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
- **%**: Allow flexibility in your search for the unknown by using the percent (%) or underscore (_) characters with prefixes and keywords.
- **OR**: To search for multiple text strings at once, use uppercase OR to separate keywords.
- **+**: Include + in your keyword search to include inactive records in your search results.

**DATE RANGE SHORTCUTS**

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

**REPORTS VIEWING SHORTCUTS**

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

**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
- **Alt + X**: Alt and type underscored letter to move to a subtab
- **Enter**: To save or go to next line
- **Space**: To check or clear a check box
- **Tab**: Move between fields (shift tab to move backwards)
- **Shift+t**: Fill in tomorrow’s date
- **F**: Fill in tomorrow’s date
- **Shift+t**: Fill in tomorrow’s date
- **m**: Fill in the last day of the month
- **I**: Fill in the last day of the previous month
- **l**: Move the date forward one day
- **+**: Move the date backward one day
- **-**: Move the date backward one day
- **Page up**: Go to the previous page of the report
- **Page down**: Go to the next page of a report
- **Home**: Go to the first page of the report
- **End**: Go to the last page of the report

**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:

<table>
<thead>
<tr>
<th>Search Prefix</th>
<th>NetSuite Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>cus:</td>
<td>Customer</td>
</tr>
<tr>
<td>inv:</td>
<td>Invoice</td>
</tr>
<tr>
<td>pa:</td>
<td>Pages or reports</td>
</tr>
<tr>
<td>pu:</td>
<td>Purchase orders</td>
</tr>
<tr>
<td>sea:</td>
<td>Search</td>
</tr>
<tr>
<td>ven:</td>
<td>Vendor</td>
</tr>
</tbody>
</table>