LedgerLite Ease Of Use Tips

LedgerLite is a computer program used to maintain a general ledger. It is designed to be easy-to-use rather than easy-to-learn. Because of this a few of its features are not obvious to the new user and as a consequence we have compiled this list to enable you to get the best use of LedgerLite.

Keyboard Entry

When entering large amounts of data on the Entries screen you can avoid using the mouse by following the method described in the next two paragraphs. This is useful for touch typists or data entry clerks who are used to using the keyboard for data entry.

To begin a new entry hold down the <Alt> key and press N. Enter the date and then press <Enter>. The cursor will move to the Account field. Type the account abbreviation to select the account and then press <Enter>. The cursor will move to the Description field. Enter the description and press <Enter>. The cursor will move to the Amount field. Enter the amount and press <Enter>. The cursor will move to the Debit/Credit field. Use the left and right arrow keys to specify debit or credit. Then press <Enter>. The cursor will move to the Account field on the next line. Select the next account and press <Enter>. The cursor will move to the Description field. (The text in this field will default to the description on the previous line but you can modify this if you wish.) Then press <Enter>. The cursor will move to the Amount field. The amount and the Debit/Credit field will default to the values needed to complete the entry however you can modify these if you wish.

Once you have completed entering all the lines required for an entry on the Entries screen press <Enter> again to go to the next blank line. Then press <Enter> once more on the blank Account field to bring up a prompt "Do you wish to save this combined entry to the database?" (This prompt will only appear if the total debits equal the total credits.) Press <Enter> a third time to save the entry to the database.

Going To An Account

To quickly go to an account first go to the Balance Sheet or Income Statement screen and double click on the account name in the tree view. This will take you directly to the account on the Accounts screen.

Repeated Entries

Often an entry will be similar to an earlier entry. Instead of entering it from scratch go first to the earlier entry in the Accounts screen. Double click on this entry to go to the Entries screen and then click on the Duplicate button. This will create a new entry with identical data to the earlier entry. The date will default to the current date or the date of the lasted posted entry but you can edit this or any of the other lines as required.

Cashbook Reconciliation

Double click on a cashbook entry to toggle the On Statement flag on or off.

Cashbook Auto Selection

If you use the Cashbooks screen a lot you may like the auto selection feature. Go to the File menu and select Configure. On the Workstation tab put a check next to Auto Select Cashbook and click on the Ok button. Next time you start LedgerLite and go to the Cashbooks screen the first cashbook will be displayed for you automatically.

If you use this feature in conjunction with the Set Startup Screen LedgerLite will take you directly to the Cashbooks screen and display your cashbook on startup. To activate this feature simply go to the Cashbooks screen. Then go to the File menu and select Set Startup Screen. Then restart LedgerLite to go directly to the Cashbooks screen. (NOTE: This feature will work with any LedgerLite screen. For example if you most commonly use the Entries screen you can go to that screen and select Set Startup Screen to make it your startup screen.)