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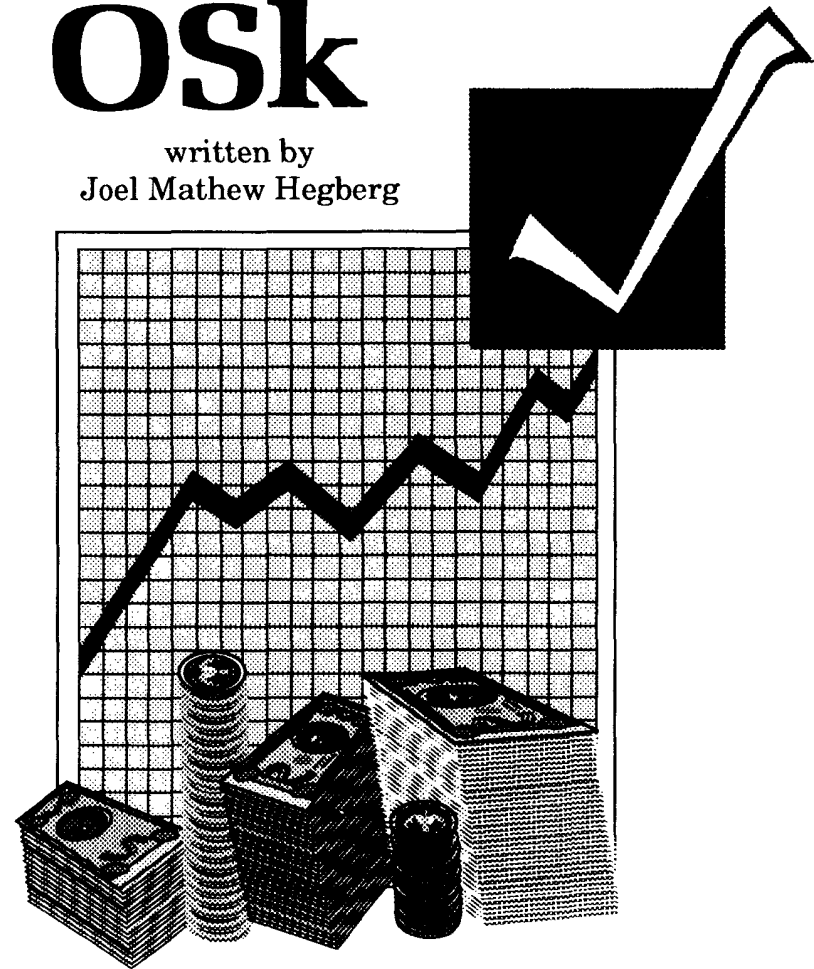
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# Checkbook+ OSk

written by  
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your checking file. This is accomplished by using the “chkshrink” utility provided. Chkshrink will create a new checking file with all the non-outstanding (cleared) checks removed. A new check is added at the end of the new checking file which is the total of all the non-outstanding (cleared) checks, so the integrity of your checkbook totals is still preserved. The syntax is:

**chkshrink <checkfile>**

Chkshrink leaves the old checking file untouched for archive purposes. The new checking file is given the same name plus the extension “.new”.

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## Introduction

CheckBook+ has been a long-term project which has taken many months to evolve into its present state. It works under RS-DOS, OS-9 Level II, and the OSK/K-Windows graphics standard. All of these versions are mouse-driven with pull-down menus. A lot of hard work and effort has gone into both the functionality and the “look&feel” of the program. I would like to extend my personal gratitude to Keith Bauer for his efforts and patience in beta-testing. Thanks, Keith!

Inside CheckBook+ you will find all the basic features you would expect in any checkbook balancing program. However, the program is named “CheckBook+”! The ‘+’ sign translates into “plus a whole lot more!” CheckBook+ has countless features that have never been done on any of our community’s checkbook balancing programs before. Features like the powerful yet easy user interface, the pull-down/mouseable menus, the pop-up calculator with running total, the ability to graph down to the day using bar- and line-graphs with colors and patterns, various check sorting operations, etc...make CheckBook+ stand out far ahead of the competition!

