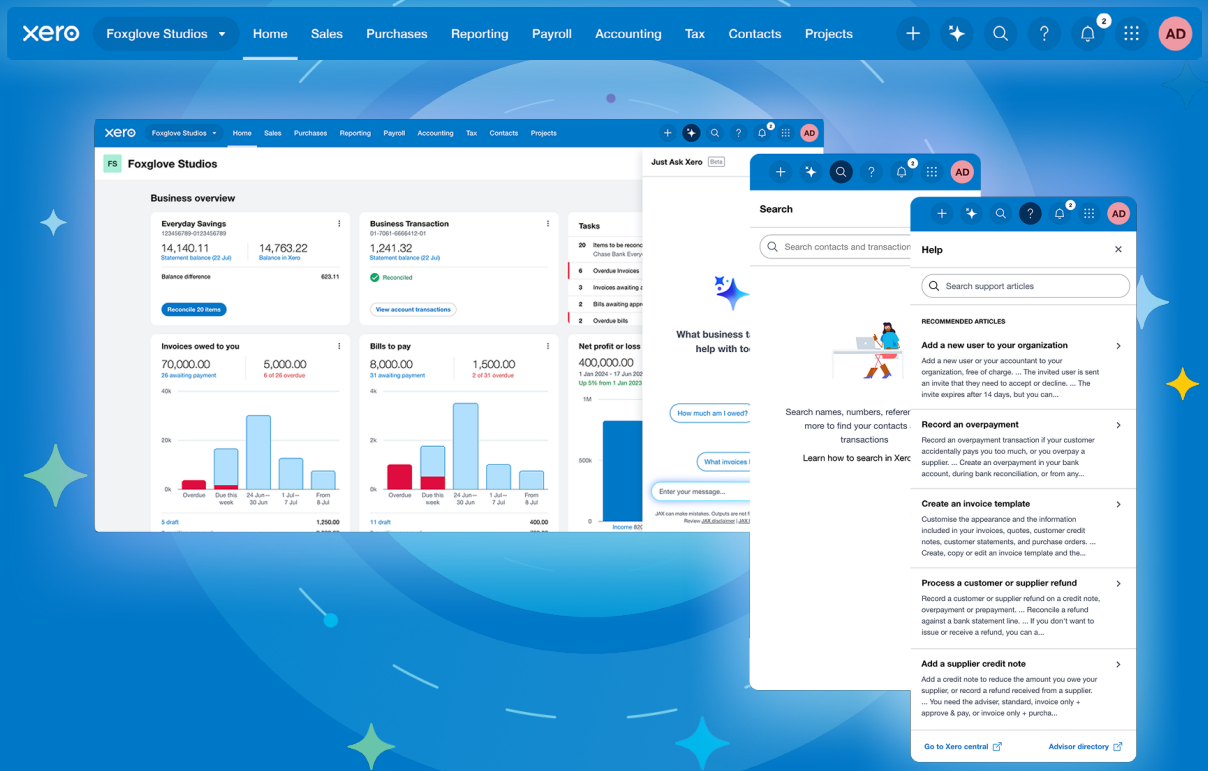
Your guide to Xero's refreshed navigation

Introducing Xero's reimagined navigation for quick and easy access to valuable information and actionable insights.



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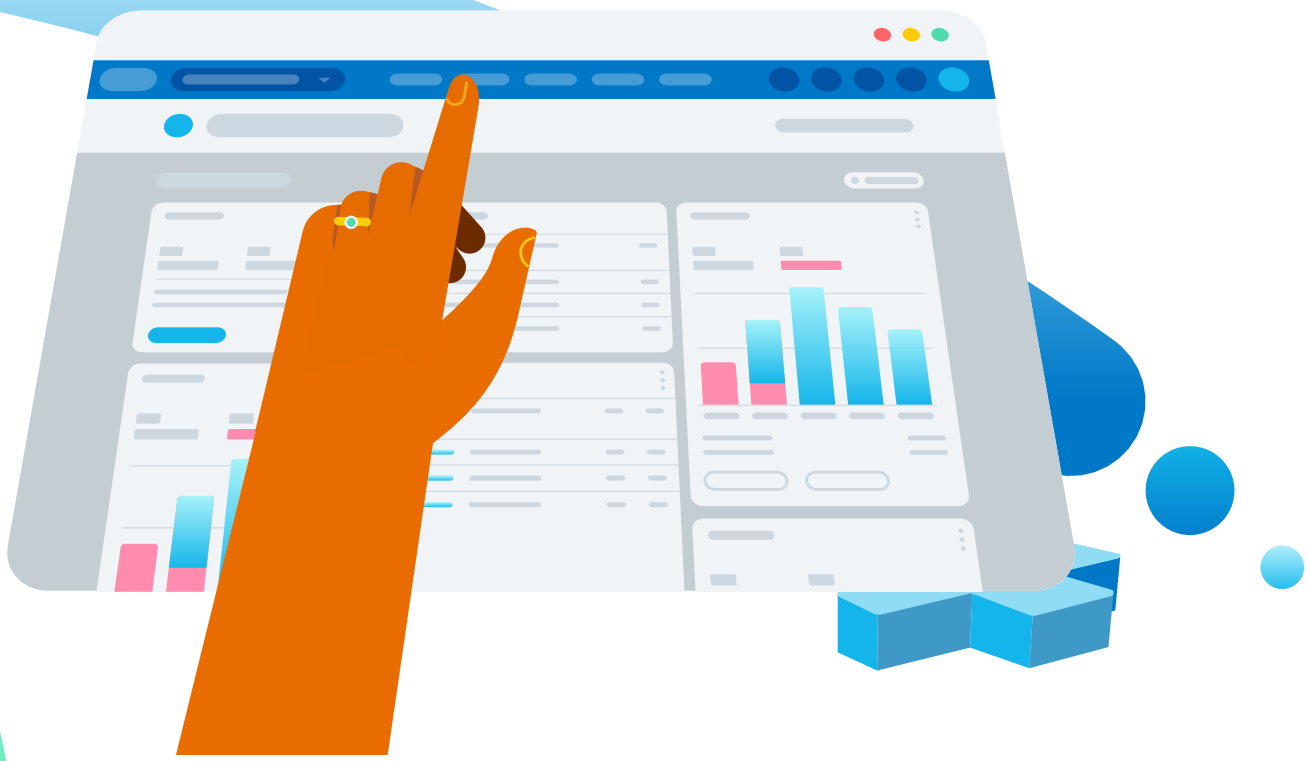
What's changed?

