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Sage 100 Tip:

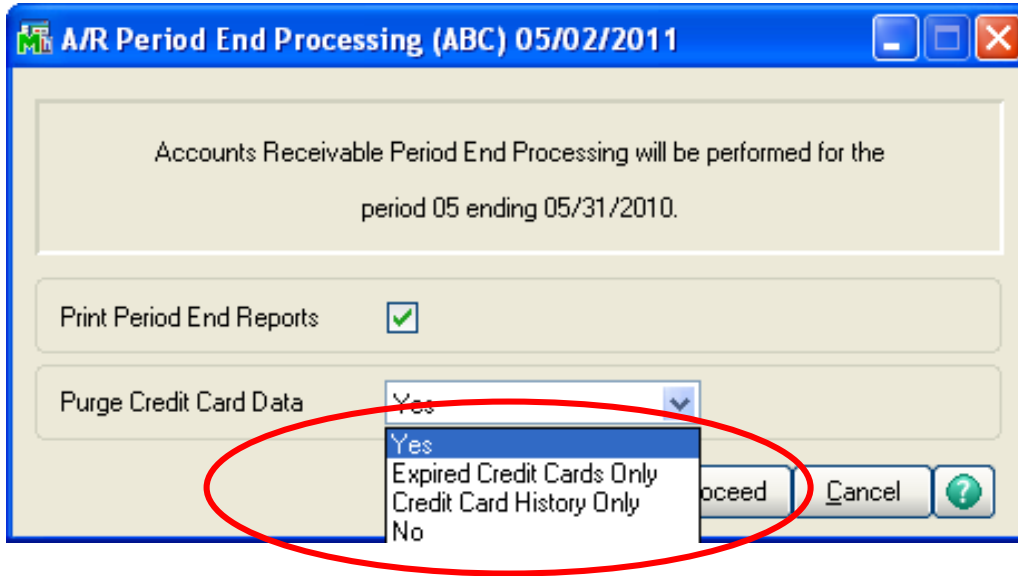
How to Purge Expired Credit Card Information in Sage 100 (MAS 90/200)

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Did you know there is a new feature in Accounts Receivable period-end processing in version 4.4 service update 4 that allows you to purge expired credit card information?

During Period End Processing, there is a new prompt to purge expired credit card information.



There are four options you can choose from:

YES – removes expired credit cards and credit card history

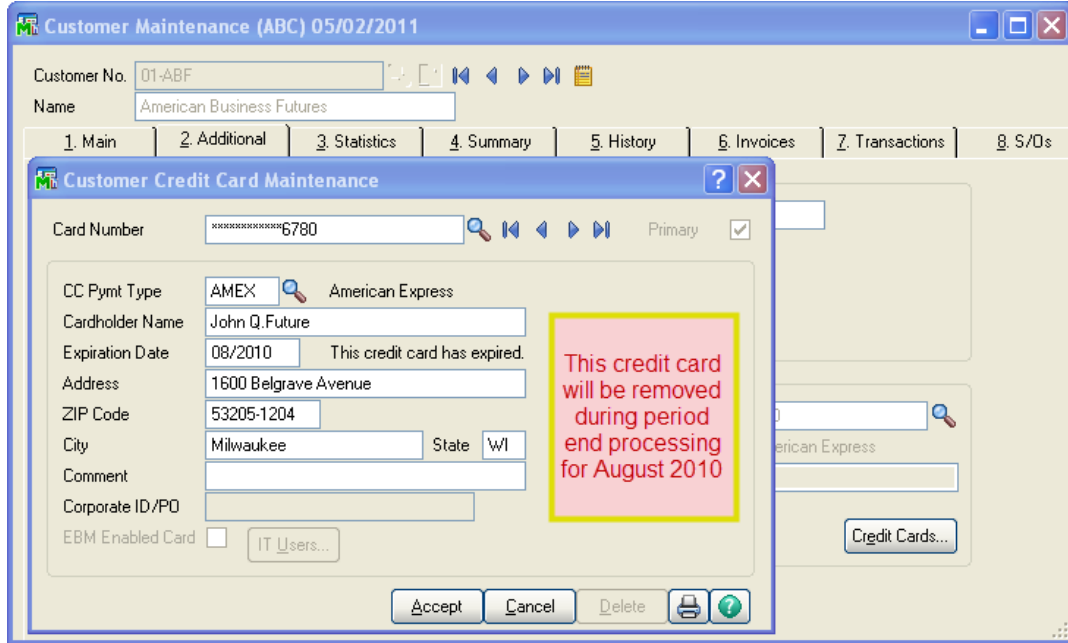
Expired Credit Cards Only – see detailed information below

