

## Section 10.11

### TAGS

Tags are electronic labels. Tags can be customized to fit your business needs and track how you make and spend money.

To understand tags, imagine that you are organizing Mookie's beagle gear for Cy. You have boxes that you sort different items into by type of item. For example, you might have one box for Mookie's leashes, one box for Mookie's coats, and another box for toys. Then you create a label for each box so you can identify the box contents.



The QBO tags feature is like having an electronic label maker. We can create digital tags or labels for electronic data. For example, for Mookie the Beagle Concierge, we can tag all expenses related to contractors with a contractor tag, or tag revenues by marketing channels to identify which marketing channels are producing the best results. In addition, tags are even better than boxes. We are not limited to one tag for the same data. We can tag the same data in multiple ways.

We can add tags to money in and money out. For example, we can tag transactions, such as:

- Invoices
- Expenses
- Bills

In QBO, we can customize the tags to meet Mookie The Beagle Concierge business needs to gain insights into how Cy can improve the business. Tags can assist in

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identifying trends swiftly, especially when changing business conditions and customers require a rapid management response.

### CREATE TAG GROUP AND TAGS

Cy Walker would like more insight into which contractors are generating the most revenue for Mookie The Beagle Concierge. First, we need to create a Tag Group for Contractors and then a tag for each contractor.

If we compare tags to the Chart of Accounts, Tag Groups are like Parent accounts and Tags are subaccounts.

To create a Tag Group:

- 1 Select **Gear** icon
- 2 Select **Tags**
- 3 To watch a video about tagging money in, under Get more details about what you earn, select **See how it works**
- 4 To watch a video about tagging money out, under See a breakdown of what you spend, select **See how it works**
- 5 Notice the **Tags and Tag Groups** section
- 6 Select **New down arrow**
- 7 Select **Tag group**
- 8 Enter **Group name: Contractors**
- 9 Select **Tag Group Shade** you would like to identify this Tag Group
- 10 Select **Save** to save the Tag Group and leave the Create new group drawer open

[LastNameFirstInitial] Mookie The Beagle Concierge My experts ? Help

1

YOUR COMPANY	LISTS	TOOLS	PROFILE
Account and settings	All lists	Order checks	Subscriptions and billing
Manage users	Products and services	Import data	Feedback
Custom form styles	Recurring transactions	Import desktop data	Privacy
Chart of accounts	Attachments	Export data	Switch company
Get the desktop app	Custom fields	Reconcile	
Additional info	2 Tags	Budgeting	
	Rules	Audit log	
		SmartLook	
		Resolution center	

+ New

Tags Give feedback

3

4

5

6

7

MONEY IN	MONEY OUT
<b>Get more details about what you earn</b> <a href="#">See how it works (3:38)</a> \$0.00 Aerobics classes \$0.00 Yoga classes <a href="#">Start tagging transactions</a>	<b>See a breakdown of what you spend</b> <a href="#">See how it works (3:38)</a> \$0.00 Fitness instructor payroll \$0.00 Utilities <a href="#">Start tagging transactions</a>

See all untagged transactions

5

TAGS AND TAG GROUPS

TRANSACTIONS

6

7

Search by tag name

New

Tag group

Tag

### Create new group

Group name  8 9

10

### Add tags to this group

Tag name

Put similar tags in the same group to get better reports. [Find out more](#)

[Show me examples of groups](#)

I have a clothing store. I want to see which seasonal collection sells the best.

Group: Collection

- Collection: Spring
- Collection: Summer

I run a gym. I want to see which fitness classes and instructors make the most money.

Group: Fitness class

- Fitness class: Yoga
- Fitness class: Rowing

Group: Instructor

- Instructor: Daniel
- Instructor: Maria

To create tags:

- 1 In the Add tags to this group section, enter **Tag name: Andre LaFortune**
- 2 Select **Add**
- 3 Add **Tag name: Evan Henry**
- 4 Add **Tag name: Your Name**
- 5 Select **Done**
- 6 Now in the Tags and Tag Groups section, we have:
  - **1 Tag Group: Contractors**
  - **3 Tags in the Tag Group:**
    - **Andre LaFortune**
    - **Evan Henry**
    - **Your Name**

Before starting to tag, it's a good idea to think about what you want to measure with tags. Then plan your Tag Groups and Tags before entering them in QBO.

