



## 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.

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
<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.
<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 <a href="#">Layout</a> tab. Refer to <b>Image 1</b> on this page.
<b>Inactive</b>	Select to exclude the category from the reconciliation layout. If selected, the category is not displayed on the <a href="#">Layout</a> tab.

Click **Save**.

### **Other functions and features:**

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

Click **Save**.