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body

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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 Type	Click ⌄ to select the number of columns to be included in the layout.

If *Double Column* is selected, the **Bank** and **System** columns are displayed.

The category reconciliation side can be selected in the **Recon Side** field on the **Categories** tab, which is only displayed if *Double Column* is selected and saved on this tab.

If *Single Column* is selected, all active categories are displayed in a single column.

The drag and drop feature is available on this tab, which allows you to change the category order in a column. Hover over a category until the category box color turns a darker shade and the mouse pointer changes to four arrows, then hold down the left mouse button and drag and drop the category to the desired location within the same column (i.e., **Bank** or **System**).

❏ Click **Save** to save the changes.

Other functions and features:

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