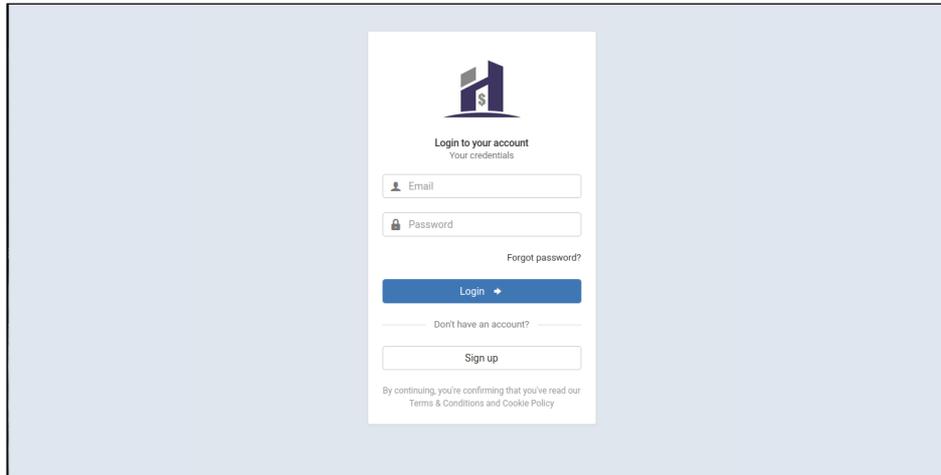


IH Payroll Extension For Zoho Books

1. Click on below link to access IH Payroll

URL: <https://www.payroll.infracub.com.au>

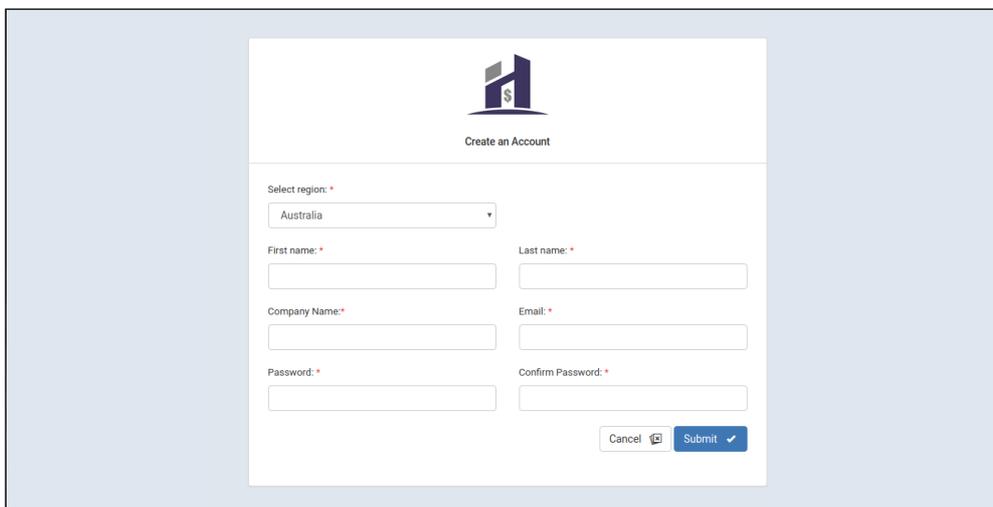
2. Click on Sign up button to register to the IH Payroll



The screenshot shows the login page for IH Payroll. At the top center is the IH logo, a stylized 'I' and 'H' with a dollar sign. Below the logo, the text reads "Login to your account" and "Your credentials". There are two input fields: "Email" and "Password". Below the password field is a link for "Forgot password?". A blue "Login" button with a right-pointing arrow is positioned below the input fields. Underneath the login button is a link for "Don't have an account?". At the bottom of the form is a "Sign up" button. At the very bottom, there is a small line of text: "By continuing, you're confirming that you've read our Terms & Conditions and Cookie Policy".

