



 High-Tech Adding-Up  
Numbers Software

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CK program and manual  
© 1987, 1988 Fernando Salazar

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*Welcome to CK*

## **Why Use CK?**

CK is a program that keeps simple, categorized accounts. CK is designed so that you (the user) can decide how to run things. Other checkbook or home-finance programs come with pre-made categories and budgets that you must use if you want to use the program. You have to enter starting balances for each of the categories, you have to “close out” each category every month. These approaches neglect the reason most people use these programs in the first place: they just want to know what the numbers add up to. If you have a complex set of finances, you may need a more complex program; but if just want to know what the balance is without having to waste time, CK is the program that can do it.

## **Using this Manual**

This manual is divided into ??? sections.

“Introduction to CK” explains the structure of the program, how it organizes and presents your information.

“Commands in CK” is a reference of all menu and keyboard commands CK responds to.

“CK Reports” explains the different ways CK can present account data.

## **Shareware**

CK is a “shareware” program. Since you have this manual, you (presumably) understand the meaning of shareware, how it’s distributed, registered, etc. But I’d like to take a moment to explain my view on why shareware is important.

If you want to sell computer software in the standard, commercial fashion, it’s nearly impossible to keep the price of your product low. To justify higher prices, programs are packed with more

features. More features mean more bugs, longer development time and a higher price to pay for it; and then more features, etc. Many commercial programs are great, essential even; but no room is left for *programs that do single jobs well*. This is what I've tried to design CK to do, and I think it's the kind of task shareware can do best.

Some people are predicting the "death" of Mac shareware. If such a thing does happen, we will all lose a valuable source of custom-made hit-the-nail-on-the-head applications. If you are a Mac user, test and circulate shareware, then register the programs you use; it's the best way to guarantee availability of "power-tools" for your Mac.

## Footnotes

This manual comes with footnotes. They really don't contain any information pertaining to CK. Working away on this manual, the first footnote suggested itself out of nowhere, and then there was no turning back; and, since there's no management team over me to look at my copy and declare "Salazar has decurgled his data-bus!", I get to leave 'em in the manual. They're supposed to be funny, but if they irritate you I guess you could snip of all the bottoms of the pages or something like that.

Also, my wife insists that I plainly state that there really is no Rotangus menu. But, I'm working on one.

## Installing CK

CK is a standard Macintosh™ application. It consists of two files: “CK2.0” and “CKhelp”. The first is the actual CK application; the second is a text-type file you can read from within CK by selecting “About CK...” from the Apple menu. If you are using a Macintosh™ with 800K disk drives only, you will probably want to create a new startup disk to use CK from. The steps for doing this are:

- In the Finder™, initialize a new disk. Name it “CK Disk” (or anything you want, really).
- Drag a copy of the System Folder from your current startup disk to the newly initialized disk.
- Drag a copy of the files CK and CKhelp onto the newly initialized disk.
- Put away the disk that contains the original copy of CK.

If you are using a hard disk, drag a copy of CK and CKhelp into an appropriate folder.

The file CKhelp is not necessary for the CK application to run; delete CKhelp if you want to save disk space. CK expects CKhelp to be in the same folder as it’s in. If the program can’t find CKhelp, it will display only the normal “About” information.

CK 2.0 requires at least a 512K Macintosh™ and System/Finder 4.1/5.5 or higher, and is MultiFinder™ compatible.

## CK Documents

CK creates two kinds of documents: Account documents and Report documents. Their respective icons are shown in fig ???.



Checkbook 87.1



Checkbook 87.1.Report

Fig ???: Account and Report Document Icons  
Account documents are files CK can create, open, close, save and save as. They contain two types of information: categories and entries. Entries are individual amounts entered in an account; categories define different classes of entry. For example, you

might create an account document to handle a checkbook that had the following categories: “Deposits”, “Checks”, “CASH” and “Bank Charges”. You would then record entries corresponding to the actual deposits made and checks written.

Report documents are text-type files that contain summaries of, and calculations on, information in an Account document. Once created, these documents cannot be opened by CK, but can be read and manipulated by text editors, word processors, spreadsheets and data bases.

The sections below give more detailed information about Categories and Entries.

### *Categories*

These are the different classes into which income and outgo are separated. The maximum number of categories you can have is about 32,000 , but practically that number is limited by available memory.

Each category contains the following information:

Name	Up to 16 characters.
Type	Either a credit or debit. For example, in a checkbook account, deposits are credits and checks are debits.
AutoPayee	This is an optional feature. An auto-payee is a text string of up to 90 characters. Say in your checkbook account you had a debit category named RENT. Since rent is always payed to the same person, it's a pain to have to type in the same name every time you make a rent entry. An auto-payee let's you specify some text to appear automatically for entries of that category.
Auto-Amt	This is similar to an auto-payee, but it's a dollar amount.
Auto-ON	This is flag value that can be toggled on and off. It determines if a category's auto-amount is used when an auto-payee is selected.
Budget-Amt	This represents the amount budgeted for a category for one month. It is used in calculating Budgets Reports. For example, if you have a debit category "Food", with \$200.00 entered for the Budget Amount, the Budget report will show how much above or below \$200 was entered in the category "Food" for every month of the report. (See the section "CK Reports").
Budget-ON	This is a flag value; when ON, it means the category will appear in a Budgets report. (See the section "CK Reports").

### *Entries*

Entries contain the actual amounts entered into a CK account. The maximum number for one account is about 32,000 , but again the practical maximum is limited by memory. An Account document containing 50 categories and 300 entries takes up about 56K.

Each entry contains the following information:

Payee	Who (or what) the entry is to or from. This can be filled in with a category's auto-payee.
Check Number	An optional number for your convenience. This could be the check numbers in your checkbook, or anything you wish. The maximum value is 9999.
Date	Every entry must have a date. It's format is MM/DD/YY; or it is in the USA. The actual order CK uses is specified by the INTL resource in your System File.
Amount	Every entry must have an amount. The maximum amount for a single entry is \$999,999.99 .
Category	Every entry must belong to a category. It is the category that determines whether an entry's amount is added to, or subtracted from, the current balance.

Non-Taxable/ Deductible	This is a flag value. When on, it marks credit entries as “non-taxable” income and debit entries as “deductible” expense. This flag is used when creating Tax Reports.(See the section “CK Reports”).
Memo	This is an optional text field for your own use. Its maximum length is 45 characters.

Entries also have two attributes:

- Posted** CK displays two balance amounts: the total balance, and the posted balance. The total balance is the absolute sum of all entries in the document; the posted balance is the sum of entries specifically posted in the account.
- Locked** Entries can be locked or un-locked. Locked entries cannot be modified in any way, until they are un-locked.