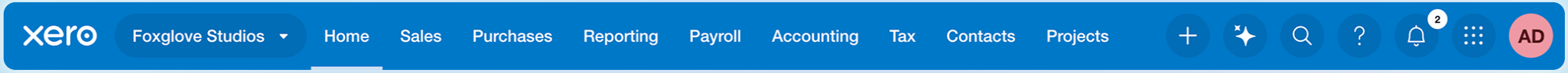
The refreshed navigation makes it ***easier*** to find what you're looking for, move from one task to the next, with simpler labels and logical groupings.

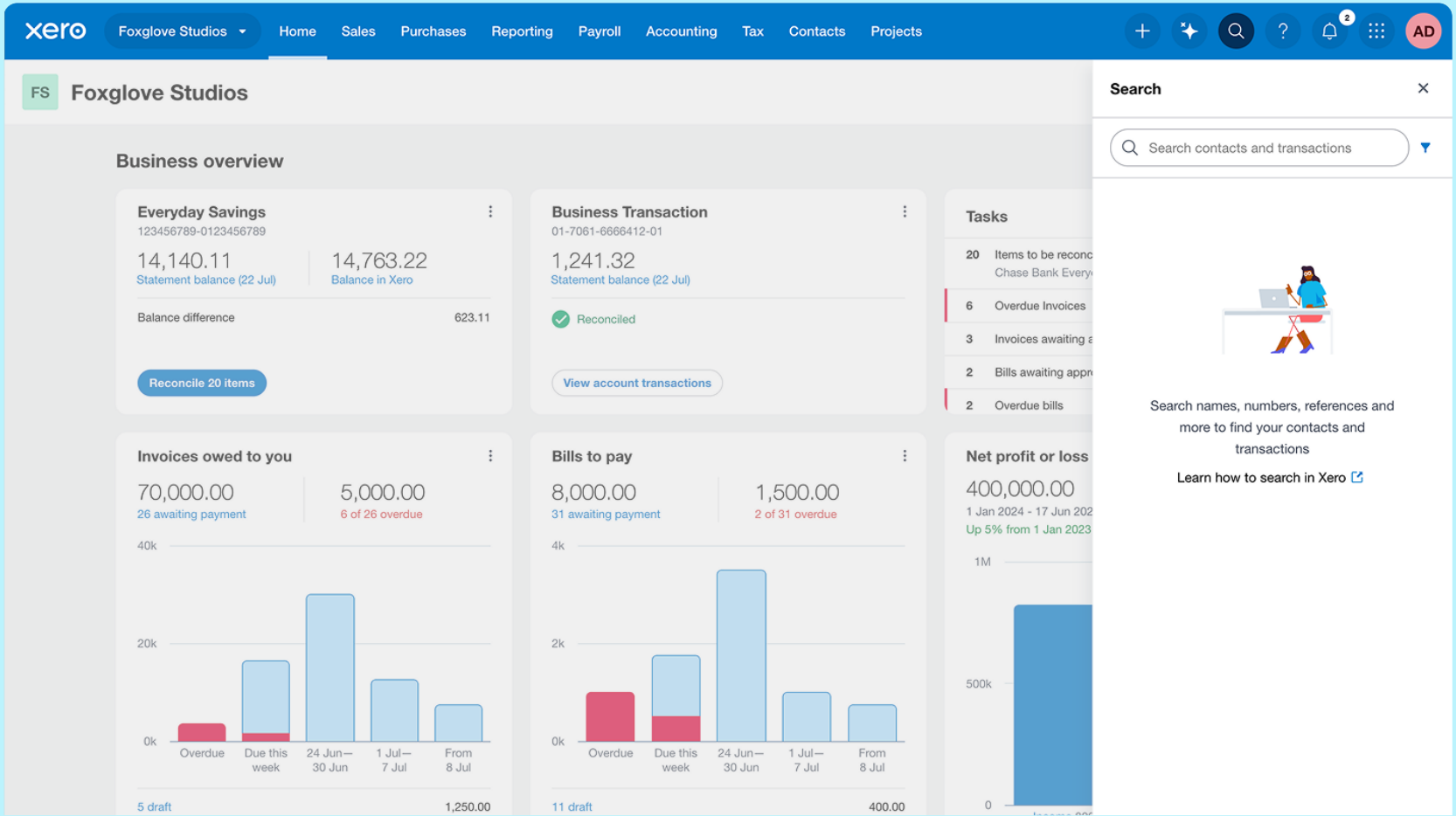
Please note your navigation may vary from what's shown based on your region, plan and permissions.

[Click here to view the video]



