Using Keyboard Shortcuts

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NetSuite Basics Navigating NetSuite Using Keyboard Shortcuts

The following are useful keyboard shortcuts you can use in NetSuite.

1 Note: Some keyboard hot keys and shortcuts function only when using Internet Explorer®.

Searching All Data in Your Account

You can press Alt+G to move the cursor directly to the Global Search field.

Entering Data and Completing Forms

Use these shortcuts to complete and edit data on forms and records:

- Press and hold Alt and type a letter to move to a subtab. See Navigating Subtabs.
- 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 or clear a check box.
- In Amount fields, enter numbers to calculate by addition or subtraction. For example, enter 10 + 15 to calculate a total amount.
- Press and hold Ctrl while clicking with your mouse to select multiple choices in a list.

Date Fields

In date fields, use the following keyboard shortcuts to change dates:

- Press Shift+T to enter tomorrow's date.
- Press **p** to enter the end of the current period (if you use accounting periods).
- Press I (lower case L) to enter the end of the previous period (if you use accounting periods).
- 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 the Plus Sign (+) to increase one day.
- Press the Minus Sign (-) to decrease one day.

Note: These keyboard shortcuts are supported only in full date fields that include the month, day, and year.

Multi-Choice buttons

On transactions and records that have buttons with popup lists, you can select the non-default button option. Use the Tab key to navigate to the list button. Then, use the down arrow key to expand the dropdown list. Click Enter to select the desired action. To collapse the list, use the up arrow key to return to the top.

Navigating Subtabs

When using tabbed pages, you can guickly switch between subtabs by using keyboard shortcuts. Each subtab has a single letter underlined in the title. Press and hold Alt and then press the corresponding letter to switch to that subtab. The cursor appears in the first field on the subtab.

Viewing Reports

When viewing reports, you can do the following:

- Press **Page Up** to go to the previous page of a report.
- Press **Page Down** to go to the next page of a report.

- Press Home to go to the first page of a report.
- Press **End** to go to the last page of a report.

Filtering Search Results

When working with search results filters, you can use the following keyboard shortcuts:

- Use the **Tab** key to navigate between filters.
- Use the **Down Arrow** key or the **Up Arrow** key to select an option from a filter dropdown list.
- When typing a value into a filter field, use the **Tab** key to apply the value. Please note that pressing Enter does not apply the filter value.

Related Topics

Using Global Search
Working with Records
Working with Transactions
Using Popup and Dropdown Lists
Working with Report Results

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