*CK Windows*

You observe and work with a CK document in a window. CK windows are opened using the FILE menu commands (New) and (Open), to start new documents and open old ones, respectively. A single document can only be open in one window at a time. A CK window displays different types of information about your document. This information includes:

Number of Categories	Number of Entries	Number of Entries
Posted	Number of Entries	Unposted
Total	Balance	Posted
Debits	Total Credits	Total
Entries per Category	Entries Posted	per Category
Total in Category	Amount Posted	in Category

At the bottom of a CK window is an information line. Figure ??? shows an example. This displays the following: free memory in your Mac, size of the window's document, account balance total, and account balance posted.

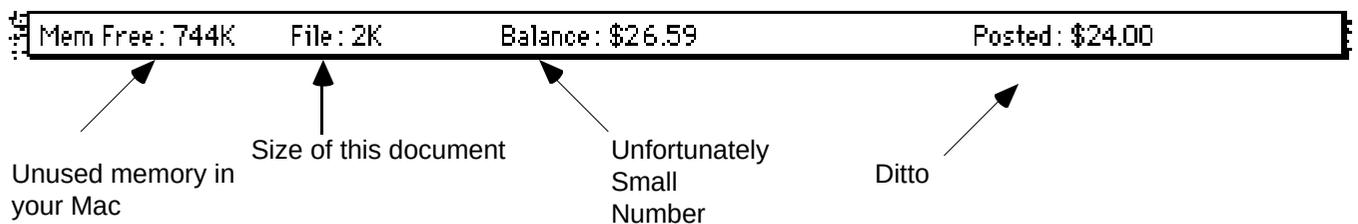


Figure ???: CK Window Info Line

A single CK window offers 4 views of your document. Each view corresponds to a different set of information on, or tasks pertaining to, your document. The different views can be selected by clicking the cursor in the icon palette at the left of the window (see fig ???), or by selecting the name of the view from the COMMAND menu. No matter what view is currently selected, the bottom info-line shows the same information.

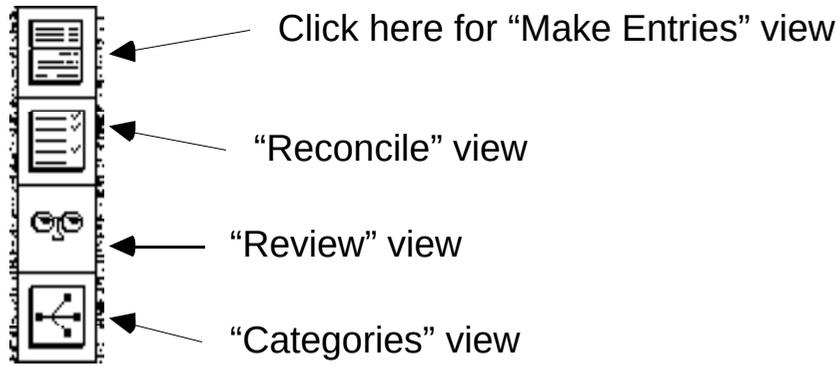


Figure ??? : CK Window Palette

Although CK Windows have no grow box, they do have a “zoom box” (at the right of the window title bar). Clicking on this box toggles a CK window between full size and a tiled size. CK allows up to four CK windows open at once; by using the zoom box, you can have up to 4 accounts on the desktop at once. Figure ??? shows a desktop with 4 tiled CK windows.

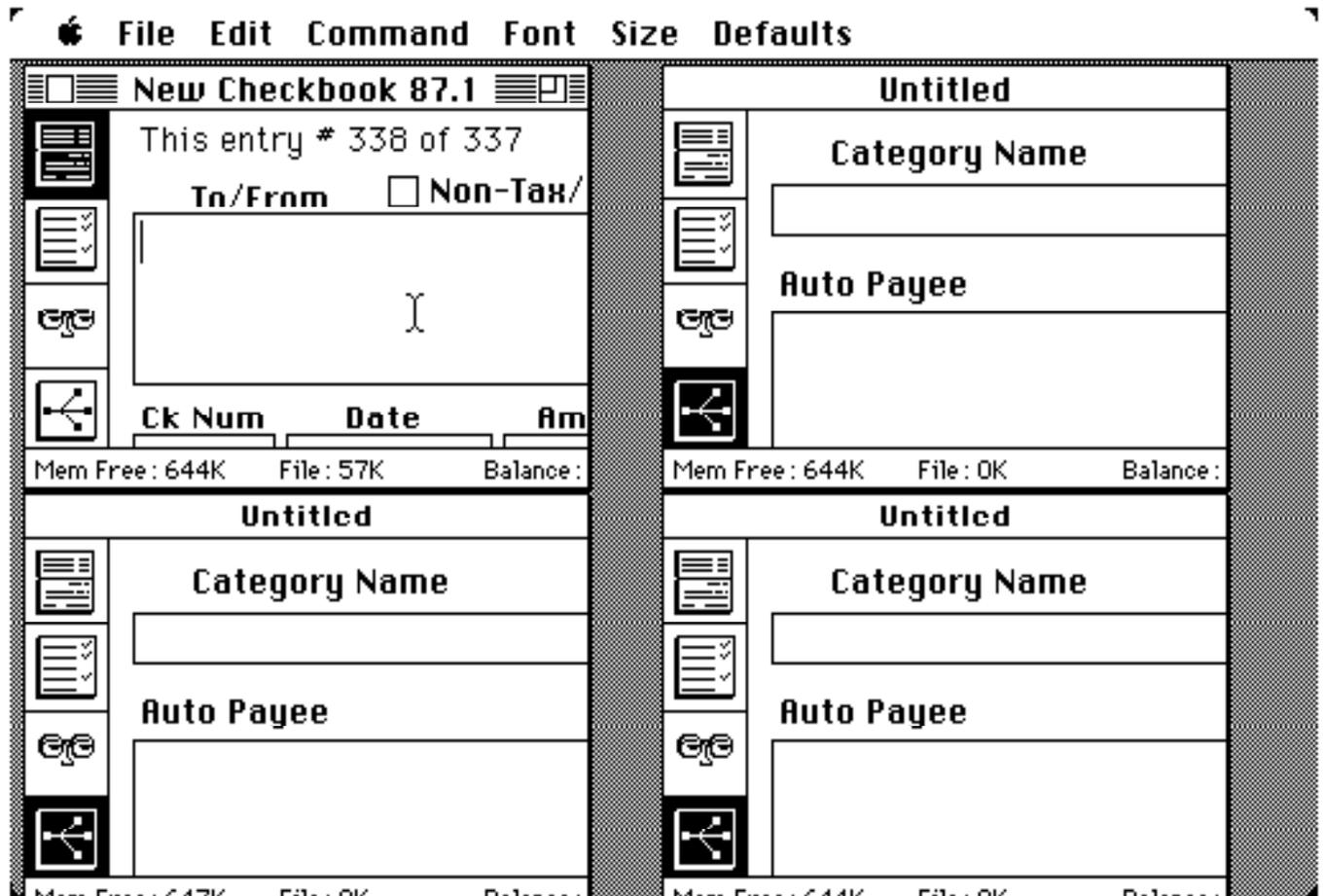


Figure ???: Tiled CK Windows

The sections below describe the different views of a CK window.