This manual has lots of information in it. Although the program is designed to be very easy to use (thanks to it’s point-and-click pull-down-menu design), you really should read this manual completely before doing anything serious with it. (In other words... after you’ve loaded it up for the first time and played around with it!) By taking the time to read through this manual, you will get the most out of your CheckBook+ purchase.

If you have any comments, questions, or suggestions, please feel free to contact Sub-Etha Software for assistance. Or if you have Delphi, you may contact me there as JOELHEGGERG. On GENie, my electronic mailbox address is J.HEGGERG. Thank you for your purchase. I hope you enjoy this program as much as I’ve enjoyed bringing it to our community!

Joel Mathew Hegberg

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## Getting Started:

Before doing anything else, you should make a backup of your original CheckBook+ diskette and use the backup from then on! Store your original copy in a safe place. See your "Using Professional OS-9" manual for more information on backing up diskettes.

If you have a hard disk drive, then place your backup of CheckBook+/OSK into /d0 and type the following command to install CheckBook+/OSK onto your hard disk drive:

```
copy checkbook checkutil chkshrink showgraph -w=/h0/cmds
```

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## Loading and Using Checkbook+:

You first need to make sure OS-9 can find where CheckBook+ is on the disk drive. For instance, if you have CheckBook+ in your /d0 drive, you must first type "chx /d0/cmds". For hard disk users, this may not be necessary if your hard disk drive is also your default drive (/dd).

To load CheckBook+, simply type "checkbook #100k" from the OS-9 prompt. This will bring up the title screen for CheckBook+. From here, press any key to get to the main screen. If you are using your mouse, you can activate mouse control by typing "checkbook -m #100k" to load CheckBook+.

One of the best features of any program should be its user interface. The user interface is the part of the program that lets you be in control. If it is difficult for you to control the program, then you will not want to use it, and the program becomes worthless. The user-interface that comes with CheckBook+/OSK is far from worthless! It involves pull-down menus,

and returns you to main menu operation. Nothing will be written to the file until you go into the *GRAPH* menu and choose a graph — Bar or Line. When you select one, the graph will be written out to the now open file you chose and then the file will be closed. You will see nothing on your screen since the graph is being sent to your disk file. Once the graph is saved, subsequent graphs are again routed back to the graphing screen. Choosing *DISK GRAPH* again will allow another graph to be saved to disk for later use (described later).

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## Displaying SAVED Graphs:

You can display the graphs you've saved right from the OS-9 prompt if you wish! Use the *MERGE* command to display the graph you've saved. E.G., "merge sample.graph" will display the "sample.graph" graph file on your screen. Also provided for your convenience is the ShowGraph utility. When you merge a graph to the screen, you will get an OS-9 prompt in the middle of the screen and have the same palettes as the graph when you exit. ShowGraph (used the same way as merge) will display a graph and then wait for a keypress. Then, it will clear the screen and reset the palettes to their appropriate color values and exit.

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## Shrinking Your CheckBook Files:

CheckBook+ can hold up to 500 checks in memory. As you continue to use CheckBook+ to balance your checking account, your checking file(s) will grow larger and larger. At some point in time it will become necessary to shrink the size of

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Then you will be asked to enter a title for the graph. The reason for this is if you like the way your graph looks, you can save it to disk and possibly incorporate it into other applications and print it out. Enter whatever title you want to give the graph.

You will return to the main screen. Go ahead and choose “*BAR*” or “*LINE*” in the Graph menu to see your graphs be created! It’s as easy as that!

In the Special menu are many graphing options. “Bar Width” will let you change the width of the bars in the bar graph. “Fill Select” will select between shading with color, patterns (crosshatching), or both. The pattern ability is provided since most printers cannot print out colors, and cross-hatching provides an effective substitute for shading graphs that want to be printed.

“Redraw Screen” will merely redraw the main screen.