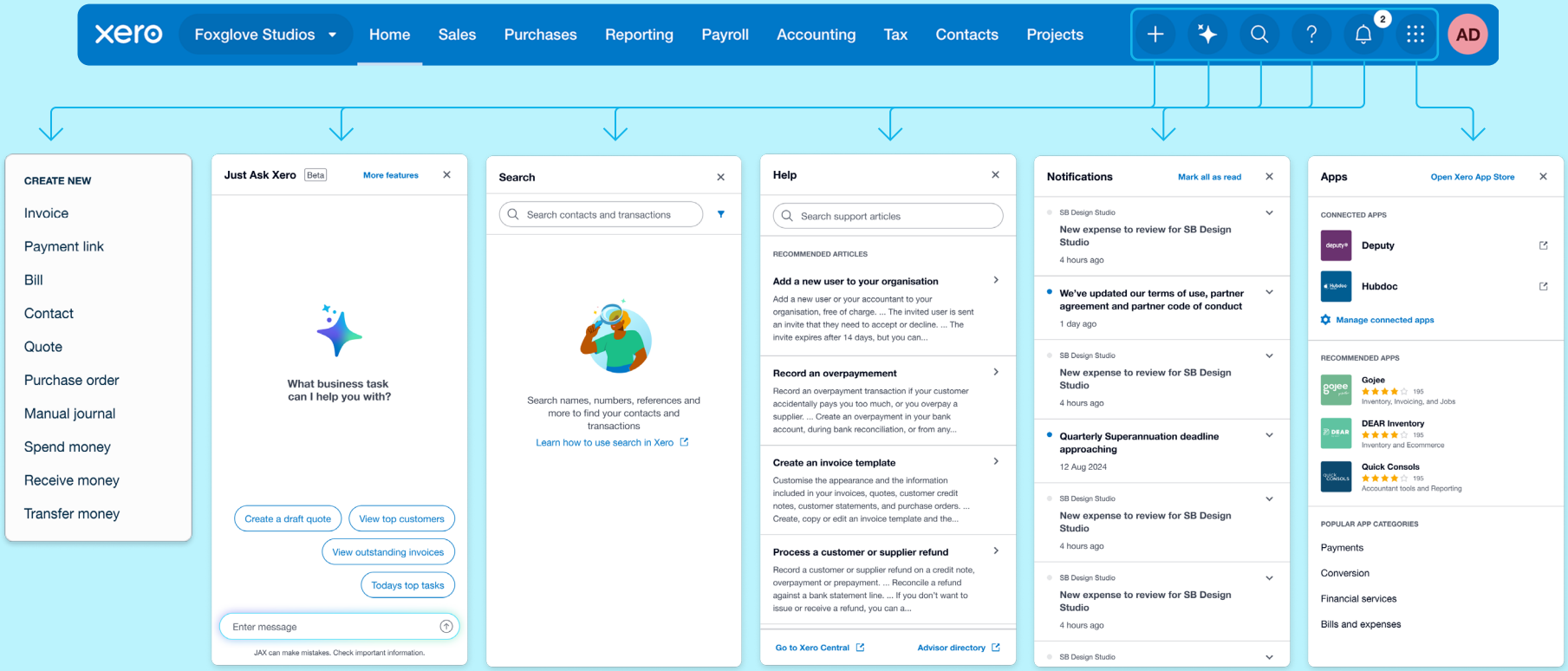
Refreshed navigation





New and improved right-hand panel

The new and improved right-hand panel puts essential tools like JAX (your AI business companion), search, help, notifications, and apps at your fingertips. Now, you can access what you need, when you need it, for a more fluid and uninterrupted workflow.



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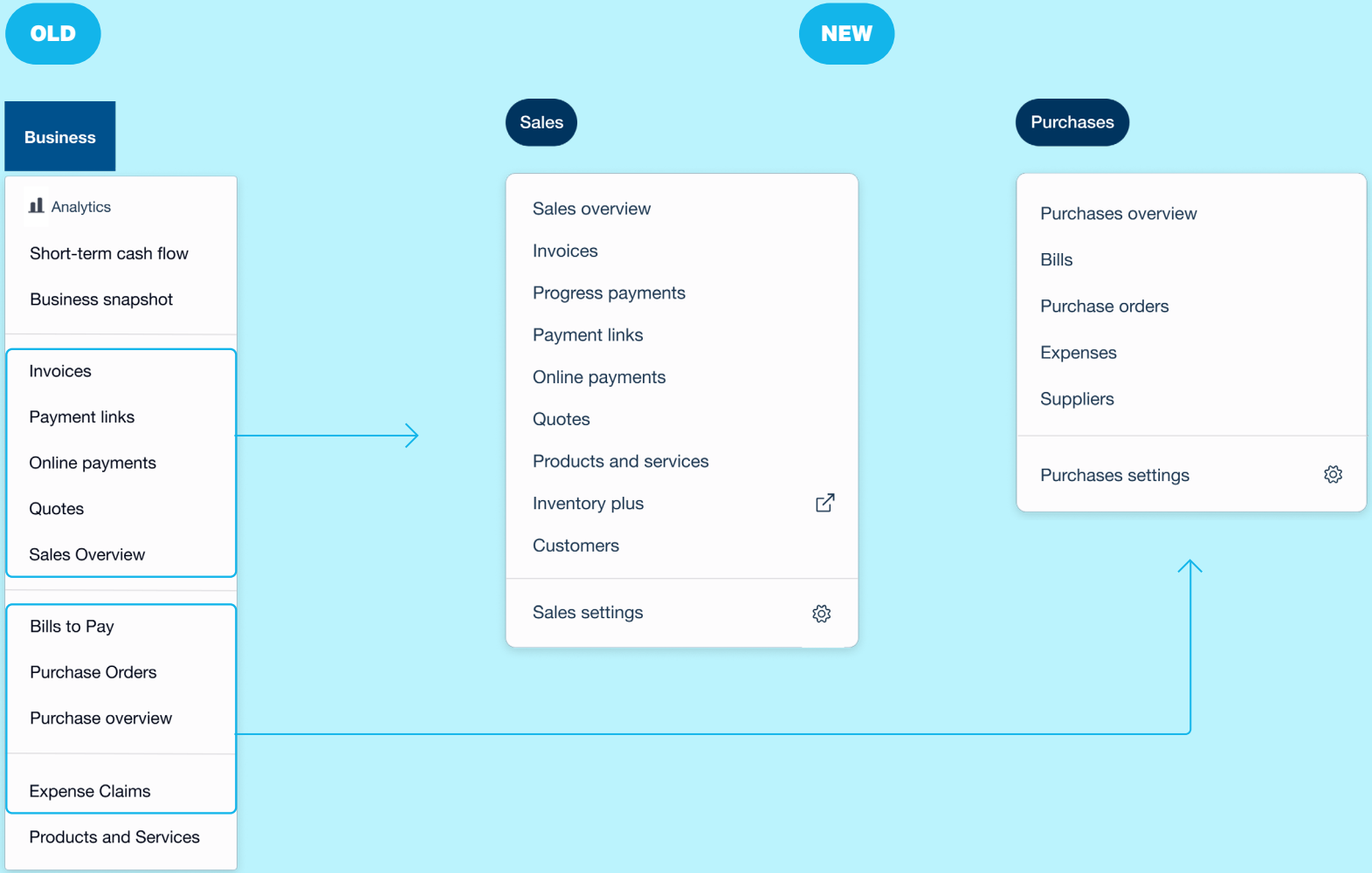
Sales and Purchases now in the top navigation

To better match how you work, you'll now find separate sections for Sales and Purchases, so you can move between tasks more efficiently.



