add_a_category

Table of Contents

iv

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

Field	Description
Description	Type the 30-character category description to be displayed in the bank reconciliation layout.

In the **Operator** field:

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**.