5Account Tutorial

Table of Contents

5Account Tutorial

Welcome to the 5Account Tutorial.

This tutorial is broken into a number of different sections.

Before you start it is suggested that you read the **Look Around** section. This section of the tutorial will give a brief overview of the main windows that you will see in 5Account and how to navigate around them.

Then follow the **Getting Started** section. This will show you how to set up your preferences, add accounts, categories and standing orders and how to manipulate currencies.

From then on follow the rest of the document for specific tutorials on the different areas within 5Account.

Happy 5Accounting!

Look Around

Before you start you should become familiar with the 5Account environment.

Let's start with the opening screen, the **Accounts View**. In the top left hand side of the screen is a small window that will look like this:

This window will show the current view that 5Account has, in this example the **Accounts View**. If, however, you had selected an account and were looking at the transactions associated with that account then this description box would contain the full name of the account.

This part of the screen is the main navigation area and incorporates the tabs for each of the three main views that are available within 5Account. Navigation is very simple, just tap on any of the three tabs to switch the 5Account view to that particular tab. You can tell visually where you are by looking at the tab, if it is grey then this is the current view (this is also reflected in the description box). You can follow the links shown at the end of this page for a look at each of the pages available.

This is the navigation bar. For those of you who use Windows these boxes will be familiar. Tapping on any of them will result in some movement within 5Account, moving left or right through the main views, moving the cursor up or down, or page up or page down etc. The last box is the 'Windows Close' icon and tapping on here will close 5Account.

This is the main area of the screen and in here you will see a display of the accounts, categories or standing orders that you have stored within 5Account. This view does change between the main views, see the sections for each view for a look at the windows displayed.

Accounts Screen

This is the screen that you see when you tap on the Accounts tab. Of course, this is the start screen for a blank database - as we add accounts this screen will change to reflect the new accounts added.

A description of each of the headings in the main window is shown below.

Type	The type of account. This will be one of the following:
	• Bank Account
	• Credit Card
	• Cash Account
	• Asset
	• Liability
	• Expense Account
Account Name	This is the name that you gave the account. If you bank with Barclays, for example, this could be *Barclays Current*.
Liability	This column will contain a number if you owe money against this account. It shows your *liability* to a creditor.
Asset	This column will show a number if you are owed money from this account, or if you are in credit.
Balance	This is a simple rolling balance of all the accounts balances added together.

Categories Screen

This is the screen that you see when you tap on the Categories tab. Of course, this is the start screen for a blank database - as we add categories this screen will change to reflect the new categories added.

A description of each of the headings in the main window is shown below.

Type

The type of category. This will be one of the following:

- Income
- Expense
- Expense Account Category

Category Name

This is the name that you gave the category. If you set up an income category called *My Income* then this will be shown here.

Income

This column will contain a number which reflects the income to the category during the period.

Expense

This column will contain a number which reflects the expenses incurred against this category during the period.

Balance

This is a simple rolling balance of all the categories balances added together.

Standing Orders Screen

This is the screen that you see when you tap on the Standing Orders tab. Of course, this is the start screen for a blank database - as we add standing orders this screen will change to reflect the new orders added.

A description of each of the headings in the main window is shown below.

Date	This is the next date that this standing order is due.
Standing Order Details	These are the details of the standing order. Typically this is a description of the standing order, e.g. *Halifax Mortgage Payment*.
Amount	This is the amount of the transaction, expressed in the currency (that follows).
Currency	This is the currency of the transaction.

Getting Started

This section of the tutorial is for the real beginner who wants to set up 5Account for his own simple personal book-keeping.

Please follow this section piece by piece as the new database that we are going to use will be built from here and all the future tutorials will be based upon this database.

Starting with a new database

When you start 5Account for the first time it will create a default database called **5Account.act** within your **Documents** folder on drive C: (the internal disk drive).

The result will be a window that looks like this:
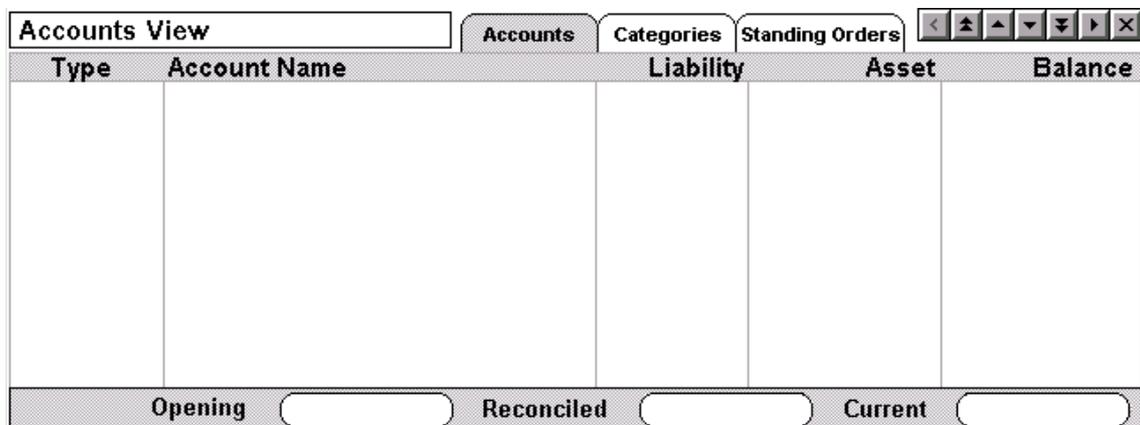
We will create a new database and it will be called **5ActTut** (for 5AccountTutorial). Press the Menu key or tap on the menu bar icon. From the **File** Menu select **New** as shown below.
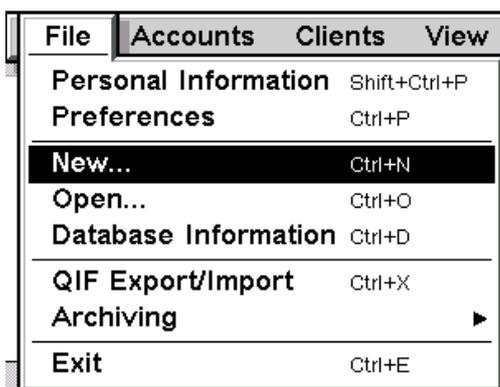
The following window will be displayed. In here you will see the defaults that 5Account uses, which is the same whenever you create a new database.

Change the data fields to look like this:

Tap on the OK button and 5Account will create the new database.

Setting your Preferences

This section of the tutorial leads you through the setting up of your personal information and the preferences options available within 5Account.