## Make Entries

This view is where entries are added to a document, and where existing entries are edited. Fig. ??? shows an example. The five labeled rectangles are where the different fields of information in an entry are entered or edited. At the right of the window is a list of all available categories. The scroll-bar to the left of the category list scrolls through the entries in the account; as you use the scroll-bar, the input fields are filled in with the information in each entry.

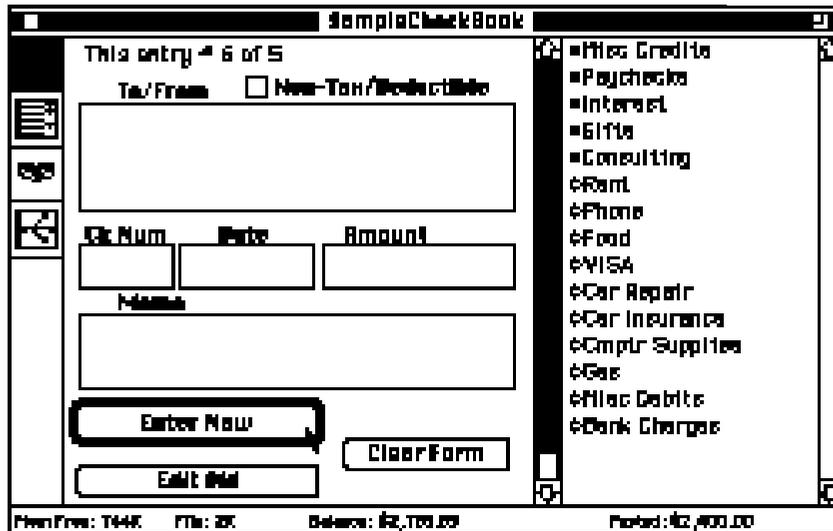
The three buttons at the bottom of the window are labeled “Enter New”, “Edit Old” and “Clear Form”. “Enter New” and “Edit Old” are self-explanatory; either one is “dimmed” if that action is not appropriate. “Clear Form” clears the input fields to blanks and automatically scrolls to the end of your entries, preparing you to make new entries. Using the “Clear Form” button NEVER deletes data!



This shows your current position in the list of entries; in this case, at the very end, ready to make new entries.

This checkbox sets tax status for each entry.

This scroll bar moves through all entries.



Category list

Figure ??? : Make Entries view

## Reconcile

The Reconcile view shows entries in a scrollable list. An example is shown in fig. ???. This is where you reconcile the balance CK reports for your account and an actual balance reported, for example, by your bank. In this view you may modify the “Posted” and “Locked” status of entries. This done by selecting the appropriate commands from the COMMAND menu. These commands apply to entries you have selected. An entry is selected by clicking on it with the cursor. You may select a range of entries by selecting the first by clicking, the selecting the last by shift-clicking. Selected entries show in inverse video. All the entries in your document may be selected with the EDIT menu command (Select All).

SampleCheckBook			
Balance Total:	\$2,311.00	Entries Total:	16
Balance Posted:	\$2,303.00	Entries Posted:	2
Remaining:	\$140.00	Remaining:	14
1 Personal Finance	2/26/88	\$\$\$	<input type="checkbox"/>
non-taxable		(\$88.00)	
Car Repair			<input type="checkbox"/>
Comptel	2/26/88	\$\$\$	<input checked="" type="checkbox"/>
		(\$24.96)	
Exp. Supplies			<input type="checkbox"/>
Kohl's Food	2/26/88	\$\$\$	<input type="checkbox"/>
		(\$30.00)	
WISA			<input checked="" type="checkbox"/>
Comptel	2/26/88	\$\$\$	<input type="checkbox"/>
		(\$99.96)	
Cricket Draw			<input type="checkbox"/>
Exp. Supplies			<input type="checkbox"/>
Trans. Tapes, Small Business and My World, After exp.	2/27/88	---	<input type="checkbox"/>
		\$100.00	
Bank charges			<input type="checkbox"/>
		Crediting	
Print Prev: 100%    Pts: 45    Balance: \$2,311.00    Posted: \$2,303.00			

Indicates this entry posted.

Indicates this entry locked.

Indicates non-taxable/deductible flag ON for these entries.

Figure ????: Reconcile view

## Review

This view gives a quick summary of account data; an example is shown in fig. ??? Information displayed includes total credits, total debits. For each category, the number of entries, the number of entries posted, the total amount, and the amount posted are displayed.

Category	# entries	# posted	\$ total	\$ posted
New Credits	1	1	\$3,200.00	\$3,200.00
Paychecks	1	0	\$900.00	\$0.00
Interest	0	0	\$0.00	\$0.00
Gifts	0	0	\$0.00	\$0.00
Consulting	0	0	\$0.00	\$0.00
Rent	1	0	\$400.00	\$0.00
Phone	1	0	\$13.41	\$0.00
Fuel	1	0	\$24.28	\$0.00
VISA	0	0	\$0.00	\$0.00
Car Repair	0	0	\$0.00	\$0.00
Car Insurance	0	0	\$0.00	\$0.00
Grocery Supplies	0	0	\$0.00	\$0.00
Auto	0	0	\$0.00	\$0.00
Other Debits	0	0	\$0.00	\$0.00

Line of helpful info.

Figure ???: Review view

## Categories

The Categories view is where CK categories are created and edited. Fig. ??? shows an example. The three buttons at the bottom of this view are labeled “Add New”, “Change Old” and “Clear Form”. Their functions are analogous to the buttons in the Make Entries view. Remember - using the “Clear Form” button NEVER deletes data! The two radio buttons labeled “Credit” and “Debit” show the type of a category. They correspond to plus and minus, income and outgo, deposits and withdrawals. When you make new entries, you never type a minus or a plus with the amount; the category you select determines if the amount is recorded as plus or minus. The check-boxes labeled “Auto ON” and “Budget ON” correspond to the Auto-ON and Budget-ON attributes of a category.

