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Categories

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Bank Reconciliation > Tables > Reconciliation Layout > Categories

This tab is used to define the categories (fields) displayed on the Bank Reconciliation page. These categories are used in the reconciliation layout template, which is managed on the Layout tab.

There are two layout type options:

- The **Single Column** layout consists of a single column of fields and operations.
- The **Double Column** layout consists of two columns of fields and operations; **System** and **Bank**.
- The **Double Column** layout is the default.

Add a category:

❑ Click **+Add** to add a row.

Field	Description
Description	Type the 30-character category description to be displayed in the bank reconciliation layout.
Operator	Click ⌄ to select the operation to be used for the category description. If the **Statement Type** field is set to *Total*, the **Operator** field must be set to = *Equals*. You can select to use a single or double column layout on the Layout tab. If *Double Column* is selected, only one bank side category and one system side category can be set to = *Equals*. If *Single Column* is selected, only one category (field) can be set to = *Equals*.
Statement Type	Click ⌄ to assign a calculated amount or allow for user entry.

Default categories (statement types)

Description	Statement Type
Bank Dividends/Interest	User Input Single Entry
Banking Fees/Charges	User Input Single Entry
Cleared Checks	Cleared Checks
Cleared Deposits	Cleared Deposits
Cleared JVs	Cleared JVs
Miscellaneous Adjustment	User Input Single Entry (**It is recommended** that this field is set up as a Multiple Entry field with a (+) operator.)
Outstanding Checks	Outstanding Checks
Outstanding Deposits	Outstanding Deposits
Outstanding Journal Entries	Outstanding JVs
Previous Balance	User Input Single Entry

Statement Balance Bank	User Input Single Entry
Statement Balance System	User Input Single Entry
System Cash	System Cash
Unreconciled Difference	Total

Calculated statement types

The following statement types are calculated amounts:

Cleared Deposits - A total of cash receipts with the **Recon** checkbox selected is displayed.

Outstanding Deposits - A total of cash receipts without the **Recon** checkbox selected is displayed.

Cleared Checks - A total of checks with the **Recon** checkbox selected is displayed.

Outstanding Deposits - A total of checks without the **Recon** checkbox selected is displayed.

Cleared JVs - A total of JVs with the **Recon** checkbox selected is displayed.

Outstanding JVs - A total of JVs without the **Recon** checkbox selected is displayed.

System Cash - The general ledger balance of all cash object/subobject codes associated with the bank account group as of the selected accounting period is displayed.

Total - A total of all fields in the column is calculated and displayed at the end of the column.

User Input Single Entry - An enabled field is provided allowing you to type a single dollar amount.

User Input Multi Entry - If you click in the enabled field, a pop-up window is displayed allowing you to add multiple rows of descriptions and associated amounts, as needed. Positive and negative amounts are allowed.

Recon Side	Select the category reconciliation side (*Bank* or *System*). This field is only displayed if *Double Column* is selected and saved on the Layout tab.
Inactive	Select to exclude the category from the reconciliation layout. If selected, the category is not displayed on the Layout tab.

❑ Click **Save**.

Note: You can edit field names as needed. For example, the **Bank Statement System** field can be renamed to **Bank Statement Balance**.

Other functions and features:

Reset	Click to retrieve data from the last save. If you click **Reset**, any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.