If you choose *ENTER DATA* a second time, a small mini-menu will pop up with the options *RE-ENTER DATA*, *CHANGE TYPE*, and *CLOSE MENU*. *CLOSE MENU* closes the mini-menu and returns to main screen operation. *RE-ENTER DATA* will take you through the steps of entering in new months to graph just like you did earlier. But, what if you want to have the same dates graphed, but instead of Deposits, you want to graph Withdrawals? That’s what *CHANGE TYPE* does. It keeps the dates you graphed last but asks again if you want to graph Deposits, Withdrawals, or Totals. You must also re-enter the graph name since you may want to change it while you’re graphing something different.

Alright, now you have nice looking graphs, but how do you save them? To save a graph, pull down the *FILES* menu and choose “*DISK GRAPH*”. You will be prompted for a file-name for the graph. You may wish to choose “Sample.graph” for example. After choosing the file-name, CheckUtil opens the file

*ALT*+key combinations to activate menus, arrow-key selection of features, full mouse support, etc. In short, you should be able to very easily control the program using this user interface. With CheckBook+ loaded, please follow along in the program as you read through this section, and I will teach you how to make this powerful user interface work for you!

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## Keyboard commands:

CheckBook+ can be controlled via the keyboard or the mouse. To pull down a menu when using the keyboard, simply hold down the *ALT* key and then press the first letter of the menu you want to pull down. For example, if you wanted to pull down the *FILES* menu, you would hold down the *ALT* key and press the *F* key. From now on, I will use the notation *ALT+F* for brevity.

Once you press *ALT+F*, you see a “drop-down sub-menu” appear. From here you can use the up & down arrow keys to highlight various functions available. Functions in white text mean they are selectable, while functions in black text are not selectable. (i.e. *SAVE* when there is no file in memory is not selectable.) You may also press the first letter of the function you want to highlight and that function will be highlighted. To select a function you simply highlight the function and then press *ENTER*.

If you want to “jump” to another menu, simply use the *ALT*+key combination again, or you can use the left & right arrow keys to jump to the next menu to the left or right. If you want to close up a drop-down sub-menu, press the *ESC* key.

A sample check file is included on your program disk. To learn the rest of the commands, you’ll need to have a sample file in memory. To load the file, press *ALT+F* for files menu, then

it. A window will pop up next to the Files menu and will contain a disk directory. Use up & down arrows to scroll through the list of files. Pressing ENTER will select a file. If you select a directory, you will be transferred to that directory and be allowed to select files from there. Remember that the “..” directory in OS-9 will always take you back one directory. Choose the sample check file named “Sample.check” and press ENTER. In a few moments it will be displayed on your screen.

You can use the up/down arrow keys to scroll through the file. Pressing S will take you to the “start” of the file, and pressing ‘e’ will take you to the “end” of the file. Some features in the Edit menu require you to have a check “selected” before you can Cut, Copy, Replace, Edit Check, etc...

To select a check for editing, hold down the CTRL key and press S, which from now on I will refer to as CTRL+S. This will select the check at the top of the screen. When using the keyboard, you can only select the check at the top of the screen. Therefore, you must position the check you want to edit at the top of the screen through the use of the up/down arrow keys. Using the arrow keys will automatically unselect any selected check.

One last keyboard command is CTRL+C, which summons the pop-up calculator. Its use will be described later in this text. For now, just know that X will exit the calculator and take you back to the main screen.

First, you need to load a CheckBook+ file into memory. Load in the file “Sample.check” from your program disk by pulling down the Files menu (ALT+F), press ‘L’ to highlight LOAD, and press the ENTER key. Choose the file from the directory by highlighting it (using up/down arrow keys) and pressing ENTER. In a few moments, the file-name and number of checks will be displayed. Next, let’s start graphing!

