How do I use the Payees tab to customize a report?

You can control which payees are included in a report or graph by modifying the payees selected in the Payee list. You can also specify criteria that transactions must meet to appear in the report or graph.

Select Payees

In the **Type payee name to search** list, type the name of the payee you're looking for. Quicken displays the payee name or the closest match in **Payee** list.

In the list of payees, select the payees you want to include in the report or graph. Including a payee means that the transactions with that category or subcategory will be computed as part of the report or graph.

To include transactions with no payee assigned, select **No Payee**.

Matching

Specify the criteria that transactions must meet to appear in the report or graph. For example, you can include only transactions with a specific category by typing the category name in the **Category** field.