



## 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> .<br><br>You can select to use a single or double column layout on the <a href="#">Layout</a> tab.<br>If <i>Double Column</i> is selected, only one bank side category and one system side category can be set to = <i>Equals</i> .<br><br>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. Refer to <b>Image 1</b> / <i>Italic Text</i> on this page. |
| <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><br>Click to add a row to the grid.                                                                                                          |
| <b>Reset</b>                                                                      | <a href="#">Reset data.</a><br>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><br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click <b>Save</b> . |