Pull down the GRAPH menu and select “Enter Data”. CheckUtil will let you choose which dates you wish to graph between. Let’s graph the whole year for 1992, which is what the file “Sample.check” (which you’ve loaded into memory) is dated for. You can enter up to 12 dates for graphing. Enter the dates in MM/DD/YYYY format, which means if you wanted to graph September 1, 1992, thru September 10, 1992, you’d enter “09/01/1992” [ENTER] and then “09/10/1992” [ENTER]. Enter the 12 months of the year 1992 like this:

01/01/1992 [ENTER] 01/31/1992 [ENTER] 02/01/1992 [ENTER] 02/31/1992 [ENTER] 03/01/1992 [ENTER] 03/31/1992 [ENTER] ::: 12/01/1992 [ENTER] 12/31/1992 [ENTER]

Also, if you want to graph less than 12 months, just press “Esc” without entering a date once you’ve entered all the dates you want to graph. You will also be prompted for ACC # (account number) for graphing. This is if you wanted to only graph medical expenses or compare different accounts, like medical verses insurance expenses. To graph all checks, just press [ENTER].

After you’ve chosen the graph dates, you must choose if you want to graph deposits, withdrawals, or totals. All figures are on a monthly basis. Pressing ‘D’ will graph the deposits for each month, ‘W’ the withdrawals, and ‘T’ the totals.

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an '\*' after it (non-outstanding status). Also, any checks/ deposits you made after the month of the bank statement should have an '\*' after them since they are still not accounted for on the bank statement.

*MOUSE* is used to turn the mouse control ON/OFF.

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## Using the CheckUtil Program:

"CheckUtil" is a program which complements CheckBook+. To run CheckUtil, type "CheckUtil #100k" at an OS-9 prompt. The program will use two 65k graphics windows, one for the main screen and another for a graphing screen. Because these screens take up lots of memory, you must have at least 230k of memory free before running this program.

The "CheckUtil" program has completely keyboard-driven, pull-down menus. It uses the same ALT+key menu style that CheckBook+ does.

In the *FILES* menu, there are six options: *NEW*, *DIR*, *LOAD*, *DISK GRAPH*, *PATH*, and *QUIT*. These are similar to the options in the main CheckBook program's File menu. See "The FILES menu" in the last section for information on *NEW*, *DIR*, *LOAD*, *PATH*, and *QUIT*. One difference in the operation of this program from the main CheckBook program is once you *LOAD* a file into memory, you will not be able to scroll through it. Instead, CheckUtil will display the file-name and number of checks in a 3-D shadowed box on the left-hand side of the screen.

The "DISK GRAPH" option will be discussed shortly.

press *L* to jump down to the *LOAD* option, and *ENTER* to select Using CheckBook+ with a Mouse:

Almost anything you can do with a keyboard can also be done via a mouse. To activate the mouse, use *ALT+S* to select the *SPECIAL* menu, and from there select the *MOUSE* option. You will be asked if you want the mouse on. The default is off. You can press 'Y' or the left arrow key to highlight the word "YES". Press *ENTER* to choose. If your mouse is on, you can click on the word "YES" or the word "NO". (Also, recall that you can turn the mouse on upon loading CheckBook+ by using "checkbook -m #100k".) When your mouse is on, you aim the mouse pointer somewhere on a word (i.e. a menu) and press down the mouse button (click) to select it. You click on "start" to go to the start of the current file in memory, or "end" to go to the end of the current file in memory. "Calc" is the calculator, and the up/down scrollers are also located at the top of the screen for mouse use. If you've pulled down a drop-down sub-menu, to get rid of it, simply move the mouse pointer outside the sub-menu and click. The menu will disappear. To highlight a check, place the mouse pointer anywhere on the check and click. You can select any of the six checks which are visible on screen at one time when a file is loaded.

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## The Calculator

The calculator is controlled totally via the keyboard. I'm not going to describe in depth how to use a calculator! Use the numeric keys for numbers (with the period "." for a decimal), '+' for addition, '-' for subtraction, "\*" for multiplication, '/' for division, and '=' or [ENTER] for equals. Also, you may press the *C* key to Clear an error during input, and doing so will not delete the last total nor abort the current operation. (See the 'CE' or 'C' keys in most calculator manuals.) To totally clear the

calculator, press the 'A' key for All-Clear (see the 'AC' key in most calculator manuals.).