Personal Information

The first thing that you should do when you are setting up the Preferences required for 5Account his two set your Personal Information. This is done by accessing the Personal Information option from the File Menu, as shown below:
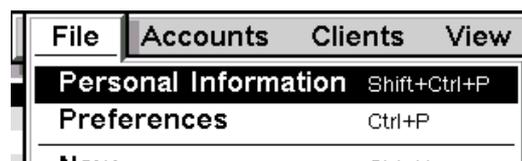
This will open the Personal Information multi-page dialog box, shown below:

All the information stored in these two pages will be used for reprinting on any Invoices that you generate. It is important, therefore, that you complete the text fields in the way in which you wish them to be reproduced.

Setting your Preferences

To set up your Preferences select the Preferences option from the File Menu. This is shown below:
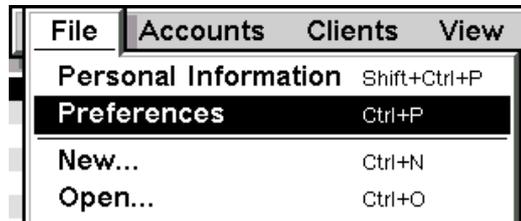
5 Account will now display a multi-page dialog box. Depending on whether you're using a Series 5 or a Series 7 there will be either three or four pages within the dialog box. For the purpose of this tutorial we have assumed that you are using a Series 5.
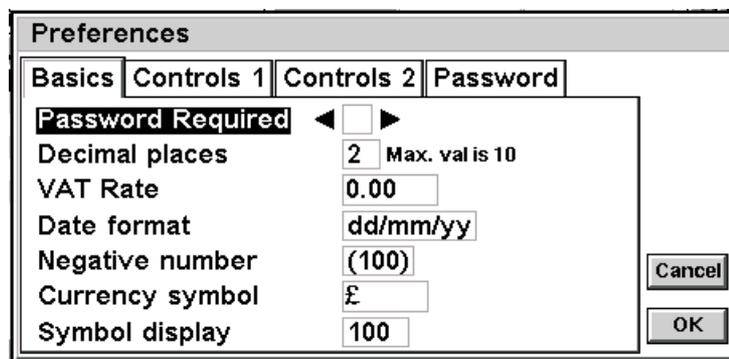
This first page, entitled "Basics", is asking for basic information about your preferences. In here you will specify whether or not you require a password to be requested each time 5Account starts, information about VAT, how 5Account should display numbers, to date format that should be used etc.
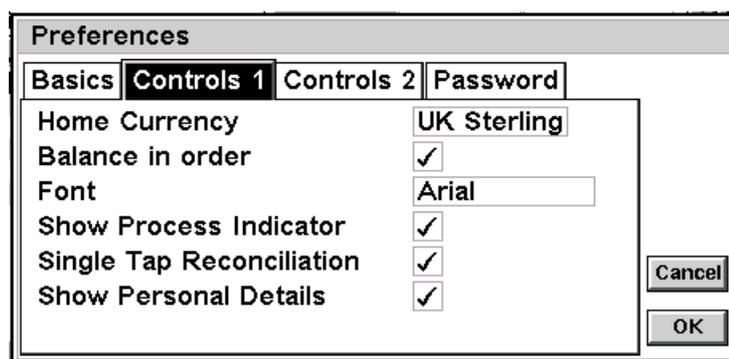
This page, and the following page, is asking for information about the basic controls that will be applied within 5Account.

This last page, entitled "Password", will have an input field if you've checked the password required question in the Basics page. As we did not check this question in the tutorial then there is only a text message shown on this page. If you go back to the basics page and checked the password required question and then return to this password page you will see that 5Account is requesting the entry of a password and the dialog box will not be allowed to close until this has been done.

Setting Up Accounts

Now it is time to set up some accounts.

Let's say that you have one bank account, one credit card, one savings account, a home that you are buying and a mortgage on that home. In addition, you have a car that you are buying on credit.

Build a table of your assets and liabilities as shown below:

Name	Type	Current Balance
Bank Current Account	Bank Account	1,245.67+
Visa Card	Credit Card	2,534.98-
Bank Savings Account	Bank Account	3,500.00+
My House!	Asset	80,000.00+
Bank Mortgage	Liability	35,400.00-
My Car!	Asset	8,500.00+
Credit loan on car	Liability	4,650.00-

This table can be as long as you like, but do take some time over it.

Now we enter these values into 5Account. For the purpose of this tutorial I will only detail the creation of the first account, the bank account, and then you should create each of the other accounts.

- Step 1   Switch to the **Accounts View** of 5Account by tapping on the **Accounts** tab. The screen should look like this.

- Step 2   Press the space bar to open the **Add New Account** dialog box. Complete this dialog box as shown in the following window.

Press the **OK** button.

- Step 3   Complete this dialog for all the accounts shown above, and then you should see an Accounts View window that looks like the one below. Please note that 5Account makes an assumption about the values that you enter.

If you are entering a value for an Asset, Bank Account or Cash Account then this value is treated as a positive number by 5Account.

If you are entering a value for a Liability or Credit Card then this value is turned into a negative number by 5Account.

You will see that 5Account has calculated your net worth to be $50,660.69 at this time!

Now we need to set up some categories.

Setting Up Categories

Now that you have set up seven accounts, we need to set up the categories where you can post values. The first thing to do is set up a table of categories as we did for the accounts. I have created a set of categories and they appear in the following table.

Name	Type	Current Balance
My Salary	Income	0.00
Food etc.	Expense	0.00
Depreciation on car	Expense	0.00
Appreciation on house	Income	0.00
Petrol, licence etc.	Expense	0.00
Interest on mortgage	Expense	0.00
Interest on Credit Card	Expense	0.00
Entertaining	Expense	0.00
Eating Out	Expense	0.00
Presents and gifts	Expense	0.00
Electricity	Expense	0.00
Gas	Expense	0.00
Telephone	Expense	0.00

These categories now need to be entered into 5Account. As before, I shall only show the first category entry, then you should enter the remainder from the above table.

- Step 1   Switch to the **Category View** by tapping on the **Categories** tab. The following window should be displayed.

- Step 2   Press the space bar to open the Add Category dialog box. Complete this dialog so that it looks like this window.

Press the **OK** button.

- Step 3   Now add the rest of the categories that are shown in the table. When you have done that you should have a **Categories View** that looks like this:

You may ask why I entered all the categories with a seed value of 0.00. This is because I am starting an 'accounting period' from today, the day I started using 5Account. Income and Expense accounts are zeroised periodically so as to obtain reasonable income and expenditure reports for a period, whereas asset and liability accounts have to have a rolling balance.

Setting Budgets

We will take a category that you created earlier (Food etc.) and set up some budgets.

