

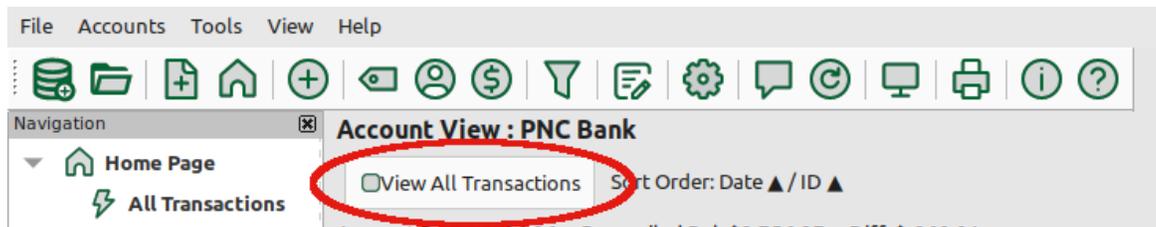
# How to Reconcile an Account: Money Manager Ex ver. 1.6.3

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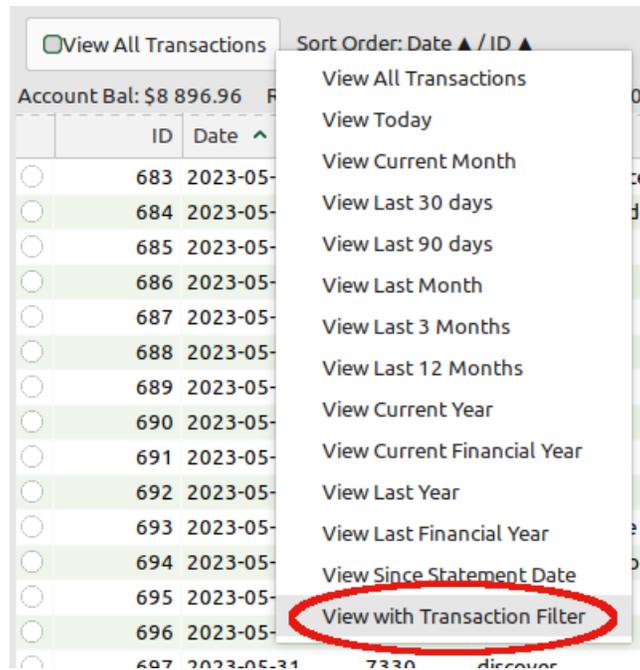
This tutorial covers how to reconcile an account in the current version of MoneyManager Ex (1.6.3, released on 1 Feb. 2023). The reconciliation procedure is not discussed in the program's Help file, nor in the FAQ; it seems to be a fairly frequent question in the user forum, so I thought it would be helpful to create a how-to.<sup>1</sup>

- On the Account page (ledger page), click on the View All Transactions box, then choose the option View with Transaction Filter:

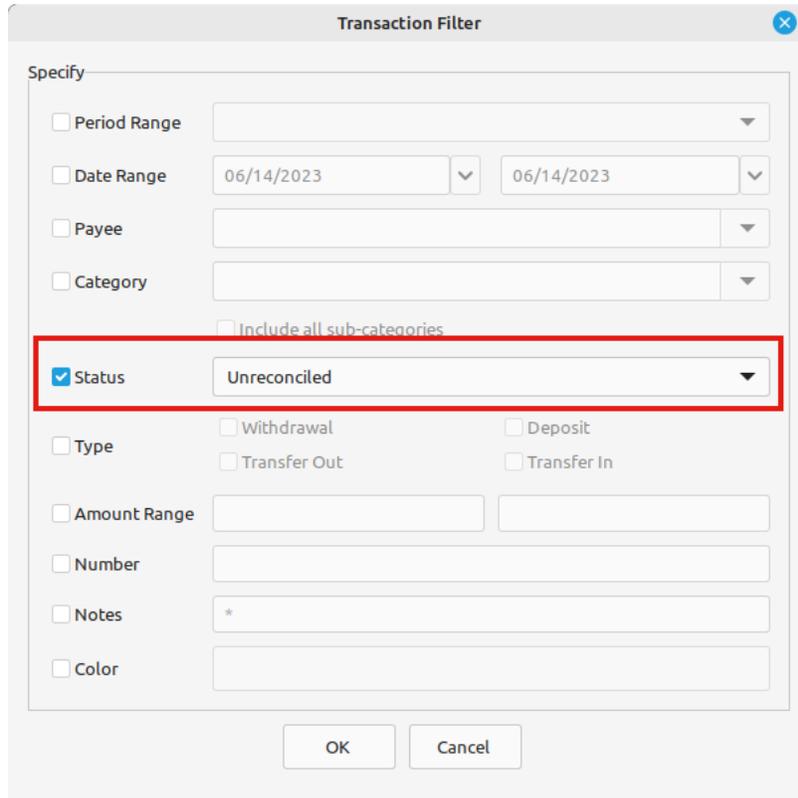


<sup>1</sup>A special hat tip to user JustGreg from the MMEX Discussion Forum, who provided a basic explanation of the procedure in Jan. 2015: <https://forum.moneymanagerex.org/viewtopic.php?t=5911>

Although the procedural details of reconciliation have changed with newer versions of Money Manager Ex, the basic principle remains the same.

