



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.

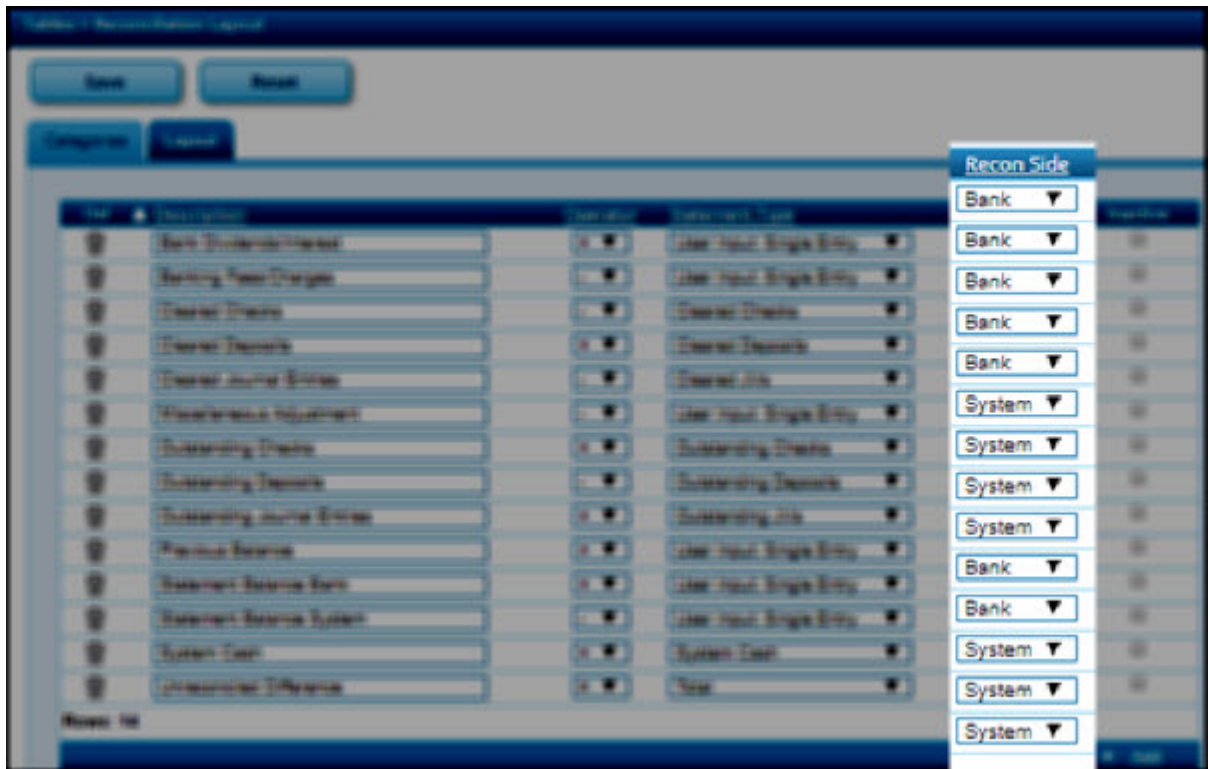
If *Double Column* is selected, the **Bank** and **System** columns are displayed.

The screenshot shows the 'Tables > Reconciliation Layout' configuration page. At the top, there are 'Save' and 'Reset' buttons. Below them are tabs for 'Categories' and 'Layout'. The 'Reconciliation Layout Type' dropdown menu is highlighted with a red circle and is currently set to 'Double Column'. The main area displays a two-column layout with the following items:

Bank	System
± Previous Balance +	± System Cash +
± Cleared Deposits +	± Outstanding Deposits -
± Cleared Checks -	± Outstanding Checks +
± Cleared Journal Entries +	± Outstanding Journal Entries -
± Bank Dividends/Interest +	± Statement Balance System -
± Banking Fees/Charges -	± Miscellaneous Adjustment +
± Statement Balance Bank +	± Unreconciled Difference =

Image 1.1

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.



The screenshot shows a software interface with a table of reconciliation items. The table has columns for 'Item', 'Description', 'Direction', 'Reconciliation Type', and 'Recon Side'. A dropdown menu is open for the 'Recon Side' column, showing a list of options: Bank, System, and System.

Item	Description	Direction	Reconciliation Type	Recon Side
Bank Disbursements	Use Post Single Entry			Bank
Banking Fees/Charges	Use Post Single Entry			Bank
Check Deposits	Check Deposits			Bank
Check Deposits	Check Deposits			Bank
Check Journal Entries	Check JEs			Bank
Hardware/Software Adjustment	Use Post Single Entry			System
Outstanding Checks	Outstanding Checks			System
Outstanding Deposits	Outstanding Deposits			System
Outstanding Journal Entries	Outstanding JEs			System
Previous Balance	Use Post Single Entry			Bank
Statement Balance Bank	Use Post Single Entry			Bank
Statement Balance System	Use Post Single Entry			System
System Fees	System Fees			System
Unreconciled Difference	Fee			System

Image 1.2

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

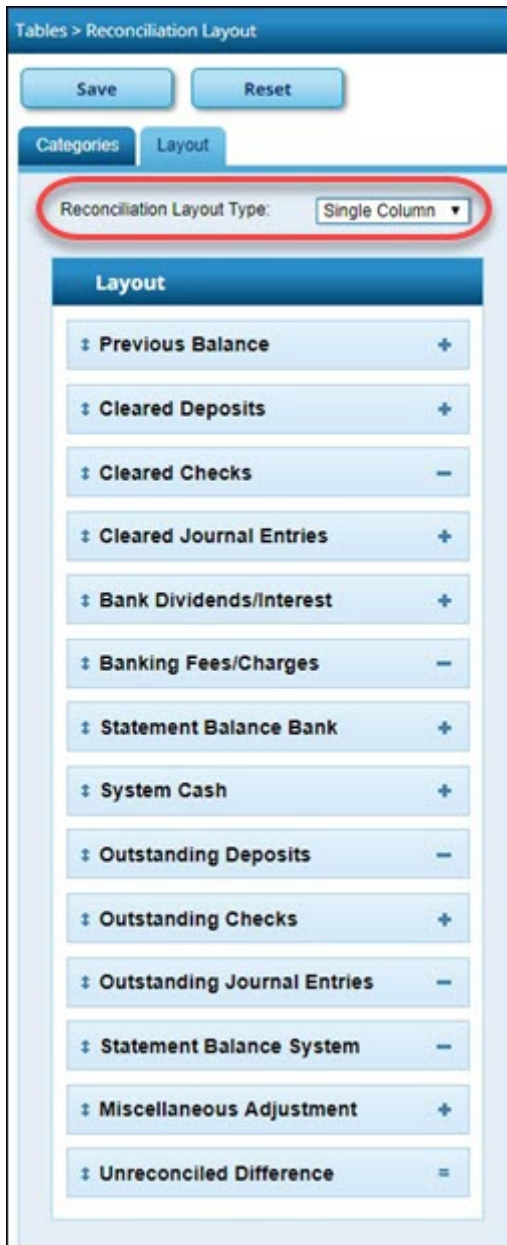


Image 1.3

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 blue 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**).

[Drag and drop feature demonstration Bank Reconciliation Drag and Drop Feature Demonstration](#)

Click **Save**.

Other functions and features:

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



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