Adding a Credit Card Without Charging

Last Modified on 06/24/2022 1:44 pm EDT

This guide explains how to add a credit card without charging it. It is intended for advanced users.

aACE allows you to manually input a credit card for verification without charging the card. You can do this in various modules:

- From the Orders, Receipts, or Recurring Transactions modules:
 - 1. Set the Payment Method to Credit Card
 - 2. In the Payment Info section, click the Plus () icon to open the Charge Card screen, and follow steps 6-8 below.
- From the Companies module, follow the steps below:

Verify and Initialize a Credit Card

- Navigate from Main Menu > CRM & Sales > Companies and locate the desired company.
- 2. At the detail view, click the Finance & Accounting tab.
- 3. At the Payment Accounts section, click the **Plus** () icon > **Credit**.

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CH Setup Payment Accounts	
Bank Name Last 4 Digits Exp Date Name on Account	Office Preferred
Routing Number Account Number	
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4. At the Process Payment dialog box, enter the Card Number, Expiry Date, CVV number,

•	Process Payment	
Total Amount (\$):		
\$0.00		
Card Number:*		
Expiry Date:*		
MM/YYYYY		
CW: 👔		
First Name:		
Last Name:		
Street:		
1 Infinite Loop		
City:		
Cupertino		
State or Prov:		
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95014		
Make Payment		
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account holder name, and billing address.

5. Scroll down and click Make Payment.

The payment processor starts a transaction for \$0.00. Once the card is verified, the payment processor returns an alias for the credit card.

6. Click OK.

After the payment method is stored in aACE, you can easily use that card in subsequent transactions by selecting it from the credit card drop-down list.