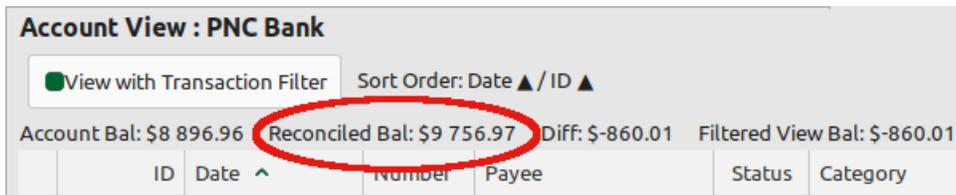


- A Transaction Filter pop-up window will appear. Select / tick the Status section, and choose Unreconciled from its drop-down menu:



The image shows a 'Transaction Filter' dialog box with a close button (X) in the top right corner. Under the 'Specify' section, several filters are listed with checkboxes: 'Period Range', 'Date Range' (set to 06/14/2023), 'Payee', 'Category', 'Status' (checked and set to 'Unreconciled'), 'Type' (with sub-options for Withdrawal, Deposit, Transfer Out, Transfer In), 'Amount Range', 'Number', 'Notes' (with an asterisk), and 'Color'. The 'Status' filter is highlighted with a red rectangular box. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

- Click the OK button to close the pop-up window.
- Verify that the Reconciled Bal on the Accounts page is equal to your bank statement's Beginning Balance:



The screenshot shows the 'Account View : PNC Bank' interface. It includes a 'View with Transaction Filter' button and a 'Sort Order: Date ▲ / ID ▲' dropdown. Below this, the account balances are displayed: 'Account Bal: \$8 896.96', 'Reconciled Bal: \$9 756.97', 'Diff: \$-860.01', and 'Filtered View Bal: \$-860.01'. The 'Reconciled Bal' value is circled in red. Below the balance information is a table header with columns: ID, Date ▲, Number, Payee, Status, and Category.

 **Note:**  
 If you are reconciling your account for the very first time, MEX's Reconciled Bal may be the same amount as your Opening (Account) Balance.

- Begin the reconciliation process by selecting the first transaction shown on your bank statement. In the MoneyManager Ex ledger, click on that transaction to select / highlight it:

|                                  |     |            |      |                    |                         |          |  |                                     |
|----------------------------------|-----|------------|------|--------------------|-------------------------|----------|--|-------------------------------------|
| <input type="radio"/>            | 676 | 2023-05-21 |      | heb                | Food:Groceries          | 12.14    |  | misc. grocs.                        |
| <input type="radio"/>            | 677 | 2023-05-22 | 7325 | dsrc national bank | * Automobile:Gas, Fo... |          |  | car gas - (4) fill-ups [3 j], tacos |
| <input checked="" type="radio"/> | 678 | 2023-05-23 |      | transfer fr.       | Other Income:Transfe... | 2 000.00 |  | for ash tree removal, cushion       |
| <input type="radio"/>            | 679 | 2023-05-23 |      | heb                | Food:Groceries          | 7.43     |  | misc. grocs.                        |
| <input type="radio"/>            | 680 | 2023-05-23 |      | heb                | Food:Groceries          | 5.36     |  | misc. grocs.                        |

- Press the “R” key to mark the selected transaction as reconciled.

 **Note:**  
 When the transaction has been reconciled, it will disappear. Don't panic! ... The transaction was not deleted — just temporarily removed from the ledger in order to “declutter” it.

- Continue marking the transactions reported on your bank statement as reconciled by selecting the matching transaction in MEX's ledger and pressing the “R” key.

All of the transactions shown on your bank statement should have corresponding entries in your MEX ledger. If you discover that a transaction has been omitted from your MEX ledger, then create a New Transaction for the item.

- As you proceed with reconciliation, you will notice that the amounts for Reconciled Bal, Diff and Filtered View Bal will change. (You do not need to take any action here, other than to be aware that MEX is “doing the reconciliation math” for you):

**Account View : PNC Bank**

View with Transaction Filter    Sort Order: Date ▲ / ID ▲

Account Bal: \$8 896.96    **Reconciled Bal: \$10 354.41**    **Diff: \$-1 457.45**    **Filtered View Bal: \$-1 457.45**

| ID | Date ^ | Number | Payee | Status | Category |
|----|--------|--------|-------|--------|----------|
|----|--------|--------|-------|--------|----------|

- After all items on your bank statement have been done, check to see if MEX's Reconciled Bal matches / is equal to the Ending Balance of your bank statement.