Tap on the Categories tab and then highlight the 'Food etc.' category.

Tap on the menu button, select Category and the option 'Set Budgets'. Alternatively you can use the shortcut keystrokes Ctrl-B. The Set Budgets dialog box will be opened. This looks like the following dialog:

Depending upon the machine that you are using you may see a slightly different dialog but, in essence, it will look like the above dialog. You can now set an individual budget amount for each month of the year or, if you are like me, you wish to set a fixed sum for the whole year then this is possible also.

Enter the monthly amount in the January field and tap the 'Replicate' button or press Ctrl-R. You will see that the budget is replicated throughout the year.

When you are happy with the budget that you have set tap on the OK button to accept the budget and close the dialog box.

Now set a budget for all the other categories.

   Note: To set an income budget remember to enter a negative value as income is negative.

Setting Up Standing Orders

You guessed it, we need to create a table of the standing orders that we will be using. The table that I have created is shown below.

Next Date	Details	Amount	Frequency	Reason
10/08/99	Mortgage repayment	645.35	Monthly	The regular amount of repayment that I should make.
01/09/99	Regular Credit Card	0.00	Monthly	Set up a container to record a zero transaction as well as a visual reminder that I should pay.
12/08/99	Car loan payment	122.56	Monthly	Repayment of my car loan
01/09/99	Mortgage interest	500.00	Monthly	A calculated value of 500.00 which represents an amount of my mortgage repayment (645.35) that is interest only. It follows, therefore, that I am reducing the capital by (645.35-500.00) each month.
01/09/99	House value increase	750.00	Monthly	An estimate of the growing value of my house.

The following table shows the accounts that I will transfer from and to for each of these standing orders.

Details	From Account	To Account
Mortgage repayment	Bank Current Account	Bank Mortgage
Regular Credit Card	Bank Current Account	Visa Card
Car loan payment	Bank Current Account	Petrol, licence etc.
Mortgage interest	Bank Mortgage	Interest on mortgage
House value increase	Appreciation on house	My House!

The question arises as to why I am using the from account for **House Value Increase** as **Appreciation on house**. The answer is that Income is recognised as a negative entry in 5Account (as it is in all accounting software). The word **From** means minus, and the word **To** means plus. The result, therefore, is that my income increases by 750.00 per month and this is reflected in an increase in the value of my house by the same amount.

As usual, I will show you how to enter the first standing order into 5Account and then expect you to enter the rest.

- Step 1   Switch to the **Standing Orders View** by tapping on the **Standing Orders** tab. The following window should be displayed.

- Step 2   Press the space bar to open the **Add Standing Order** dialog box. Complete this dialog so that it looks like the following diagram:

You can see that I have left the number of entries at 9999. this means that this standing order has no end. I know that a mortgage generally has a fixed ending but for this demonstration it has been set to 9999.

- Step 3   Now add the rest of the standing orders. When you have finished you should have a **Standing Orders View** that looks like this:

You have now setup 5Account and are ready to work!

Next Steps

Now that you have completed the initial part of the tutorial you will have a complete set of accounts and categories, as well as having set up some standing orders.

You will have seen from the standing orders setup that some (probably all) of the standing orders were entered with a date effective in the past. We are now going to see 5Account in action in this area. Follow these steps:

■   If you are still on the main 5Account screen close the application.

■   Navigate to the folder where you create your 5Account database.

■   Double tap on the database file (YourFileName.act). This will open 5Account and use the database selected. Note that if you set a password in the previous part of the tutorial then you will be prompted for the password.

Password Entry
Password [ ]
Cancel   OK
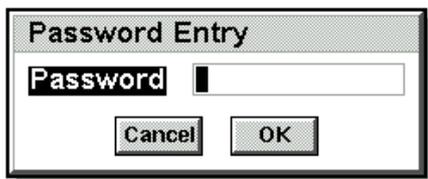
■   5Account will now check to see if there are any standing orders to process (there should be!) and will advise you of this fact, shown below

Standing Orders
Standing Orders need to be processed.
Process now?
No   Yes
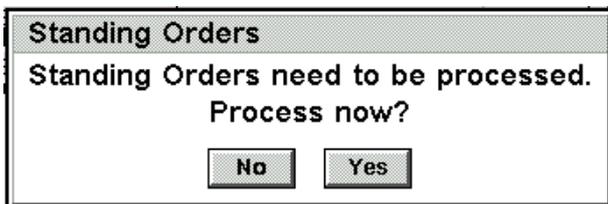
■   5Account will ask for the date to when the standing orders should be processed. 5Account will default to today's date. this is shown below

Update Standing Orders
Up to date   25/08/1999
Cancel   OK
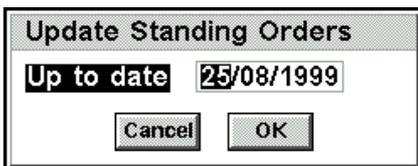
■   5Account will now process the standing orders.

Look around

Now that 5Account has automatically updated some standing orders we have some 'real' data in our database. Let's have a look at the transactions created by 5Account. Follow these steps:

■ Tap on the **Accounts** tab to display the **Accounts View**.

■ Double tap on the Bank Current Account line, and this will open the transactions linked to that account. The window should look like this:

Date ▼	Ref	Details	X	Expense	Income	▭Balance
12/08/99	S/O	Car loan repayment		122.56		1,123.11
18/08/99	S/O	Mortgage repayment		645.35		477.76

Bank Current Account — Accounts | Categories | Standing Orders

Opening (1,245.67)   Reconciled (1,245.67)   Current (477.76)

■ Now let's have a look at how you can modify the views.

Font sizes

Tap on the plus or minus buttons to increase/decrease the size of the fonts. Shown below is the maximum and minimum sizes available:

Date ▼	Ref	Details
12/08	S/O	Car loan r
18/08	S/O	Mortgage

The maximum size.

Date ▼	Ref	Details
12/08/1999	S/O	Car loan repayment
18/08/1999	S/O	Mortgage repayment

The minimum size.

Date Sort

The date sort is a 'toggle' that switches between ascending and descending date order. The date is sorted by tapping on the date header as sown in the following table.

When the date header looks like this then the date is sorted in ascending order. This means that the earliest entry is shown first. Tap on this header to switch the date sort to descending.
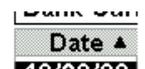
When the date header looks like this then the date is sorted in descending order. This means that the last entry is shown first. Tap on this header to switch the date sort to ascending.

In our view, the date toggle will cause the following effects:

Sorted ascending.

Sorted descending.

Show reconciled

There is a toggle for showing the reconciled transactions or hiding them from the view. This toggle is activated by tapping on it and it is above the reconciled column. Each toggle is described below.

