

# **Wallet System for Magento 2 Admin Guide**

by CedCommerce Docs - Products User Guides

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## 1. Overview

**Wallet System for Magento 2**, developed by CedCommerce provides the functionality through which the front-end users can add money to their wallet and then make payment directly using the Wallet Cash.

This is an excellent extension that allows the registered front-end users (customers) to pay for the products or services with one of the most popular payment system i.e via wallet

It provides the functionality through which the front-end users can add money to their wallet and then make the online payment directly from their Magento 2 Wallet System extension.

The users can use the Wallet Cash during the checkout process and the applicable amount deducts from their Wallet System. The users can easily credit the required amount to their wallet system by using any debit card or credit card, or bank account.

### **Key features are as follows:**

- Admin can enable or disable the wallet system for each and every user.
- Admin can also Credit or Debit the amount from the wallet of every user.
- Wallet System is a kind of online payment method.
- Front-end users can easily credit the required amount to their wallet system and pay for the products or services from their wallet.
- Admin can also refund the amount and credit it to the users' wallet system.
- Admin can view the details of the users using Wallet for making the transaction.
- If the order amount is less than the wallet balance, then the user can pay the remaining amount by using any other payment methods.
- The Admin can set cashback amount order wise as well as product wise.
- The customer can manage wallet-to-wallet transfer within the store.
- The customer can request admin to transfer their wallet amount to their bank account.
- On the checkout page, a user can view the wallet cash used and the remaining wallet cash.

**Note :** CedCommerce Inc. Wallet Extension for Magento 2 is only recharged via online payment method.

## 2. Wallet System Configuration Settings

Admin has to enable the Wallet System extension to use the functionalities through which the front-end users can credit the required amount to their wallet. Thus, during the checkout process, they can make the online payment directly from their Wallet System.

### **To Enable the Wallet System configurations**

1. Go to the Admin panel.
2. On the left navigation bar, click the **STORES** menu, and then click **Configuration**.  
The **Configuration** page appears as shown in the following figure:

## Configuration

**Store View:** Default Config Save Config

- CEDCOMMERCE ^
- Installed Extensions
- CED GROUPEGIFT v
- SUPPORT SYSTEM v
- GENERAL v
- CEDCOMMERCE WALLET ^
- Wallet
- CATALOG v

### Installed Extensions

Extension Name (version)	License Information	
Magento2_Ced_ShipPerProduct (0.0.2)	cedcommerce	✓
Magento2_Ced_Productfaq (0.0.2)	cedcommerce	✓
Magento2_Ced_Fastway (0.0.1)	cedcommerce	✓
Magento2_Ced_Advancerate (0.0.1)	cedcommerce	✓
Magento2_Ced_HelpDesk (0.0.1)	cedcommerce	✓
Magento2_Ced_SmsaShipping (1.0.0)	cedcommerce	✓

Installed Extensions appear.

3. In the left navigation panel, click the **CEDCOMMERCE WALLET** menu. The **Wallet** menu option appears the below as highlighted in the figure.
4. Click the **Wallet** menu option.

In the right panel page appears as shown in the following figure:

- MARKETPLACE v
- CEDCOMMERCE WALLET ^
- Wallet
- GENERAL v
- CATALOG v
- CUSTOMERS v
- SALES v
- DOTMAILER v
- SERVICES v
- ADVANCED v

### General Settings

**Enable Wallet System** [global] Yes v

**Minimum Amount to Add in Wallet** [website] 5

**Enable Wallet Transfer** [global] Yes v

**Enable OTP verification for Customer Wallet Amount Transfer** [website] Yes v

If yes then OTP verification is required to transfer wallet amount from one customer to another

**OTP Template** [website] OPY-{{alphanumeric 5}}

Format which can be applied to OTP numbers  
 Example: Prefix-{{id}}-{{ rand n}} output will be PREFIX-5-1234  
 Others formats are:  
 {{id}}-->store id  
 {{rand n}}-->random number is generated where n=1,2,3....  
 {{alphanumeric n}}-->alphanumeric number is generated where n=1,2,3....

**Email Template For OTP** [store view] Wallet Transaction Validation from OTP (Default) v

This email will be sent for OTP confirmation.

**Email Template For Transaction** [store view] Credit or Debit Wallet (Default) v

This email will be sent on wallet transaction.