### Create new group

Contractors Edit

#### Add tags to this group

Tag name

Andre LaFortune 1 Add 2

Put similar tags in the same group to get better reports. [Find out more](#)

[Show me examples of groups](#)

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Group: Fitness class

- Fitness class: Yoga
- Fitness class: Rowing

Group: Instructor

- Instructor: Daniel
- Instructor: Maria

Done

### Create new group

Contractors Edit

#### Add tags to this group

Tag name

Add

- Contractors: Andre LaFortune × Edit
- Contractors: Evan Henry × 3 Edit
- Contractors: Your Name × 4 Edit

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[Show me examples of groups](#)

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- Fitness class: Yoga
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Group: Instructor

- Instructor: Daniel
- Instructor: Maria

5 Done

See all untagged transactions

Search by tag name

New

TAGS AND TAG GROUPS	TRANSACTIONS	ACTION
<input type="checkbox"/> TAGS AND TAG GROUPS <b>6</b>		
<input type="checkbox"/> ^ <b>Contractors (3)</b>		Run report
<input type="checkbox"/> <b>Contractors: Andre LaFortune</b>		Run report
<input type="checkbox"/> <b>Contractors: Evan Henry</b>		Run report
<input type="checkbox"/> <b>Contractors: Your Name</b>		Run report

### ADD TAGS TO TRANSACTIONS

After creating tag groups and tags, we are ready to add tags to transactions. You can even add multiple tags to the same transaction.

You can enter tags:

1. As you enter a transaction, such as when you are creating an invoice, or
2. After you have entered and saved a transaction, such as after you have created and saved an invoice or expense.

To enter a Tag as you enter a transaction:

- 1 Select the form, such as **(+) New > Invoice**. In the Tag field, start typing to add a Tag. Start typing **Your Name**.
- 2 Select **Contractors: Your Name** from the list that appears
- 3 If you wanted to add a new Tag, you would select **+ Add**
- 4 Select **X** to cancel. If asked Leave without saving?, select **Leave without saving**

# QBO 2024 CH10 INSERT

Invoice

Edit Email view PDF view Payor view Manage Take tour Feedback Old

## INVOICE

[Add logo](#)  
Max size: 1 MB

**[LastNameFirstInitial] Mookie The** MTB@MTB.com  
**Beagle Concierge** +1 (415) 555-1111  
432 Phoenician Way  
Mountain View, CA 94043

[Edit company](#)

[Add customer](#)

Invoice no. 1017  
Terms Net 30  
Invoice date 01/31/2024  
Due date 03/01/2024

Tags (hidden) [Manage tags](#)

Your

[+ Add Your](#)

Contractors: Your Name

#	Product	Description	Qty	Rate	Amount	Tax
1						

[Add product or service](#)

Save Review and send



## QBO 2024 CH10 INSERT

To enter a Tag to a previously entered and saved transaction:

- 1 From the Navigation Bar, select **Sales > Invoices** tab
- 2 Select **Invoice No. 1001** from the Invoice list
- 3 Select **Edit invoice**
- 4 When Invoice No. 1001 appears, in the Tags field, select **Contractors: Evan Henry**
- 5 Select **Save and close**

The screenshot displays the Intuit QuickBooks interface. On the left is a dark sidebar with navigation options. The main area shows the 'Sales' section with a sub-tab for 'Invoices'. A table lists several invoices, with the first one (No. 1001) highlighted. A right-hand panel shows the details for 'Invoice 1001', including its status as 'Overdue (Not sent)', total due amount of \$1,860.00, and a list of activities. Three blue circles with numbers 1, 2, and 3 are overlaid on the image to indicate the steps: 1 points to the 'Sales' menu item in the sidebar, 2 points to the 'Invoices' tab in the main content area, and 3 points to the 'Edit invoice' button in the right-hand panel.

DATE	NO.	CUSTOMER / PROJECT	AMOUNT	STATUS
1/2/24	1001	Carlos Xafra:Bella	\$1,860.00	Overdue 31 days
1/21/24	1008	Sandy Copper:Remy	\$660.00	Overdue 12 days
1/23/24	1009	Sandy Copper:Remy	\$1,320.00	Overdue 10 days
1/25/24	1011	Sandy Copper:Remy	\$872.00	Overdue 8 days
1/26/24	1012	Your Name:Ozzie	\$1,849.32	Overdue 7 days
1/15/24	1015	Sandy Copper:Remy	\$100.00	Overdue 18 days

Invoice
?
×

Edit   Email view   PDF view   Payor view
Invoice 1001 >
Manage   Take tour   Feedback   Old layout

## INVOICE

**[LastNameFirstInitial] Mookie The** MTB@MTB.com  
**Beagle Concierge** +1 (415) 555-1111  
 432 Phoenician Way  
 Mountain View, CA 94043

[Edit company](#)

[Add logo](#)

Max size: 1 MB

**Bill to**

**Ship to**

Carlos Xafra  
 72 Castle Street  
 Mountain View, CA 94041 USA

Ship via

Shipping Date

Tracking no.

