Applying Credit Card Payments to Orders

Last Modified on 10/29/2026 11:28 am EDT

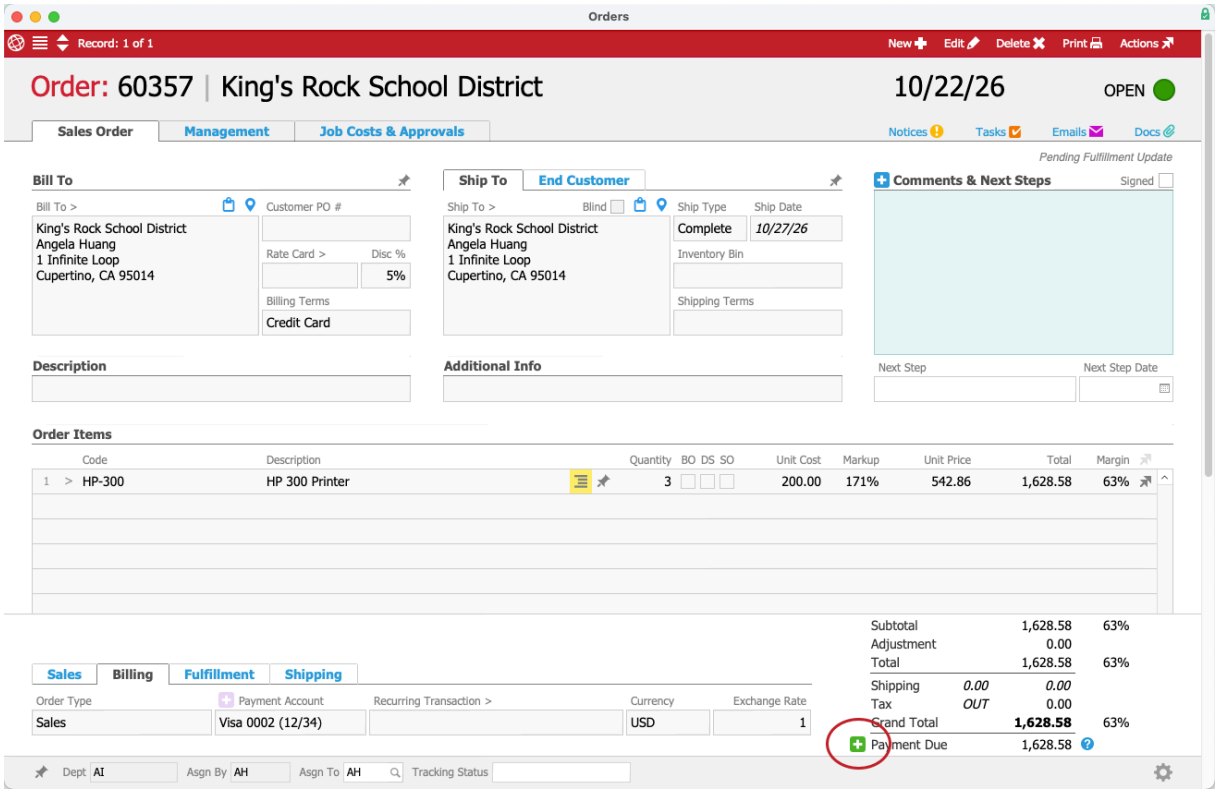
This guide explains applying credit and debit card payments to orders. It is intended for general users.

Credit card and debit card payments are processed through your payment processing integration (i.e. Payment Innovators or Global Payments Integrated). The process is fully PCI-compliant.

