



body

Table of Contents

This tab is used to design the bank reconciliation layout template that displays the reconciliation summary information.

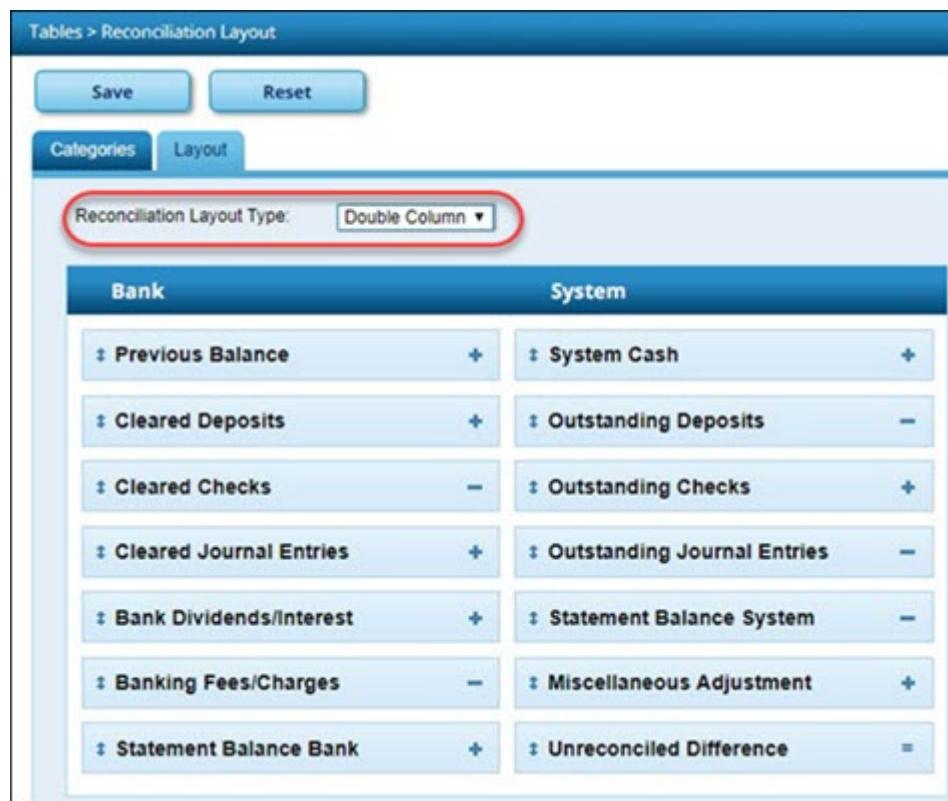
A list of the category descriptions with the operator type from the Categories tab is displayed. If **Inactive** is selected for any category on the Categories tab, the category description is not displayed on this tab.

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.

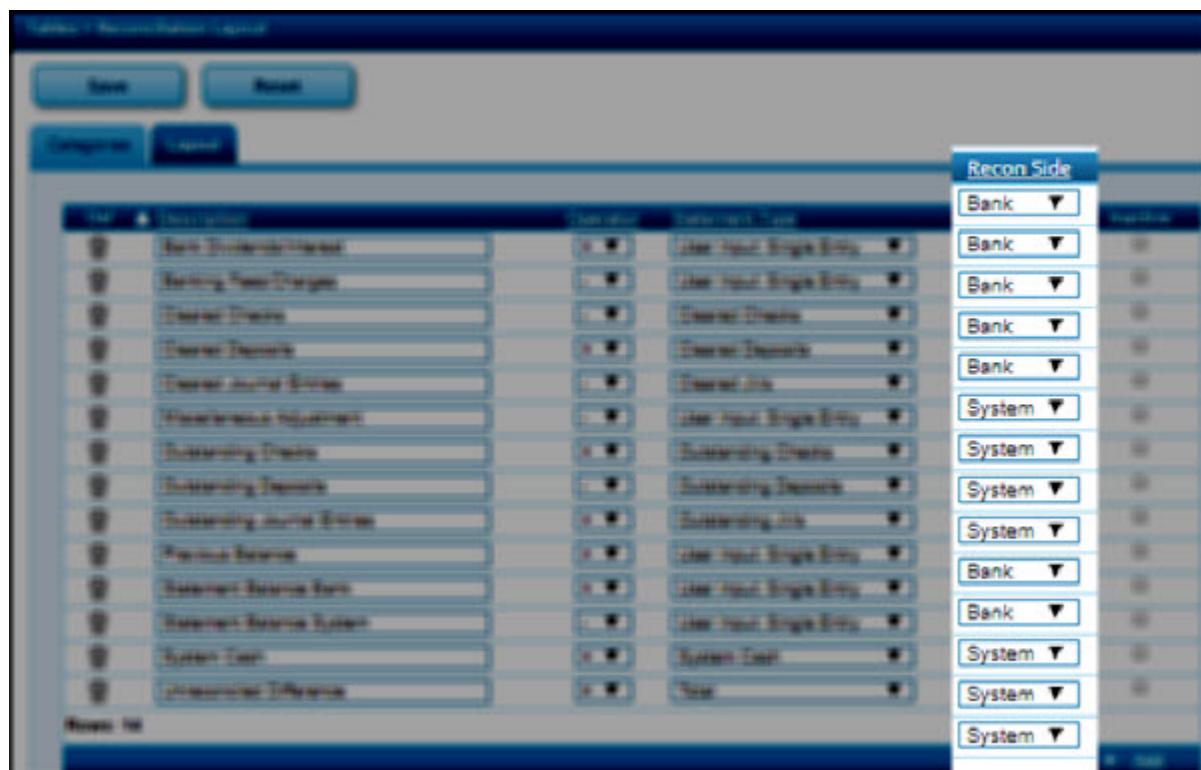
[Image](#)