Type of category.

Category Name   Credit  Debit

Date Range

Date Start:   Date End:

Date Start:   Date End:

**Add New**

- Misc Credits
- Purchase
- Interest
- Gifts
- Consulting
- Rent
- Phone
- Food
- VISA
- Car Repair
- Car Insurance
- Compt. Supplies
- Gas
- Misc Loans
- Bank Charges

New Fees: 1234.00    Fees: 567.00    Balance: 62,123.00    Paid: 42,400.00

Category list.

Figure ??? : Categories view

# Commands in CK

## Menu Commands

All of the CK menus are shown below:

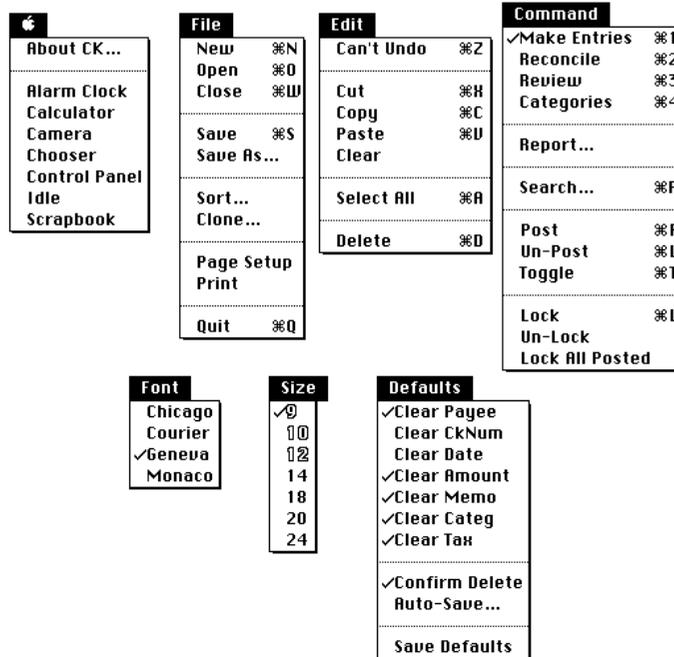


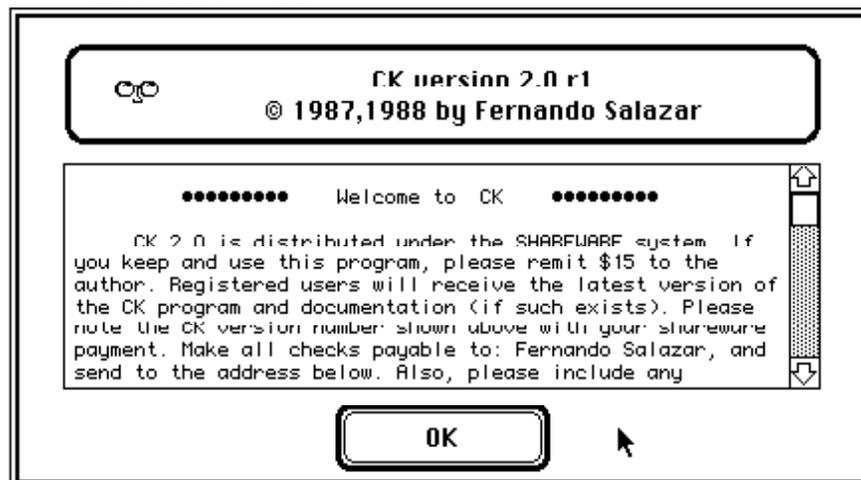
Figure ???: CK Menus

### □ Menu:

About CK...

This command displays the dialog box shown in figure ???. This dialog shows the version number of the copy of CK that you are using, and a scrolling message that tells about CK's shareware licensing. Also, a help file can be read. The help file is a TEXT-type file; it must be named "CKhelp" and must be in the same folder as the CK application.

Desk Accessories CK supports standard Macintosh desk accessories.



## Figure ????: CK About Box

### **File Menu:**

- |       |   |
|-------|---|
| New   | Creates a new CK window named “Untitled”. This new window has no categories and no entries. The window appears in the Categories view.                  |
| Open  | Opens a previously saved CK Account document. The window appears in Make Entries view.  |
| Close | Close the front-most window. If the window is a CK window or a Report window that has not been saved, you are asked if you wish to save before closing. |

## Save

Save an Account document to disk. If no changes have been made since the last save, this command does nothing. CK saves a document by creating a new copy of its file, then deleting the old. If there is not enough space on disk to create this new copy, CK will display the alert box shown in fig.???. If you select “OK”, CK will delete the current file to make room for the new version. There is a slight chance of losing the file, however (if for example, your document had more than doubled in size since the last save). It’s recommended that if you see this alert message, that you chose “Cancel” and then “Save As” to a new disk. This command is NOT activated for Report documents.



Figure ???: Space Low on Disk Save Alert

## Save As

Save an Account or Report document under a new name. For a newly-created Account document, you must use “Save As” before you can Save.

## Clone

This creates a copy of an Account document. The new copy has the same categories as the original document, but NO entries. This is useful for starting a new year or quarter for an account.

## Sort (Entries)

### or (Categories)

This command is active only when a CK window is frontmost. When the window is in “Make Entries” or “Reconcile” view, the command reads “Sort Entries”; in “Review” or “Categories” view the command reads “Sort Categories”. Categories and Entries in an Account document have an order - the order you see them in their various lists. This order is initially the order you add categories and entries to the account. The Sort command let’s you change the order of Entries or Categories in several

ways. For example, entries you make in an account will rarely be made in exact date order; with the Sort command you can correctly order your entries by date. Figures ??? and ??? show the Sort Entries and Sort Categories setup dialogs. Each operation requires selecting between 1 and 3 keys - the criteria your data will be sorted on. If, for example, in the Sort Entries dialog you choose Date, Category, Amount as the three sort keys, your entries will be sorted in date order, earliest to latest; entries on the same date are sorted by category; those with the same date and category are sorted by amount