**Enable Bank Transfer Request** [global] Yes v

**Enable Offline Payment methods to recharge Wallet** [global] Yes v

5. Under **General Settings**, in the **Enable Wallet** list, select **Yes**.

6. Click the **Save Config**

The configuration is saved and the wallet system feature is enabled.

**Wallet System configurations setting as a payment method**

1. Go to the Admin panel.

2. On the left navigation bar, click the **STORES** menu, and then click **Configuration**.

The **Configuration** page appears as shown in the following figure:

3. In the left navigation panel, click the **SALES** menu.

Then move to the sub-section on **Payment Method** menu option appears the below as highlighted in the figure below.

- DASHBOARD
- SALES
- GROUP GIFT
- SUPPORT SYSTEM
- MOBILE LOGIN
- PRODUCTS
- STORE PICKUP
- BLOG
- FIND PARTNERS & EXTENSIONS

**CED** COMMERCER  
 This is a demonstration store. No real products. No real prices. No real charges. This demo store will be reset automatically in 6 AM (IST). The extension's settings will also be returned to the default ones.

[Go To Admin Panel](#) [Back To Store](#)

## Configuration

Search admin 16

Store View: Default Config ? Save Config

- CEDE GROUPGIFT** ▾
- CEDECOMMERCE** ▾
- MOBILE LOGIN** ▾
- SUPPORT SYSTEM** ▾
- CEDECOMMERCE WALLET** ▾
- GENERAL** ▾

### Merchant Location ⌵

RECOMMENDED SOLUTIONS:

**PayPal Express Checkout**  
 Add another payment method to your existing solution or as a stand-alone option. Configure

Check out with **PayPal**

**Braintree**  
 Accept credit/debit cards and PayPal in your Magento store. No setup or monthly fees and your customers never leave your store to complete the purchase. Configure

## Configuration

Save Config

- CEDECOMMERCE** ▾
- ORDERDELETE** ▾
- CEDECOMMERCE** ▾
- CATALOG** ▾
- CUSTOMERS** ▾
- REWARDSYSTEM** ▾
- SALES** ▲
- Sales
- Sales Emails
- PDF Print-outs
- Tax
- Checkout
- Shipping Settings
- Multishipping Settings
- Shipping Methods
- Google API
- Payment Methods**
- SERVICES** ▾
- ADVANCED** ▾

OTHER PAYPAL PAYMENT SOLUTIONS: ▲

**PayPal All-in-One Payment Solutions** ⌵  
 Accept and process credit cards and PayPal payments.

**PayPal Payment Gateways** ⌵  
 Process payments using your own internet merchant account.

- OTHER PAYMENT METHODS: ▲
- ⌵ Check / Money Order
  - ⌵ Bank Transfer Payment
  - ⌵ Cash On Delivery Payment
  - ⌵ Zero Subtotal Checkout
  - ⌵ Purchase Order
  - ⌵ Authorize.net Direct Post
  - ⌵ **Wallet System**

**Enabled** [website]

**Title** [store view]

**Payment from Applicable Countries** [website]   Use system value

**Payment from Specific Countries** [website]

- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Bangladesh
- Barbados
- Belarus
- Belgium
- Belize
- Benin

**Sort Order** [website]

4. From here you can select the country to which you need to make the wallet feature available for specifically as a mode of payment.

## 2.1. Set Wallet General Configuration

All the wallet setting need to be enable or disable from the configuration and even cashback feature, Bank Account transfer, Cashback Rules setting are managed from here.

Lets checkout complete wallet con

### WALLET CONFIGURATION

The screenshot shows the 'General Settings' for the 'Wallet' configuration. The left sidebar has a menu with 'Wallet' highlighted. The main configuration area includes the following settings:

- Enable Wallet System** (Global): Yes
- Minimum Amount to Add in Wallet** (Website): 5
- Enable Wallet Transfer** (Global): Yes
- Enable OTP verification for Customer Wallet Amount Transfer** (Website): Yes. Note: If yes then OTP verification is required to transfer wallet amount from one customer to another.
- OTP Template** (Website): OPY-{{alphanum 5}}. Note: Format which can be applied to OTP numbers. Example: Prefix-{{id}}-{{ rand n}} output will be PREFIX-5-1234. Others formats are: {{id}}-->store id, {{rand n}}-->random number is generated where n=1,2,3,...., {{alphanum n}}-->alphanumeric number is generated where n=1,2,3,....
- Email Template For OTP** (Store View): Wallet Transaction Validation from OTP (Default). Note: This email will be sent for OTP confirmation.
- Email Template For Transaction** (Store View): Credit or Debit Wallet (Default). Note: This email will be sent on wallet transaction.
- Enable Bank Transfer Request** (Global): Yes
- Enable Offline Payment methods to recharge Wallet** (Global): Yes

