



**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
<b>Reconciliation Type</b>	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' interface. At the top, there are 'Save' and 'Reset' buttons. Below them are tabs for 'Categories' and 'Layout'. The 'Layout' tab is active. A dropdown menu labeled 'Reconciliation Layout Type:' is set to 'Double Column'. Below this, the layout is divided into two columns: 'Bank' and 'System'. Each column contains a list of categories with their respective operator types (plus, minus, or equals signs).

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.

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 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**).

☐ Click **Save** to save the changes.

### Other functions and features:

<b>Reset</b>	Click to retrieve data from the last save. If you click <b>Reset</b> , any unsaved changes are lost.
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