

CHANGES TO THE PAYROLL SYSTEM WALKTHROUGH - REVISED

Intuit simplified the process for using the free version of Core (the basic payroll package in QBO). The first set of changes were used when the eLectures (videos) for Chapter 12 in myBusinessCourse was created. This revision includes additional changes to the payroll process. Reminder: The [Workers](#) link in the navigation bar has changed to [Payroll](#).

Step 1 – Set Up A New Company File

The URL for setting up a new company has been changed to quickboooks.intuit.com/pricing (no https in front).

The display screens have also been changed. There are now three steps replacing Figure 12.1:

The screenshot displays the QuickBooks Online pricing page. At the top, the navigation bar includes links for Products, Plans & Pricing (highlighted), How It Works, and Support. A 'Talk to Sales' button with the phone number 1.877.683.3280 and a 'Sign in' link are also present. The main heading is 'Choose the plan that's right for your business'. Below this, a progress bar shows three steps: '1. Select your plan' (active), '2. Add payroll (optional)', and '3. Checkout'. A red callout box labeled '1' points to a toggle switch for 'Free trial' with the text 'Toggle to Free Trial'. Below the progress bar, the pricing options are categorized into 'Small Business' and 'Freelancer'. Under 'Small Business', there are three plans: 'Simple Start' (\$12⁵⁰/mo), 'Plus' (\$35/mo), and 'Advanced' (\$75/mo). The 'Plus' plan is marked as 'MOST POPULAR' and has a red callout box labeled '2' pointing to its 'Select' button. Under 'Freelancer', there is one plan: 'Self-Employed' (\$7⁵⁰/mo). Each plan lists its features, such as 'Track income & expenses', 'Capture & organize receipts', and 'Maximize tax deductions'. A green banner at the bottom of the pricing section reads 'Get QuickBooks set up with a Live Bookkeeping expert'.

The third step is on the next screen.

The screenshot displays a pricing summary for QuickBooks Online. It lists the 'Your plan' as QuickBooks Online Plus at \$70/mo, and 'Payroll add-ons' as Payroll Core at \$45/mo. A 'Live Bookkeeping Setup' is noted as 'Not available for Free trial'. The 'Total' is calculated as \$115/mo, plus an additional \$4 per employee per month. A red circle with the number '3' and an arrow points to a dark 'Checkout' button.

What you're getting	
Your plan	
QuickBooks Online Plus	\$70/mo edit
Payroll add-ons	
Payroll Core	\$45/mo edit
Live Bookkeeping Setup Not available for Free trial	
Get up and running fast. A certified bookkeeper will walk you through a custom setup of QuickBooks based on your industry.	
Total	\$115/mo +\$4/employee/mo
3 → Checkout	

Figures 12-2 to 12-4 are the same.

The company setup questions have changed. You'll need to refer to the *Chapter 2 Steps 3 and 4 REVISED* PDF in the Ancillaries for this textbook (www.cambridgepub.com). Look only at the Step 4 changes (not the changes to Step 3).

Continue with Figures 12.9 through 12.18 to complete Step 1.

