



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 <input type="button" value="v"/> to select the number of columns to be included in the layout.

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

[Image](#)

Tables > Reconciliation Layout

Save Reset

Categories Layout

Reconciliation Layout Type: Double Column

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 =

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.

[Image](#)

The screenshot shows a software interface with a table of items. The table has columns for Name, Description, and Recon Side. The Recon Side column is expanded to show a dropdown menu with options like Bank and System.

Name	Description	Recon Side
Bank Disbursements	User Input Single Entry	Bank
Banking Fees Charges	User Input Single Entry	Bank
Cleared Checks	Cleared Checks	Bank
Cleared Deposits	Cleared Deposits	Bank
Cleared Journal Entries	Cleared Jrs	Bank
Miscellaneous Adjustment	User Input Single Entry	System
Outstanding Checks	Outstanding Checks	System
Outstanding Deposits	Outstanding Deposits	System
Outstanding Journal Entries	Outstanding Jrs	System
Previous Balance	User Input Single Entry	Bank
Statement Balance Bank	User Input Single Entry	Bank
Statement Balance System	User Input Single Entry	System
System Test	System Test	System
Unreconciled Difference	Test	System

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

[Image](#)

Tables > Reconciliation Layout

Save Reset

Categories Layout

Reconciliation Layout Type: Single Column ▾

Layout

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

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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