






## QUICK NAVIGATION GUIDE

<b>YOUR BUSINESS NAME MENU</b> <i>(top left)</i>	Files inbox Settings Hubdoc
<b>HOME</b>	Summary/Home page
<b>SALES</b>	Sales Overview Sales Invoices Payment Links Online Payments Quotes Products and Services Customers Sales Settings
<b>PURCHASES</b>	Purchases Overview Bills to pay Purchase Orders Expenses (claims) Suppliers Purchases Settings
<b>REPORTING</b>	All reports Favourite reports Short-term cash flow Business snapshot Report Settings
<b>PAYROLL</b> (optional)	Employees Leave Timesheets Pay Employees Superannuation Single Touch Payroll Payroll History Payroll Settings
<b>ACCOUNTING</b>	Bank Accounts Bank Rules Accounting Tools (inc Chart of Accounts)
<b>CONTACTS</b>	All contacts Customers Suppliers
<b>PROJECTS</b> (optional)	All projects Time entries Staff time overview Projects settings

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	Shortcut menu to - Create new...
	Search feature
	Just Ask Xero (AI Feature)
	Help and access to your Xero Advisor and Xero Support
	Notifications