

NETSUITE SHORTCUTS

Every NetSuite user should have a few tricks up their sleeve. This NetSuite shortcuts quick reference guide from RSM will put you on the fast track to becoming a NetSuite wizard!

GLOBAL SEARCH

Alt+g	Access Global Search	By default, a single record in Global Search automatically opens in view mode. Override this by capitalizing the first letter of your search prefix to go directly to edit mode.	SINGLE RETURN IN EDIT MODE
%	Allow flexibility in your search for the unknown by using the percent (%) or underscore (_) characters with prefixes and keywords.	Enclose the keyword search string in quotation marks (" ") or end with a backslash (\), to yield only exact character match results.	
OR	To search for multiple text strings at once, use uppercase OR to separate keywords.	Add an extra colon between the prefix and keyword search string to open a new browser tab, displaying the results list or single result record in view or edit mode.	
+	Include + in your keyword search to include inactive records in your search results.	Unsure how to navigate to a menu option? Type page: followed by the keyword search string in the Global Search field.	Quick nav

COMMON SEARCH TERMS

Narrow your search to records of one type by adding a prefix to the search string. Below are some examples of the most common:

Search Prefix	NetSuite Record Type
cus:_____	Customer
inv:_____	Invoice
pa:_____	Pages or reports
pu:_____	Purchase orders
sea:_____	Search
ven:_____	Vendor

DATE RANGE SHORTCUTS

t	Automatically fill the field with today's date	Fill in the last day of the previous month	
y	Automatically fill the field with yesterday's date	Move the date forward one day	+
Shift+t	Fill in tomorrow's date	Move the date backward one day	-
m	Fill in the last day of the month		

REPORTS VIEWING SHORTCUTS

Page up	Go to the previous page of the report	Go to the first page of the report	Home
Page down	Go to the next page of a report	Go to the last page of the report	End

OTHER HELPFUL SHORTCUTS

Ctrl + F5	Refreshes the current page you are on. This is particularly useful on the dashboards to refresh all of the charts, KPIs and reminders	To save or go to next line	Enter
Alt + X	Alt and type underscored letter to move to a subtab	To check or clear a check box	Space
○	Circles on subtabs indicate data exists	Math in amount fields (enter 20 + 30)	+ - =
		Move between fields (shift tab to move backwards)	Tab