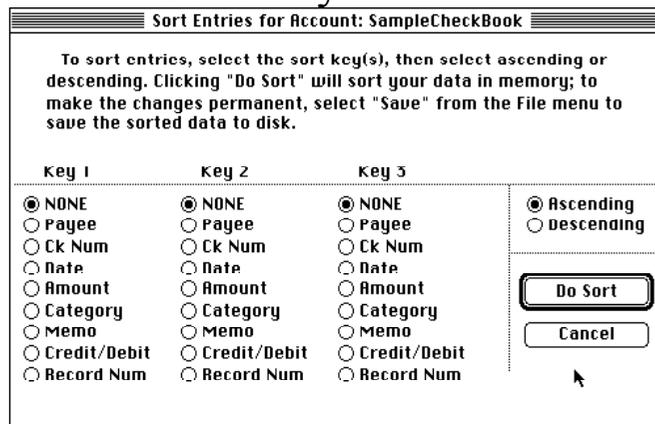


Figure ???: Sort Entries setup dialog

Choosing “Descending” reverses the direction of the sort - i.e., later dates are put first, etc. Most of the sort keys are self explanatory. The key “Record Num” is an option in the Sort Entries dialog. Each Entry contains a Record Num: this is a unique number that indicates the order entries were ORIGINALLY made in. Sorting by Record Num reconstructs the order your entries were made in. Below is a table explaining the different sort keys for entries:

- Payee: Alphabetical on Payee field
- Ck Num: From lower to higher ck nums.  
Entries with “---” in the ck num field are put before all others.
- Date: Earlier to later dates.
- Amount: From lesser to greater, on the *absolute value* of the Amount field; i.e., a debit of \$10 and a credit of \$10 are considered equal.
- Category: By category, according to current order of categories.
- Memo: Alphabetical on Memo field.
- Credit/Debit: Credit entries come before debits.
- Record Num: Original order entries were made.

The “Sort Categories” command functions in the same way as Sorting Entries. This command allows you to rearrange the Categories in their lists, so that selecting them (e.g., as in “Make Entries”) is easier. For example, sorting categories by name makes your list alphabetical. This feature is most useful when you have more categories than can be seen at once; sometimes you forget exactly where in the list a particular category is. Sorting the category lists the way you wish makes them easier to find.

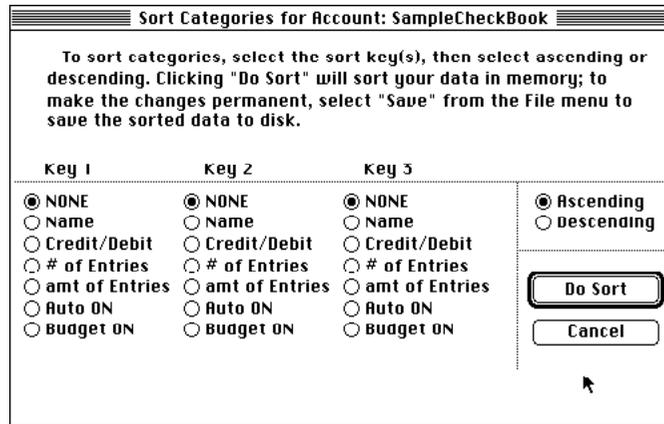


Figure ????: Sort Categories setup dialog

Below is a table explaining the different sort keys for categories:

- Name: Alphabetical by category name.
- Credit/Debit: Credit categories are put before debits.
- # of Entries: Categories which have more entries recorded are put before those with less.
- amt of Entries: Categories with a greater *absolute amount* recorded are put before those with less.
- Auto ON: Categories with this field set ON are put before those with it set off.
- Budget ON: Categories with this field set ON are put before those with it set off.

Page Setup  
Print

This is the standard Macintosh command.  
This allows you to print a CK Report. It works in the standard fashion. Also, you may print from the “Make Entries” view of a CK window. In the Print-Job dialog that appears, the “From Page” and “To Page” values apply to your entries. For example, if your document contains 76 entries, use the values “From page 76” and

“To page 76” to print the last entry. This is really helpful only if you have a custom PREC resource that puts a page size the size of one entry in the Page Setup dialog; otherwise, each entry will take up a whole page of whatever size you select. This feature is not “official” and may not be supported in future versions of CK.

**Quit** Leave CK. Any open windows that remain are closed, offering the option to Save any changes that have not yet been saved.

### **Edit Menu:**

**Undo** CK allows you to Undo certain operations. These are: Add a new Entry or Category, Edit an Entry or Category, Delete an Entry or Category. If it is possible to Undo an operation the Undo menu item changes to indicate it; see fig. ??? for an example. If you select Undo, Undo changes to Redo. If you wish to Undo an operation, do it quickly! Changing views, using controls, and most menu commands reset Undo to “Can’t Undo”.

**Cut, Copy, Paste, Clear** These behave according to Macintosh standards. CK uses only TEXT-type Clipboard data. Text can be selected in any input field and any of these operations applied. Note that CK constrains what and how many characters may be typed into the different fields; for example, letter-characters cannot be entered into an “Amount” field. These constraints also apply to the Edit commands. If you try to paste inappropriate text into a field, CK will sound a beep to signal it cannot paste the clipboard into the current field..

**Select All** This command is only active in the “Reconcile” view. It selects all entries at once.

**Delete (Entry) or (Category)** In the “Make Entries” view, this command reads “Delete Entry”; in the “Categories” view, it reads

“Delete Category”. To delete an entry, first scroll to it as if to edit; to delete a category, double-click on the category name to edit it. Then select this menu item; if the “Confirm Deletes” item is checked in the Defaults menu, you will see a dialog asking you to verify the delete. Only categories with no entries ascribed can be deleted.

### **Command Menu:**

Make Entries,  
Reconcile,  
Review,  
Categories

These select and indicate the view for the active window. Using these commands has the same effect as using the icon palette.

Report

This command allows you to generate a report on a CK document. Reports are covered in their own section, “CK Reports”.

Search

This command displays the search dialog; an example is shown in fig. ????. This dialog is only active in the “Make Entries” and “Reconcile” views. This dialog lets you search for any entry in a document. You can search for specific text, amounts, dates, or check number. You can also specify to search for entries that are posted, un-posted, or to search for all entries. The text-search mode has some extra features. First, searching for the “null” string (nothing typed in the find-what box) always finds the next entry; by doing this kind of search while using the posted/un-posted buttons, you can find the next posted or un-posted entry. Also, typing the name of a category for a text search finds entries of that category; the category name must be typed exactly, including capitals.

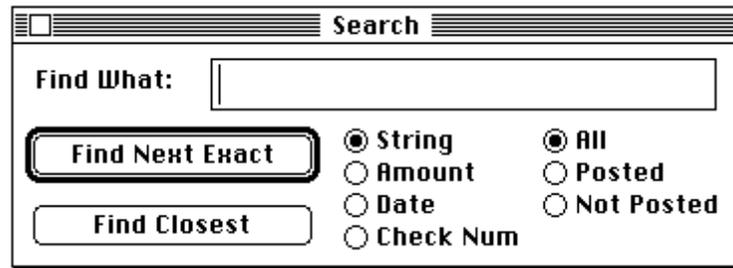


Figure ????: Search Dialog

Post,  
Un-Post,  
Toggle

These commands are active only in the Reconcile view. They affect only entries currently selected. Post and Un-Post either add or subtract an entry from Total Posted entries. Posting entries already posted has no effect; likewise with Un-Posting. Toggle reverses the Posted/Un-Posted status of entries.