Invoice no.

Terms

Invoice date

Due date

Tags (hidden): [Manage tags](#)

Contractors: **Evan Henry** ×
4
ing to add a tag

**Product or service**

#	Product/Service	Description	Qty	Rate	Amount	Tax
1	Pet Care:Transport	Pick up and drop off pet at various locations, such as pick up at doggie day care and take home if owner has to work late, 1 hour minimum	1	160.00	\$160.00	<input type="checkbox"/>
2	Pet Wellness:Vet Visit	Vet services concierge visit or take pet to vet	2	260.00	\$520.00	<input type="checkbox"/>
3	Pet Wellness:Intensive V	Assume responsibility for pet healthcare while owner is OOT or intensive healthcare responsibilities	6	180.00	\$1,080.00	<input type="checkbox"/>
4	Pet Care:Errand	Pet Personal Shopper, 1 hour minimum	1	100.00	\$100.00	<input type="checkbox"/>
5						<input type="checkbox"/>

[Add product or service](#)

**Customer payment options** [Edit](#)

ApplePay  
  VISA  
  DISCOVER  
  BANK  
  PayPal  
  Venmo

Activate online card or bank transfer payments for your customers.  
[Activate Payments](#)

Tell your customer how you want to get paid

Subtotal \$1,860.00

Sales tax \$0.00

**Total** **\$1,860.00**

Save and new

5 Save and close

Save

Review and send

## TAGS REPORTS AND INSIGHTS

To analyze results and gain insights using Tags, we can create Tag reports or use the Tags Dashboard.

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### QUICK CHECK

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#### C10.2 Tag Report

To view Tag results:

- 1 To access Tags, select the **Gear icon > Tags**
- 2 In the Money In section, select **All dates**
- 3 Notice the Money In tagging results for the Contractor: **Evan Henry**. What is the amount of money brought in that we have tagged Evan Henry? (Note: If the Money In tagging shows a \$-0- balance, try running the Contractors report and then return to the Tags screen to view the Money In balance.)
- 4 Select **Run report**
- 5 When the Profit and Loss by Tag Group Report appears, enter **Report period: 01/01/2024 to 01/31/2024**
- 6 Select **Run report**
- 7 Notice the column titled **Evan Henry**. What is the amount recorded in the 4200 Sales account that we have tagged Evan Henry?
- 8 **Export** the Tags report to Excel.
  - a. With the Tags report displayed, select the **Export icon**
  - b. Select **Export to Excel**
  - c. Complete the steps listed in the Instructions sheet of the Excel Template to copy your Tags Excel export to the Excel Template

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1

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Get the desktop app	Custom fields	Reconcile	
Additional info	1 Tags	Budgeting	
	Rules	Audit log	
		SmartLook	
		Resolution center	

[LastNameFirstInitial] Mookie The Be... My experts ? Help

### Tags Give feedback

**MONEY IN** 2

All dates

**\$1,860.00**

Total money in

\$1,860.00 Evan Henry 3

\$0.00 Andre LaFortune

\$0.00 Your Name

**MONEY OUT**

See a breakdown of what you spend

See how it works (3:38)

\$0.00 Fitness instructor payroll

\$0.00 Utilities

Start tagging transactions

See all untagged transactions

Search by tag name New

TAGS AND TAG GROUPS	TRANSACTIONS	ACTION
<input type="checkbox"/> Contractors (3)	1 transaction	Run report 4

The screenshot shows the 'Profit and Loss by Tag Group Report' interface in Intuit QuickBooks. The report is for '[LastNameFirstInitial] Mookie The Beagle Concierge' for the period of January 1 to March 3, 2024. The report is filtered by the tag group 'Contractors'. The accounting method is set to 'Accrual'. The report shows a total income of \$1,860.00 and a net income of \$1,860.00. Numbered callouts (5-8) highlight specific UI elements: 5 points to the 'Report period' dropdown, 6 points to the 'Run report' button, 7 points to the report title, and 8 points to the 'Run report' button.

**Profit and Loss by Tag Group**  
 January 1 - March 3, 2024

	EVAN HENRY
<b>Income</b>	
4200 Sales	1,860.00
<b>Total Income</b>	<b>\$1,860.00</b>
<b>GROSS PROFIT</b>	
Expenses	
<b>Total Expenses</b>	
NET OPERATING INCOME	\$1,860.00
NET INCOME	\$1,860.00