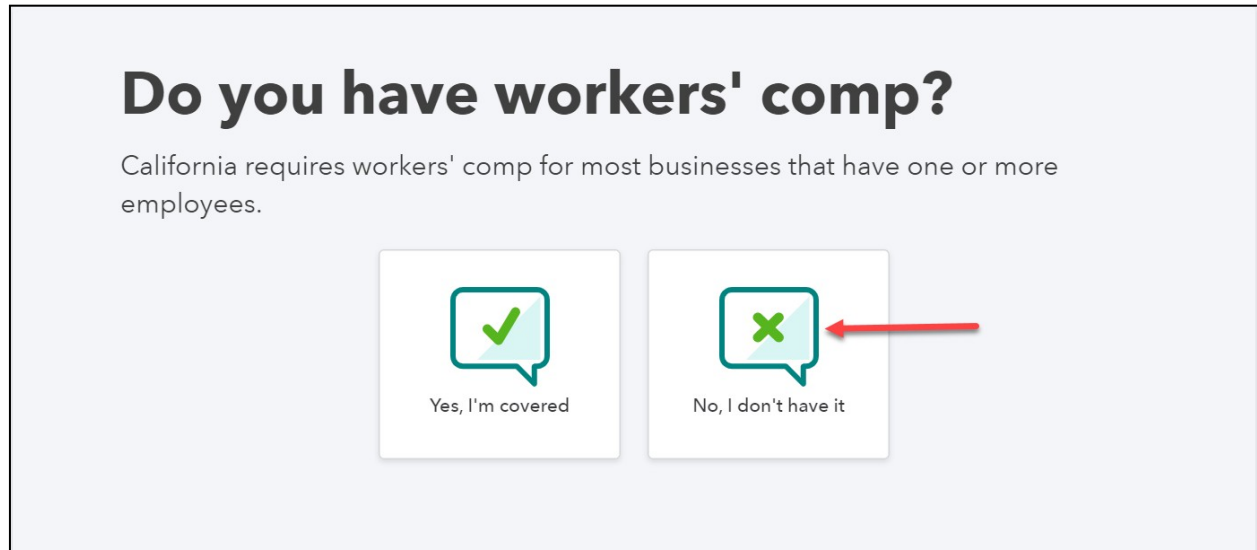
Step 2 – Activate Payroll

Pages 12-19 to 12-22 are unchanged.

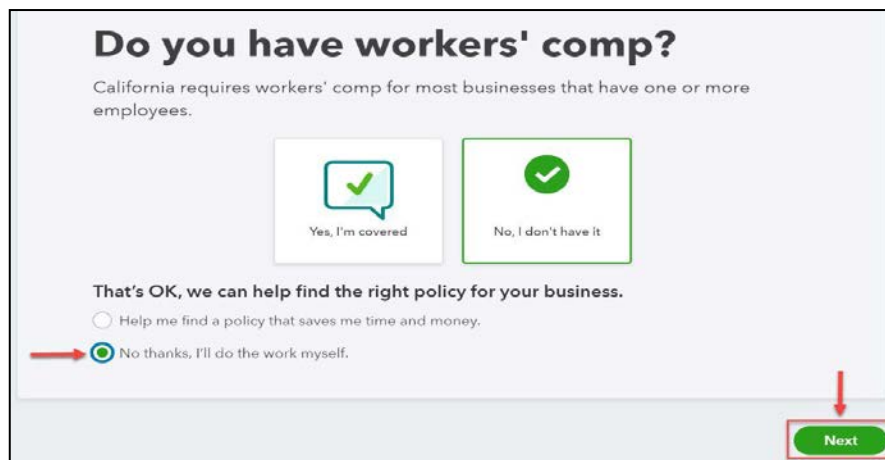
Step 3 – Add Employees

Figure 12.25 has now been split into two steps. Step 1 asks for the Name of the employee. Step 2 asks for the hire date. The remaining steps (Figures 12.26 to 12.36 are the same). (The step numbers, of course, are now steps 3 through 7, not 2 through 6.)

Once you click [Continue setup](#) (the last action in Step 3), the following screen will appear:



