

# How to Create Tags in QBO

## In QBO:

Go to the Gear Icon

Choose Tags

Click on New and choose Tag Group

Name New Tag Group and Save

Click on New Tag and name new tag

Choose which group tag should be associated with

Click Save

Click on New and choose Tag Group

## To See Tagged Items:

When categorizing transactions in the banking screen, add Tag information

# How to Create Tags in QBO

Go to Reports

Search for Tag

Run Profit and Loss by Tag Group

In the Display Columns dropdown, choose whichever tag group you want to see

Name New Tag Group and Save

Run Report