





QUICK NAVIGATION GUIDE

DASHBOARD	Summary/Home page
BUSINESS NAME MENU	Files inbox Settings Hubdoc
BUSINESS	Short-term cash flow Business snapshot Sales Invoices 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	Overview Employees Pay Employees Leave Timesheets Superannuation Single Touch Payroll
PROJECTS	All projects Time entries Staff time overview Staff cost rates
CONTACT	All contacts Customers Suppliers
+	Shortcut menu to - Create new...
	Search feature
	Notifications
?	Help and access to your Xero Adviser and Xero Support