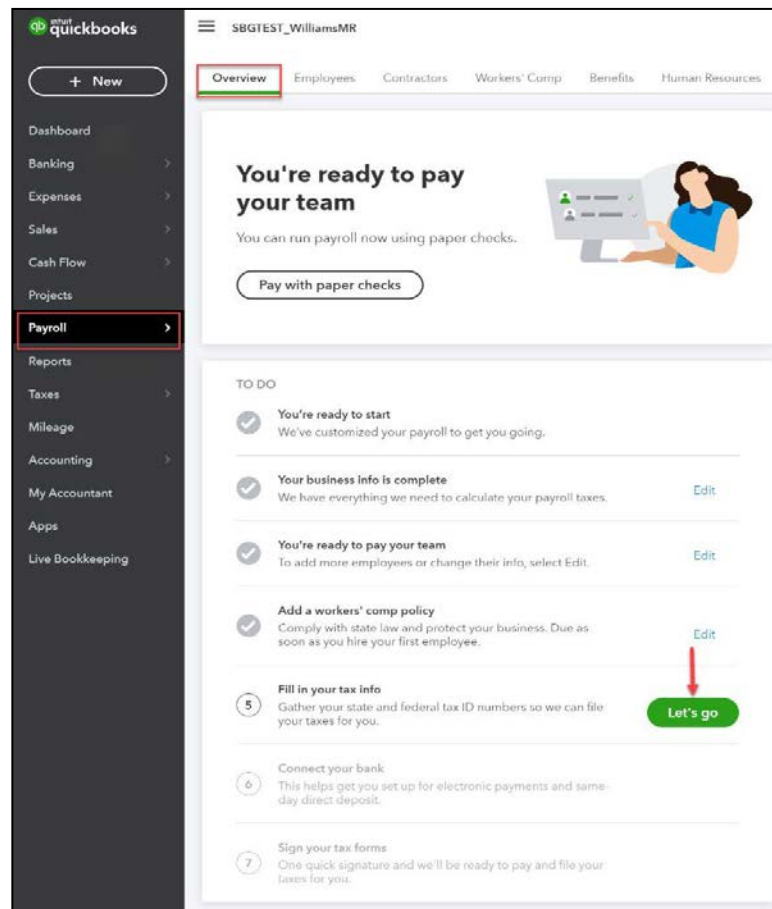
Click [No, I don't have it](#).



Toggle [No thanks, I'll do the work myself](#).

Once you click [Next](#), you will be taken back to the Payroll Center.

Step 4 – Set Up Payroll Taxes



Click **Let's go** in the **Fill in your tax info** section.

There are three sections in the Payroll Settings screen: **General**, **Federal**, and **State**.

1 General 2 Federal 3 State

Tell us your general business info

Let's make dealing with your payroll taxes a snap. Tell us about your business so we can report your payroll wages and taxes. This is the info you used when you applied for a Federal EIN.

Company legal name
SBGTEST_

Your company name will show here.

This may be different than a trade or doing business as (DBA) name.

Company legal address
Street address
3835 Freeport Blvd

City State ZIP code
Sacramento CA 95822

Company type
Select "Corporation"

Primary Principal Officer (PPO) title
Select "President"

Cancel Next

In the **General** section, the company name and address will be auto-filled. Select **Corporation** as the **Company Type** and **President** as the **Primary Principal Officer (PPO) title**.

Click **Next**.

✓ General 2 Federal 3 State

Give us your federal tax info

Once we have your tax info, we can correctly pay and file your federal taxes. You can find what you need in letters and tax notices you've received from the IRS.

Employer Identification Number (EIN) (optional) ⓘ
22-3456789
Don't have one? [Apply for an EIN](#)

Which payroll tax form do you file with the IRS? ⓘ
Form 941 each quarter (most common) ▼

How often do you pay your taxes? ⓘ
Monthly ▼

Complete as shown

Previous Next

In the **Federal** section, enter '22-3456789' as the employer identification number.

Form 941 each quarter (most common) should be selected as the payroll tax form filed with the IRS.

Monthly should be selected as the tax payment frequency.

Click **Next**.