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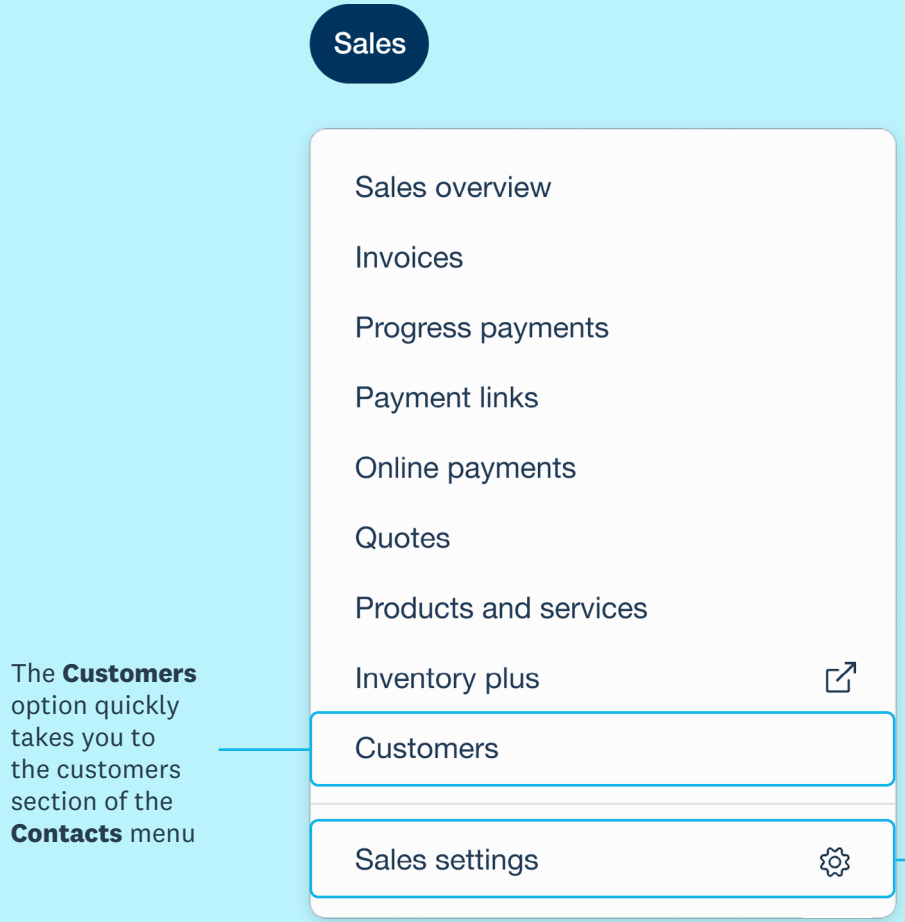
Sales (new)

Sales is now in the main navigation, with it's own drop down so you can get to your sales tasks faster.



The **Customers** option quickly takes you to the customers section of the **Contacts** menu

Use the **Sales settings** option to access the sales section of the new settings page

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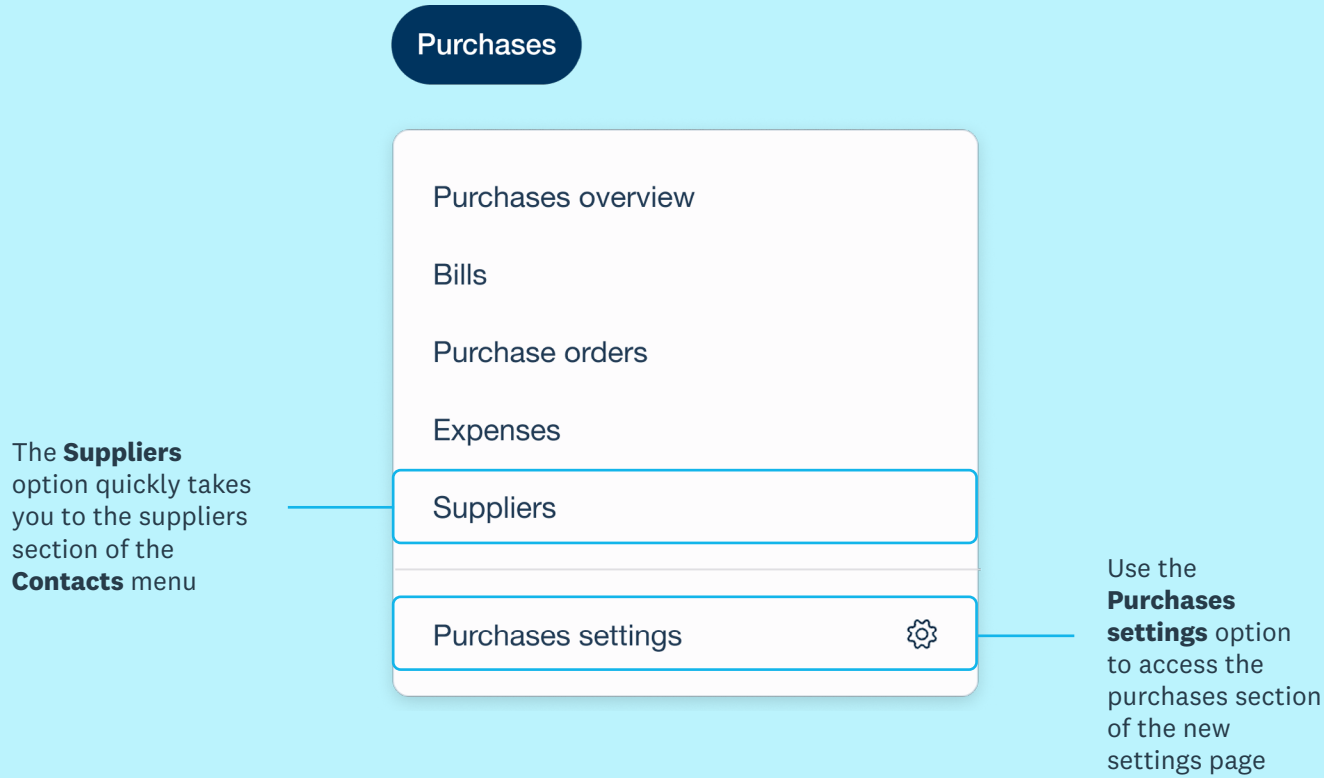
Purchases (new)