The screenshot shows the 'Tables > Reconciliation Layout' interface. The 'Layout' tab is active. The 'Reconciliation Layout Type' dropdown is set to 'Double Column' and is highlighted with a red circle. Below the dropdown, there is a grid of category pairs. Each pair consists of a 'Bank' category on the left and a 'System' category on the right, separated by a double vertical line. To the right of each category is a plus sign (+) and to the left is a minus sign (-). The categories listed are: 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, and Unreconciled Difference.

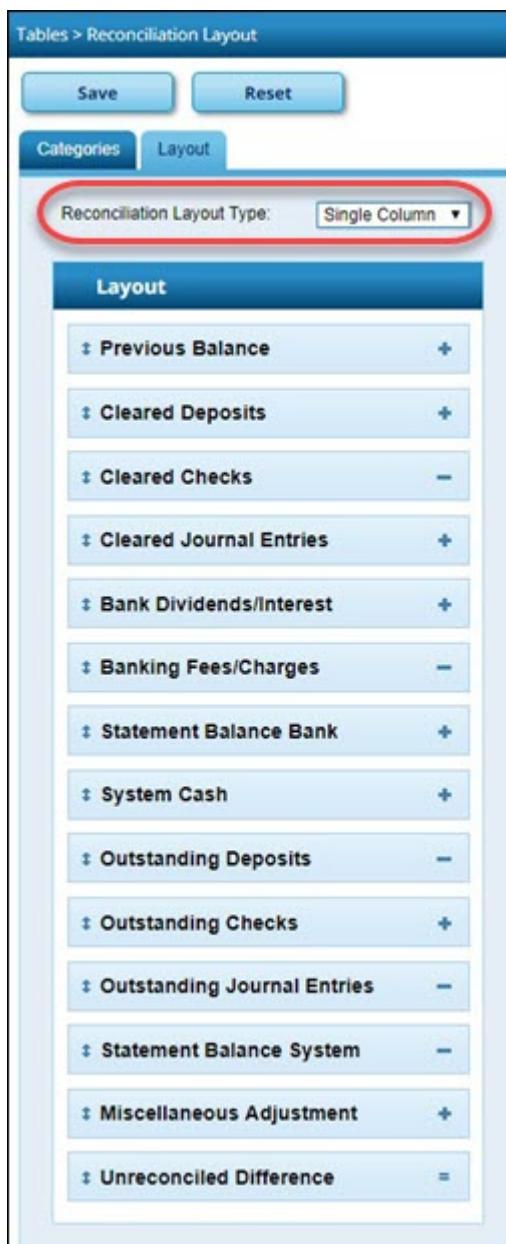
The category reconciliation side can be selected in the **Recon Side** field on the **Categories** tab, which is only displayed if **Double Column** is selected and saved on this tab.

[Image](#)



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

[Image](#)



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 Video](#)

[drag_and_drop_feature.mp4](#)

Click **Save**.

Other functions and features:

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



Back Cover