

# Company Preferences - Payments

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## Payments

Under Payment company preference, you will be able to manage your credit card security settings.

Setting up credit card security is critical for preventing credit card fraud and avoiding losses to your business. This section adds a layer of security to your credit card transactions. Take time to review and make the appropriate choices.

## Payments

Select the appropriate setting for your company's needs:

Mask credit card number & only show the last 4 digits. (e.g. xxxx-xxxx-

- xxxx-5678)
- Enable 'Send Payment Request'

**Processing Requirements** - Determine whether a GATEWAY is required when saving a payment.

- Allow saving credit card payment even without processing.
- Block unprocessed credit card payments from being saved.
- **AV Requirements for processing credit cards**
  - Require both Billing Address and Zip
  - Require Billing Address only
  - Require Zip only

- Require either Billing Address or Zip
- Require neither Billing Address nor Zip
- Put Gateway transaction on test mode

Admin > Company Preferences

Company Preferences Save Reset

Section	Payment
General	<input type="checkbox"/> Mask credit card number (e.g. xxxx-xxxx-xxxx-5678)
Activities	<b>Processing Requirements</b>
Doc #s	<input checked="" type="radio"/> Allow saving credit card payment without processing.
Items	<input type="radio"/> Warn if saving a credit card payment and the card has not been processed.
Inventory	<input type="radio"/> Block unprocessed credit card payments from being saved.
Sales	<b>AV Requirements for processing credit cards</b>
Shipping	<input checked="" type="radio"/> Require both Billing Address and Zip
Payments	<input type="radio"/> Require Billing Address
Purchasing	<input type="radio"/> Require Zip
Receiving	<input type="radio"/> Require either Billing Address or Zip
Production	<input type="radio"/> Require neither Billing Address nor Zip
Lot / Serial #s	<input type="checkbox"/> Put Gateway transactions in test mode.

Click **Save** when done.