Also, the calculator runs in what I like to refer to as a "Money-Mode." That is, it rounds off the display to the nearest penny and always displays to two decimal points. Example: 23 would be 23.00, or 24.3 would be 24.30. You are, however, allowed to enter in decimal values to further decimal positions than just two. The calculator only rounds the display, while it retains the exact decimal value in memory. If you would like to see the Entire decimal value up to the limit of the display, press the 'E' key. Example: If you entered the number 42.02917 and pressed '=', you would see 42.03. (The display is rounded to nearest penny.) By pressing the *E* key, you would see 42.02917 in the display. The calculator always reverts back to "Money-Mode" at the next operation.

To put the calculator away, press the *X* key. Another feature of the calculator is the "running total" memory. Whatever value is in the calculator upon pressing the *X* key will be remembered until the calculator is called up again. Example: If you've done some calculations and the result is 162.42, and you press *X* and exit back to the main screen, the next time you select the calculator, it will come up with 162.42 in the display. If you want to start out fresh, remember you can press the *A* key for All-Clear.

If a record is not found, you will be told and returned to the main menu. Upon returning to the main menu, if a record was found during the *SEARCH*, you will be moved to the point in memory so the record that was found will be at the top of the screen.

*FIGURE TOTAL* is a powerful function. It will go through and total your entire checkbook's account for you. After calculating, CheckBook+ will tell you the following...

Checkbook Total: \$xx.xx Outstanding records: xx Total on outstanding records: \$xx.xx Total - Outstanding records: \$xx.xx

Checkbook total refers to your total "spendable" money in your account, the amount of money you have in your account including all deposits and all withdrawals. Outstanding records are checks/deposits you've made but your bank has not yet acknowledged. For instance, most banks send out a report at the end of each month stating all the deposits/checks that you made during the past month, plus a balance with which your checkbook should balance. Outstanding records are how many checks/deposits have not be acknowledged by your bank, and their total is given by "Total on outstanding records."

When you balance your checkbook, you must have your bank statement with you and go through your account, changing all the outstanding checks/deposits that are on you bank statement to non-outstanding status. You do this by selecting (reversing) the check/deposit and pressing the '\*' key. This acts as a toggle between outstanding and non-outstanding status. Outstanding status on a check/deposit is denoted by an '\*' on the right-hand side of the check. By using *FIGURE TOTAL*, the total after "Total - Outstandings" should match the total found on your bank statement. If so, your checkbook is balanced for that month. If the two do not match, go through again to make sure any check/deposit found on your bank statement does not have

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the Clipboard. If you would like to see what record (if any) is currently in the Clipboard, choose *SHOW CLIP* from the Special menu.

*EDIT CHECK* will let you make changes to the currently selected (reversed) record in memory. You can choose to edit the check's number, date, amount, FOR-line, TO-line, and/or outstanding status. When you are finished editing the check and you want to keep the changes, choose the option *KEEP CHANGES*. If you want to leave the check the way it originally was, choose *CANCEL CHANGES*.

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## The SPECIAL menu:

*SORTS* is a function to sort your CheckBook+ account by account-code, amount, date, FOR-line, TO-line, or check number. Text will be sorted alphabetically and numbers numerically. You can choose ascending or descending order.

*SEARCH* is especially useful for large files. Before choosing *SEARCH*, you must decide whether you want to search the entire file in memory or just a portion. To search the entire file in memory, make sure no record on screen is "selected" (reversed) and choose *SEARCH*. To start a search at a particular point in the file, select (reverse) the record you want the search to start at and then choose *SEARCH*. Then you will be prompted to enter what you are searching for. Note: *SEARCH* is case-sensitive which means that if you are searching for "hello" and a record in memory is "Hello", it will not be found since the capitalization does not match. To the computer, these are two totally different letters. Once a record is found, you will be shown the record and asked if you want to continue the search.

