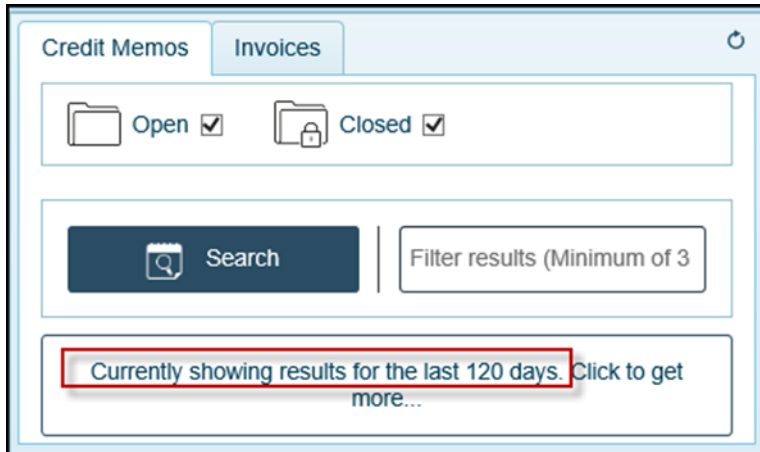


How to Search for Credit Memos & Invoices in Acuity Distributor Center (ADC)

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.



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**.

