

## Xero Short Cuts

Access the Global Search function either by clicking on the Magnifying glass icon (top right) or press '/' from any screen in Xero. The search box will then open and you can type a single letter to get to popular tasks.

For instance 'i' lets you access all invoices and 'b' leads to all bills. Here are the keyboard shortcuts:

a = bank accounts  
b = bills  
c = contacts  
d = dashboard  
e = employees  
i = invoices  
p = purchase orders  
q = quotes  
r = reports

Watch out for the 'Add new' option to create a new invoice, bill etc.

You might also want to look at <https://central.xero.com/s/article/Tips-and-shortcuts> for some other shortcuts that might come in handy with your data entry!