsequent week payments reimbursed by ACC	\$0.00
Total liable payroll	\$89,998.97
Total adjusted liable payroll - Includes 1.8% adjustment for inflation	\$91,618.95

ACC Calculations

Final levy - based on your total liable payroll

Cover period for 1 April 2018 to 31 March 2019

Work Account levy	
CU 78520 - \$0.17 per \$100	\$153.00
No Claims Discount discount of 10%	(\$15.30)
Working Safer levy	
\$0.08 per \$100	\$72.00
Subtotal (excl GST)	\$209.70
GST	\$31.46
Less 2019 Provisional levy (incl GST)	(\$207.05)
Final levy for 2019	\$34.11

This includes an increase in GST of \$4.45 from your previous invoice.

Provisional levy - based on your total adjusted liable payroll

Cover period for 1 April 2019 to 31 March 2020

Work Account levy	
CU 78520 - \$0.14 per \$100	\$128.27
No Claims Discount discount of 10%	(\$12.83)
Subtotal (excl GST)	\$115.44
GST	\$17.32
Provisional levy for 2020	\$132.76

Final levy for 2019	\$34.11
Provisional levy for 2020	\$132.76
Total amount to pay	\$166.87

For more information about your ACC invoices go to acc.co.nz/yourinvoice

Example of Shareholder Invoice:

Key information

Have we got this right? Contact us if we haven't.

Classification Unit (CU)
CU 78520 - Specialised design services (not elsewhere classified)

Liabe income declared to Inland Revenue
\$32,400.00 for 2016/17 financial year

Your ACC levy

Final levy for 2017	\$481.98
Provisional levy for 2018	\$57.98
Total amount to pay	\$539.96
Payment due by	28 May 2018

This includes GST of \$11.62. This is the total deductible GST.
For the full calculation and payment options, please see reverse.

Total GST claimable is \$7.56 + \$4.06 = \$11.62

See worked example next page for the bill coding

Earnery levy non-deductible – should be coded to owner drawings

Income declared to Inland Revenue

Employee remuneration	2016/17
Gross filed remuneration	\$32,400.00
Remuneration paid over ACC max	\$0.00
1st week payments to injured employees	\$0.00
Subsequent week payments reimbursed by ACC	\$0.00
Total liable remuneration	\$32,400.00
Total adjusted liable remuneration - Includes 1.7% adjustment for inflation	\$32,950.80

ACC Calculations

Final levy - based on your total liable remuneration
Cover period for 1 April 2016 to 31 March 2017

Work Account levy	
CU 78520 - \$0.20 per \$100	\$64.80
No Claims Discount discount of 10%	(\$6.48)
Earners' Levy	
\$1.21 per \$100	\$392.04
Working Safer levy	
\$0.08 per \$100	\$25.92
Subtotal (excl GST)	\$476.28
GST	\$12.64
Non-deductible GST (for Earners' levy)	\$58.81
Less 2017 Provisional levy (incl GST)	(\$65.75)
Final levy for 2017	\$481.98

This includes an increase in GST of \$4.06 from your previous invoice. This is the deductible portion of your GST for your final levy.

Provisional levy - based on your total adjusted liable remuneration
Cover period for 1 April 2017 to 31 March 2018

Work Account levy	
CU 78520 - \$0.17 per \$100	\$56.02
No Claims Discount discount of 10%	(\$5.60)
Subtotal (excl GST)	\$50.42
GST	\$7.56
Provisional levy for 2018	\$57.98

This includes an increase in GST of \$7.56 from your previous invoice. This is the deductible portion of your GST for your final levy.

Final levy for 2017	\$481.98
Provisional levy for 2018	\$57.98
Total amount to pay	\$539.96

For more information about your ACC invoices go to acc.co.nz/yourinvoice.

Example of Xero Bill coding for Shareholder example (prev page):

From	Date	Due Date	Reference	Total
ACC	13 Sep 2019	13 Oct 2019	A105237968	539.96

NZD New Zealand Dollar

Amounts are Tax Exclusive

Item	Description	Qty	Unit Price	Account	Tax Rate	Region	Amount NZD
::	Final Levy FY2017 \$64.80-\$6.48+25.92)	1.00	84.24	479 - ACC levies	15% GST on Expenses		84.24
::	Earners levy (non deductible) \$392.04+gst on non-ded of \$58.81	1.00	450.85	980.1 - ACC Non-Deductible	No GST		450.85
::	Less Prov Levy FY2017 already invoiced (Work out the ex-gst amount here)	1.00	-57.17	479 - ACC levies	15% GST on Expenses		-57.17
::	Provisional levy FY2018	1.00	50.42	479 - ACC levies	15% GST on Expenses		50.42
::							

Add a new line Assign expenses to a customer

Subtotal	528.34
Total GST 15.00%	11.62
TOTAL	539.96