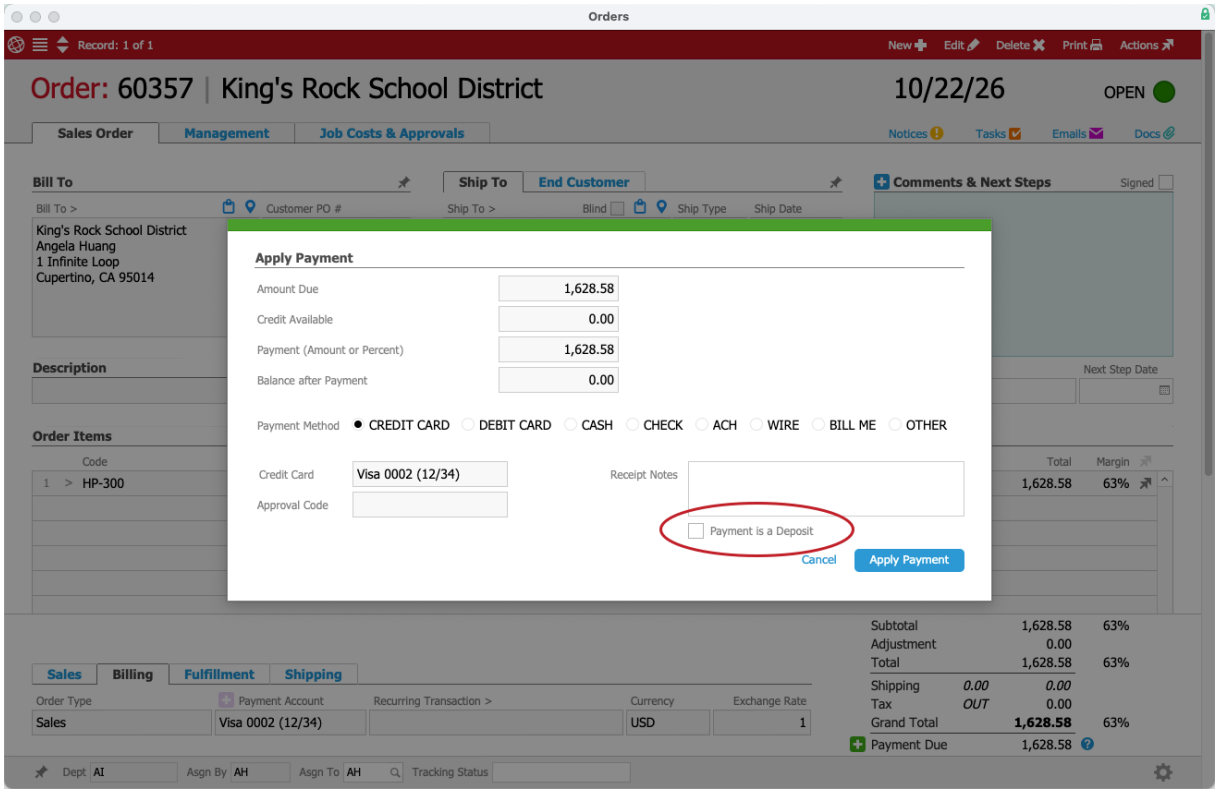
Applying a Credit Card Payment Using the Apply Payment Dialog

If the Billing Terms field for an order is Credit Card, you can apply a credit card payment through the normal invoicing process or by using the Apply Payment dialog:

1. From the Main Menu, go to **Order Management** > **Orders**.
2. Use the Quick Search bar to locate the Open order with a payment due, then select the **Go-To icon** (>).
3. In the Totals section of the order detail view, select the **Add icon** ( ).

