





add_a_category

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

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