The view will only show those transactions that have not yet been reconciled, the outstanding transactions.

The view will show all the transactions registered against this account, both reconciled and unreconciled. Those that are reconciled will have a tick in the reconciled column.

Expanded view

The last toggle available within this window is the Expanded view toggle. This is the little ▬ sign beside the **Balance** header. Tap on this button and the view will switch to the following:

Date ▲	Ref	Details	✓	⊞ Expense	Income
18/08/99	S/O	Mortgage repayment	▢	645.35	
12/08/99	S/O	Car loan repayment	▢	122.56	

Opening (1,245.67) Reconciled (1,245.67) Current (477.76)

Now there is a further button available, the ⊞ button. Tapping on here will return you to the standard transaction view.

Adding transactions

This section of the tutorial deals with adding transactions into 5Account.

It is broken into a number of areas, each of which is a different type of transaction. In essence, though, they are all very similar.

Adding a cheque

To add a transaction you must be in the **Transaction View** associated with an account. Navigate to the transaction view for **Bank Current Account** as follows:

- Tap on the Accounts tab.
- Double tap on the Bank Current Account line.

You will now have the transactions for the account shown.

Date ▼	Ref	Details	X	Expense	Income	▬ Balance
12/08/99	S/O	Car loan repayment	▢	122.56		1,123.11
18/08/99	S/O	Mortgage repayment	▢	645.35		477.76

Opening (1,245.67) Reconciled (1,245.67) Current (477.76)

To add your cheque just press the **Space Bar** and the **Add Transaction** dialog box will open.

New Transaction		
Bank Transaction ◀ ✓ ▶		
Date	25/08/1999	
Reference	1	
Details		
Value	0	**Frq Used**
Currency	US Dollars	
Sign	Debit	**Cancel**
Expense	My Expense	
Reconciled	☐	**OK**

As this is a bank transaction then leave the default check.

You will see that the cheque number has defaulted to 1. Enter your cheque number and complete the window until it looks like this:

New Transaction		
Bank Transaction	✓	
Date	25/08/1999	
Reference	2300862	
Details	Supermarket plc.	
Value	89.43	**Frq Used**
Currency	US Dollars	
Sign	Debit	**Cancel**
Expense ◀ Food etc. ▶		**OK**
Reconciled	☐	

Before we move along we may as well have a look at the **Frequently Used** option available from this window. The **Frequently Used** button, or **Ctrl-F**, will open a dialog box that allows you to pick up frequently used text for the description. If our payee, **Supermarket plc**, is a payee that we will use often let's add this to our **Frequently Used** list. Tap on the **Freq Used** button.

Select Frequently Used Text
Add   **Cancel**   **OK**

As this is the first time that we have used the Frequently Used dialog box there are no entries, so let's add **Supermarket plc**. Tap on the **Add** button.

Add Frequently Used Item
Text
Cancel   **OK**

Type the text **Supermarket plc** and press enter or tap **OK.** The following window will return.

```
┌─────────────────────────────────────┐
│ Select Frequently Used Text          │
│ █Text█  ◄ Supermarket plc  ►          │
│ ┌─────┐ ┌──────┐ ┌───────┐ ┌─────┐   │
│ │ Add │ │Delete│ │Cancel │ │ OK  │   │
│ └─────┘ └──────┘ └───────┘ └─────┘   │
└─────────────────────────────────────┘
```
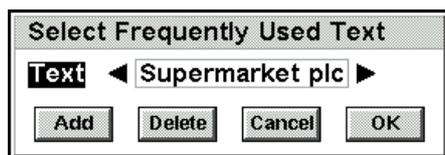
Now you can see that we have an entry in our Frequently Used dialog. As we already entered the text in our main transaction dialog we can just close this window with the **Cancel** button or the **OK** button. Pressing the **OK** button will update our transaction dialog with the highlighted text.

```
┌──────────────────────────────────────────────────────────┐
│ New Transaction                                           │
│ Bank Transaction      ✓                                   │
│ Date                  25/08/1999                          │
│ Reference             2300862                             │
│ Details               Supermarket plc.                    │
│ Value                 89.43                    ┌────────┐ │
│ Currency              US Dollars               │Frq Used│ │
│ Sign                  Debit                    └────────┘ │
│ █Expense█         ◄ Food etc.  ►               ┌────────┐ │
│ Reconciled            ☐                        │ Cancel │ │
│                                                └────────┘ │
│                                                ┌────────┐ │
│                                                │   OK   │ │
│                                                └────────┘ │
└──────────────────────────────────────────────────────────┘
```

Now press the OK button to add this transaction to our database. The result is shown below:

Bank Current Account		Accounts	Categories	Standing Orders							
Date ▲	Ref	Details	X	Expense	Income	▬Balance
25/08	**2300862**	**Supermarket plc**	▢	**89.43**		**388.33**
18/08/99	S/O	Mortgage repayment	▢	645.35		477.76
12/08/99	S/O	Car loan repayment	▢	122.56		1,123.11

	Opening	(1,245.67)	Reconciled	(1,245.67)	Current	(388.33)

This transaction has been added to the transactions list for **Bank Current Account** and the balance has been changed to reflect this payment.

Let's now have a look at the 'other side' of the posting. Follow these instructions:

- Tap on the Categories tab.
- Double tap on the Food etc. line.
- The transactions linked to this category will now be displayed in its own transactions list window as follows.

Notice the different headings that are shown for a **Category Transactions List**.

You have now added your first cheque!

Adding a withdrawal

To add a transaction you must be in the **Transaction View** associated with an account. Navigate to the transaction view for **Bank Current Account** as follows:

- Tap on the Accounts tab.
- Double tap on the Bank Current Account line.

You will now have the transactions for the account shown.

To add your withdrawal just press the **Space Bar** and the **Add Transaction** dialog box will open. Complete this dialog box until it looks like this:

```
New Transaction
Bank Transaction     [ ]
Date                 [25/08/1999]

Details              [Cash withdrawal            ]
Value                [100      ]
Currency             [US Dollars]           [Frq Used]
Sign                 [Debit    ]
Expense              ◄ Entertaining ►        [Cancel]
Reconciled           [ ]                     [ OK ]
```

You can see that by and checking the "Bank Transaction" checkbox the Reference field has been deleted from within the dialog box.