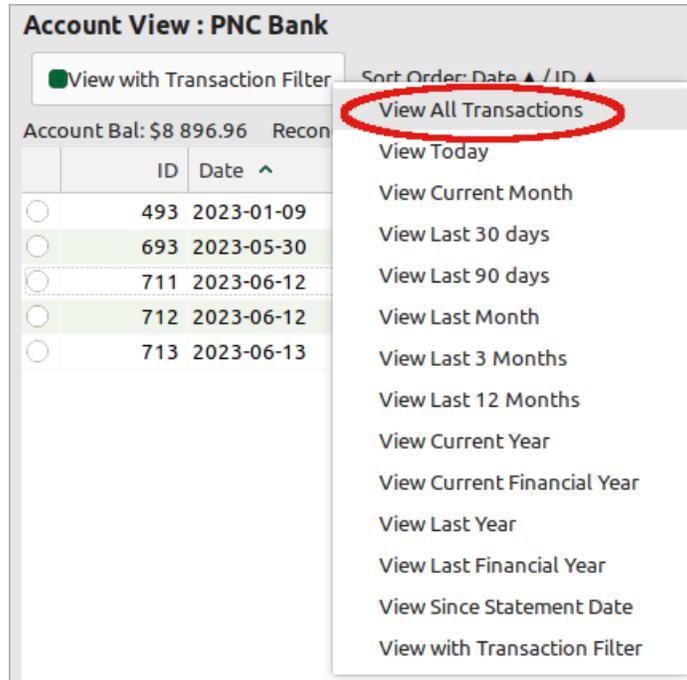
If the balances are not equal, then there is an error of some sort that requires further investigation. In my experience, it is more likely that data entry errors will be your fault rather than the bank's.

- When you finish reconciling, notice that the only entries displayed in MEX's ledger are transactions which have not yet cleared your bank / financial institution. The Status column is blank – indicating those entries are not yet reconciled:

Account Bal: \$8 896.96    Reconciled Bal: \$9 345.50    Diff: \$-448.54    Filtered View Bal: \$-448.54

| ID                    | Date ^         | Number | Payee                    | Status | Category        | Withdrawal | Deposit | Balance | Notes                   |
|-----------------------|----------------|--------|--------------------------|--------|-----------------|------------|---------|---------|-------------------------|
| <input type="radio"/> | 493 2023-01-09 | 7263   | VOID VOID VOID           |        | Voided Checks   | 0.00       |         |         | For Corby RBC chg. form |
| <input type="radio"/> | 693 2023-05-30 | 7328   | gas service              |        | Bills:Gas       | 22.39      |         |         | nat'l gas, 4/18 - 5/17  |
| <input type="radio"/> | 711 2023-06-12 |        | heb                      |        | Pet Care:Food   | 19.46      |         |         | dog food                |
| <input type="radio"/> | 712 2023-06-12 | 7332   | travelers indemnity a... |        | Insurance:Home  |            |         |         | house insur.            |
| <input type="radio"/> | 713 2023-06-13 |        | sonic drive-in           |        | Food:Dining out | 3.44       |         |         | drinks                  |

- As a final step, return to the View with Transaction Filter box, click on it and then choose the View All Transactions option:



- All the transactions in your MEX ledger should now be visible. The transactions which you have reconciled will have an “R” in the Status column:

|                                     | ID  | Date ^     | Number | Payee                  | Status | Category            |
|-------------------------------------|-----|------------|--------|------------------------|--------|---------------------|
| <input checked="" type="checkbox"/> | 683 | 2023-05-25 | 7327   | chase card services    | R      | Bills:Telephone     |
| <input checked="" type="checkbox"/> | 684 | 2023-05-25 |        | stanley black & decker | R      | Other Income:Refund |
| <input checked="" type="checkbox"/> | 685 | 2023-05-25 |        | costco                 | R      | Food:Groceries      |
| <input checked="" type="checkbox"/> | 686 | 2023-05-25 |        | costco gas             | R      | Automobile:Gas      |
| <input checked="" type="checkbox"/> | 687 | 2023-05-26 |        |                        | R      | Gifts               |
| <input checked="" type="checkbox"/> | 688 | 2023-05-26 |        | mccoy's                | R      | Homeneeds           |
| <input checked="" type="checkbox"/> | 689 | 2023-05-27 |        |                        | R      | Food:Dining out     |
| <input checked="" type="checkbox"/> | 690 | 2023-05-28 |        | lowe's                 | R      | Homeneeds:Lawn-Yard |
| <input checked="" type="checkbox"/> | 691 | 2023-05-28 |        | heb                    | R      | Food:Groceries      |
| <input checked="" type="checkbox"/> | 692 | 2023-05-28 |        | heb                    | R      | Food:Groceries      |
| <input type="checkbox"/>            | 693 | 2023-05-30 | 7328   | gas service            |        | Bills:Gas           |

Good luck reconciling and Have fun with MoneyManager Ex!