Credit Card History Only – see detailed information below

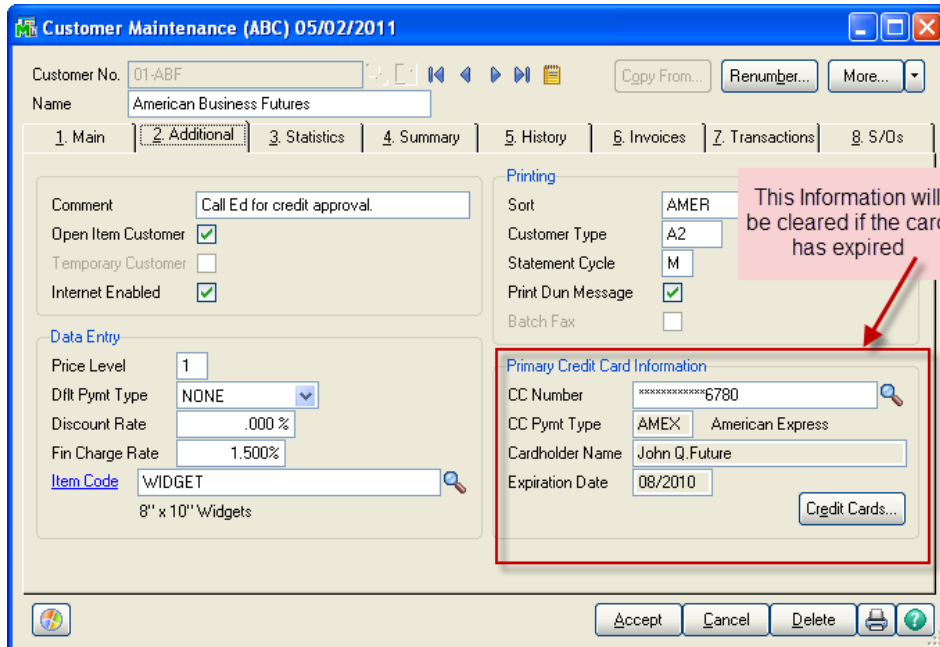
NO - keeps all existing credit card information intact

If you Choose Expired Credit Cards Only:

1. The program will scan the file where customer credit cards are stored and all credit card information for cards that have an expiration date prior to the period end date will be permanently removed.
 - a. **Note:** The expiration date is based on the period that you are closing. For example, if your closing period end date is 3/31/11 any credit cards that expired in March 2011 will be removed.



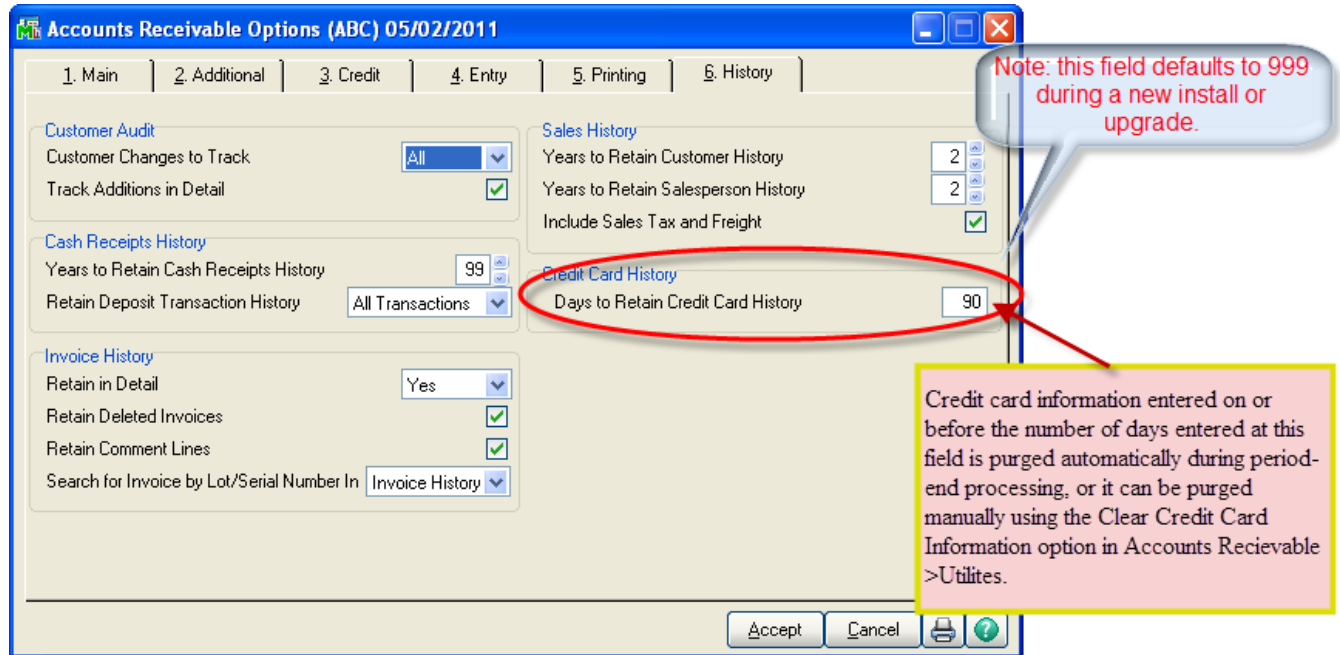
2. The routine will then check the customer master file and clear the primary credit card number if it corresponds with a credit card that has been removed in step#1.



3. Finally, if E-Business Manager is being used the routine will check for and remove any references to this record that may exist in the Customer Credit Card E-Business Manager - User table.

If you choose to remove Credit Card History Only:

Before we begin, you need to be aware of a new Setting in Accounts Receivable>Setup > Accounts Receivable Options. There is a new field "Days to Retain Credit Card History



Based on these number of days, if this option is selected, the program will scan the Accounts Receivable Invoice History file, Transaction Payment History file, Deposit History file, Cash Receipts History file, and Sales Order History file and remove the credit card related information for records that have a document date that is older than the A/R Options, Days to Retain Credit Card History.

For more information or assistance on this process contact David Overholt, Project Manager at 800.232.8913 or doverholt@dwdtechgroup.com.