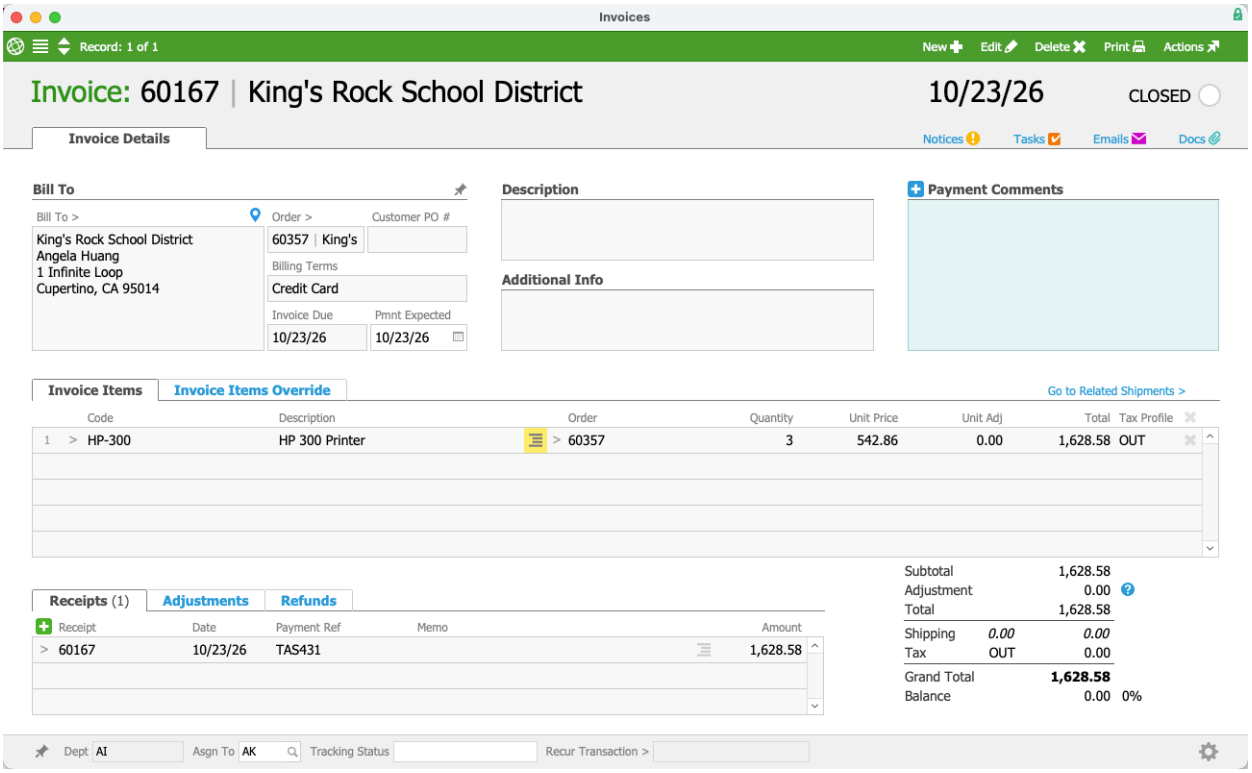


4. At the Apply Payment dialog, if the payment is a deposit, enable **Payment is a Deposit**.



5. Select **Apply Payment**.

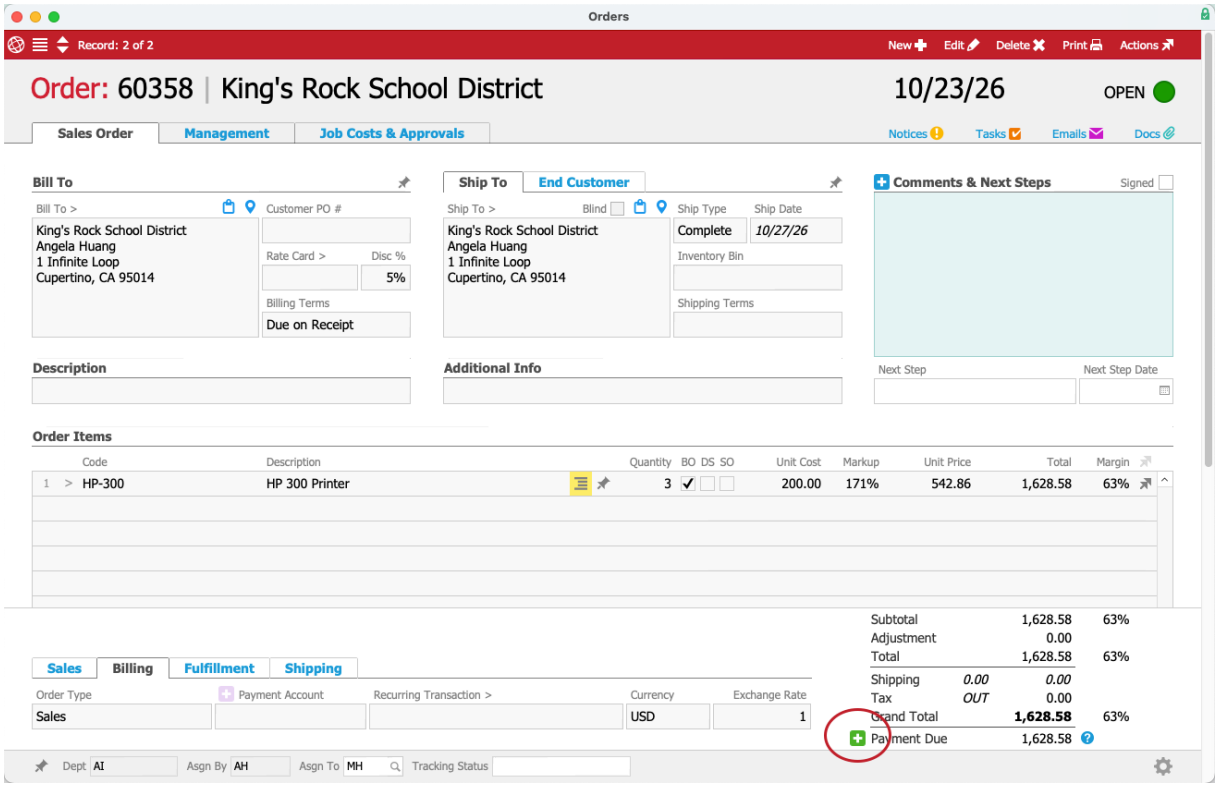
After you select Apply Payment, aACE automatically creates an invoice an receipt, posts the receipt, and closes the invoice.



