

NetSuite

keyboard shortcuts

GLOBAL SEARCH

- Press **Alt+G** to move the cursor directly to the Global Search field
- Accepted characters - numbers, letters, dashes, and the "OR" separator
- Wildcard character is "%"
- Add + to the end of your search term to include inactive records in the results

GLOBAL SEARCH PREFIXES

- Cash Sale - cash:
- Contact - con:
- Customer - cust:
- Employee - emp:
- Estimate - est:
- Expense Report - exp:
- File - fi:
- Invoice - inv:
- Item - it:
- Opportunity - opp:
- Partner - par:
- Phone Call - ph:
- Report - page:
- Sales Order - so:

INLINE EDITING

- Press **Tab** to move right.
- Press **Shift + Tab** to move left.
- Press **Shift + Enter** to move up.
- Press **Enter** to move down.
- Press **Alt + X** to edit the first available editable field.
- Press **Esc** to save the new value and close.
- Press **Ctrl** to select multiple fields.

DATA ENTRY AND FORM COMPLETION

- Press and hold **Alt** and then type a letter to move to a subtab.
- In transaction headers, press **Enter** to save the transaction.
- On a transaction line, press **Enter** to save the line and go to the next line.
- Press **Tab** to move the cursor between fields and buttons.
- Use the **Spacebar** to check/uncheck a box.
- In amount fields, enter numbers to calculate by addition, subtraction, multiplication, and division, i.e., enter 10 + 15 to calculate a total amount.
- Press **Ctrl + click** with your mouse to select multiple choices in a list.

DATE FIELDS

- Press **T** to enter tomorrow's date.
- Press **t** to enter today's date.
- Press **y** to enter yesterday's date.
- Press **m** to enter the last day of the month.
- Press **+** to increase one day.
- Press **-** to decrease one day.

For Accounting Periods Use

- Press **p** to enter the end of the current period.
- Press **l** to enter the end of the previous period.