

NetSuite Shortcuts & Search Tips

FOR WINDOWS OR MAC

Global shortcuts

- Alt + G (Windows) / Option + G (Mac): Access the global search bar
- Alt + S (Windows) / Option + S (Mac): Save a record
- Alt + A (Windows) / Option + A (Mac): Save and add another record
- Alt + R (Windows) / Option + R (Mac): Save and return to the previous page
- Alt + X (Windows) / Option + X (Mac): Cancel a transaction or close a window
- Alt + L (Windows) / Option + L (Mac): View the list of the current record type
- Alt + E (Windows) / Option + E (Mac): Edit the current record
- Alt + K (Windows) / Option + K (Mac): Open the shortcuts popup

Navigation shortcuts

- Alt + Arrow Down/Up (Windows) / Option + Arrow Down/Up (Mac): Navigate through sublist lines
- Alt + Page Down/Up (Windows) / Option + Page Down/Up (Mac): Scroll through sublists
- Alt + F (Windows) / Option + F (Mac): Move to the first sublist line
- Alt + O (Windows) / Option + O (Mac): Move to the last sublist line

Date field shortcuts

- Alt + ; (Windows) / Option + ; (Mac): Insert today's date
- + / - (Windows/Mac): Increase/decrease date by one day
- Alt + ' (Windows) / Option + ' (Mac): Clear the date field
- t (Windows/Mac): Autofill with today's date
- y (Windows/Mac): Autofill with the previous day's date
- Shift + t (Windows/Mac): Autofill with the next day's date
- m (Windows/Mac): Autofill with the last day of the current month

Miscellaneous shortcuts

- Ctrl + Alt + S (Windows) / Control + Option + S (Mac): Submit the primary button on a page
- Ctrl + Alt + F (Windows) / Control + Option + F (Mac): Jump to the first field in a form
- Ctrl + Alt + L (Windows) / Control + Option + L (Mac): Log out of NetSuite
- Ctrl + Alt + H (Windows) / Control + Option + H (Mac): Access NetSuite's help center

Specific record type search

- Use the first three letters of a record type with a colon or caret (e.g., cus: for customer, con^ for contact, inv^ for invoice, emp: for employee).

Plus (+) for inactive records in searches

- The plus sign (+) includes inactive records in search results. For example: +customer for both active and inactive customer records.

Advanced search techniques

- Use "OR" between terms for simultaneous searches (e.g., Te% OR Tech% OR Techno%).
- Hover over the circular arrow in the top-left corner to view your 12 most recently viewed records. Click to open or hover and click edit to modify the record.
- Capitalise the search prefix to open records in edit mode when clicked (e.g., Cus:Annexa).

Wildcard (%) character in searches

- The percent sign (%) acts as a wildcard, and can replace any number of characters in a search term. For example: inv% for all records starting with "inv."

Search modifiers

- Use apostrophes for exact matches (e.g., "Ace Chemicals").
- Add % at the end of a term for records starting with those letters (e.g., tech%).
- Use % around numbers for records containing that number (e.g., %495%).
- Use an underscore between numbers for customer numbers starting and ending with those numerals (e.g., Cu: 4_5).

Common prefixes for searches

- sea: for saved searches.
- page: for navigating directly to specific NetSuite pages.
- cus: for customers.
- emp: for employees.
- inv: for invoices.
- item: for inventory items.

Advanced use of prefixes in searches:

- Combine prefixes with other search modifiers for refined searches.
- Example: emp:John% for employees named John.