



add_a_category

Table of Contents

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 (<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**.



Back Cover