

# Applying ACH Payments to Orders with Global Payments Integrated

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Payments with Automated Clearing House (ACH) are processed through aACE's [integration with Global Payments Integrated](https://aace5.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 **Plus** (  ) icon.

**Apply Payment**

Amount Due 682.10

Credit Available 0.00

Payment (Amount or Percent) >> 682.10

Balance after Payment 0.00

Payment Method  CREDIT CARD  DEBIT CARD  CASH  CHECK  WIRE  BILL ME  OTHER

Bank Account +  Receipt Notes

Check #

Cancel Apply Payment


3. At the Enter Payment window, verify the Amount Due, then select **Check**.

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 **Plus ( + )** icon, enter the Routing Number and Account Number, then scroll down and click **Make Payment**.

Charge Card

Name on Account:

Routing Number:\* 

Account Number:\*

Check Number:

First Name:

Last Name:

Your Authorization: The payment amount of \$682.10 will be electronically debited from your account. I authorize your account to electronically debit the account listed above for the amount of this purchase. If this item is dishonored or returned for any reasons, I authorize an additional debit to the account listed above for \$25.00 or the maximum amount allowed by law, whichever is greater. By clicking on the button below, I agree to the terms of this agreement and authorize this purchase. Click the Make Payment button to complete the transaction. Remember to record this transaction in your check register. When your transaction has been completed successfully you will have the option to print, save, or email your receipt for this purchase.

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**.

The Check # field displays a check number that was randomly generated by GPI.

6. On the aACE Apply Payment dialog, click **Apply Payment**.

aACE stores the account alias and posts the receipt.