Lock,  
Un-Lock,  
Lock All Posted

These commands (amazingly!) Lock and Un-Lock entries. A Locked entry cannot have anything about it modified!

### Rotangus Menu

Send for Radio Boy This menu command should be invoked when Rotangus, the Radioactive Cheese-Beast, attacks Tokyo

### Font Menu

All fonts currently installed are displayed. Selecting a font while a CK window is active makes that the font used by all input fields; selecting a font while a report window is active displays the report in that font.

### Size Menu

This menu affects only report windows. The size of text in input fields cannot be changed.

### Defaults Menu

Clear Payee  
Clear CkNum,  
Clear Date,

Clear Amount,  
Clear Memo,  
Clear Categ,  
Clear Tax

Selecting these commands toggles them back and forth. When one is active (indicated by a checkmark) then the corresponding input field (or, in the case of Clear Tax, checkbox) is cleared when a new entry is entered. Depending on how you prefer to use CK, you may wish to clear some fields, but leave others alone. Note that the CkNum field increments itself by one whenever you enter an entry, if that field contains a number value and “Clear CkNum” is not active.

Confirm Delete

Deactivating this removes the confirming dialog that appears when deleting a category or entry.

Auto-Save

If this feature is active, CK will do a “Save” every time you have entered the specified number of entries.

Save Defaults

This saves the settings you have chosen for the Defaults menu. Note that these settings belong to the CK application, not to individual documents.

## Window Commands

This sections describes commands involving CK windows, i.e. buttons, lists, double-clicking, shift-clicking. Where applicable, keyboard equivalents are noted.

*Make Entries View*

Enter New

Clicking on this button adds a new entry to the document. The information contained in the new entry is taken from the input fields seen in this view; the entries category is the one currently

highlighted.	If the information is incomplete, highlights appear indicating what information is missing. Pressing the ENTER key in this view has the same effect.
Edit Old	Clicking on this button changes the entry whose number is shown at the top to what is currently shown in the input fields.
Clear Form	Clears all input fields to blanks and moves to the end of the list of entries, activating “Enter New” and de-activating “Edit Old”. This button never changes or deletes data.
Entries Scrollbar	This scrollbar moves you through the list of entries. Anytime the scrollbar is not at the “bottom” (i.e., the end of all entries) Edit Old becomes active and Enter New inactive.
Tab	Pressing the TAB key moves the cursor down and to the right to the next input field. Shift-TAB moves in the reverse direction.
Categories Scrollbar	This scrolls the categories list, allowing you to view and select from all categories.
Categories List	Single clicking on a category will select that category for the current entry. Double-clicking on a category selects it AND inserts the categories Auto-Payee into the Payee field. Pressing the \ (reverse slash) key also activates the Auto-Payee, if there is a category currently selected.
Space Bar	Pressing the Space Bar causes special effects when the cursor is in certain input fields <ul style="list-style-type: none"> <li>• When the cursor is in the CkNum field, the last ck num used PLUS 1 is entered into the field.</li> <li>• When the cursor is in the Date field, today’s date is entered; pressing OPTION-SpaceBar enters the last date you used that <i>does not equal</i> today.</li> <li>• When the cursor is in the Payee or Memo field, pressing the space bar just enters a space; spaces are not allowed in the Amounts field.</li> </ul>
Dash (-) key	When the cursor is in the CkNum field, pressing this key fills the field with dashes (“---”). This is for entries that have no CkNum.
Amount field	The Amount field will process a simple calculation; it can perform one addition, subtraction, multiplication or integer division. For example, if you type “0.75*4” into this field, and then click on “Enter New”, the Amount of the new entry will equal \$3.00. After you enter the entry, the calculation is not retained, only the answer. An Important Note: In a calculation, the first half of the expression will be read as a dollars value; e.g., 75 becomes \$75.00. The second half is read as a cents value; e.g., 3 becomes \$0.03. Then, all calculations are done with CENTS amounts. So typing “75*4” gives an answer of \$300.00 (7,500¢ * 4¢), while typing “75*0.4” gives an answer of \$3000.00 (7,500¢ * 40¢).
Non-Tax/ Deductible	This checkbox represents the non-taxable/deductible status of an entry. Checking the box flags that entry as non-taxable income (for credit categories) or deductible expense ( for debit

categories). See the section on CK Reports, below, for more information.

*Reconcile View*

Scrollbar

The scrollbar in this view scrolls the entries display.

Single-clicking

Single-clicking the cursor on an entry selects that entry and de-selects all others.

Double-clicking

Double-clicking on an entry has the same effect as the Toggle command on that entry.

Shift-clicking

Shift-clicking allows you to extend the current selection range. For example, to select a range of entries, single-click on the first, then shift-single-click on the last.

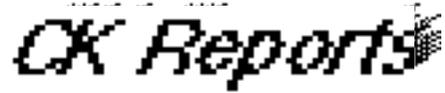
*Review View*

Scrollbar

This scrolls the category summary information, if there is more than a page of categories.

*Categories View*

Add New	This adds a new category to your account document. The information for the category is taken from the displayed input fields. In this view, pressing the ENTER key has the same effect.
Change Old	If this button is active, it indicates a category is selected for editing. Clicking on this button replaces the old category information with that currently shown.
Clear Form	This clears all input fields to blanks, deactivates editing mode and activates add-new mode. This button never changes or deletes data.
Credit/Debit Buttons	These show what type of category is being added or edited. To add a new category, select the type for that category. When a category is being edited, these buttons show the type, but do not allow you to change it.
Auto ON	This checkbox indicates if the Auto-Amount for a category is active. This button can be used during editing.
Budget ON	This checkbox indicates if a category is selected to appear on Budget reports. This button can be used during editing.
Categories Scrollbar	Has the same function as in Make Entries.
Categories List	Double-clicking on a category activates that category for editing.



*Introduction*

CK let's you generate Reports on its documents. Reports display summaries and analysis of Account information.

CK offers the following types of reports:

- Entries Reports: Unsorted, Sorted, or Running
- Categories Reports
- Budget Reports
- Tax Reports

Reports are generated by selecting the “Report...” menu item from the Command menu. A setup dialog is displayed; an example is shown in figure ???. Click on a radio button to select a report option. In the box labelled “Report Type” you choose a type from of the seven types listed above.

