

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

You can control which tags are included in a report or graph by modifying the tags selected in the Tag List. You can also specify criteria that transactions must meet to appear in the report or graph. (Quicken displays the Tags tab in the Customize dialog only if you've created tags.)

- **Select Tags**
Select the tags you want to include in the report or graph. Including a tag means that the transactions with that tag will be computed as part of the report or graph.

To include transactions with no tag assigned, select **Not Tagged**.
- **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 payee by typing the payee's name in the **Payee** field.