

NetSuite cheat sheet

Global search

Alt + G	Go to Global Search field
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To narrow down your search, use these terms:

Contact = co:

Customer = cu:

Employee = emp:

Estimate = est:

Expense report = exp:

Invoice = inv:

Item = it:

Opportunity = opp:

Sales order = so:

Date fields

Y	Insert yesterday's date
T	Insert today's date
Shift + T	Insert tomorrow's date
M	Insert last day of the month
+	Increment date one day
-	Decrement date one day

Viewing reports

Page Up	Go to the previous page of the report
Page Down	Go to the next page of the report
Home	Go to the first page of the report
End	Go to the last page of the report

Other

Alt + G	Focus to the Global Search Field
Ctrl + F5	Refresh current page. Useful on the dashboards

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More information: defkey.com/mg/netsuite-shortcuts

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