



Shortcuts for Xero

A guide to the shortcuts used in Xero
for cash coding, search and dates.



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Shortcuts in cash coding

If you complete a field and it's one of multiple items checked, moving away from that field will populate the other rows selected with the same information. Use these navigation tips and shortcut keys to make cash coding even faster:

General cursor navigation using the keyboard or mouse

Enter	Moves down one row
Shift + Enter	Moves up one cell
Tab	Moves forward to the next cell
Shift + Tab	Moves back to the previous cell
Click + drag bottom of grid with mouse (for non-IE users)	Increases the number of rows displayed in cash coding grid

Quick actions using the keyboard (from all editable fields except Description)

+	Copies account, tax rate and tracking from the row above into the current row
/	Opens a quick Spend or Receive Money window so you can split a transaction over multiple lines.
Shift + Down Arrow	Checks the box for the current row and moves down one row
Alt + Down Arrow	Changes a payee name that is all capitals to title case. For example, JOHN DOE changes to John Doe.



Shortcuts in Xero search

- /** Open search
- P** Purchase orders
- D** Dashboard
- C** All contacts
- I** All invoices
- B** All bills
- A** All bank accounts
- Q** All quotes

Today's date and future date entry shortcuts

Tab t	Today's date	+<i>[number]</i>	Days after today's date/
tom	Tomorrow's date	+<i>[number]</i>d	Days after the invoice or bill date
next <i>[day]</i>	Day in the next week	+<i>[number]</i>w	Weeks after today's date/
next w	Next week (7 days from today)		Weeks after the invoice or bill date
next m	Next month (today's date, next month)	+<i>[number]</i>m	Months after today's date/
next y	Next year (today's date, next year)	+<i>[number]</i>y	Months after the invoice or bill date
next <i>[month]</i>	Any month after today's date (today's date, for that month)		Years after today's date/
<i>[number]</i>	Date in current month		Years after the invoice or bill date
<i>[number]</i>/<i>[month]</i>	Date in a month		
<i>[number]</i>-<i>[month]</i>			
<i>[month]</i>/<i>[number]</i>			
<i>[month]</i>-<i>[number]</i>			
<i>[month]</i>/<i>[year]</i>	First day of any month in any year		
<i>[month]</i>-<i>[year]</i>			
<i>[number]</i>	A date next month		



Past date entry shortcuts

yes	Yesterday's date	-[number]	Days before today's date
last w	Last week (7 days ago)	-[number]d	
last m	Last month (same date, previous month)	-[number]w	Weeks before today's date
last y	Last year (same date, last year)	-[number]m	Months before today's date
past y		-[number]y	Years before today's date
last [day]	Day in the last or		
past [day]	past week		
last [month]	Day in the last or past		
past [month]	month		
[number]	Date in current month		
[number]/[month]	Date in a month		
[number]-[month]			
[month]/[number]			
[month]-[number]			
[month]/[year]	First day of any month		
[month]-[year]	in any year		