Purchases is now in the main navigation, with it's own drop down so you can get to your purchases tasks faster.



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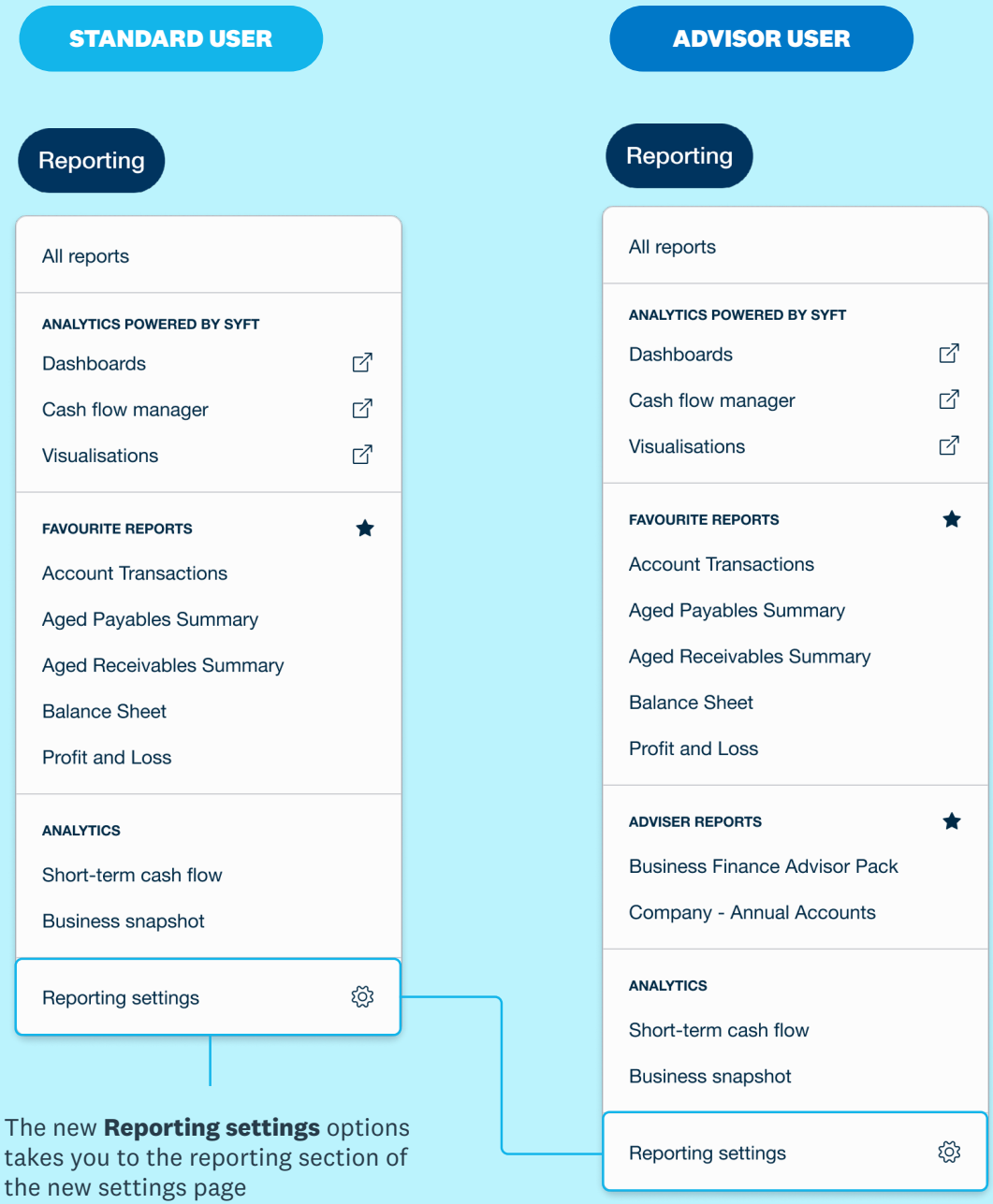
Reporting (new)

We've moved Reporting to the main navigation to give you faster access to powerful new insights, including Analytics Powered By Syft.



