

# Applying ACH Payments to Orders with Global Payments Integrated

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This guide explains how to apply ACH payments to orders with GPI. It is intended for advanced users.


Payments with Automated Clearing House (ACH) are processed through aACE's [integration with Global Payments Integrated](https://aace6.knowledgeowl.com/help/setting-up-global-payments-integrated) (GPI). The GPI secure payment processing service stores all sensitive account data, then provides a randomly generated alias (or "token") for use in future aACE transactions (unless your system has been configured otherwise).

## About ACH

ACH is an electronic network for financial transactions in the United States. ACH payments are possible when a customer gives you authorization to debit directly from their checking or saving account. To use this method, you must first obtain the customer's routing number and account number.

Note: While credit cards are able to obtain an alias without processing a payment, ACH does *not* process information that way. You must *fully process* a payment in order to obtain the alias for future use. A typical workaround that companies use for ACH is to process a payment for a few cents in order to obtain the alias.

## Apply a Customer Payment to an Order

1. In the Orders module, locate the desired Open order that has a payment due.
2. On the detail view, next to the Payment Due field, click the **Add** (  ) icon.
3. At the Enter Payment window, verify the Amount Due, then select **ACH**.

4. Specify the **Bank Account**:

- If an alias *already* exists, select it from the dropdown list.
- If an alias is *not* stored in aACE for this account, click the **Add ( + )** icon, enter the card and billing address information, then scroll down and click **Make Payment**.

- This submits the account information to GPI to validate the account, authorize the charge, and capture the funds.

Warning: You *cannot* cancel the ACH payment after you click Make Payment.

Instead, you would have to refund the payment amount.

5. At the Transaction Result dialog, click **OK**.
  6. On the aACE Apply Payment dialog, click **Apply Payment**.  
aACE stores the account alias and posts the receipt.
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