Now press the OK button to add this transaction to our database. The result is shown below:

Date ▲	Ref	Details	X	Expense	Income	Balance
25/08	2300862	Supermarket plc		89.43		288.33
25/08		Cash withdrawal		100.00		377.76
18/08/99	S/O	Mortgage repayment		645.35		477.76
12/08/99	S/O	Car loan repayment		122.56		1,123.11

Bank Current Account   [Accounts] [Categories] [Standing Orders]

Opening (1,245.67) Reconciled (1,245.67) Current (288.33)

This transaction has been added to the transactions list for **Bank Current Account** and the balance has been changed to reflect this payment.

Transferring money

A transfer is a little different to a regular transaction. An example would be where you pay an amount from your bank account to your credit card account - this is a transfer. This, also, is the example that will be used in this section of the tutorial.

To add a transaction you must be in the **Transaction View** associated with an account. Navigate to the transaction view for **Bank Current Account** as follows:

- Tap on the Accounts tab.
- Double tap on the Bank Current Account line.

You will now have the transactions for the account shown.

To add your cheque just press the **Space Bar** and the **Add Transaction** dialog box will open. Complete this dialog box until it looks like this:

Notice that the **Sign** has been set to Transfer. Now press the OK button and the following dialog box will be opened:

The list has already been positioned to Visa Card, our credit card account. Ensure your window looks like the above window and then press the **OK** button. The transactions will be added to the database and the Bank Current Account transactions list will be updated as follows.

This transaction has been added to the transactions list for **Bank Current Account** and the balance has been changed to reflect this payment.

So let's have a look at the Visa Card list to see the transaction there. There are now two ways in which we can switch to another account (in this case the Visa Card account) from the transactions list window; the long way and the short way.

The Long Way	The long way will be to press the **Esc** key to get back to the **Accounts View** and then double tap on **Visa Card**.
The Short Way	The short way will be to press **Ctrl-J (Jump)** in this transactions list. This is the way in which we will jump to the **Visa Card** account now.

Press Ctrl-J and the following window will open:

You can see that we have selected **Visa Card** already. When your window looks like the one above press the **OK** button and the **Visa Card** account **Transactions List** view will open. This is shown below.

Adding a credit card transaction

To add a transaction you must be in the **Transaction View** associated with an account. Navigate to the transaction view for **Visa Card** as follows:

- ◼ Tap on the Accounts tab.
- ◼ Double tap on the Visa Card line.

You will now have the transactions for the account shown.

Visa Card		Accounts	Categories	Standing Orders			
Date ▲	**Ref**	**Details**	**X**	**Expense**	**Income**	**⊟Balance**
25/08	**Transfer**	**Credit card payment** ▯			**250.00**	**2,284.98-**

| | Opening | 2,534.98- | Reconciled | 2,534.98- | Current | 2,284.98- |

To add your cheque just press the **Space Bar** and the **Add Transaction** dialog box will open. Complete this dialog box until it looks like this:

New Transaction	
Bank Transaction	☐
Date	25/08/1999
Details	Supermarket plc
Value	75
Currency	◀ US Dollars ▶
Sign	Debit
Expense	Food etc.
Reconciled	☐

Buttons: Frq Used, Cancel, OK

Notice that we have used Supermarket plc again. Use the Frequently Used button to access this description. Now press the OK button to add this transaction to our database. The result is shown below:

Visa Card		Accounts	Categories	Standing Orders			
Date ▲	**Ref**	**Details**	**X**	**Expense**	**Income**	**⊟Balance**
25/08	**Transfer**	**Credit card payment** ▯			**250.00**	**2,359.98-**
25/08		Supermarket plc	▯	75.00		2,609.98-

| | Opening | 2,534.98- | Reconciled | 2,534.98- | Current | 2,359.98- |

This transaction has been added to the transactions list for **Visa Card** and the balance has been changed to reflect this payment.

Reconciliation

Reconciliation is the process of agreeing that the amounts and transactions that you have registered within 5Account agree with the values that appear on the various statements sent to you. These would include your bank statements and your monthly credit card statements.

For the purpose of this tutorial we will assume that the date is now 1 September 1999. Add a transaction within your bank account for a salary payment. Follow the **'Adding a cheque (withdrawal)'** part of the tutorial, but this time make the salary payment 2000.00 and remember to change the sign from its default value of **Debit** to **Credit**.

The window should look like this:

Now we have received a bank statement and a credit card statement. We will reconcile these now.

Bank Statement

You have received the following bank statement:

We will now reconcile this with the bank account details we have within 5Account. By accessing the bank account transaction details and sorting by date descending you should see the following screen:

Depending upon the preferences setting for 'Single Tap Reconciliation' (shown below) there are two ways in which you can reconcile a transaction.

If the reconciliation preference is checked (as shown in the above screen shot) then tapping on an item will reconcile or unreconcile an item. In our bank statement we can see that the first item (**Loans for Cars plc**) has appeared and we can reconcile the item **Car loan repayment** within 5Account. As it is already highlighted we can just tap on it. Doing this will reconcile the transaction and you can see this visually by the checkmark appearing under the reconciled column. This is shown below in its before and after state:

Before:

and after:

If the reconciliation preference is unchecked, or you just press the enter key on the highlighted transaction, a popup menu will appear that allows for the following options:

To reconcile the transaction just press enter or tap on Reconcile. You can see that this menu allows you to modify the transaction or delete it as well.

So, using either of the above methods reconcile those items within 5Account that appear on the bank statement.

> **NOTE:** The last item payable to **Super Supermarket plc** has a different value. Do not reconcile this item just now as we will deal with this difference in a few moments.

After reconciling those entries that match your 5Account screen should look like this:

Date ▼	Ref	Details	✓	Expense	Income	□Balance
12/08/99	S/O	Car loan repayment	✓	122.56		1,123.11
18/08/99	S/O	Mortgage repayment	✓	645.35		477.76
25/08/99	2300862	Supermarket plc	▢	89.43		388.33
25/08/99		Cash withdrawal	✓	100.00		288.33
25/08/99	Transfer	Credit card payment	▢	250.00		38.33
01/09/99	S/O	Regular credit card	▢			38.33
01/09/99		Salary receipt	▢		2,000.00	2,038.33

Bank Current Account — Accounts / Categories / Standing Orders

Opening (1,245.67)   Reconciled (377.76)   Current (2,038.33)

The problem now is that the bank statement shows a sum of 89.45 for the supermarket, but 5Account shows 89.43, a difference of 0.02. We will not debate who is right or wrong here, only that we cannot reconcile this item. So we need to modify the amount within 5Account and reconcile it at the same time. This is done by highlighting the transaction and pressing enter to obtain the popup menu described above.
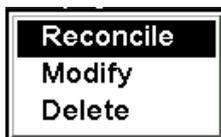
This time tap on **Modify**. The following window will appear.

