

Update Report for QuickBooks Online

Chapter 4

Academic Year 2025–2026

Last updated October 1, 2025

If you're an ebook user, these edits are already included there. If you're using the print book, we recommend you print this report for easy reference as you work through the course.

Edits for print version 10 9 8 7 6 5 4 3 2 1 (check your copyright page)

IMPORTANT! As you may know, Intuit has been rolling out a new QuickBooks Online interface but up to this point has been allowing users to revert to the classic user interface. **On 10/01/25, Intuit stopped supporting the classic user interface. This means any user who has opted out of the new user interface will automatically be opted back in.**

Labyrinth Learning's textbook was written using the classic user interface, but we are calling for the following edits to ensure students using our QuickBooks Online materials have the best experience possible.

If you encounter problems following a step, we recommend you use the search feature in QBO to locate the feature you are looking for.

GLOBAL CHANGES

IN ALL INSTANCES WHERE STUDENTS ARE TOLD TO CLICK THE + NEW BUTTON, WE CHANGED THE NAME TO "+ NEW OR + CREATE." 100125

IN ALL INSTANCES WHERE STUDENTS ARE TOLD TO RETURN TO THE HOME DASHBOARD, WE START BY SPLITTING THE INSTRUCTIONS AS FOLLOWS TO INCLUDES STEPS FOR USERS IN THE NEW EXPERIENCE: 100125

12. Return to the Home Dashboard *or* Dashboard.

- *Classic user interface:* Choose **Dashboards**→**Home**.
- *New experience:* Click **Dashboard**.

AS THE BOOK PROGRESSES, WE SHORTEN THIS AS FOLLOWS:

6. Return to the Home Dashboard *or* Dashboard.

P82 "THE EXPENSES CENTER"—WE RENAMED THE SECTION "THE EXPENSES CENTER OR EXPENSES & PAY BILLS APP" AND ADDED AN ENTIRELY NEW SECTION TITLED "NEW! THE EXPENSES & PAY BILLS APP IN THE NEW EXPERIENCE." THIS SECTION CAN BE DOWNLOADED [HERE](#). 100125

P83 TIP! UNDER “ADDING VENDORS”—WE ADDED SOME TEXT REFLECTING THE NEW EXPERIENCE. 100125

TIP!

Using the Expenses center *or* **Expenses & Pay Bills app** is not the only way to add vendors. You can also add new vendors from within a Purchase/Expense form by typing the vendor name and adding details as directed. Or, you can choose + New *or* + **Create**→Add Vendor.

P83 “ASK YOURSELF 4-1”—WE ADDED THE FOLLOWING TEXT REFLECTING THE NEW EXPERIENCE: 100125

What does the Money bar in the Expenses center *or* **Expenses & Pay Bills app** provide an overview of?

P83 DYS 4-1 #1—WE REPLACED STEP #1 WITH THE FOLLOWING: 100125

1. Open the Vendors List.

- *Classic user interface:* Click **Expenses** on the Navigation bar and then click the **Vendors** tab.
- *New experience:* Choose **My Apps**→**Expenses & Bills**→**Vendors**.

The Vendors List displays.

P85 REFERENCE STEP UNDER “IMPORTING VENDOR DATA FROM AN EXCEL OR CSV FILE”—WE ADDED A PATHWAY REFLECTING THE NEW EXPERIENCE. 100125

Classic user interface: Gear→Tools→Import Data | **Expenses center**→New Vendor→Import Vendors

New experience: Gear→Tools→Import Data | **My Apps**→**Expenses & Bills**→**Vendors**→**New Vendors menu** →Import Vendors

P92 “MANAGING ACCOUNTS PAYABLE”—WE DELETED THE FOLLOWING TEXT: 100125

The new Bill Pay feature allows you to schedule payments of bills to vendors using a bank transfer or debit or credit card simply by clicking the Save and Schedule Payment option. This feature is currently included in your QuickBooks Online Plus and Advanced subscription ~~and is provided by Melio.~~

P95 REFERENCE STEP UNDER “OTHER VENDOR REPORTS”—WE ADDED SOME TEXT REFLECTING THE NEW EXPERIENCE. 100125

Reports center *or* **app**→**Standard tab**→**Review Expenses and Purchases**

P96 DYS 4-6 #1—WE ADDED TEXT REFLECTING THE NEW EXPERIENCE. 100125

1. Open the **Reports** center *or* **app** and click the **Standard** tab.

P99 CH. 4 SELF-ASSESSMENT 100125

#11 (“To enter a transaction for a service paid...”)—We replaced “+ New” with “+ New *or* + Create.”

#13 (“To take a quick look at all...”)—In answer option D, we replaced “+ New” with “+ New *or* + Create.”

P100 RYS 4-1 #1-2—WE ADDED THE FOLLOWING TEXT ABOUT THE NEW EXPERIENCE AND TWO COMMENTS: 100125

1. Open the **Vendors List**.
 - *Classic user interface:* Open the **Expenses** center and then click the **Vendors** tab.
 - *New experience:* Choose **My Apps→Expenses & Bills→Vendors**.
There should already be five vendors.
2. Choose **New Vendor menu button ▼→Multiple Vendors** and enter the information for the following vendors in the appropriate fields:
You can customize which columns you want to see.
 - Sundown District Water, PO Box 1455P, Los Angeles, CA 90051
 - Silva's Catering, 123 East Southside, Los Angeles, CA 90022; 310-555-1414
 - Steve Nguyen, 78441 Normandie Ct., Los Angeles, CA 90005; 310-555-8138

P100 RYS 4-2 #3—WE ADDED TEXT REFLECTING THE NEW EXPERIENCE. 100125

3. If you are in the classic user interface, eEdit the Show Tags Field on Expense and Purchase Forms option to **Off**.
The new experience doesn't include tagging, so users of the new experience can skip this step.

P101 RYS 4-4 #1—WE ADDED TEXT REFLECTING THE NEW EXPERIENCE. 100125

1. Open the **Reports** center *or app*.

P104 "KEEPING ON TRACK"—WE UPDATED THE TOTALS AT THE BOTTOM OF THE TRIAL BALANCE: 080725

TOTAL	\$	76,540.40	\$	76,540.40
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