

How do I retag an incorrectly tagged transaction?

You can easily retag an incorrectly tagged transaction. For example, you may have incorrectly assigned transactions for your catering business that really belong with your candle business.

1. Open the account you want to use.
2. In the register, click the transaction's Tag field.
3. Type the name of the new tag in place of the old one, or click the arrow to select a new tag from a list.
4. Click Save to record the transaction.

Note

If you need additional information, see the basic topic on [tagging transactions](#).