# Update Report for QuickBooks Online

# Chapter 12

# 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.

P250 "THE PAYROLL CENTER"—WE RENAMED THIS SECTION "THE PAYROLL CENTER OR APP" AND ADDED THE FOLLOWING TEXT AND NOTE: 100125

# The Payroll Center or App

In the classic user interface, the payroll center is accessed via the Navigation bar.

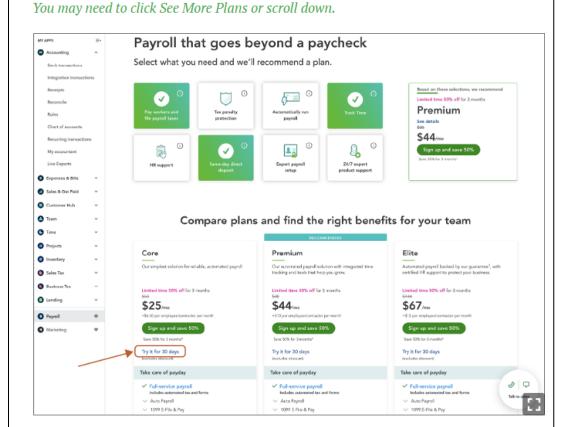
#### NEW!

In the new experience, the Payroll center is called the *Payroll app*, and it can be accessed via the Navigation bar or the carousel on the Dashboard.

It The Payroll center, which is accessed via the Navigation bar, provides information about

### P252 RYS 12-1 #1-3—WE REPLACED STEPS #1-3 WITH THE FOLLOWING: 100125

- 1. Open the Payroll center *or* app by clicking **Payroll** on the Navigation bar.
- 2. Under the Core payroll option, click **Try It for 30 Days**.



- **3.** Begin setting up payroll.
  - Classic user interface: Click Get Started.
  - New experience: Select Payroll→Overview→Get Started.

P252 RYS 12-1 #4—WE DELETED THE STEP #4 IMAGE. 100125

#### P252-253 RYS 12-1 #8-9-WE REPLACED THE STEPS WITH THE FOLLOWING: 100125

- **8.** If you are using the *new experience*, skip to step 10. If you are working in the *classic user interface*, click **Start** next to the *Tell Us About Your Team* prompt.
- 9. If you are working in the *classic user interface*, click **Add Team Manually** and then click **Next.**

#### P254 RYS 12-1 #12—WE MADE THE FOLLOWING UPDATES TO THE 3RD BULLET AND ITS TABLE: 100125

• Tax Withholdings/California Wage Plan Code

W-4 Allowance	Single, no deductions or withholdings
California Wage Plan Code	S
Pay Rate	\$22.50 per hour, plus 15% of all groomings

#### P255 RYS 12-2 #1—WE REPLACED STEP #1 WITH THE FOLLOWING: 100125

1. In the Payroll center *or* app, click the **Payroll Tax** *or* **Payroll Taxes** tab.

#### P255 RYS 12-2 #7—WE ADDED THE FOLLOWING BULLET AT THE END OF THE LIST: 100125

• California Wage Plan Code: S

#### P256 AYS 12-1—WE ADDED THE FOLLOWING BEFORE YOU BEGIN TEXT BEFORE STEP #1: 100125

**Before You Begin:** Before processing payroll, it is important that you edit the payroll settings by doing the following:

- Choose Gear→Your Company→Payroll Settings.
- 2. Select the edit icon in the Taxes and Forms section, unselect Automatic Taxes and Forms, and then select I'll pay and file my taxes myself using QuickBooks. If you get a pop-up about turning off automated taxes and forms, click Yes.
- 3. Click Save and Done.

## P256 AYS 12-1 #1—WE REPLACED STEP #1 WITH THE FOLLOWING: 100125

1. Open the Payroll center *or* app, if necessary, and click the **Pay My Team** button.

# P256 AYS 12-2 #1—WE REPLACED STEP #1 WITH THE FOLLOWING: 100125

Open the Reports center or app and choose Standard tab→Payroll→Payroll
 Summary.

### P256 AYS 12-2 #3 COMMENT—WE MADE THE FOLLOWING UPDATES TO REFLECT THE NEW EXPERIENCE: 100125

To view the payroll tax liability calculated by QBO Payroll, go to the Payroll center or  $app \rightarrow Payroll\ Tax$  or Payroll Taxes tab.