

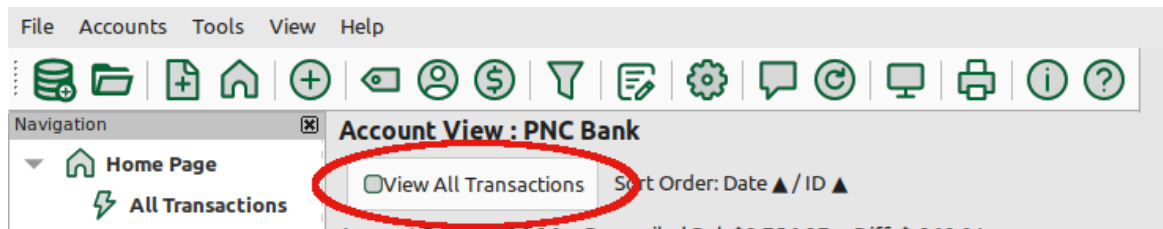
How to Reconcile an Account: Money Manager Ex ver. 1.6.3

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Last Updated: 15 June 2023

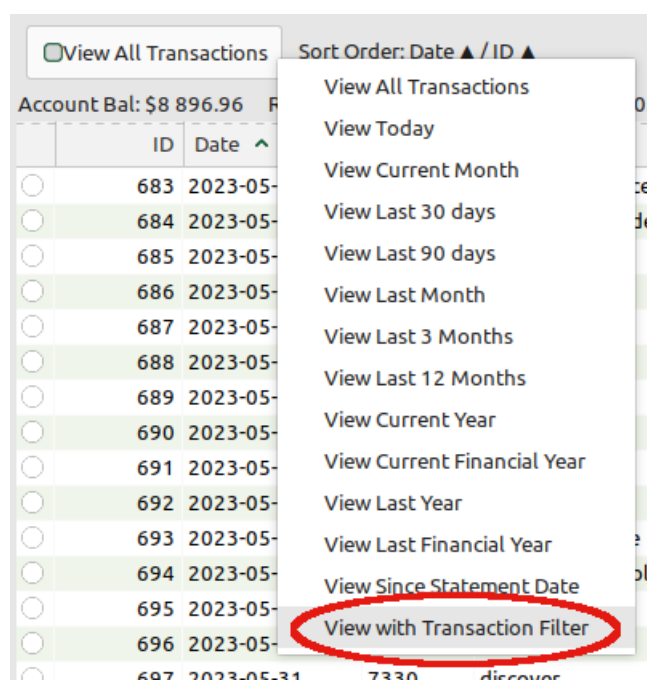
This tutorial covers how to reconcile an account in the current version of MoneyManager Ex (1.6.3, released on 1 Feb. 2023). The reconciliation procedure is not discussed in the program's Help file, nor in the FAQ; it seems to be a fairly frequent question in the user forum, so I thought it would be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