Within this window we can change the value and reconcile the transaction in one go. Change the fields so that they look like this:

and then tap the **OK** button. The result is shown below:

As we have now reconciled all the transactions from the bank statement we need to check that the reconciliation is correct to the penny. The last value shown on the bank statement (the **Closing Balance**) is **288.31**. If you look at the bottom line in the 5Account screen you will see that the values agree.

We have now successfully reconciled our bank statement.

Credit Card Statement

You have received the following credit card statement:

Your Credit Card plc.

Transactions for :
            Mr S. Developer.

            Balance from previous statement   2,534.98
            Payment received, thank you   (250.00)
            Amount due before current transactions **2,284.98**

Date   Details   Amount
25-Aug   Super Supermarket plc   75.00

            Balance outstanding   **2,359.98**

The minimum amount of 118.00 will be deducted from your
bank account on 10/09/1999.

We will now reconcile this with the Visa card account details we have within 5Account. By accessing the Visa Card account transaction details and sorting by date descending you should see the following screen:

Visa Card			Accounts	Categories	Standing Orders			
Date ▼	**Ref**	**Details**	**✓**	**Expense**	**Income**		**Balance**	
25/08/99	Transfer	Credit card payment			250.00		(2,284.98)	
25/08/99		Supermarket plc		75.00			(2,359.98)	
01/09/99	S/O	Regular credit card					(2,359.98)	

	Opening	(2,534.98)	Reconciled	(2,534.98)	Current	(2,359.98)

In our Visa Card statement we can see that the first item (**Repayment**) has appeared and we can reconcile the item **Credit Card payment** within 5Account. As it is already highlighted we can just tap on it. Doing this will reconcile the transaction and you can see this visually by the checkmark appearing under the reconciled column.

So, using either of the above methods reconcile those items within 5Account that appear on the Visa Card statement.

After reconciling those entries that match your 5Account screen should look like this:

The last thing we now have to do is update the forward minimum payment value of **118.00**. To do this we have to move to the originating account, which is our Bank Account. Press **Ctrl-J** and the following window will appear:

As the first item (**Bank Current Account**) is the account we want just press the **OK** button. This will open the transaction list for our bank account. Highlight the **Regular Credit Card** item and press enter to open the popup menu:

  This time tap on **Modify**. Adjust the following window to look like this:

and then tap the **OK** button, and accept the next window. The result is shown below:

Bank Current Account			Accounts	Categories	Standing Orders			
Date ▼	Ref	Details	✓	Expense	Income			Balance
12/08/99	S/O	Car loan repayment	✓	122.56				1,123.11
18/08/99	S/O	Mortgage repayment	✓	645.35				477.76
25/08/99		Cash withdrawal	✓	100.00				377.76
25/08/99	Transfer	Credit card payment	☐	250.00				127.76
25/08/99	2300862	Supermarket plc	✓	89.45				38.31
01/09/99		Salary receipt	☐		2,000.00			2,038.31
10/09/99	S/O	Regular credit card	☐	118.00				1,920.31

Opening	1,245.67	Reconciled	288.31	Current	1,920.31

Switch back to the Visa Card account (remember Ctrl-J) and check that the reconciliation amount is correct. The last value shown on the Visa statement (the **Balance Outstanding**) is **2359.98**. If you look at the bottom line in the 5Account screen you will see that the values agree.

Opening	(2,534.98)	Reconciled	(2,359.98)	Current	(2,241.98)

We have now successfully reconciled our credit card statement and updated the future payment.

Data Archiving

The topic of Data Archiving is important for hand-held machines as there is always a limitation of available disk space. The Series 5 and 5mx have the ability of holding data on CF Cards, the current maximum size being around 80mb.

Whilst this is a large storage amount the processor on the Series 5 is not as quick as one would expect after using one of today's Personal Computers. 5Account, therefore, has the ability to store and retrieve data in an archive account so that 5Account can deal with current data. The archiving facility is for reconciled transactions, thereby keeping the unreconciled transactions on-line until later.

Archive Data

We will now archive all the reconciled transactions within our database.

From the main Accounts window select the **File** menu, **Archiving** and then **Archive reconciled items** (**Ctrl-V** shortcut).
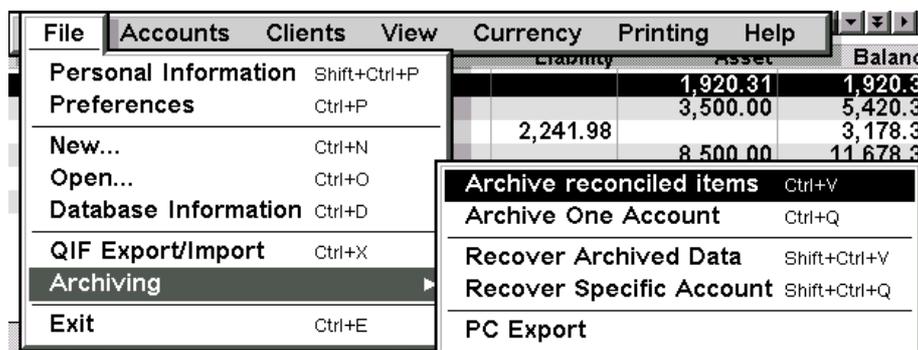
The following window will be displayed. The data directory may change according to where you created your original 5Account database.
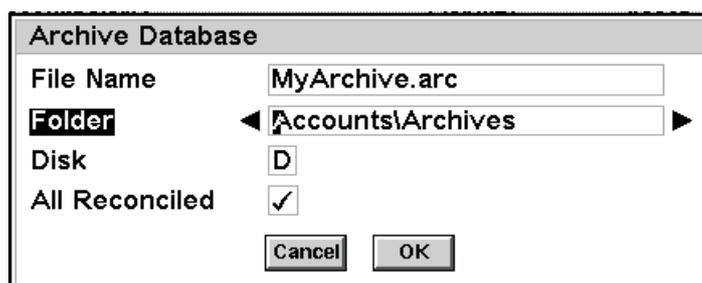
You now have a choice. If you leave the window as it is shown above then 5Account will archive all the reconciled items into the archive file. If the archive file does not exist it will be created, if it does exist then the data will be added to this archive.