In the box labelled “On Categories”, you select if the report should be on all the categories in your account, or only those you select. If you choose “Those Selected”, highlight the categories you want to report on. Shift-click to select a range; command-click to select separated categories.

In the box labelled “On Entries”, you select (by posted and locked status) what entries the report will cover.

Finally, in the “Report Covers” box, you can choose to report on the entire account, or on entries that fall between two dates, two ck nums, or two entry numbers (this refers to the current order of entries in the account, i.e., in an account of 75 entries, entry number 1 is the first, 75 the last).

Choosing “Tab Delimited” is explained below, in the sections on the different formats.

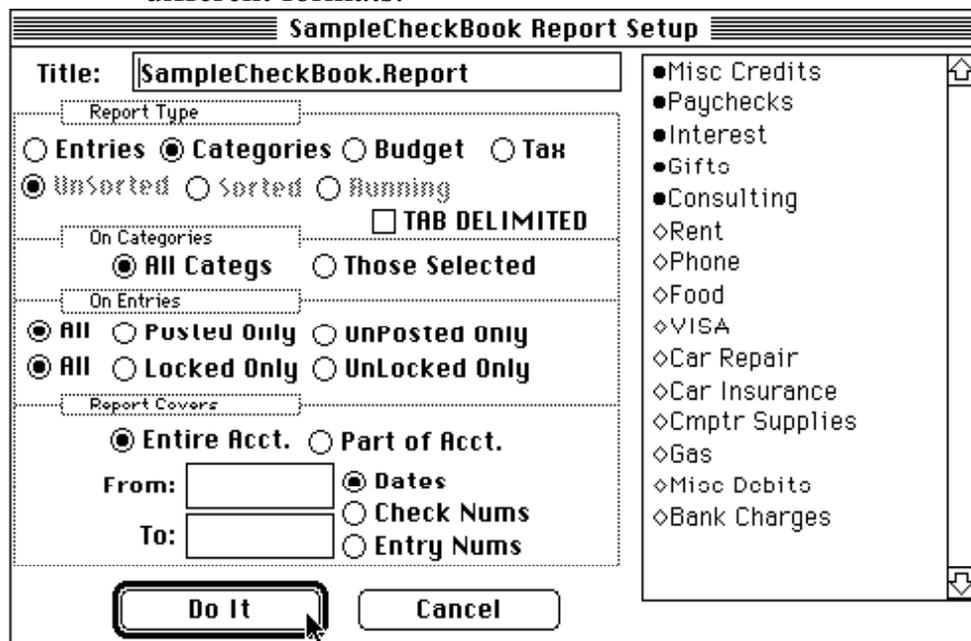


Figure ???: Report setup dialog

When you have the report parameters the way you want, click “Do It” to generate the report, or “Cancel” to back out.

All reports begin with a header that gives information about how the report was generated. An example:

Report Title: Unsorted Entries

CK Entries listing of Tuesday, February 9, 1988

Entire Account

All Entries

All Categories

-----  
 Entries and Categories reports end with a conclusion, showing some report totals:  
 -----

Total Credits this report:	\$49,255.86
Total Debits this report:	-\$48,356.89
Total:	\$898.97

Note that these totals are for the report ONLY - they are not the actual totals in your account!  
 The sections below explain the individual report formats.

## Entries Reports

Entries reports are listings of entries. They come in three types: Unsorted, Sorted, and Running. An Unsorted Entries report lists entries in their current order; an example is shown below:

Report Title: Unsorted Entries

CK Entries listing of Tuesday, February 9, 1988  
 Entire Account  
 All Entries  
 All Categories  
 -----

----	1/1/87	Misc Credit	Taxable	\$24,676.86
STARTING BALANCE				
----	1/3/87	Misc Credit	Taxable	\$12.00
from Warren for disks				
845	1/3/87	Misc Debit	Non-Deductible	(\$77.07)
W. Bell Co. toaster oven, wristwatch				
846	1/3/87	Misc Debit	Non-Deductible	(\$470.00)
The Loft Bed Store deposit on furniture				

In a Sorted Entries report, entries are sorted by category. An example:

Report Title: Sorted Entries

CK Entries listing of Tuesday, February 9, 1988  
 Entire Account  
 All Entries  
 All Categories  
 -----

-----Paychecks-----				
----	1/31/87	Taxable		\$484.09
Rotangus Snack Corp. first paycheck!				
----	2/18/87	Taxable		\$878.23
Rotangus Snack Corp.				

----	3/2/87	Taxable	\$824.31
Rotangus Snack Corp.			

----	3/17/87	Taxable	\$878.23
Rotangus Snack Corp.			

Subtotal this category:			\$3,064.86
-----			
-----Cmptr Supplies-----			
851	1/5/87	Non-Deductible	(\$99.00)
Microsoft WORD 3.0 update			
890	3/27/87	Non-Deductible	(\$25.00)
Cricket Software tech notes subscription			
908	5/13/87	Non-Deductible	(\$21.00)
MACazine subscription renewal			
907	5/13/87	Non-Deductible	(\$15.00)
MacWorld subscription			
Subtotal this category:			(\$160.00)
-----			

Note that the category name is omitted from each entry listing; since it appears in the heading for each group of entries, it's not needed for each individual entry. Finally, a Running Entries report shows a balance after each entry. An example:

Report Title: New Checkbook 87.1.Report

CK Entries listing of Tuesday, February 9, 1988  
Entire Account  
All Entries  
All Categories

----	1/1/87	Misc Credit	\$0.00
		STARTING BALANCE	\$24,676.86
			-----
			\$24,676.86
----	1/3/87	Misc Credit	\$12.00
		from Warren Little for disks	-----
			\$24,688.86
845	1/3/87	Misc Debit	-\$77.07
		W. Bell Co. toaster oven, wristwatch	-----
			\$24,611.79
846	1/3/87	Misc Debit	-\$470.00
		The Loft Bed Store deposit on furniture	-----
			\$24,141.79
----	1/3/87	Kim Consulting	\$413.51
		Kim temporary	-----
			\$24,555.30
847	1/5/87	Phone	-\$52.31

In the Running Entries report, each entry gets three lines: the first line includes the check num, date, category and amount; the second contains the payee and the divider line; the third contains the memo and the new balance.

**Tab Delimited Entries Reports**

The Report setup dialog (see fig ???) includes a checkbox labeled "Tab Delimited". Checking this option creates a report specially formatted for exporting data to a spreadsheet or data base. This option affects sorted and unsorted entries reports, and categories reports *only*. A Tab Delimited Entries report has the following format:

(1) The descriptive header at the beginning of the report is omitted; it is replaced by a fields list. For an entries report, this list is:

CheckNum    Date    Categ Name    Tax Info    Categ#    Amount    Payee    Memo [return]

The field names are separated by [tab] characters.

