

# Setting Up Global Payments Integrated

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This guide explains how to set up your integration with Global Payments Integrated. It is intended for system administrators.

The first step for integrating your aACE system with [Global Payments Integrated](https://www.globalpaymentsinc.com/en-us) (<https://www.globalpaymentsinc.com/en-us>) is to [contact an GPI support representative](https://www.openedgepayment.com/en/support) (<https://www.openedgepayment.com/en/support>) and set up your GPI account. Your GPI rep will send you instructions, a reference number, and a schedule for an installation appointment with a member of the GPI team.

The installation will be done via web meeting. During this appointment, you will need to grant the GPI representative access to view and control your screen, including the ability to access aACE. GPI representatives may be unfamiliar with aACE. Use this guide to assist them in navigating your solution.

## GPI Tokens and aACE Fields

GPI creates account tokens for each terminal your organization requires. The number of account tokens you receive from GPI and the placement of those tokens will vary depending on how your business is set up.

Note: aACE enables you to have multiple accounts associated with different offices so that you can keep data siloed. GPI can also provide separate merchant identification numbers (MIDs) for each business office or entity. However, you should only configure your GPI accounts this way if you're doing complete multi-office segregation and each office is a fully separate accounting entity.

After you have [installed the aACE integration file](http://aace6.knowledgeowl.com/help/installing-integration-files) (<http://aace6.knowledgeowl.com/help/installing-integration-files>), proceed with the following steps:

1. In aACE, navigate from **Main Menu > System Admin > Preferences > Database Management**.
2. In the Integrations section, mark the flag for **Payment Processing**.
3. Next to Payment Processing, click the link to **Open Settings**.
  - Enable credit card integration – Mark this flag to activate the integration.
  - Enable ACH – Mark this flag if your account supports electronic checks.
  - Test mode – To test credit card processing, contact [aACEsoft support](#) to get test

credentials and use Test mode.

Note: Using Test mode with *production* credentials will yield an error.

- Save card for future use – Mark this flag to securely store an alias for customer credit cards.

Note: A credit card alias *cannot* be shared across offices. If your account with GPI includes multiple MIDs that correspond to separate offices in your aACE system, each office that does business with a customer company will need to obtain credit card information for that company. For other arrangements, discuss this point with your GPI rep.

- Allow multiple processors – Mark this flag if you need to support multiple credit card payment processors running simultaneously (e.g. transitioning from one payment processor to another). Contact [aACEsoft support](#) to help you set up this feature correctly.
- Card Entry – Specify the method you will use to obtain credit card information. The method you specify here will be applied to *all* offices in your organization.
  - EMV: Using chip readers exclusively; *no* magnetic swipers
  - Magnetic Swipe: Using magnetic swipers exclusively; *no* chip readers
  - Manual Entry: Using computer terminals exclusively; *no* retail operations where a physical card would be used
  - None Specified: Using a combination of magnetic swipers and computer terminals; *no* chip readers
- Authorize Card on Order Open – Mark the billing terms that should result on a card authorization when the order is opened.

#### 4. Click **Commit Updates**.

To prepare for your appointment with the GPI rep, you can also preview some additional settings. In the left-side navigation panel, click **Global Payments**. The setup fields are where the GPI rep will enter your necessary account tokens:

- If all offices will be using a *single* GPI account token, you will enter that token for *each* office.
- If each office will be using a *separate* GPI account token, you will enter each unique token for each office.

Note: When a payment is applied, the account token used corresponds to the order's office, not the user's office.

## Your Meeting with a GPI Representative

When the GPI Representative is ready to provide your account tokens:

1. Login to aACE and navigate from **Main Menu > System Admin > Preferences > Database Management**.
2. Next to Payment Processing, click the link to **Open Settings**.
3. In the General Settings tab, mark the flag to **Enable Credit Card Integration**.
  - Unmark the flag for **Test Mode**, if applicable.
  - Review the other settings and configure as required.
4. In the left-side navigation pane, click **Global Payments**.
5. If not already marked, mark the flag for **Enable Global Payments**.
6. Share control of your computer so the GPI rep can enter your account token(s).

**Warning:** This step differs slightly depending on whether you have a retail store, a single credit card processing terminal, or multiple offices with separate credit card processing terminals. Proceed carefully to ensure you are following the correct set of instructions:

  - **Office(s) with Single Credit Card Terminal:** The GPI rep will input your token into each account field.
  - **Office(s) with Separate Credit Card Terminals:** The GPI rep will input a unique account token into each account field.
  - **Physical Storefront:** The GPI rep will input your token in the **Retail Account Token** field. If you do *not* have a brick-and-mortar retail store, this field is left blank.
7. The GPI rep will inquire about your chip reader requirements and help you select the correct option for the **Card Entry** field.
8. If you use any **EMV chip readers** (<https://aace6.knowledgeowl.com/help/working-with-global-payments-integrated-peripherals>), the GPI rep will walk you through installing a remote client manager (RCM) on any terminal accepting these payments. The RCM will use aACE to interface between the chip reader and GPI.
9. Click **Commit Updates**.

## Completing the Setup

After the initial meeting with the GPI representative, you will need to set a few [other aACE preferences](http://aace6.knowledgeowl.com/help/other-preferences-for-openedge) (<http://aace6.knowledgeowl.com/help/other-preferences-for-openedge>). Then we recommend that you [run a few tests](https://aace6.knowledgeowl.com/help/testing-your-payment-processor-setup) (<https://aace6.knowledgeowl.com/help/testing-your-payment-processor-setup>) to ensure the connection is working correctly.