# Xero cheat sheet

## Navigation

How to use these shortcuts:

1. Click the Search icon or press / on your keyboard.

2. Enter the corresponding letter to the screen you want to access, from the list below.

3. Select the screen name that appears under the search bar.

On 'All' screens and dashboard

| A | All bank accounts |
|---|---|
| B | All bills |
| C | All contacts |
| D | Dashboard |
| F | File library |
| I | All invoices |
| P | All purchase orders |
| Q | All quotes |
| R | All reports |
| S | Organisation settings |

'Add new' screens

| B | Add new bill |
|---|---|
| C | Add new contact |
| I | Add new invoice |
| P | Add new purchase order |
| Q | Add new quote |

## Date shortcuts

Most of these "shortcuts" must be typed, instead of pressing a key combination.

Tab t   Today's date

tom Tomorrow's date

next [day]  Day in the next week

next w  Next week (7 days from today)

next m  Next month (today's date, next month)

next y  Next year (today's date, next year)

next [month]   Any month after today's date (today's date, for that month)

[number]   Date in current month

[number]/[month]   Date in a month

[number]-[month]   Date in a month

[month]/[number]   Date in a month

[month]-[number]   Date in a month

[month]/[year]  First of any month in any year

[month]-[year]  Date in a month

*[number]   A date next month

+[number]   Days after today's date, days after the invoice or bill date

+[number]d  Days after today's date, days after the invoice or bill date

+[number]w  Weeks after today's date, weeks after the invoice or bill date

+[number]m  Months after today's date, months after the invoice or bill date

+[number]y  Years after today's date, years after the invoice or bill date

Source: Xero

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*More information:*    *defkey.com/xero-shortcuts*

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