The new **Reporting settings** options takes you to the reporting section of the new settings page

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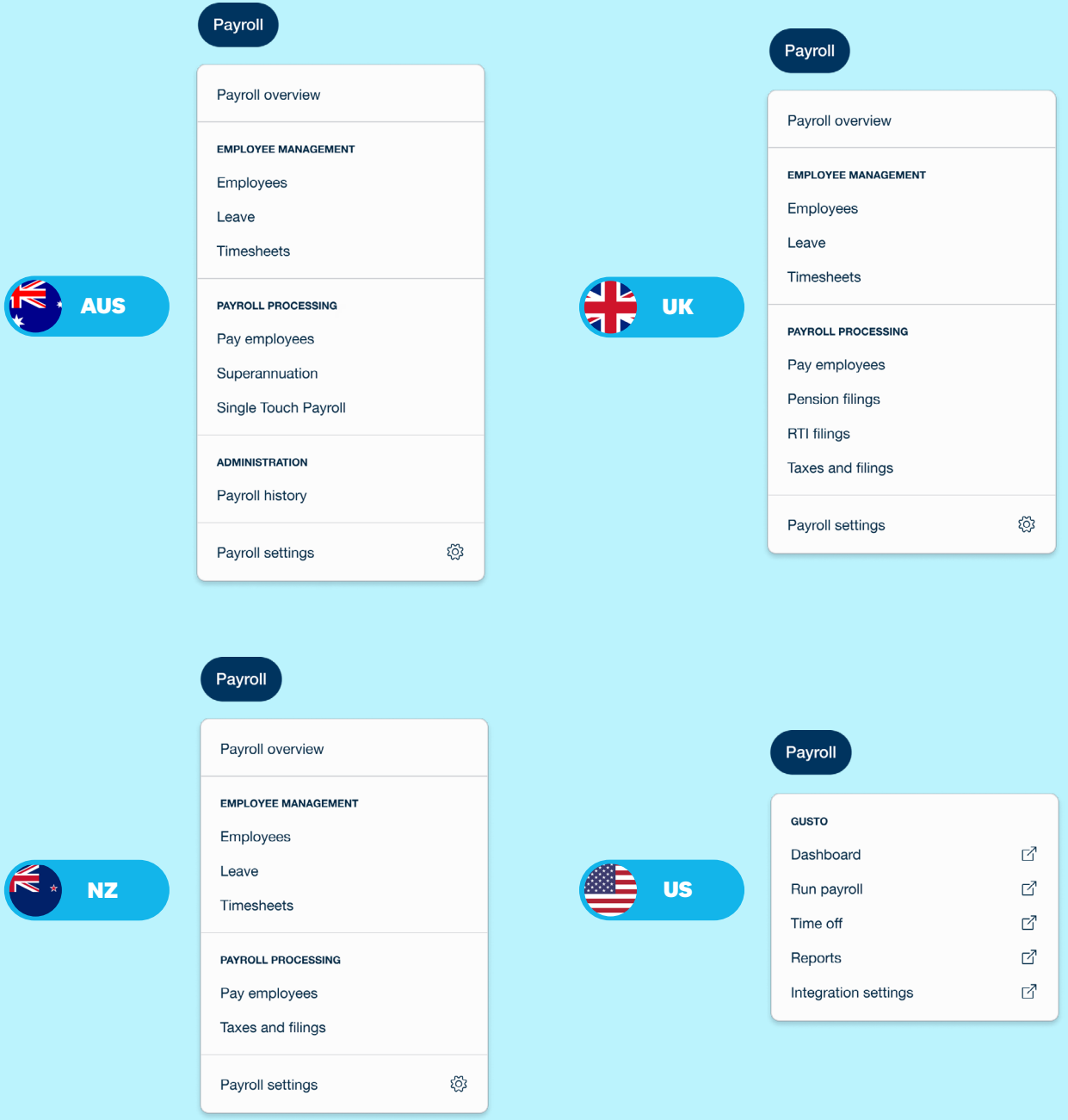
Payroll

Manage payroll with confidence and ease by accessing it from the menu. You can save time and reduce errors by automating calculations and staying compliant with local regulations, freeing you up to focus on growing your business.



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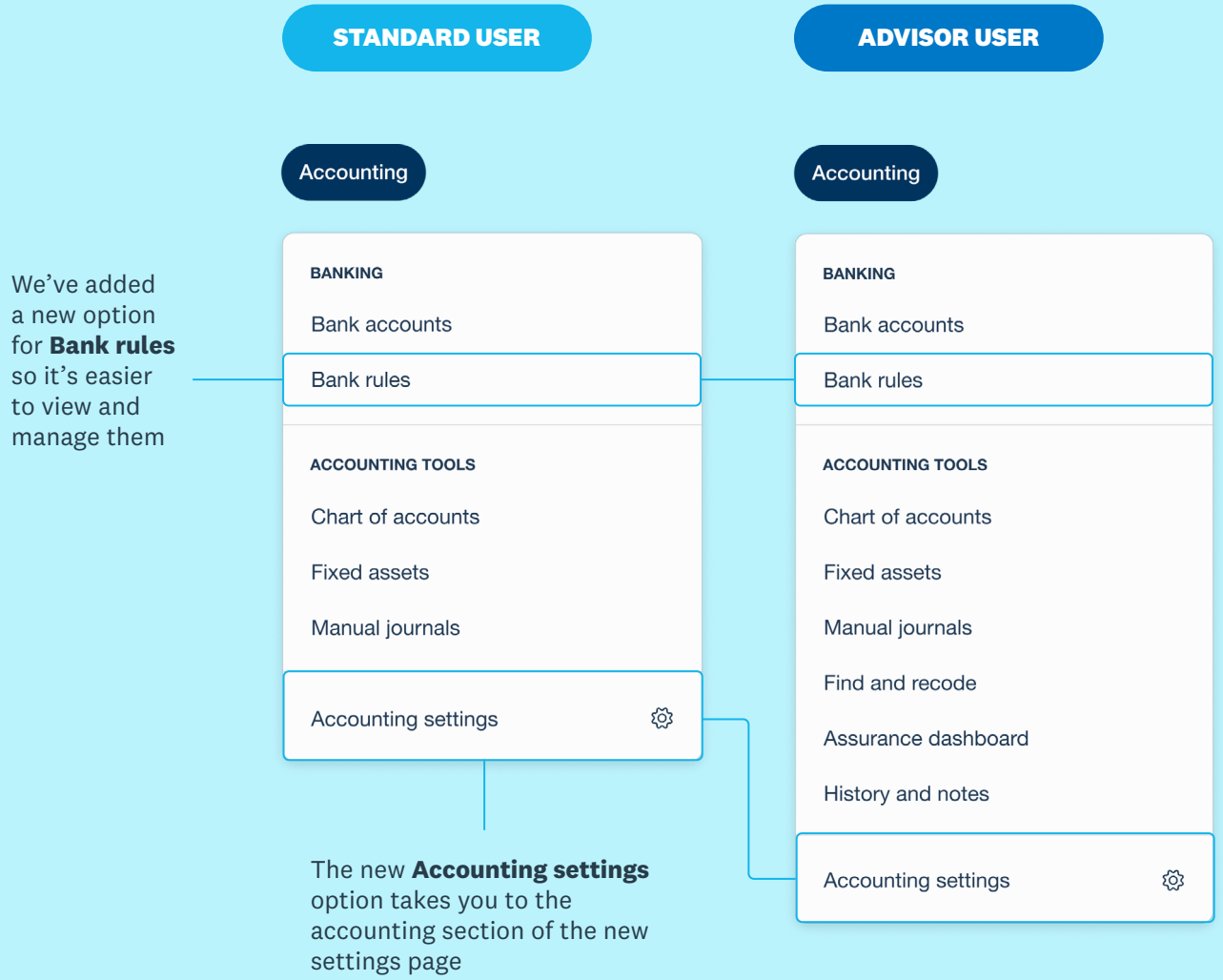
Accounting