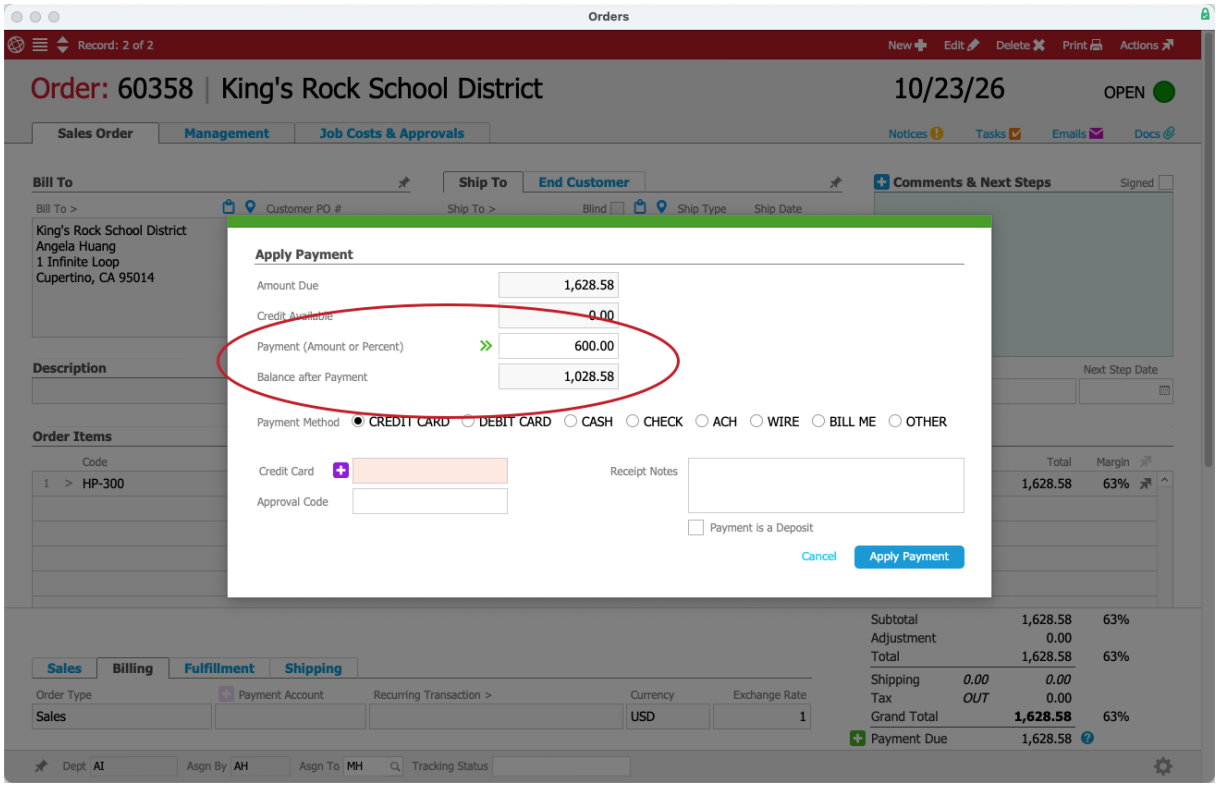
Applying a Due on Receipt Payment Using the Apply Payment Dialog

If the Billing Terms field for an order is Due on Receipt, you can apply a credit card payment through the normal invoicing process or by using the Apply Payment dialog:

