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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.

A list of the category descriptions with the operator type from the Categories tab is 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 pointer changes to four arrows. Hold down the left mouse button and drag and drop the category to the desired location within the column.

Click **Save**.

Other functions and features:

Reset	Reset data. Click to retrieve data from the last save. If you click **Reset**, any unsaved changes are lost.