Access features and tools to prepare your books ready for period end. We've added a new option for Bank rules so it's easier to view and manage bank rules in Xero.



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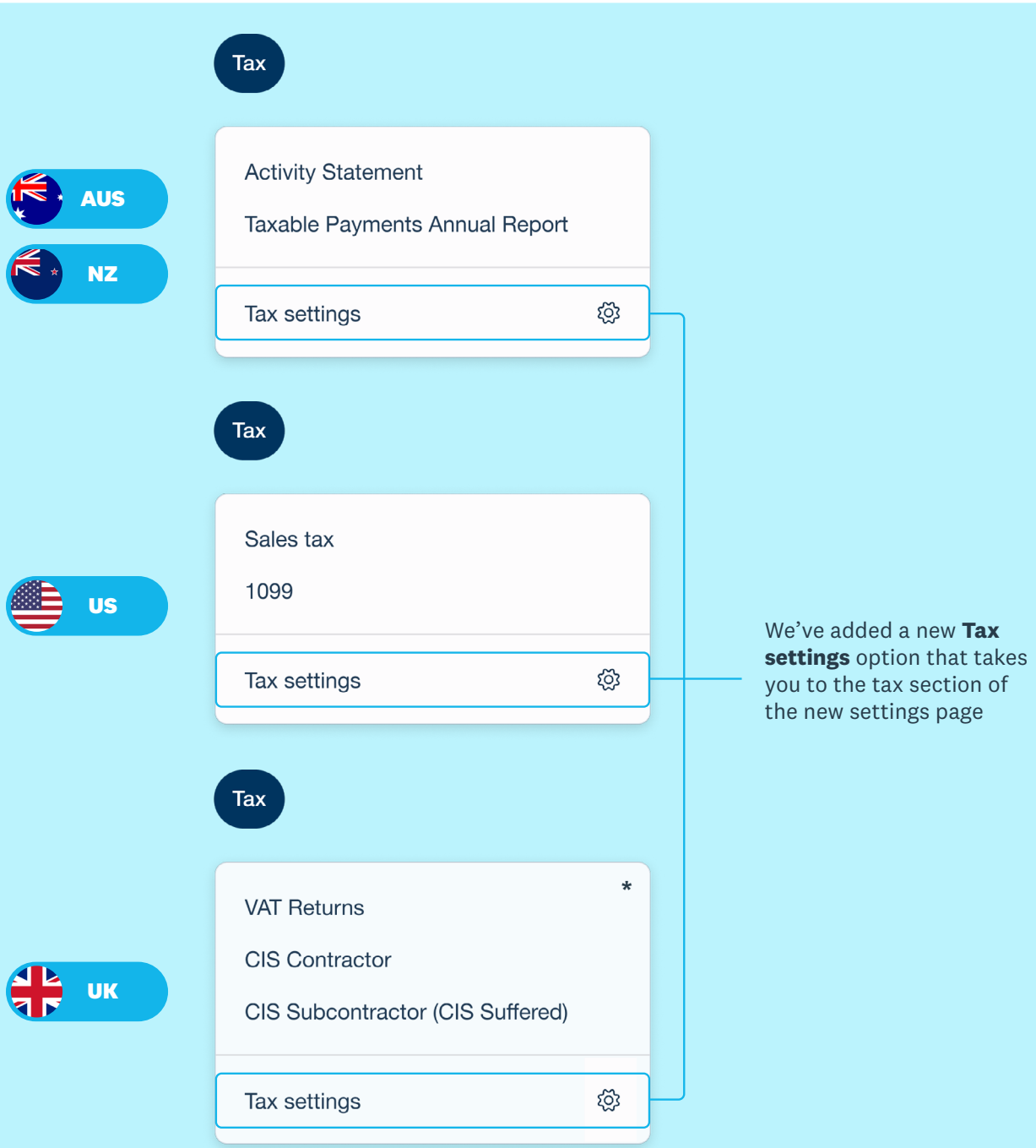
Tax (new)

We've moved tax functions into their own regional menus, each with their own permission settings, to make them easier to find.