However, you may not wish for 5Account to archive all the reconciled items but a sub-set of the reconciled items. The sub-set will only be by a date filter. If this is the case then un-check the **All Reconciled** check box. This is the option we will choose here. Uncheck the checkbox and then press the **OK** button.
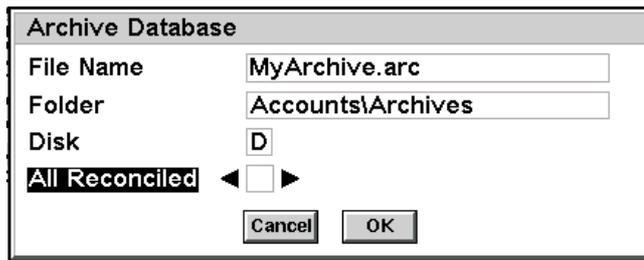
The following window will be displayed if you already have an existing archive of that name:

Select Yes or No according to your choice. In this instance I do not wish to replace this archive so will answer No and create a separate new archive called 5ActTut. In the event that you do wish to add reconciled transactions to an existing archive then this window will still be displayed. It is fine to press the **OK** button here as 5Account does not actually replace the archive but adds to it. The **Confirm file replace** dialog box is automatically generated by the Psion operating system. Now the following window will be displayed:
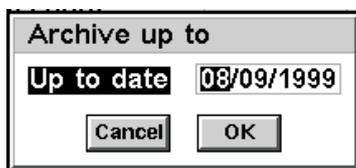
As we want to archive only until 31 August 1999 we will change this date and then press the OK button.
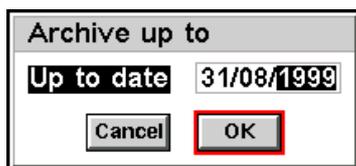
The end result will be some processing and then the creation/addition to of data in the archive. If we look at the transactions linked to our bank account we will now see the following window:

Bank Current Account			Accounts	Categories	Standing Orders			
Date ▼	Ref	Details	✓	Expense	Income	□ Balance		
25/08/99	Transfer	Credit card payment		250.00		38.31		
01/09/99		Salary receipt			2,000.00	2,038.31		
10/09/99	S/O	Regular credit card		118.00		1,920.31		

Opening	288.31	Reconciled	288.31	Current	1,920.31

Note that the Opening Balance has now changed.

That is all there is to the archiving operation!

Recovering data

The recovery of data from the archive is a similar procedure to archiving the data.

From the **File** Menu access **Archiving**, then **Recover Archived Data** (**Shift-Ctrl-V** shortcut).

The following window will be displayed:
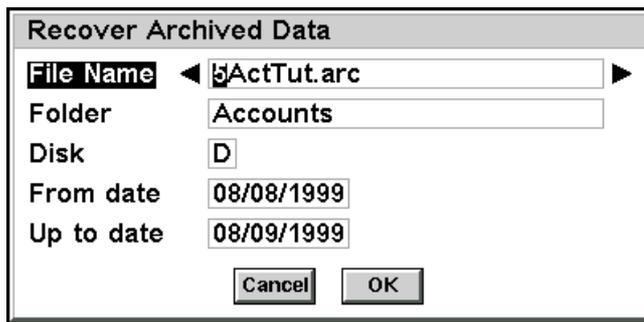
Note that 5Account remembers where you last archived and places this information within the dialog box. In addition 5Account assumes that you will wish to recover data from within two dates and that these two dates will be a month back from today until today. You may change any or all of this data. For the purpose of this tutorial we wish to recover all the data in the archive, so we will set the start date a long time ago to ensure that we get all.
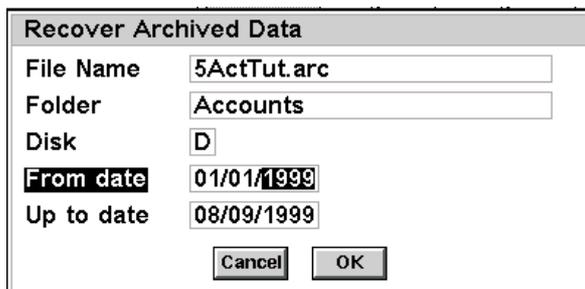
Now press the **OK** button. The next window displayed is

In here, 5Account is asking what it should do with transactions that do not have an account associated with them. Why would this happen? Simply because you may have archived transactions away from an account that you do not use any more and have deleted the account. As the archived data does not hold any details of the type of account to which it was originally linked then 5Account cannot recreate the account details. It is necessary, therefore, to tell 5Account which account and category to use to cater for these instances.

As we have not deleted any accounts or categories then we can safely use the defaults supplied by 5Account. Press the **OK** button to continue.

The end result will be some processing and then the recovery of data from the archive. If we look at the transactions linked to our bank account we will now see the following window:

Bank Current Account			Accounts	Categories	Standing Orders			
Date ▼	Ref	Details	✓		Expense	Income		Balance
12/08/99	S/O	Car loan repayment	✓		122.56			1,123.11
18/08/99	S/O	Mortgage repayment	✓		645.35			477.76
25/08/99	Transfer	Credit card payment	☐		250.00			227.76
25/08/99		Cash withdrawal	✓		100.00			127.76
25/08/99	2300862	Supermarket plc	✓		89.45			38.31
01/09/99		Salary receipt	☐			2,000.00		2,038.31
10/09/99	S/O	Regular credit card	☐		118.00			1,920.31

	Opening	1,245.67	Reconciled	288.31	Current	1,920.31

Note that the Opening Balance has now changed.

That is all there is to the recovery operation!

PC

This section of the tutorial is geared towards registered users of 5Account. Persons using an unregistered copy of 5Account will not be able to use the PC software supplied.

5Account has a companion, **PC5Account**. PC5Account is supplied free of charge to registered users of 5Account and can be downloaded from the PocketIQ web site (**www.pocketiq.com**).

PC5Account has a simple interface for accepting data from 5Account. It is a one-way process - 5Account supplies data for PC5Account. To extract data suitable for PC5Account go to the **File** Menu, select the **Archiving** option and then the **PC Export** option.
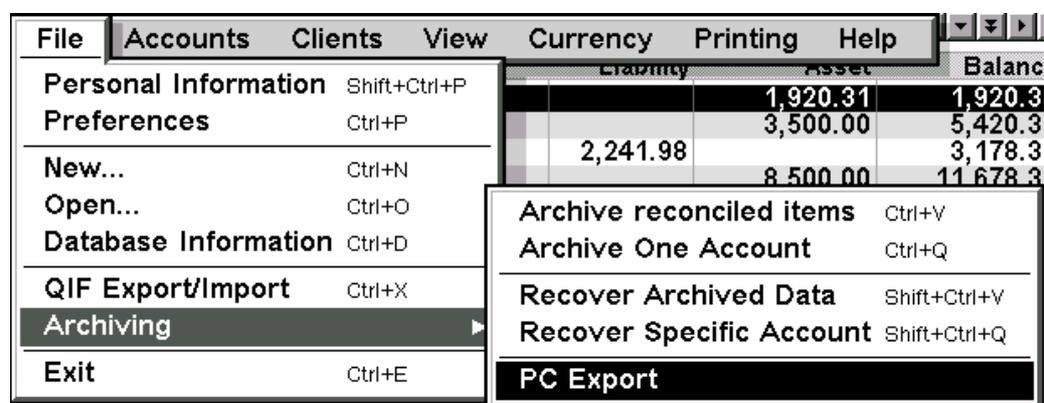
5Account will now create an export file read for the PC. Once the process has finished close 5Account and navigate to the root directory of Drive C:. Here you will see a file called PCExport.csv.

