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Layout

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Bank Reconciliation > Tables > Reconciliation Layout > Layout

This tab is used to design the bank reconciliation layout template that displays the reconciliation summary information. The category descriptions from the Categories tab are displayed.

If **Inactive** is selected for any category on the Categories tab, the category description is not displayed on this tab.

Set the reconciliation layout:

Field	Description
Reconciliation Layout Type	Click ⌄ to select the number of columns to be included in the layout.

The drag and drop feature is available on this tab. You can change the category order in a column by hovering over a category until the category box color turns a darker blue, and the mouse type changes to four arrows. Hold down the left mouse button and drag and drop the category to the desired location in the column.

Click **Save**.