



QUICK NAVIGATION GUIDE

DASHBOARD	Summary/Home page
YOUR BUSINESS NAME MENU	Files inbox Settings Hubdoc
BUSINESS	Short-term cash flow Business snapshot Sales Invoices Payment Links Online Payments Quotes Sales Overview Bills to pay Purchase Orders Purchases Overview Expense Claims Products and Services
ACCOUNTING	Bank Accounts Reports Advanced (inc Chart of Accounts)
PAYROLL (optional)	Employees Leave Timesheets Pay Employees Superannuation Single Touch Payroll Payroll History Payroll Settings
PROJECTS (optional)	All projects Time entries Staff time overview Staff cost rates
CONTACTS	All contacts Customers Suppliers
+	Shortcut menu to - Create new...
	Search feature
	Notifications
?	Help and access to your Xero Advisor and Xero Support