

DoneSimply
BUDGET/PROJECT
New Open Copy Delete Rename Find F1 Help Esc Exit

New/Open/Copy/Delete/Rename file
Find by word(s)/character(s) of the filename

DoneSimply
SAMPLE
Add Edit +insert -erase Print F1 Help Esc Exit
Heading

Item	Projected	Total	Actual	Total	+/-
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Add Enter the item description and amount(s)
Edit/erase line; Print file
Heading: Customize column headings.

DoneSimply
SAMPLE
Ctrl+W Save

Item	Projected	Total	Actual	Total	+/-
------	-----------	-------	--------	-------	-----

DoneSimply
SAMPLE
Add Edit +insert -erase Print F1 Help Esc Exit
Heading

Item	Projected	Total	Actual	Total	+/-
Redes ---	1500.00	1500.00	1310.00	1310.00	-190.00
Backyard - Deck	100.00	1600.00	144.40	1454.40	-145.60
Roof	2000.00	3600.00	1860.00	3314.40	-285.60
Party	750.00	4350.00	644.80	3959.20	-390.80
Golf					
Outfit	100.00	4450.00		3959.20	-490.80
Clubs	2345.00	6795.00	2345.00	6304.20	-490.80

DoneSimply
CALCULATOR
New Open Copy Delete Rename Find F1 Help Esc Exit

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DoneSimply
Add Edit +insert -erase Print F1 Help Esc Exit

Item	Amount	Total
------	--------	-------

Add +insert prompts for
Amount and operator + - x / %
Text line
Sub-total grouping
Edit/erase line; Print file

DoneSimply
Redo: Backyard
Add Edit +insert -erase Print F1 Help Esc Exit

Item	Amount	Total
Bricks	100.00 X 2.50	250.00
Wood	250.00 X 3.75	937.50
Variance	1225.00 % 10.00	122.50
Fertilizer	20.00 X 4.97	99.40
Seed		45.00

DoneSimply
Redo: Backyard
Add Edit +insert -erase Print F1 Help Esc Exit

Item	Amount	Total
Bricks	100.00 X 2.50	250.00
Wood	250.00 X 3.75	937.50
Variance	1225.00 % 10.00	122.50
Fertilizer	20.00 X 4.97	99.40
Seed		45.00
Deck		1310.00
Garden		1409.40
		1454.40

DoneSimply
CALENDAR
New Open Copy Delete Rename Find F1 Help Esc Exit
Dates

New Prompts for Month/Year, opens Dates
Dates Anniversaries, Holidays, Events, to insert on New Calendar
Open/Copy/Delete/Rename file
Find by word(s)/character(s) of the filename

DoneSimply
January
Add Edit +insert -erase F1 Help Esc Done
Calendar

Date	Non-calendar notes	Check movable Day events
16 MLK Day		Movable
16 JD Birthday		
16 Pat B' day		
16 Lena/Yom Anniv		

DoneSimply
SAMPLE
Edit +insert -erase Print F1 Help Esc Exit
Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 JD Party 7:00	2 SFB >	3	4	5	6 < 1.45	7
8	9	10	11	12	13	14 Golf 8:30
15	16 MLK Day Lena/Yom Anniv JD Birthday	17	18 Pat B' day	19	20	21
22	23	24	25	26	27	28
29	30	31				

DoneSimply
ORGANIZER
New Open Copy Delete Rename Find F1 Help Esc Exit

New/Open/Copy/Delete/Rename file
Find by word(s)/character(s) of the filename

DoneSimply
SAMPLE
Add Edit +insert -erase Print F1 Help Esc Exit
Import Export Envelope Return Address

Add Edit +insert Tab Edit -erase line; Print file
Find by word(s)/character(s) in text
Import (at cursor position) Export files with extension .TXT
Envelope -insert bottom against right margin of printer, prints
from cursor line upto first blank line
Return Address prints at top left corner.

DoneSimply
SAMPLE
Return Address

DoneSimply
SAMPLE
Add Edit +insert -erase Print F1 Help Esc Exit
Import Export Envelope Return Address

NCBFAA
1200 18th. St. NW # 901
Washington, DC 20036

<http://www.ncbfaa.org/>
Terms & Conditions of Service.
<http://www.ncbfaa.org/images/ncbfaa/PDFs/19t6c.pdf>

U.S. Census Bureau Foreign Trade
<http://www.census.gov/foreign-trade/regulations/>
FTD Regulations Section 30.4
<http://www.census.gov/foreign-trade/regulations/regs/30.4.html>

June 2004 Commodity Formats
http://www.customs.gov/xp/cgov/trade/automated/acs/tech_docs/aestir/june04_intro/june04comm_formats/

June 2004 Appendices
http://www.customs.gov/xp/cgov/trade/automated/acs/tech_docs/aestir/june04_intro/appendices/

ARSDirect

DoneSimply
CHECKING
New Open Copy Delete Rename Find F1 Help Esc Exit

New Enter Filename i.e. Financial Institution and/or Account Number
Open/Copy/Delete/Rename file
Find by word(s)/character(s) of the filename

DoneSimply
SAMPLE
Add Edit +insert -erase Print Check Find F1 Help Esc Exit
Balance Types Form Calculate

Item	Type	Date	Projected	Actual
Add enter Date and starting Balance, continue adding items up to current balance Edit +insert -erase Item, Print Check Find a record entering word(s) from the Item, or Check Number Balance e.g. with Bank Statement (creates file of cleared Items resetting for new cycle with erasing of non-recurring items) Transaction Types Reverse; Check Form select Calculate on screen				

DoneSimply
TRANSACTION TYPES
Ctrl+W Save

Addition
Check
Payment
Purchase
ATM Cash
Other

For easy balancing with Bank Statement enter transaction headings and factors:
+ Additions, Credits
C Checks
- Deductions, Debits
either Credit or Debit

or create your own codification: *C* is required to print checks
Changes may require re-entering affected Items.

DoneSimply
SAMPLE
Add Edit +insert -erase Print Check Find F1 Help Esc Exit
Balance Types Form Calculate

Item	Type	Date	Projected	Actual
Balance			1429.56	1429.56
McClellan	Addition	01/01/06	258.22	1687.78
SSCo.	Addition	01/03/06	1313.00	3000.78
HGR	Addition	01/05/06	400.00	3400.78
Cash	ATM Cash	01/10/06	-200.00	3200.78
UNITEDHEALTH GRP	Payment	01/15/06	-138.00	3062.78
Monumental Life 0662900505	Purchase	12/18/05	-29.25	3033.53
Cash	ATM Cash	12/18/05	-200.00	2833.53
UT	Payment	12/20/05	-18.34	2815.19