

# NETSUITE KEYBOARD SHORTCUTS

A FREE LEARNING RESOURCE BY ANCHOR GROUP NETSUITE CONSULTANTS AND DEVELOPERS

## GLOBAL SEARCH BAR

- Press **Option + G** to move your cursor directly to the Global Search Bar
- Accepted characters include letters, numbers, dashes, and the "OR" separator
- Wildcard character = "%"
- Insert **+** at the end of your keyword to include inactive records in search results

## FULL DATE FIELDS (M/D/Y)

- Press **T** to enter today's date
- Press **Shift + T** to enter tomorrow'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

### If you use accounting periods:

- Press **P** for the end of the current period
- Press **L** for the end of the previous period

## BONUS: 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 editable field on the page
- Press **Esc** to save the new value and close the field
- Edit the same field on multiple records by pressing **Cmd** and holding it as you select multiple fields

**Note:** To use these keystrokes, ensure that the inline editing feature is enabled in your NetSuite account and turned on for your current view.

## 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:**

**Note:** These prefixes restrict global search results to specific types of records in NetSuite.

## FORMS & ENTERING DATA

- Press **Option + [underlined letter in title]** to navigate to a subtab
- Press **Tab** to move the cursor between fields and buttons
- Use the **Spacebar** to mark/unmark a checkbox
- Use **Cmd + click** to select multiple options in a list