## Working with Test Mode to Learn About Credit Card Processing

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This guide explains how to work with aACE Software support to familiarize yourself with a payment processor's functionality. It is intended for system administrators.

Production credentials are used to make actual charges to a customer's credit card. However, you can often use a payment processor's Test mode to learn more about their functionality. Test mode typically does not charge a card, but simply returns a message about a successful transaction. Different payment processors approach this kind of testing in different ways.

Note: All testing should be done during the Discovery process, prior to your Go-Live date.

Live transactions will typically be ignored while a test mode is active, meaning that transactions could be lost. In addition, enabling test mode with *production* credentials will generate an error. And finally, if you have already set up an account and entered production credentials, entering test credentials will overwrite them; you would need to re-enter the production credentials.

Do not work with test mode after you have gone live unless you are specifically working in a test system with aACEsoft support.

## Using Test Mode for Authorize.Net

All <u>Authorize.Net</u> (https://Authorize.Net) (Authorize) accounts are initially set up in Test mode. You can work with Test mode during the Discovery process, but be sure to disable Authorize.Net Test mode before you go-live.

Credit card numbers for testing credit transactions are available in <u>Authorize.Net's online</u> <u>Testing Guide (https://developer.authorize.net/hello world/testing guide.html)</u>.

## Setting Up Test Mode for Global Payment Innovators (GPI)

- 1. Navigate from Main Menu > System Admin > Payment Processing.
- 2. In General Settings, select **Test Mode**.
- 3. In Global Payments, select Card Entry, then Manual Entry.

## **GPI Test Cards**

GPI provides <u>card numbers that you can use to run tests</u> (https://developer.globalpay.com/resources/test-cardnumbers) of your system. For security reasons, the card entry screen in aACE does *not* allow you to copy and paste card numbers. You must enter them manually.

For additional card details, use these guidelines:

- Expiration Dates Any future date
- CVV Codes
  - $\circ$  Amex Any four-digit number
  - MasterCard Any three-digit number
  - Visa Any three-digit number