

Seargent Payroll & Zoho Books Integration Guide

Official Marketplace Listing & Implementation Documentation

1. Integration Prerequisites

Before initiating the integration between Seargent Payroll and Zoho Books, verify compliance with the following foundational requirements:

- **Zoho Books Plan Availability:** The integration is fully operational across **any Zoho Books subscription plan** (Free, Standard, Professional, Premium, Elite, or Ultimate). It relies on standard Zoho Books REST API scopes.
- **User Access Privileges:** The user authorizing the connection must possess Administrator rights or a custom role with full read/write permissions for the *Chart of Accounts* and *Journal Entries* modules in Zoho Books.

2. Data Synchronization Flow

The system architectural mapping utilizes a secure, bi-directional payload delivery schema designed around strict data ownership principles:

- **Inbound Sync (Pull):** Seargent Payroll reads the structured **Chart of Accounts (CoA)** metadata directly from your active Zoho Books organization. This prevents manual data entry discrepancies during system setups.
- **Outbound Sync (Push):** Upon payroll execution, Seargent Payroll processes and structures the aggregate financial figures into double-entry accounting lines, subsequently pushing custom **Manual Journals** to Zoho Books.

To keep the ledger clean and separate distinct payroll types, the system generates isolated journal entries:

1. **Normal Employees Journal:** A standalone journal capturing the aggregated salaries, employer additions, statutory obligations, and net payout structures.
2. **Consultants Journal:** A separate, dedicated journal entry mapping consultancy fee liabilities, direct expenses, and specific statutory withholding balances.

3. How to Create the Chart of Accounts in Zoho Books

If you have not already provisioned the necessary ledger accounts in your Zoho Books dashboard, you must create them before starting the mapping process. Follow these step-by-step instructions to create an account:

1. Log in to your **Zoho Books** account.
2. On the left navigation sidebar, click on **Accountant** and select **Chart of Accounts**.
3. Click the blue **+ New Account** button located in the top-right corner.
4. In the creation form, fill out the following fields:
 - **Account Type:** Select the correct category based on the structural tables in Section 4 (e.g., choose *Expense* for company overhead structures or *Other Current Liability* for payroll payables).
 - **Account Name:** Enter a recognizable identifier (e.g., *Gross Salaries*, *Payroll Liabilities-Net Pay*).
 - **Account Code (Optional):** Enter a unique identification code if your organizational ledger structure requires it.
 - **Description (Optional):** Provide summary notes for the ledger line.
5. Click **Save** to commit the new ledger account to your Zoho Books instance.

4. Required Ledger Setup & Mapping Blueprint

To execute a flawless synchronization, corresponding accounts must exist in Zoho Books and be aligned inside Sargent Payroll's Mapping Dashboard. Under standard double-entry accounting, all expense lines are **debited**, and all payroll settlement pipelines are **credited**.

A. Regular Employee Ledger Configuration

Sargent Component	Zoho Account Type	Accounting	Sample Account Names
Gross Salaries Expense Total base salary cost. Users can name this "Gross Salaries" or "Basic Salaries" in Zoho.	Expense	Debit	Gross Salaries / Basic Salaries
Casual Wages (Optional) Leave unmapped to lump casuals into Gross Salaries Expense.	Expense	Debit	Casual Wages Expense
Employer NSSF	Expense	Debit	NSSF-Co.Contribution
Employer Housing Levy	Expense	Debit	Housing Levy Expense
Net Salary Payable	Other Current Liability	Credit	Payroll Liabilities-Net Pay
PAYE Payable	Other Current Liability	Credit	Payroll Liabilities-PAYE
NSSF Payable (Total)	Other Current Liability	Credit	Payroll Liabilities-NSSF
Housing Levy Payable	Other Current Liability	Credit	Payroll Liabilities-Housing Levy
SHIF Payable	Other Current Liability	Credit	Payroll Liabilities-SHIF

B. Independent Consultant Ledger Configuration

Sargent Component	Zoho Account Type	Accounting	Sample Account Names
Consultant Fees Expense	Expense	Debit	Consultants Fees
Consultant Payable	Other Current Liability	Credit	Consultants fees payable
Withholding Tax Payable	Other Current Liability	Credit	Withholding Tax

5. Real-Time Push Schema (The Sync Trigger)

Data transmission never runs as an unmonitored background process to prevent partial data or erroneous postings. Clicking the sync initialization sequence transfers the following payloads into Zoho Books:

- **Journal Draft Context:** Posting Date, Currency, Reference Numbers tracking back to Seargent's unique Run ID, and line-item narrative descriptors (e.g., "Regular Payroll Run").
- **Balanced Ledger Lines:** A verified array of debit lines matching credit values to the cent.

