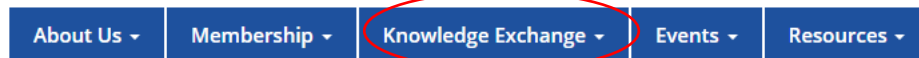


## How to Submit a TUG Tip of the Week

Do you know a quick tip or trick that you'd like to share with other TUG members? Even if you think it's small, it could be a big help to someone else! Each week, TUG posts a user-provided TUG Tip on TUGweb and all our social media platforms to help spread the word and the knowledge!.

To submit a TUG Tip follow the instructions below.

1. Visit [www.TUGweb.com](http://www.TUGweb.com) and then click on the Knowledge Exchange tab.

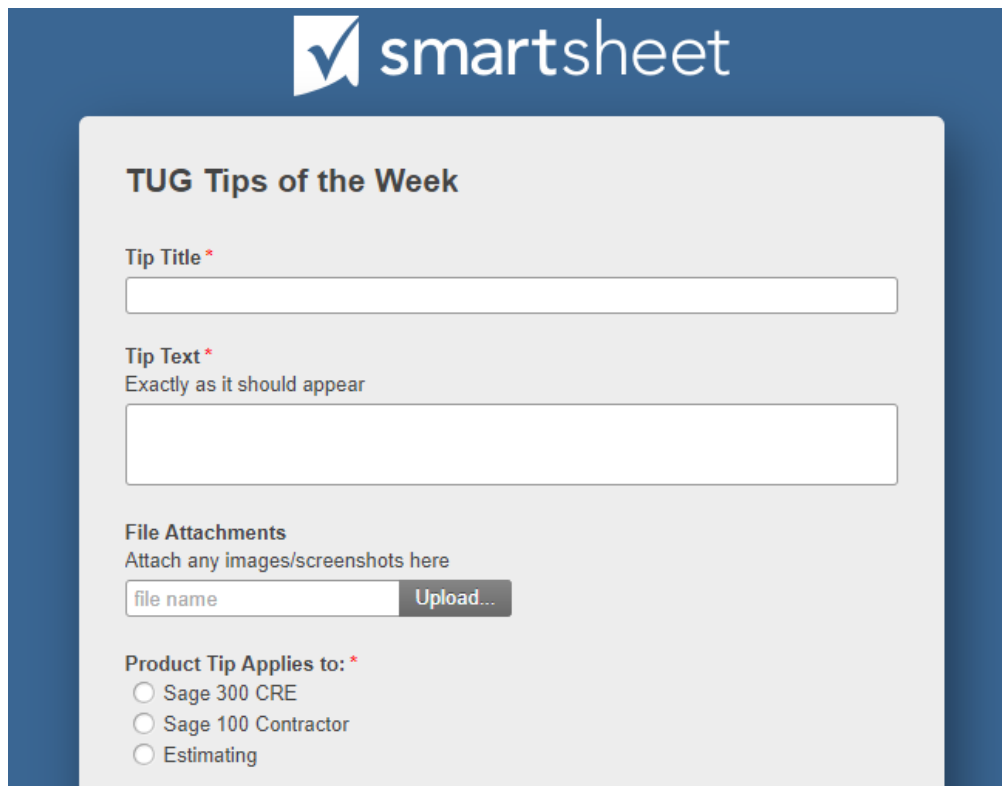


2. On the Knowledge Exchange page, click the link provided to submit your tip.

### Knowledge Exchange

Have a tip to share with your peers? [Click here](#) to share a Tip of the Week!

3. You will then be brought to a page for our TUG Tip Smartsheet web form. Complete the fields in the form to submit your tip. Feel free to upload images/screenshots to further clarify your tip, and provide us with information on your social media accounts so we can tag you in it when we post the tip!

A screenshot of a web form titled 'TUG Tips of the Week' on the Smartsheet platform. The form is set against a dark blue background with the Smartsheet logo at the top. The form fields include: 'Tip Title \*' with a text input box; 'Tip Text \*' with a text area and the instruction 'Exactly as it should appear'; 'File Attachments' with the instruction 'Attach any images/screenshots here', a text input for 'file name', and an 'Upload...' button; and 'Product Tip Applies to: \*' with three radio button options: 'Sage 300 CRE', 'Sage 100 Contractor', and 'Estimating'.

For more information, or if you have any questions or concerns, contact us at [info@tugweb.com](mailto:info@tugweb.com)

- Once your tip has been posted, it will appear on TUGweb as well as TUG’s Facebook, Twitter, and LinkedIn pages! To view your tip on TUGweb, visit the Latest News page, which can be found on the right-hand side of any screen in a gray panel box. Click “more” to view the post.

### TUG Tip of the Week - August 2, 2017

Wednesday, August 2, 2017 (0 Comments)

Posted by: Melanie Rogers, WoodStone Earth Construction

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TUG Tip of the Week - August 2, 2017



Sage 100 Contractor Tip:

How to Do a Quick Search for Invoices by Vendor or Job:

Here's a quick way to look at invoices when you are in the 4-2 , Accounts Payable Invoices/Credits window. In the “vendor” box, once you have the vendor name displayed, select F9. You can then “page down” to see invoices for that vendor. This tip also works in the “job” box too.

- Visit TUG’s [Facebook](#), [Twitter](#), or [LinkedIn](#) pages to view, like, and share the posts. Make sure to like and follow our pages so you can keep up with TUG news and upcoming events!

TUG, The Users Group for Sage Construction and Real Estate Solutions

Published by Shared via AddThis 191 - Yesterday at 10:08am

Check out this week's TUG Tip! Thank you, Melanie Rogers, for your quick tip on searching for invoices for Sage 100 Contractor! #TUGTipOfTheWeek #WednesdayWisdom

TUG Tip of the Week - August 2, 2017 - TUG, The Users Group for Sage 300 Construction and Real Estate, Sage 100 Contractor& Sage Estimating

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Haley Chrismon · Manager

Association Senior Coordinator at Meeting Expectations.

[TUG Tip of the Week - August 2, 2017](#)

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1 minute ago ( 0 Comments ) Posted by: Melanie Rogers, WoodStone Earth Construction How to Do a Quick Search for Invoices by Vend...

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