



## Categories



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# 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.

New databases will display the [TxEIS default categories](#).

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 ( <b>It is recommended</b> 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

### Add a category:


Click **+Add** to add a row.

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

Field	Description
<b>Recon Side</b>	Select the category reconciliation side ( <i>Bank</i> or <i>System</i> ). This field is only displayed if <i>Double Column</i> is selected and saved on the Layout tab.
<b>Inactive</b>	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:

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