

# Applying Credit Card and Debit Card Payments to Orders with Global Payments Integrated

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

Payments with credit cards and debit cards are processed through aACE's [integration with Global Payments Integrated](https://aace6.knowledgeowl.com/help/setting-up-global-payments-integrated) (GPI), previously OpenEdge. The process is fully PCI-compliant. The GPI secure payment processing service stores all sensitive account data and provides a randomly generated alias (or "token") for use in future aACE transactions (unless your system has been configured otherwise).

## Apply a Customer Payment to an Order

When adding a new credit card with these steps, the card will be authorized for the total in the Payment Amount field. (Note: You can also [add a card without charging it](http://aace6.knowledgeowl.com/help/adding-a-credit-card-without-charging).)

1. Navigate from **Main Menu** > **Order Management** > **Orders** and locate the desired order that is open and has a payment due.
2. On the detail view, next to the Payment Due field, click the **Add (+)** icon.
3. At the Enter Payment dialog, verify the **Payment**, then specify the correct payment option:

The screenshot shows the 'Enter Payment' dialog box. The 'Apply Payment' section contains the following fields:

Amount Due	225.00
Credit Available	0.00
Payment (Amount or Percent)	225.00
Balance after Payment	0.00

The Payment Method is set to **CREDIT CARD**. Other options include DEBIT CARD, CASH, CHECK, ACH, WIRE, BILL ME, and OTHER.


The Credit Card field contains **COMPAYS0003**. The Approval Code field is empty.

The Receipt Notes field is empty.

The checkbox for 'Payment is a Deposit' is unchecked.

Buttons: Cancel, Apply Payment

- **Credit Card**

- If the card *already* has an alias stored in aACE, select it from the drop-down.
- If the card does *not* have an alias in aACE, click the **Add** (  ) icon to generate a new one. This opens a dialog to enter the credit card information and also authorize the card for the payment amount. Verify that the amount to be charged, then click **Make Payment**. GPI validates and authorizes the card, generates the credit card alias, and holds the funds. On the Transaction Result dialog, click **OK**.

- **Debit Card** – Process exactly like credit cards, unless you have a [separate card reader](https://aace6.knowledgeowl.com/help/working-with-global-payments-integrated-peripherals) (<https://aace6.knowledgeowl.com/help/working-with-global-payments-integrated-peripherals>).

4. Back on the aACE Apply Payment dialog, click **Apply Payment**.

aACE posts the receipt and captures the credit card funds.

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