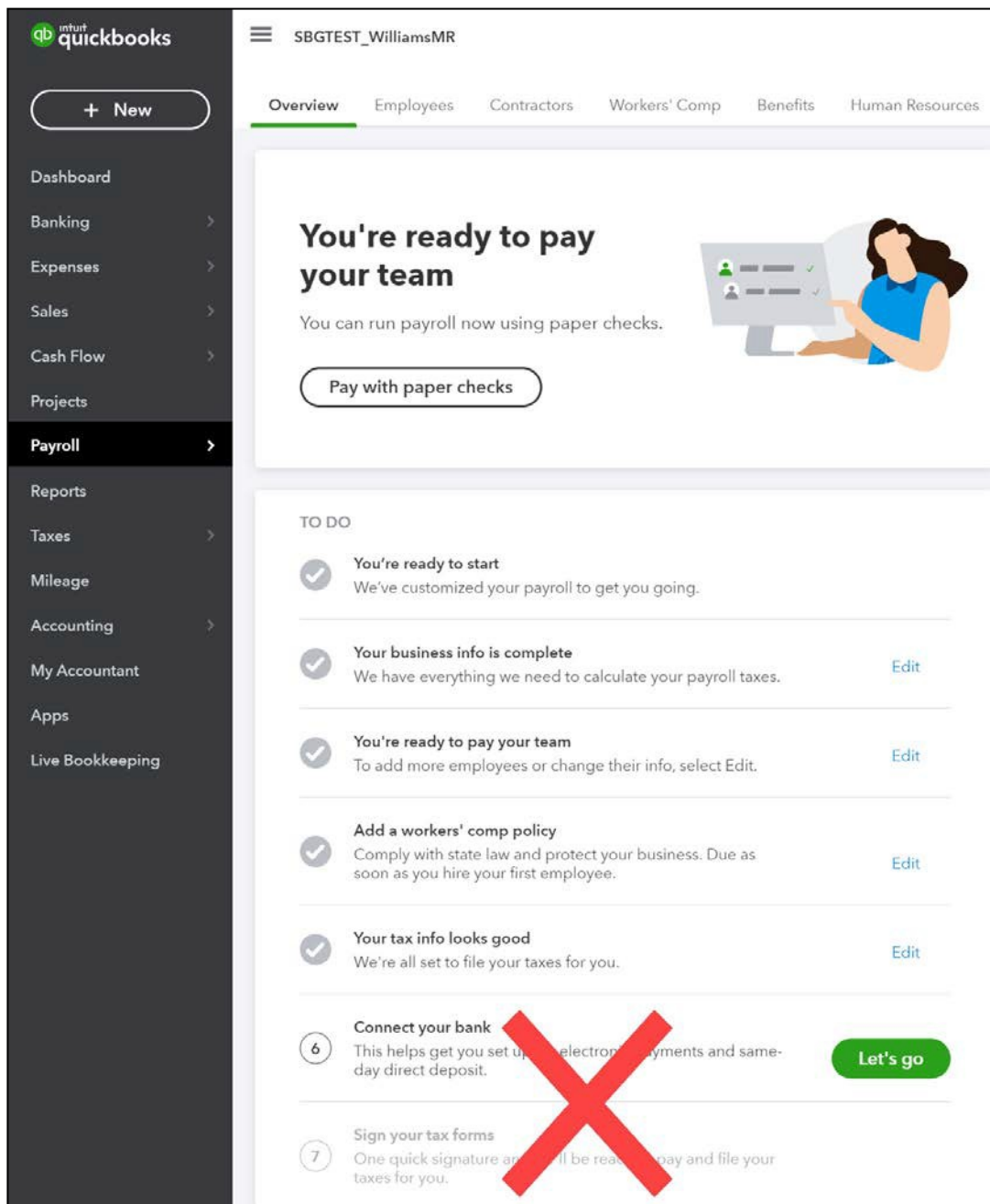
In the **State** section, enter '321-7654-8' as the employer account number.

Enter '3.4%' as the Unemployment Insurance rate. (3.4% is the rate typically assigned to new businesses in California) and .1% as the employment training tax rate.

Select **Monthly** as the tax payment frequency.

Click **Done**.

You will be taken back to the Payroll Tax Center.



You will not be completing Sections 6 and 7 of the Payroll **To Do** list.

Step 5 – Set Up Bank Connections

Ignore this step.

Step 6 - Finish The Payroll Setup

Ignore this step.

Step 7 – Map Payroll Accounts

The Payroll Settings screen will include slightly different wording, but the process is unchanged. You **may** need to click the edit (pencil) icon in each section (Figure 12.61) to access all the fields.

Step 8 – Process Payroll

No changes to this step.

Step 9 – Map Payroll Accounts

Because Intuit now allows users to deactivate the automatic payroll remittance and filing features, you would be able to process payroll tax remittances. However, you will not be expected to create those transactions as part of your assignment. If you'd like more information about the tax remittance process, view the Processing Payroll eLecture in myBusinessCourse. Information about editing paychecks is included there as well.

Step 10 – Access Payroll Reports

No changes to this step.