How to Search for Credit Memos & Invoices in Acuity Distributor Center (ADC)

As a best practice when searching in ADC, **extend the date range** to maximize the search results.

- 1. By default, the search results display the last **120 days**, scroll to the bottom of the list and select the words "**Click to get more**" to view historical data beyond 120 days.
- 2. Repeat the process to increase the date range.

Credit Memos Invoices	Ċ
Search Filter results (Minimum of 3	
Currently showing results for the last 120 days. Click to get more	

3. Another option is to set the date range using the calendar option

Select **the Search Icon**, use the arrows to scroll to the month, day and year for the start and end dates Click **OK**

	Home	My Catalog	Product Search	Order Status	Invoices/Credits	Settings	Help		\$
Invoices/Credits								Customer	
Credit Memos Invoices	Filter res Filter res -11-2018) esults that i	suits (Minimum of match your searc	C (13 letters)	ige					
		2	Start date: 10-01-20 Su Mo 24 25 1 2 8 9 15 16 22 23 29 30 Tuesdat	Ital × Tu We Th Fr 26 27 28 29 3 4 5 6 10 11 12 13 17 18 19 20 24 25 26 27 31 1 2 3 1, December 11, 2 3 1 2	 End date: Sa 30 7 14 21 28 4 2018 	12-11-2018	OK Cancel		

Searching for Documents

1. On the Credit Memo Tab: Enter PO, Credit Memo # or RA#



2. On the Invoices Tab: Enter Invoice #, Order# or PO

Invoices/Credits	
Credit Memos Invoices	Ċ
Closed Copen C	
(between 01-01-2018 and 12-11-2018)	
Invoice #:UA	
Currently showing all 1 results that match your search criteria.]

3. Select the Blue Arrow 😢 to expand the view of the **Credit Memo or Invoice**

redit Memos Invoices O	Invoice: A4 LLA								
Closed 🗹									
Search 51840	Cruity Brands. ORIGIN One Lebonia Way, Conyme, CA 2002, USA	AL INVOICE	Invoice Date 5/29/2018	Seller Reference Number 1 PO Number	Page 1 Invoice N	Page 1 of 1 Invoice Number			
(between 01-01-2018 and 12-11-2018)	Phone: (770) 922-9000 Fax: (770) 388-0229		5/29/2018	1	A	LA-1			
Invoice #: 2 Order #: A PO#: Feeding Data (5: 20 2000	Invoice To:	Sold To:							
Amount: \$	Shipped To: Shipping Point	VIA 2)	Pro Number	Bill of Lading	Date Shipped	Freight Terms Prepaid			
Currently showing all 1 results that match your search criteria.	Special Instructions Charge Factory Will Cell Name M								
	Light Quick Order Order Catalog Number and Description Line	PO Mark As Line		UPC CiCode	Oty Unit Price Shipped	Extended Amount			
	1 Line Count	1		Quantity Total	3 3 Sub 1	otal			
	(1) Unit proces are valid for this involce only. Line prices shown for consisting of lines and for lump sum orders, are for the purpose of billing partial shipments only and are not intended for the purpose of recrear.	Feddler	Out Number	Dennes I Terrer (Den Date	Freight Cha	Freight Charges TAX			
	(2) Subject to terms and conditions of sale accessible at http://www.acutlybrands.com/tesources/customer-services	000 11	serve multiper	ayness results / Due Date	Cas	h			

- *Distributor Customers having technical issues logging into or navigating ADC, please reach out to your selling agent to ensure you have a login, or contact TheADCTeam@AcuityBrands.com with technical issues or account setup.
- *If you can't find the answer you are looking for, please contact your ABL Accounting Analyst by <u>opening this file and</u> <u>entering your Customer ID#</u>.