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## The FILES menu:

In this menu there are eight selections: *DIR*, *LOAD*, *SAVE*, *NEW*, *PRINT*, *QUIT*, *SHELL*, and *PATH*. The *DIR* option will read the disk directory from the default drive and display it on screen. Use the up/down arrow keys to scroll through the files if there are more files than can be displayed. Also, if you are using a mouse, you can click on the very top line of the directory display window to scroll up, or click on the very bottom line of the directory display window to scroll down. To exit this option, press *ENTER* or click the mouse pointer outside the directory box.

*LOAD* is what you've used to load in the file named "Sample.check" earlier in this manual. You should still have it loaded and be trying the various functions described in this manual.

*SAVE* is the opposite of *LOAD*. If you have finished entering a new account in memory, or you have finished editing an existing account, you must *SAVE* it to disk in order to have it in tact later. To abort this operation, press *ESC* when you are prompted to enter a filename. After entering the filename, CheckBook+ will attempt to save it to the default disk drive. If the filename you provided already exists on the disk, you will be asked if you want to over-write the file, which you will want to do if you are updating/editing an existing file.

*NEW* is used to erase a file from memory. You will be asked whether or not you want to continue with the operation. Choosing "YES" will clear any account from memory. Choosing "NO" will abort this and return you to the main screen.

*PRINT* will send a formatted listing of the account currently in memory to your printer. There are many options you may



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choose from. You can even send your file to a disk for archive purposes. To send a file to a disk, use the "Change path" option in the "Print" function. Enter the new path like "/d0/output". If when using a printer, your printer is not "on-line" (not ready to receive data), you will be prompted with "PRINTER NOT ON-LINE." Choose "NO" to abort or "YES" once printer is on-line.

*QUIT* will exit the CheckBook+ program. Make sure you've saved any changes you may have made to any account in memory before quitting! When you select Quit, you will be asked if you are sure you want to quit in case Quit is chosen accidentally.

*SHELL* will open an OS-9 shell so you can access the system without exiting CheckBook+. To return back to CheckBook+, press *ESC*.

*PATH* changes the current drive/directory where CheckBook+ will look for checkbook files to load/save. For example, if you wanted to change over to drive /d1, you'd enter "/d1" at the path-prompt. This should also be used if you change data disks! If you are using /d0 to load files off of and then you swap a new disk into /d0, you should always use *PATH* to inform OS-9 of the change, or unpredictable results may occur.

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## The EDIT menu:

Many times you will only want to edit an existing account. In the edit menu there are seven options: *ENTER INFO*, *CUT*, *COPY*, *INSERT*, *APPEND*, *REPLACE*, and *EDIT CHECK*. Clicking on *ENTER INFO* will let you type in new checks/deposits which will be added to the end of any account currently in memory. If you want the check to be placed somewhere else in the file, use *ENTER INFO*, and then use one of the editing options below. When entering a new check, you will also be asked for the account code (*ACC*). This is a 3-character string which can be used to differentiate between checks going to Medical, Taxes, Business, Entertainment, Food, etc. Whatever you wish the 3-character code to mean. Later, using CheckUtil, you will learn how to graph your checking account, and one way is to base the information on the various account codes, to see what you spend the most money on.

Before going further, you must know how to "select" a record (check/deposit). For keyboard users, you must use the up/down arrows to get the check you want to edit at the top of the screen and then press *CTRL+S*. For mouse users, click anywhere on the check that you want to edit, no matter where it is on screen. The record will be reversed to indicate it is selected. Then you may use the following editing commands.

*CUT* is used to erase the currently selected record from memory. After doing so, the erased record is copied into a buffer called the "Clipboard." *COPY* will copy the currently selected record into the Clipboard, but unlike *CUT*, it will not erase the record from memory. *INSERT* will take the record stored in the Clipboard buffer and insert it before the currently selected record on screen. *APPEND* will copy the record stored in the Clipboard buffer to the end of the file in memory. *REPLACE* will replace the currently selected record on screen with the record stored in