

# 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.

~~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**.

*You may need to click See More Plans or scroll down.*

The screenshot displays the 'Payroll that goes beyond a paycheck' section. It features a grid of service tiles: 'Pay workers and file payroll taxes', 'Tax penalty protection', 'Automatically run payroll', 'Track Time', 'HR support', 'Same-day direct deposit', 'Expert payroll setup', and '24/7 expert product support'. A recommendation box on the right suggests the 'Premium' plan at \$44/mo. Below this is a 'Compare plans and find the right benefits for your team' section with three plans: Core (\$25/mo), Premium (\$44/mo), and Elite (\$67/mo). Each plan includes a 'Try it for 30 days' button. An orange arrow points to the 'Try it for 30 days' button under the Core plan. The left sidebar shows the 'MY APPS' menu with 'Payroll' selected.

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 3<sup>RD</sup> BULLET AND ITS TABLE: 100125

- Tax Withholdings/*California Wage Plan Code*

|                                  |                                             |
|----------------------------------|---------------------------------------------|
| W-4 Allowance                    | Single, no deductions or withholdings       |
| <i>California Wage Plan Code</i> | <i>S</i>                                    |
| 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:*
1. *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

1. 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*→Payroll Tax *or Payroll Taxes* tab.*