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

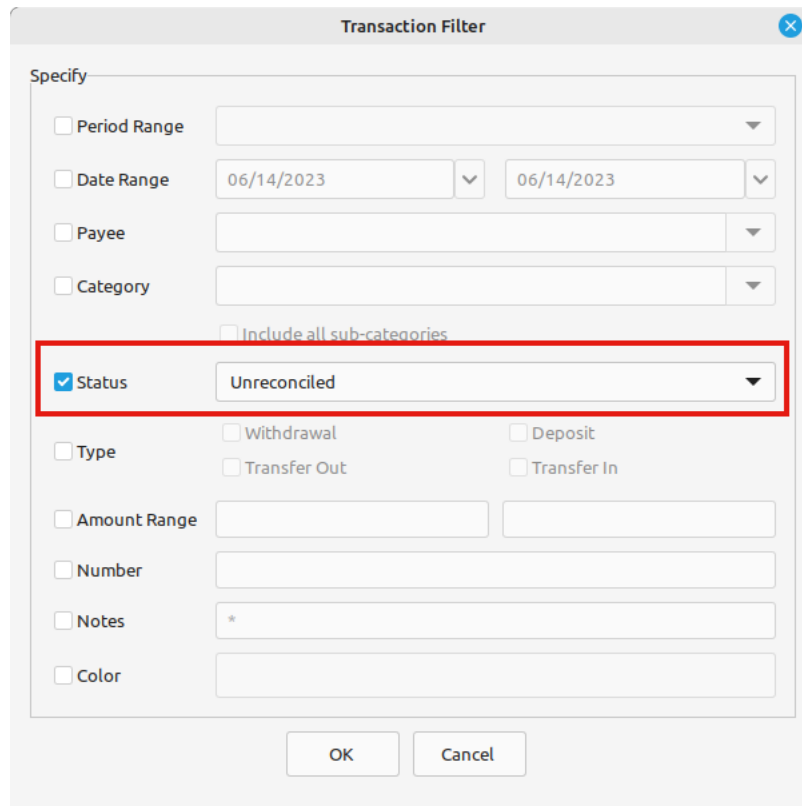


¹A special hat tip to user JustGreg from the MMEX Discussion Forum, who provided a basic explanation of the procedure in Jan. 2015: <https://forum.moneymanagerex.org/viewtopic.php?t=5911>

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 'Specify' section. The 'Status' checkbox is checked, and the dropdown menu is set to 'Unreconciled'. A red rectangle highlights the 'Status' checkbox and its dropdown menu. Other options like 'Period Range', 'Date Range', 'Payee', 'Category', 'Type', 'Amount Range', 'Number', 'Notes', and 'Color' are also visible but not selected. The 'OK' and 'Cancel' buttons are at the bottom.

- 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:

Account View : PNC Bank

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

Account Bal: \$8 896.96 **Reconciled Bal: \$9 756.97** Diff: \$-860.01 Filtered View Bal: \$-860.01

ID	Date ▲	Number	Payee	Status	Category

**Note:**

If you are reconciling your account for the very first time, MMEX'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 dsrm 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 MMEX's ledger and pressing the “R” key.

All of the transactions shown on your bank statement should have corresponding entries in your MMEX ledger. If you discover that a transaction has been omitted from your MMEX 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 MMEX is “doing the reconciliation math” for you):

Account View : PNC Bank						
<input checked="" type="checkbox"/> 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	

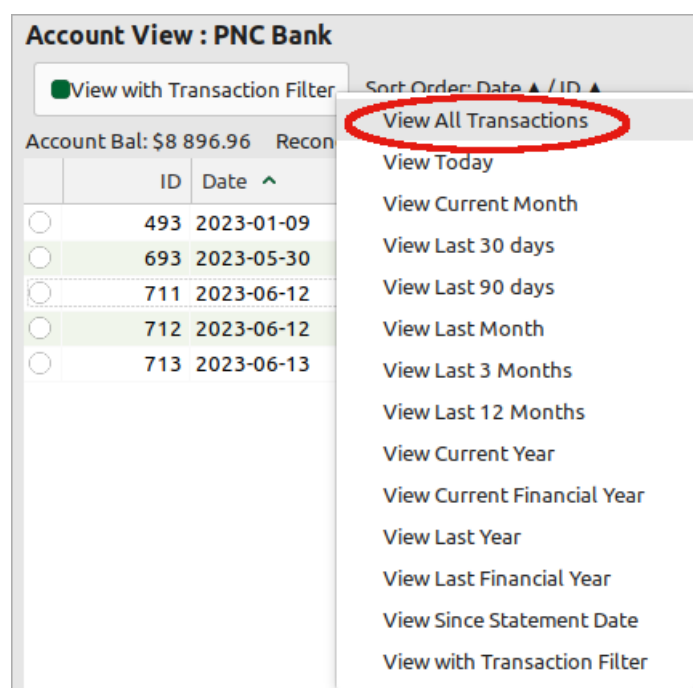
- After all items on your bank statement have been done, check to see if MMEX's Reconciled Bal matches / is equal to the Ending Balance of your bank statement.

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 MMEX'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 MMEX 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
✓	683	2023-05-25	7327	chase card services	R	Bills:Telephone
✓	684	2023-05-25		stanley black & decker	R	Other Income:Refund
✓	685	2023-05-25		costco	R	Food:Groceries
✓	686	2023-05-25		costco gas	R	Automobile:Gas
✓	687	2023-05-26			R	Gifts
✓	688	2023-05-26		mccoy's	R	Homeneeds
✓	689	2023-05-27			R	Food:Dining out
✓	690	2023-05-28		lowe's	R	Homeneeds:Lawn-Yard
✓	691	2023-05-28		heb	R	Food:Groceries
✓	692	2023-05-28		heb	R	Food:Groceries
○	693	2023-05-30	7328	gas service		Bills:Gas

Good luck reconciling and Have fun with MoneyManager Ex!