Categories

Table of Contents

Categories

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.

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.
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**.

Other functions and features:

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