3. Fill the necessary details and click on submit button.

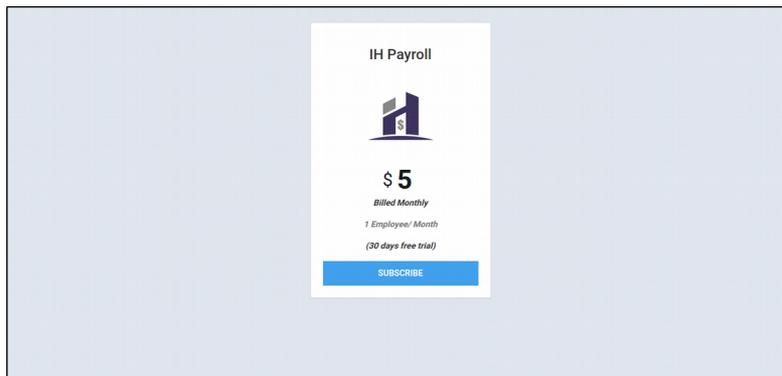
Note: You can't change company region in future.



The screenshot shows the "Create an Account" page. At the top center is the IH logo. Below the logo, the text reads "Create an Account". The form has several fields: "Select region:" with a dropdown menu showing "Australia"; "First name:" and "Last name:" input fields; "Company Name:" and "Email:" input fields; "Password:" and "Confirm Password:" input fields. At the bottom right of the form are two buttons: "Cancel" and "Submit".

4. You'll receive an email with a verification link to your registered email address. After verification, you can log in to IH Payroll.

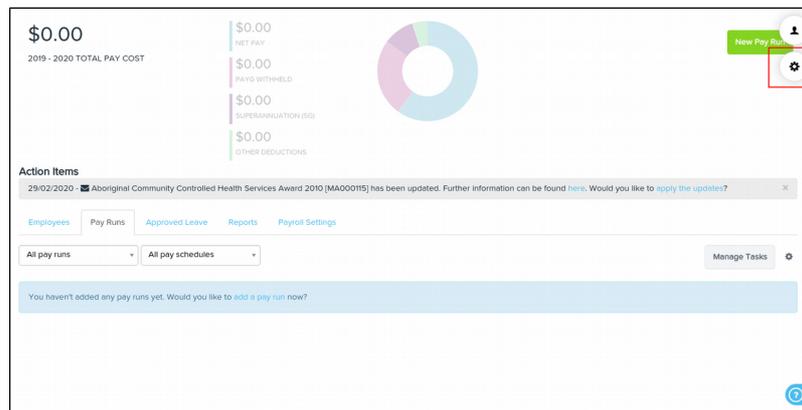
5. You need to subscribe to IH Payroll, So click on subscribe to access subscription form and fill the necessary details. You'll get 30 days free trial and charged after trial expire.



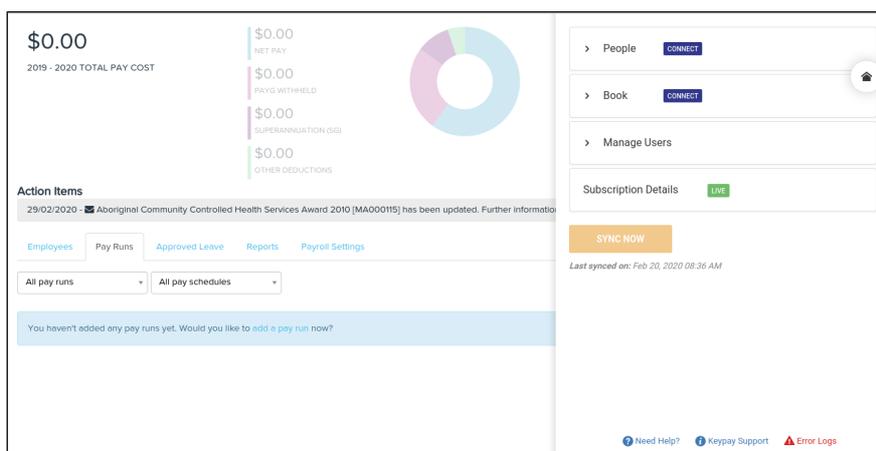
6. After subscribing, you can access the IH Payroll Dashboard.