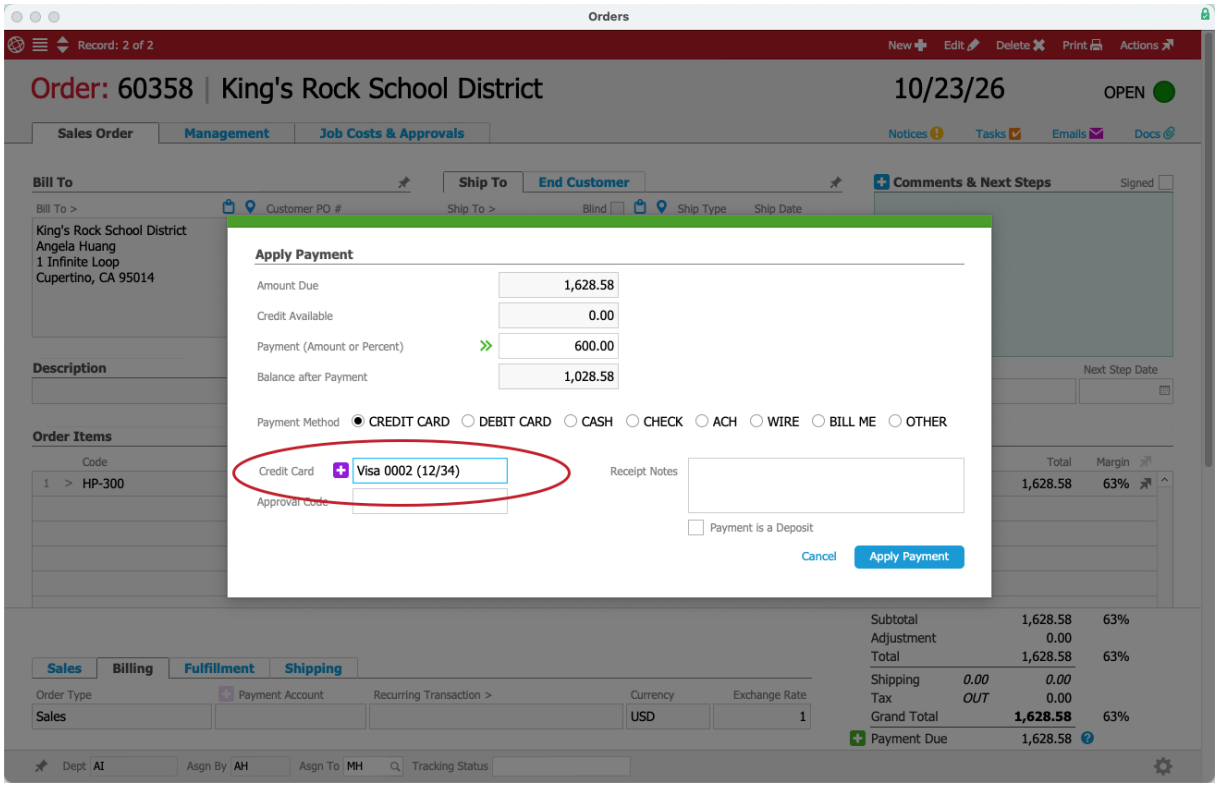
1. From the Main Menu, go to **Order Management** > **Orders**.
2. Use the Quick Search bar to locate the Open order with a payment due, then select the **Go-To icon** (>).
3. In the Totals section of the order detail view, select the **Add icon** ( ).



4. At the Apply Payment dialog, enter the value the customer is paying in the **Payment (Amount or Perfect) field** as an amount or percentage.
   aACE automatically updates the Balance after Payment field to reflect the remaining balance after the payment.



5. Ensure the Payment Method field is set to Credit Card or Debit Card.
6. In the Credit Card field, select a credit card from the list or select the **Add icon** ( ) to add a new credit card.
   If you add a credit card here, aACE will process a transaction value of the amount or percentage in the Payment (Amount or Percent) field. To add a credit card for a customer without charging the card, refer to Adding a Customer Credit Card (https://aace6.knowledgeowl.com/help/adding-a-customer-credit-card).



7. At the Apply Payment dialog, if the payment is a deposit, enable **Payment is a Deposit**.
8. Select **Apply Payment**.