Now connect your Psion to your PC and look at Drive C: in Windows Explorer.

It should look something like this:
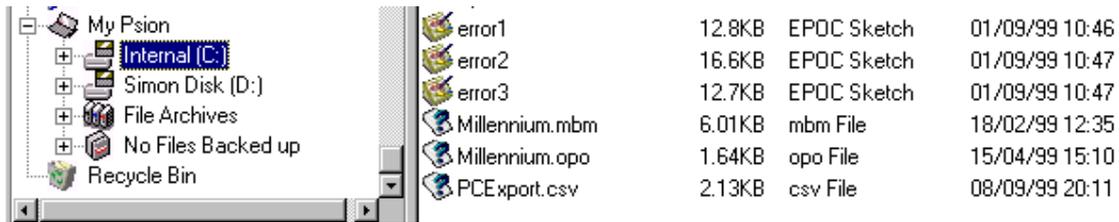
Drag and drop PCExport.csv from the Internal (C:) Psion disk and drop it into the PC5Account directory on your PC. Do not convert the data.

Now start PC5Account on your PC. As this will be the first time that you have run PC5Account there will not be any data and you should be presented with a window like this:
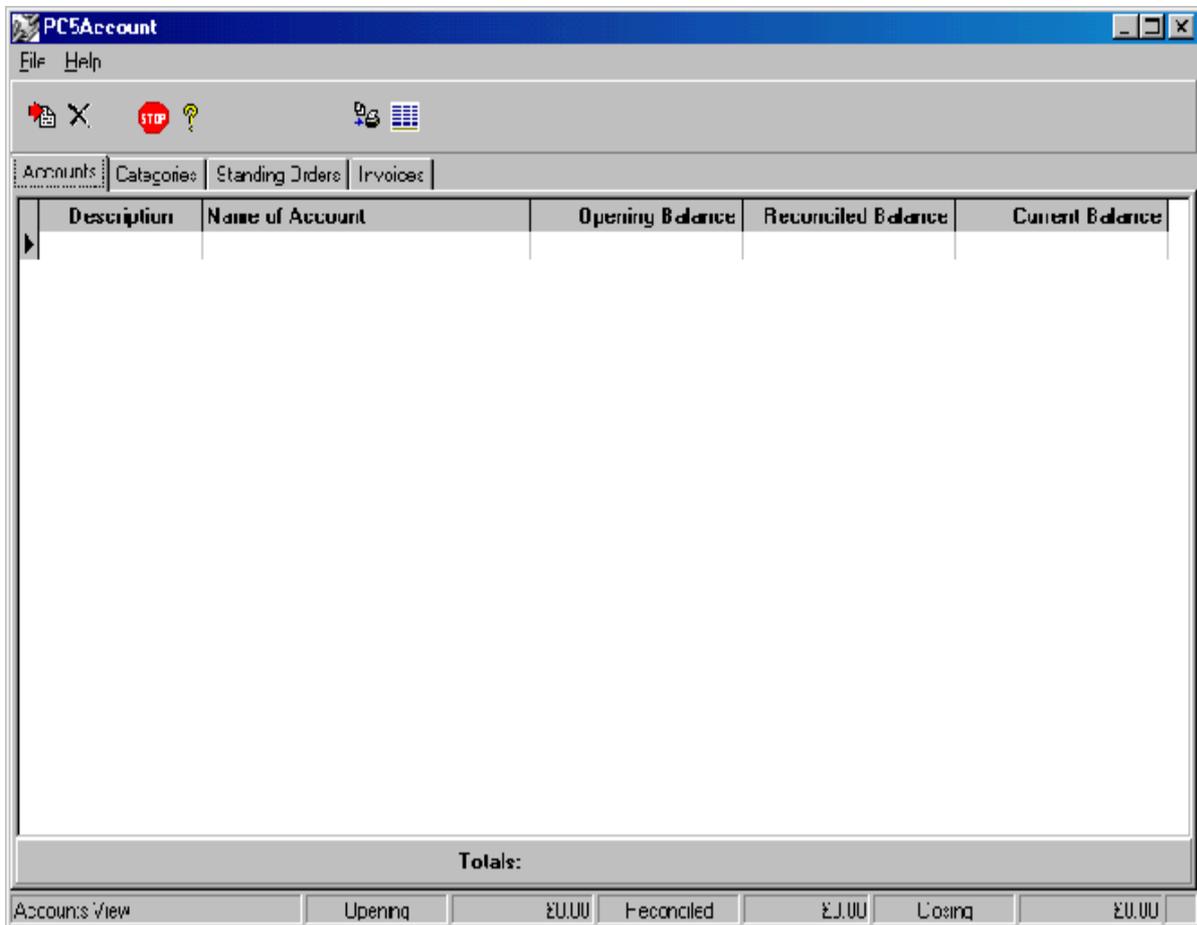
Click on this icon - - and PC5Account will import the data from the PCExport.csv file prepared by 5Account. The result should look like this:

Description	Name of Account	Opening Balance	Reconciled Balance	Current Balance
Bank Account	Bank Current Account	1,245.67	2,877.67	1,920.31
Bank Account	Bank Savings Account	3,500.00	3,500.00	3,500.00
Credit Card	Visa Card	(2,534.98)	(2,416.98)	(2,241.98)
Asset	My Car!	8,500.00	8,500.00	8,500.00
Asset	My House!	80,000.00	80,750.00	80,750.00
Liability	Bank Mortgage	(35,400.00)	(35,254.65)	(35,254.65)
Liability	Credit loan on car	(4,650.00)	(4,650.00)	(4,650.00)

Tabs: Accounts | Categories | Standing Orders | Invoices

This is an exact replication of the 5Account data. Please refer to the on-line help supplied with PC5Account where you can see how you can print and extract the data at will. The real advantage of PC5Account is that you can use this software to store your archived data rather than having to use the archive to recover data. This means that you can keep a total history of your data since starting to use 5Account. PC5Account allows you to export any number of times and it will update or refresh data that has been exported before.

Contact

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Simon maintains his own home page, and this is accessed on the following URL:

- http://ourworld.compuserve.com/homepages/SimonBerridge