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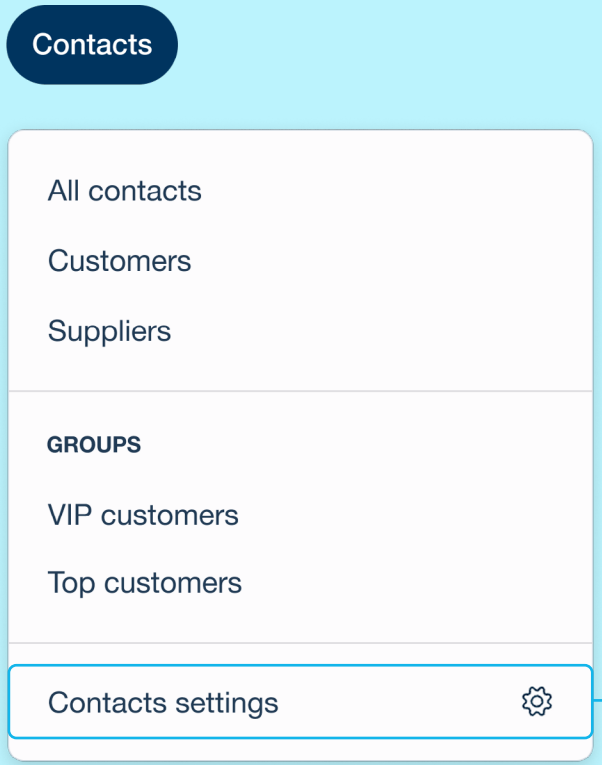
Contacts

We've added a new Contacts settings option that takes you to the contacts section of the settings page.



The new **Contacts settings** option takes you to the contacts section of the new settings page

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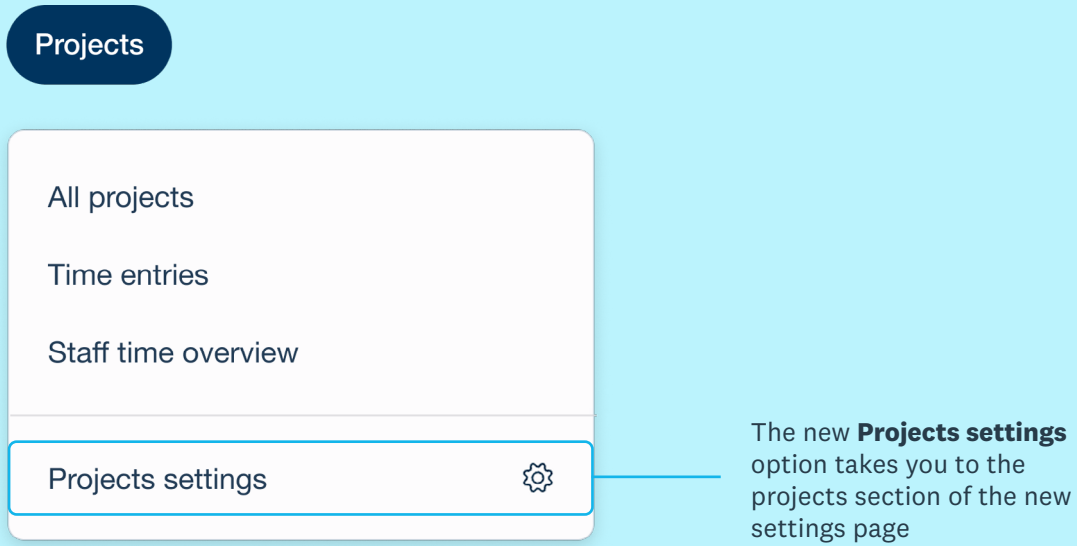
Projects

Save time and focus on what's important by quickly accessing Projects from the Projects menu.



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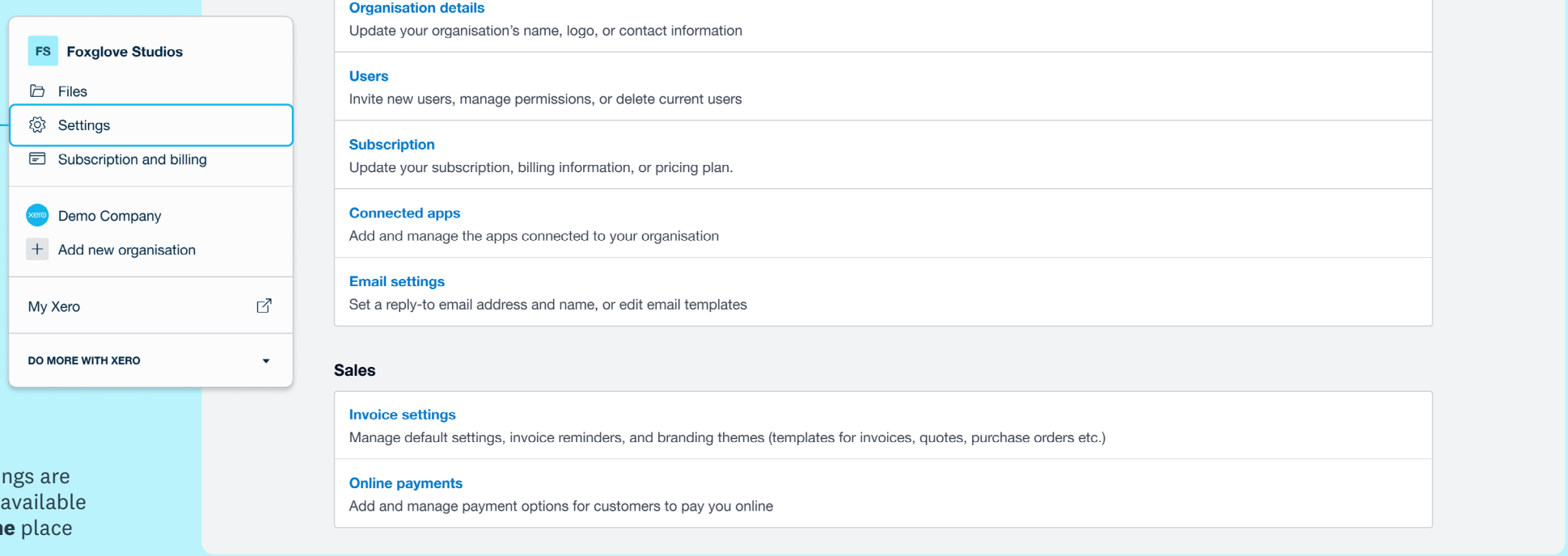
A new home for settings

Settings are now available in all drop down menus, and on a centralised settings page that you can access from the organisation menu.



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