How do I edit a business?

> ⚠️ **Caution**
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> When you enter a business transaction in Quicken, Quicken looks to the business information to see which business the transaction belongs to. Editing the business name and owner won't affect your historical data, but changing the business tag or the setting about whether business transactions require a tag could. Make sure you understand the ramifications before you change either of these settings.

1. Click the **Business** tab.
2. Click the **Business Tools** button and choose **Manage Business Information**.
3. Click **Edit**.
4. Modify the business name or description as needed.
5. In the **Owner** field, modify the business owner.
   - **What happens to my past transactions for this business?**
     All past and future transactions for this business are associated with the new owner in the Tax Planner.
6. If you misspelled the name of the business tag or selected the wrong tag when you added the business, modify the business tag.
   - **How do I correct a misspelling or other naming mistake?**
     Rename the tag in the **Tag List.** After you do, Quicken automatically applies the new name to all the transactions that use the tag and updates the tag name in the business information.
   - **What if I assigned the wrong tag to the business when I added the business to Quicken?**
     If you select another business tag in the list, Quicken changes only how it displays your business data; Quicken doesn't change any of the transactions that you've already entered. For example, say you added a business for candles and you accidentally selected a tag named catering to go with it. As you've entered business transactions for the candle business, you've included the candle tag. To make sure you see the candle transactions when you view data for the candle business, all you need to do is change the business tag for the candle business from catering to candle.
   - **What if I select or add another tag after I have already entered transactions for this business?**
     This can compromise your historical data and isn't advisable. The old transactions retain the original tag and will no longer be associated with this business. This means they are grouped with the business for which you've selected the check box called **Untagged business transaction**s belong to this business unless you edit the past transactions to use the new tag.
7. In the '**Business Documents**' tab, select any particular document that you want to edit, click on the '**Gear**' icon on the far right. Take actions as appropriate and click on **OK**.
8. If you incorrectly selected or cleared the **Untagged** business transactions belong to this business check box when you added the business, modify it now.
   - **What if I select this check box for another business after I have already entered transactions?**
     If you initially had this check box selected for another business, and you entered transactions for that business without a tag, you'll need to edit those transactions now to include the tag if you want to retain the historical integrity of your data. Otherwise Quicken will have no way to know which untagged transactions go with which business and will display them all together.

     - **Can you give me an example of how my historical data can be affected?**
       For example, say you initially had this check box selected for a candle business, and you entered transactions for the candle business without a tag. Then let's say you decide to close the candle business and open a catering business. If you want to select this check box for the catering business, you need to do two things: 1) Edit the candle business information and clear the check box, and 2) Edit all the business transactions for the candle business to include a tag. Otherwise Quicken will have no way to know which untagged historical transactions go with which business and will display them all together.

9. Click **OK**.

This feature requires **Quicken Business & Personal.** Learn how you can upgrade Quicken in minutes.