6. Functional Operational Steps & Configuration Workflow

Follow these sequential operational controls to execute integration transactions safely:

- 1 **Provision Zoho Ledger Accounts:** Create missing accounts using the precise types and rules detailed in Section 3 and Section 4.
- 2 **Establish System Authentication:** In Seargent Payroll, go to *Settings > Integrations > Zoho Books*. Click **Connect**, authenticate with your Zoho credentials, and approve the requested data scope access.
- 3 **Map Components:** Open the *Integration Mapping Matrix* interface within Seargent. Using the dynamic dropdown elements (fed via the inbound sync), select the matching Zoho Books account for every listed payroll element. Save the configuration.
- 4 **Finalize and Process Payroll:** Build, audit, and finalize your standard organizational payroll processing sequence inside Seargent. Data transmission remains locked until the payroll status changes to **Processed**.
- 5 **Manual Verification & Execution:** Navigate to the **Payroll History** terminal. Open the specific processed payroll period block. Locate the dedicated **Push to Zoho Books** interface control button and initiate execution.

7. Supported Integration Use Cases & Testing Scenarios

Use Case 1: Standard Employee Payroll Ledger Sync

Description: Validates that processed employee payroll components cleanly transition into a balanced, descriptive Journal Entry inside Zoho Books.

Step-by-Step Profile Simulation for Testing:

Navigate to payroll.seargentsolutions.com/employees, click **Add Employee**, select **Employee** or **Casual Worker** as the Person Category, and fill out all mandatory marked parameters (*):

- **Personal Information:** First Name*, Last Name*, ID Number*, KRA PIN*, NSSF Number*, Identity Type* (National ID), SHIF Number.

- **Employment Details:** Employment Type* (Regular Open-ended, Fixed-term, Intern, Probationary, or Casual), Department.
- **Payroll Information:** Gross Pay (Ksh)*, Non-Cash Benefits (Ksh), Employee Pension (Ksh), Other Deductions (Ksh).

Testing Execution:

1. Run and close the payroll engine cycle for this simulated employee profile's testing period.
2. Navigate to *Payroll History* and execute the sync control.
3. Open Zoho Books, locate *Accountant > Manual Journals*, and verify that a new journal entry exists showing correct balanced allocations across the designated accounts.

Use Case 2: Consultant Payroll Ledger Isolation Sync

Description: Confirms that independent contractors and consultant fee structures generate an independent journal that properly credits withholding tax liabilities.

Step-by-Step Profile Simulation for Testing:

Navigate to payroll.seargentsolutions.com/employees, click **Add Employee**, explicitly set the **Person Category*** to **Consultant**, and fill out all mandatory fields (*):

- **Personal Information:** First Name*, Last Name*, ID Number*, KRA PIN*, Identity Type* (National ID).
- **Consultant-Specific Information:** Address* (Mandatory for BCL WHT reporting), Gross Pay (Optional), Withholding Tax Rate (%)* (e.g., 5 for 5% WHT), Nature of Transaction*.

Testing Execution:

1. Run and finalize the consultant specific processing ledger sequence.
2. Click the Zoho transaction dispatcher tool on the historical breakdown block under *Payroll History*.
3. Confirm inside Zoho Books that a discrete journal line entry is logged exclusively matching your consultant metrics without blending data into general employee salaries.

Use Case 3: Error Recovery & Mapping Validations

Description: Intentionally tests system boundaries and account matching rules to ensure handling procedures are sound.

Testing Methodology:

1. Temporarily modify your mapping properties to connect a payroll component to an incompatible account profile (such as an asset or raw cash ledger type).
2. Attempt to run a manual journal update sync from your history dashboard.
3. Verify that the engine safely halts processing and surfaces the mapping rejection error.

Troubleshooting System Exceptions: "Involved account type not applicable"

If you encounter this exception during testing, it indicates that a journal line item was assigned to an account type restricted by Zoho Books' schema for automated manual entries (e.g., writing a direct journal line against bank or accounts receivable sub-ledgers without full tracking variables). To resolve this, go back to your Seargent Mapping parameters and verify that all accounts strictly match the allowed **Expense** and **Other Current Liability** profiles outlined in Section 4.