(2) Each entry is on a single line, ending with a return character. An example is shown below:

```

---- 1/31/87 Paychecks      Taxable  1      $484.09  Rotangus Snack Corp. first paycheck!
---- 2/18/87 Paychecks      Taxable  1      $878.23  Rotangus Snack Corp.
---- 3/2/87  Paychecks      Taxable  1      $824.31  Rotangus Snack Corp.
---- 3/17/87 Paychecks      Taxable  1      $878.23  Rotangus Snack Corp.
---- 1/1/87  Misc Credit   Taxable  2      $24,676.86  STARTING BALANCE
---- 1/3/87  Misc Credit   Taxable  2      $12.00    from Warren      for disks
---- 1/31/87 Misc Credit   Taxable  2      $3.50    from Rick        magazine
---- 2/18/87 Misc Credit   Taxable  2      $26.39    Rotangus Snack Corp. reimbursement
    
```

The "categ#" of each entry refers to the number of that entry's category in your category lists. When exporting data to another program, the categ# can simplify using the exported data.

## Categories Reports

A Categories report shows totals for each category. An example is shown below:

Report Title: SampleCheckBook.Report

CK Category summary of Tuesday, February 16, 1988

Entire Account

All Entries

All Categories

```

-----
Category Name      # entries   total      % of credits  % of debits  % debit/credit

Misc Credits       1           $2,400.00  75.000%
Paychecks          1           $800.00    25.000%
Interest           0           $0.00      0.000%
Gifts              0           $0.00      0.000%
Consulting         0           $0.00      0.000%
Rent               2          ($800.00)  78.607%      25.000%
Phone              1          ($19.18)  1.885%      0.599%
Food               1          ($24.23)  2.381%      0.757%
VISA               1          ($50.00)  4.913%      1.562%
Car Repair         1          ($89.36)  8.780%      2.792%
Car Insurance      0           ($0.00)   0.000%      0.000%
Cmptr Supplies    1          ($34.95)  3.434%      1.092%
Gas                0           ($0.00)   0.000%      0.000%
Misc Debits        0           ($0.00)   0.000%      0.000%
Bank Charges       0           ($0.00)   0.000%      0.000%
    
```

```

-----
Total Credits this report:      $3,200.00
Total Debits this report:     -$1,017.72
Total:                          $2,182.28
    
```

In addition to totals, some calculations are included. For credit categories, the "% of credits" column shows what per cent of total credits in that report are represented by that category. In the example above, the "Misc Credits" category accounted for 25% of all credits. Debit categories have two extra columns. The first "% of debits" is similar to the "% of credits" column for credit categories. The "% debit/credit" column shows what per cent of total credits for that report is represented by that debit category. In the above example, there were \$3,200.00 credits total. The "VISA" category had a total of \$50.00; the "% debit/credit" column for VISA shows 4.913%, or \$50/\$3200 times 100. This value lets you see what proportion of income goes out into different debit categories.

Categories reports can be generated in "Tab Delimited" format. Checking this option causes the report header to be omitted. The first line of the report is then a fields list separated by tabs:

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Category Name	# entries	total	% of credits	% of debits	% debit/credit [ <b>return</b> ]
---------------	-----------	-------	--------------	-------------	----------------------------------

## Budget Reports

A Budget report let's you compare the amount you "budget" for a category, and how much was actually entered in that category. You enter the amount you'd like to spend (or receive) in a category's Budget Amt field. This represents an amount budgeted for one month. Also, activate the "Budget ON" flag; only categories with this flag set appear in Budget reports. The monthly total's for each category are calculated, and compared to their Budget Amts. An example Budget report is shown below:

Report Title: SampleCheckBook.Report

CK Budget Report of Tuesday, February 16, 1988

Account from date 1/1/88 to 2/28/88

All Entries

All Categories

January, 88		amt total	amt budgeted	% over
Phone	(\$23.21)	(\$25.00)		-7.160%
Food	(\$181.49)	(\$200.00)		-9.255%
VISA	(\$366.54)	(\$300.00)		22.180%
Car Repair	(\$0.00)	(\$50.00)		-100.000%
Cmptr Supplies	(\$0.00)	(\$100.00)		-100.000%
Gas	(\$0.00)	(\$50.00)		-100.000%
	-\$571.24	-\$725.00		-21.208%
February, 88		amt total	amt budgeted	% over
Phone	(\$19.18)	(\$25.00)		-23.280%
Food	(\$24.23)	(\$200.00)		-87.885%
VISA	(\$50.00)	(\$300.00)		-83.333%
Car Repair	(\$89.36)	(\$50.00)		78.720%
Cmptr Supplies	(\$134.90)	(\$100.00)		34.900%
Gas	(\$0.00)	(\$50.00)		-100.000%
	-\$317.67	-\$725.00		-56.183%
Report Totals		amt total	amt budgeted	% over
Phone	(\$42.39)	(\$50.00)		-15.220%
Food	(\$205.72)	(\$400.00)		-48.570%
VISA	(\$416.54)	(\$600.00)		-30.577%
Car Repair	(\$89.36)	(\$100.00)		-10.640%
Cmptr Supplies	(\$134.90)	(\$200.00)		-32.550%
Gas	(\$0.00)	(\$100.00)		-100.000%
	-\$888.91	-\$1,450.00		-38.696%

A negative "% over" value means that you were under budget for that category and month.

## Tax Reports

Tax reports show category totals divided into taxable/non-taxable income (for credit categories), or non-deductible/deductible expense (for debit

categories). This report uses the non-taxable/deductible flag that is set for each entry in the “Make Entries” view. Setting this flag (i.e., checking the “Non-Tax/Deductible checkbox in the “Make Entries” view) causes that entry to. An example Tax report is shown below:

Report Title: SampleCheckBook.Report

CK Tax Report of Tuesday, February 16, 1988  
 Entire Account  
 All Entries  
 Selected Categories  
 -----

Category	# entries	total
Paychecks	1	\$800.00
Taxable	1	\$800.00
Non-Taxable	0	\$0.00
Consulting	1	\$999.99
Taxable	0	\$0.00
Non-Taxable	1	\$999.99
Cmptr Supplies	2	\$134.90
Non-Deductible	1	\$34.95
Deductible	1	\$99.95
Report Totals	4	\$1,665.09
Taxable	1	\$800.00
Non-Taxable	1	\$999.99
Non-Deductible	1	\$34.95
Deductible	1	\$99.95