

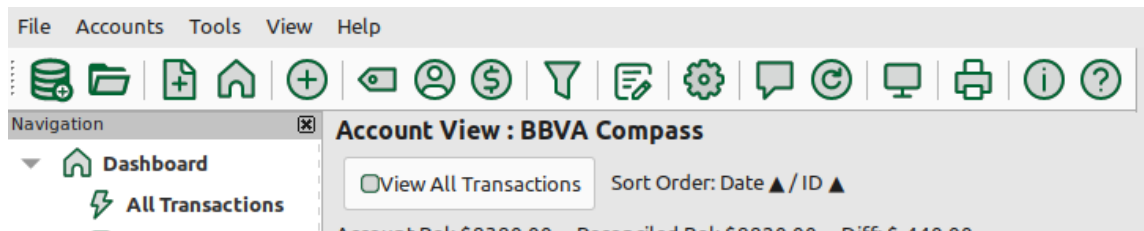
# How to Reconcile an Account: Money Manager Ex ver. 1.6.4

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This tutorial covers how to reconcile an account in the current version of MoneyManager Ex (1.6.4, released on 20 June 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>

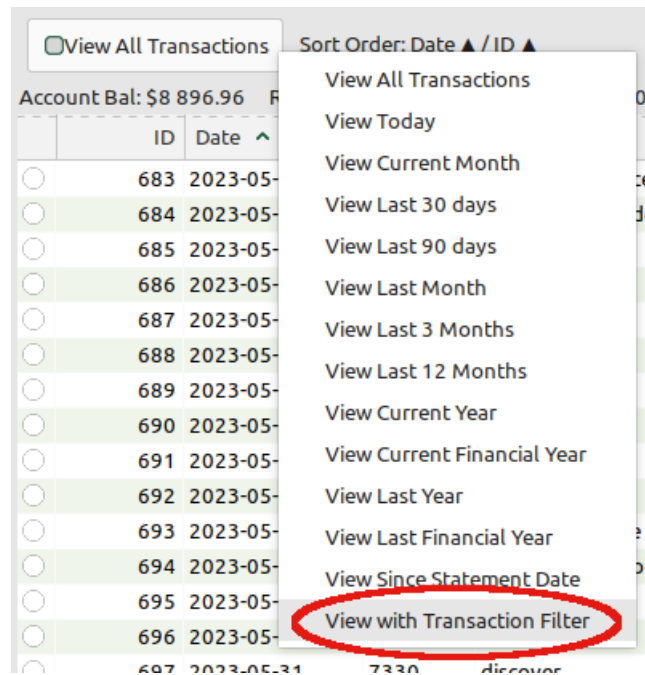
- On the Account page (ledger page), click on the View All Transactions box, then choose the option View with Transaction Filter:



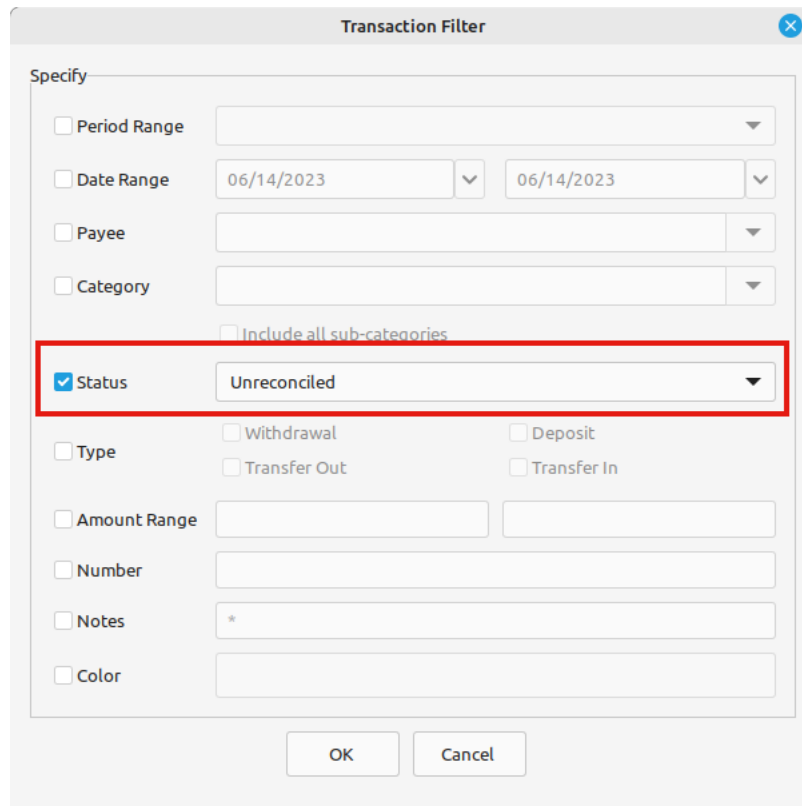
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<sup>1</sup>A special hat tip to user JustGreg from the MMEX Discussion Forum, who provided a basic explanation of the procedure in Jan. 2015: <https://forum.moneymanagerex.org/viewtopic.php?t=5911>

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 '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.

