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Categories

Table of Contents

Categories i
Categories 1

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.

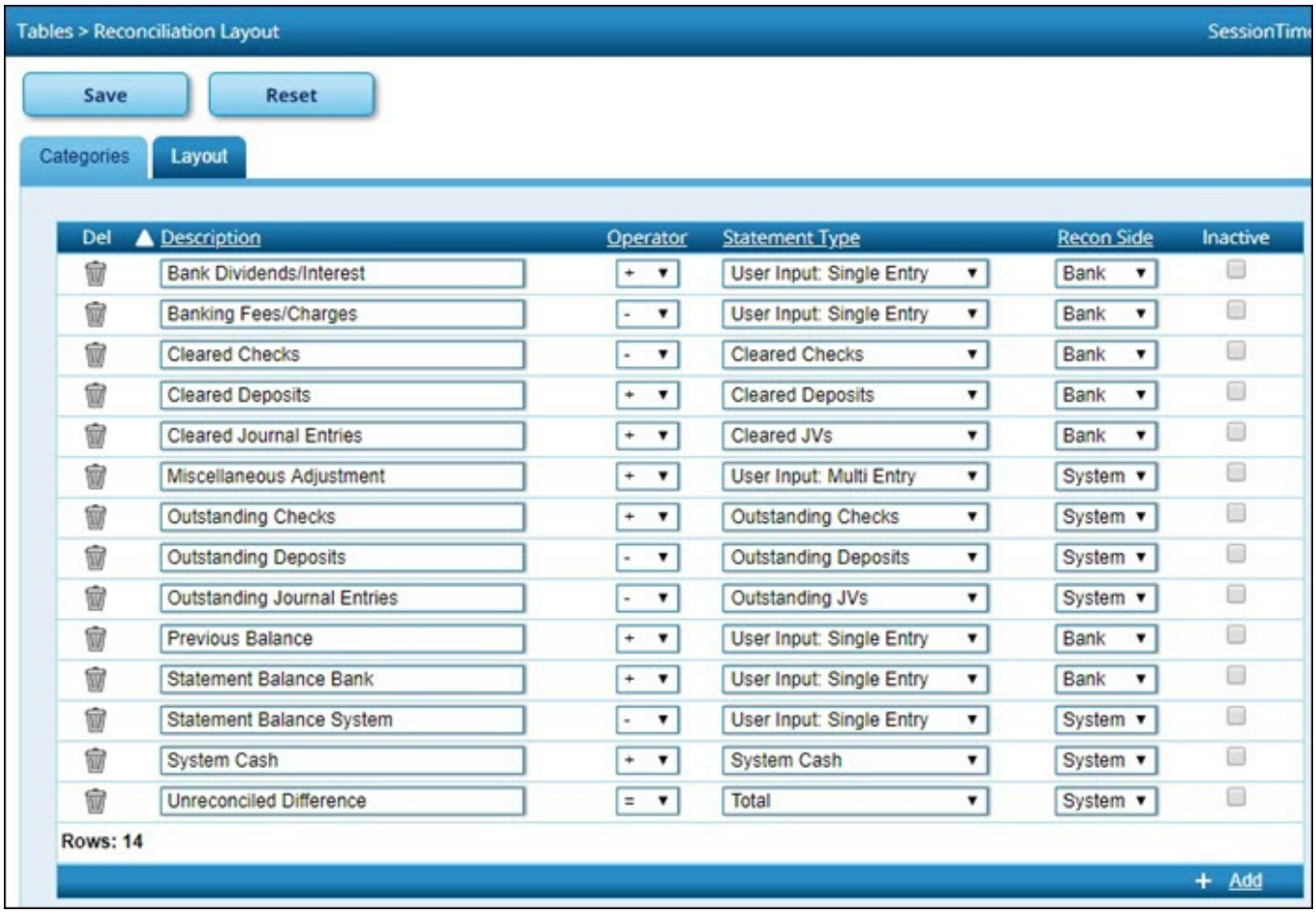
Default categories

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 (**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

Add a category:

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

Image



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. Refer to **Image 1** on this page.
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**.