



Layout

Table of Contents

Layout	1
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Layout

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**.



Back Cover