7. Connect IH Payroll with Zoho People and Zoho Books.

a. To connect access the setting menu by click gear icon in the top right corner.



b. You can see the below screen-shot.



8. You can see the steps to connect Zoho People and Zoho Books, Field Mapping in our help video and help document.

Video URL: <https://youtu.be/uUDtQLiDDEw>

Help Document: <https://www.payroll.infracub.com.au/help.html>

9. After connecting to Zoho Books, it'll take you to Zoho Books configuration page
 1. Select the Zoho Books organisation.
 2. Select whether you want to record salary payments individually or as a group.
 - a. Individual(Payments made to each employee will be recorded as individual transactions in Zoho Books).
 - b. Group(All salary payments will be grouped together into a single transaction in Zoho Books).

Organization Details

Select organization: *

Infrahub

How do you want to record salary payments:*

Group

Submit ✓

Close

Don't have an organization?

Please click here to create an organization in Zoho Books

10. Access the setting menu by click gear icon in the top right corner and expand the 'Book'. Click on 'Change mapping' to add or change the Zoho Books chart of accounts mapping.

\$28,251.00
2019 - 2020 TOTAL PAY COST

\$14,453.00
NET PAY

\$11,347.00
PAYG WITHHELD

\$2,451.00
SUPERANNUATION (SG)

\$0.00
OTHER DEDUCTIONS

Action Items

9/04/2020 - ✉ Aboriginal Community Controlled Health Services Award 2010 [MA000115] has been updated to reflect the Fair Work schedule detailing **unpaid pandemic leave** and flexibility when taking annual leave. Further information can be found [here](#). Would you like to update your employees?

Employees | Pay Runs | Approved Leave | Reports | Payroll Settings

Find an Employee | Active Employees

Employee	Job Title	Employment Type	Pe
Ruby Richards		Full Time	W
Tia Burmen		Full Time	W

People DISCONNECT

Book DISCONNECT

Salary Payments Change Organization?

Chart of Accounts Change Mapping?

Manage Users

Subscription Details TRIAL

SYNC NOW

Last synced on: Apr 10, 2020 10:49 AM

Need Help? | Keypay Support | Error Logs

11. Select the Zoho Books chart of account types and click on Save.

Chart of Accounts

Key Pay	Zoho Books Accounts
1. Bank Account(Paid Through) *	AMP Business Saver Account x v
2. Employer Contribution	Select an account v
3. Gross Earnings	Select an account v
4. Help Withheld	Select an account v
5. Net Earnings *	Salaries and Employee Wages x v
6. PAYG Withheld	Select an account v

12. Click on Sync Button to Sync data with IH Payroll. Can also see data sync error logs.

\$0.00
2019 - 2020 TOTAL PAY COST

\$0.00 NET PAY
\$0.00 PAYG WITHHELD
\$0.00 SUPERANNUATION (SG)
\$0.00 OTHER DEDUCTIONS

Action Items
29/02/2020 - Aboriginal Community Controlled Health Services Award 2010 [MA000115] has been updated. Further information

Employees | Pay Runs | Approved Leave | Reports | Payroll Settings

Q Find an Employee Active Employees v

Employee	Job Title	Employment Type	Pay Schedule
Ruby Richards		Full Time	Weekly
Tia Burmen		Full Time	Weekly

People DISCONNECT
Book DISCONNECT
Manage Users
Subscription Details LIVE

SYNC NOW

Last synced on: Feb 20, 2020 08:36 AM

Need Help? Keypay Support Error Logs