- 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 : BBVA Compass**

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

Account Bal: \$8380.00 **Reconciled Bal: \$7000.00** Diff: \$1380.00 Filtered View Bal: \$1380.00

	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:

	ID	Date ^	Number	Payee	Status	Category	Withdrawal	Deposit	Balance	Notes
<input checked="" type="radio"/>	1	2023-05-01				Income		1350.00	8350.00	annuity
<input type="radio"/>	2	2023-05-01				Income		1250.00	9600.00	annuity
<input type="radio"/>	3	2023-05-02	500	public utility		Bills:Water	50.00		9550.00	water

- Press the “**R**” key to mark the selected transaction as **r**econciled.

**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.

- If you make a mistake and reconcile an unintended transaction, press the “**U**” key to **u**nreconcile that transaction.
- 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 : BBVA Compass						
<input checked="" type="checkbox"/> View with Transaction Filter...		Sort Order: Date ▲ / ID ▲				
Account Bal: \$8380.00		Reconciled Bal: \$9120.00	Diff: \$-740.00	Filtered View Bal: \$-740.00		
	ID	Date ▲	Number	Payee	Status	Category

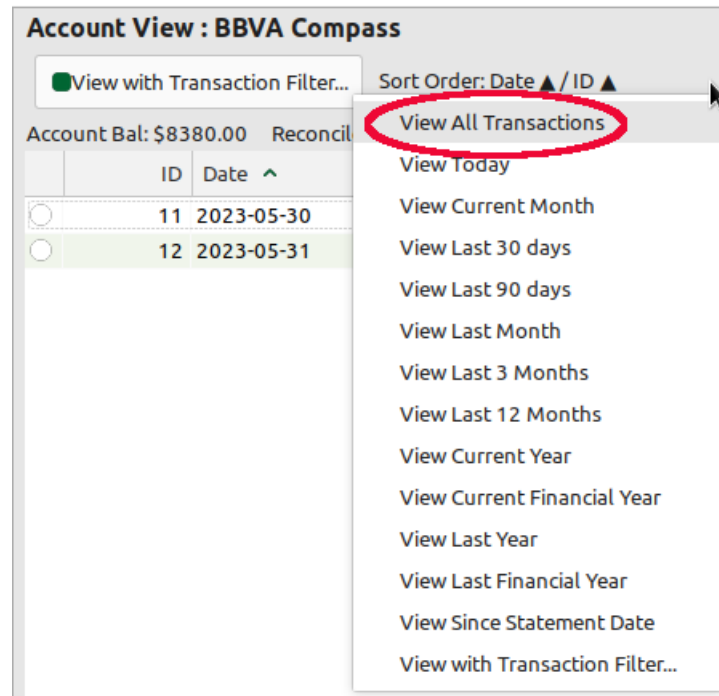
- After all items on your bank statement have been done, check to see if MMEX's Reconciled Bal matches/is equal to the Ending Balance of your bank statement.

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: \$8380.00		Reconciled Bal: \$8820.00		Diff: \$-440.00		Filtered View Bal: \$-440.00				
	ID	Date ▲	Number	Payee	Status	Category	Withdrawal	Deposit	Balance	Notes
<input type="radio"/>	11	2023-05-30	504	travelers indemnity a...		Insurance:Home				house insur.
<input type="radio"/>	12	2023-05-31	505	shell		Automobile:Gas	40.00			car gas - (1) fill-up

- 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
✓	1	2023-05-01			R	Income
✓	2	2023-05-01			R	Income
✓	3	2023-05-02	500	public utility	R	Bills:Water
✓	4	2023-05-03	501	reliant	R	Bills:Electricity
✓	5	2023-05-05	502	gas service	R	Bills:Gas
✓	6	2023-05-05	503	travelers indemnity a...	R	Insurance:Auto
✓	7	2023-05-08		heb	R	Food:Groceries
✓	8	2023-05-15		heb	R	Food:Groceries
✓	9	2023-05-22		heb	R	Food:Groceries
✓	10	2023-05-29		heb	R	Food:Groceries
○	11	2023-05-30	504	travelers indemnity a...		Insurance:Home
○	12	2023-05-31	505	shell		Automobile:Gas

Good luck reconciling and Have fun with MoneyManager Ex!