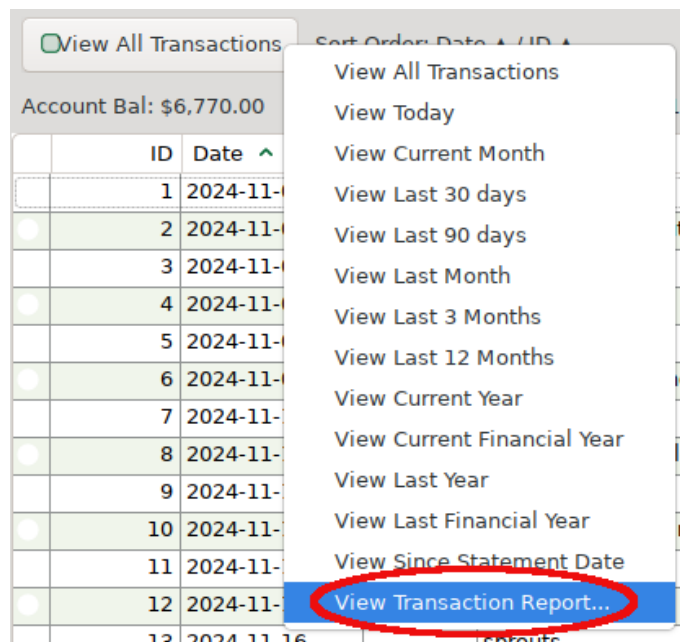
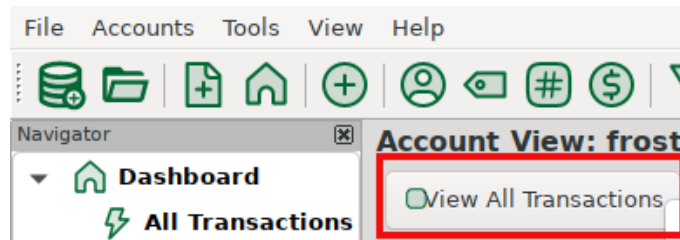


How to Reconcile an Account: MoneyManager Ex ver. 1.8.1

By kalwisti

This tutorial covers how to reconcile an account in the current version of MoneyManager Ex (1.8.1, released on 29 Nov. 2024). 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 Transaction Report**.



(Alternatively, you can right-click on the **View All Transactions** box. This will trigger the View Transaction Report pop-up window.)

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

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

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

Customize Transaction Report

Specify

☐ Period Range

☐ Date Range 12/03/2024 12/03/2024

☐ Payee

☐ Category

☐ Include all subcategories

☐ Tags

☒ Status Unreconciled

☐ Type Reconciled

Void

- 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: frost-checking-acct

View Transaction Report... Sort Order: Date ▲ / ID ▲

Account Bal: \$6,770.00 **Reconciled Bal: \$5,000.00** Diff: \$1,770.00 Filtered View Bal: \$1,770.00

ID	Date	Number	Payee	Status	Category	Tags	Withdrawal	Deposit	Balance	Notes
1	2024-11-01		trs		Income:Pension			1,350.00	6,350.00	monthly annuity
2	2024-11-02	500	municipal public uti...		Bills:Water		60.00		6,290.00	water bill
3	2024-11-02	501	texas gas service		Bills:Gas		30.00		6,260.00	nat'l gas bill

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	Tags	Withdrawal	Deposit	Balance	Notes
●	1	2024-11-01		trs		Income:Pension			1,350.00	6,350.00	monthly annuity
●	2	2024-11-02	500	municipal public uti...		Bills:Water		60.00		6,290.00	water bill
	3	2024-11-02	501	texas gas service		Bills:Gas		30.00		6,260.00	nat'l gas bill

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

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 unreconcile 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: frost-checking-acct

☒ View Transaction Report... Sort Order: Date ▲ / ID ▲

Account Bal: \$6,770.00 **Reconciled Bal: \$5,000.00** **Diff: \$1,770.00** **Filtered View Bal: \$1,770.00**

ID	Date ▲	Number	Payee	Status	Category	Ts
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- 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: \$6,770.00 Reconciled Bal: \$5,635.00 Diff: \$1,135.00 Filtered View Bal: \$1,135.00

ID	Date ▲	Number	Payee	Status	Category	Tags	Withdrawal	Deposit	Balance	Notes
10	2024-11-13		soc. security admin.		Income:Soc. Secur...			1,500.00	7,135.00	ssa benefits
11	2024-11-14		whataburger		Food:Dining out		15.00		7,120.00	supper
12	2024-11-15		firestone		Automobile:Mainte...		250.00		6,870.00	new battery, e
13	2024-11-16		sprouts		Food:Groceries		100.00		6,770.00	groceries

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

Account View: frost-checking-acct

☒ View Transaction Report... **View All Transactions**

Account Bal: \$6,770.00 Reconciled Bal: \$5,635.00 Diff: \$1,135.00 Filtered View Bal: \$1,135.00

ID	Date ▲
11	2024-11-14
12	2024-11-15
13	2024-11-16

- View today
- View Current Month
- View Last 30 days
- View Last 90 days
- View Last Month
- View Last 3 Months
- View Last 12 Months
- View Current Year
- View Current Financial Year
- View Last Year
- View Last Financial Year
- View Since Statement Date
- View Transaction Report...

- 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	2024-11-01		trs	R	Income:Pension
✓	2	2024-11-02	500	municipal public uti...	R	Bills:Water
✓	3	2024-11-02	501	texas gas service	R	Bills:Gas
✓	4	2024-11-03	502	reliant	R	Bills:Electricity
✓	5	2024-11-04		heb	R	Food:Groceries
✓	6	2024-11-05	503	state farm insurance	R	Insurance:Auto
✓	7	2024-11-10		albertsons	R	Food:Groceries
✓	8	2024-11-11		ollie's bargain outlet	R	Homeneeds
✓	9	2024-11-12	504	shell	R	Automobile:Gas
✓	10	2024-11-13		soc. security admin.	R	Income:Soc. Securit..
	11	2024-11-14		whataburger		Food:Dining out
	12	2024-11-15		firestone		Automobile:Mainte...
	13	2024-11-16		sprouts		Food:Groceries



Good luck reconciling and Have fun with MoneyManager Ex!