- **Enable Wallet System** : (YES/NO) It is used the enable or disable the complete wallet module for the customer.
- **Minimum Amount to Add in Wallet** : This is the minimum recharge amount that has to be done by customer.
- **Enable Wallet Transfer** : (YES / NO) This is to enable the feature of wallet to wallet transfer.
- **Enable OTP verification for Customer Wallet Amount Transfer** : (YES / NO) When the customer want to transfer amount form his wallet to another customers wallet, the OTP will be sent on mail.
- **OTP Template** : Email format of OTP Template
- **Email Template For Transaction**: This email will be sent for all wallet transaction done by customer.

- **Enable Bank Transfer Request :** (YES / NO) Enable or disable feature for customer to request for bank transfer.

## 2.2. Cashback Setting

### CASHBACK SETTING

CedCommerce Wallet extension is enriched with the feature of providing cashback to customer based on various available condition, that can be set from the **ADMIN < WALLET < CONFIGURATION < WALLET**

#### Cashback Settings

**Enable Order Cashback** [global]

**Minimum Order Amount for Cashback** [global]

**Maximum Cashback Amount** [global]   
Leave it empty if you do not want to apply Maximum Cashback Amount

**Cashback percentage amount** [global]

**Cashback Payment** [global]   
If you select "On Interval" the cashback amount will be transferred in the selected time period. Else the entire cashback amount will be credited at one time.

**Enable Product Cashback** [global]

**Productwise Cashback** [global]

Product Sku	Mode	Amount	Max Amount	Action
<input type="text" value="24-MB05"/>	<input type="text" value="Fixec"/>	<input type="text" value="50"/>	<input type="text"/>	
<input type="text" value="24-MB01"/>	<input type="text" value="Fixec"/>	<input type="text" value="60"/>	<input type="text" value="10"/>	
<input type="text" value="24-MB05"/>	<input type="text" value="Perc"/>	<input type="text" value="50"/>	<input type="text"/>	
<input type="button" value="Add"/>				

**Cashback Expiration** [global]   
In Days

- **Enable Order Cashback :** (On First Order / On All Order / No)
  - If the admin want to provide the cashback on the **first order** made by customer using wallet service.
  - If the Customer want to configure the cashback setting so that cashback feature is applicable for customer **on all the order** placed by them via wallet mode of transaction.
  - If customer want to disable the cashback feature, so he can select the **No**.

- **Minimum Order Amount for Cashback** : Here the customer set the minimum cart checkout amount, from which the cashback configuration will work on.
- **Maximum Cashback Amount** : This will show the Maximum amount of cashback that can be given for an order to the customer; irrelative with the condition set, i.e. this will be the top most cashback amount that will be awarded as a cashback to customer for his order.  
*Note: If the admin do not want to put the maximum amount of cashback, he want the exact cashback to be calculated and provided to customer as per configuration set, then leave the field empty.*

Now, if the customer want to set the cashback feature product wise, then he can configure via below mention configuration points

- **Enable Product Cashback** : (Yes / No) Admin can enable or disable the feature based on his opinion to perform the cashback feature on any product or not.
- **Product wise Cashback** : Here admin need to list the product on which customer need to provide the cashback, he can set the cashback on product based on %age or any fixed amount. Product cashback via admin can be set by providing various product detail like **Product SKU / Mode (Fixed amount or %age) / Amount / Max Amount / Action**.  
 You can add as many product require, and want to give cashback on.
- **Cashback Expiration** : This is the time period mentioned in **day** by admin that will check that when the customer allotted cashback on product will expire if that is not utilised.

### 3. Enable the Wallet System for the Front-end User

Admin has rights to enable or disable the wallet system for each and every front-end user specifically and also can add or deduct money from the wallet of every user.

#### To Enable or Disable the wallet system for front-end user

1. Go to the **Admin panel**.
2. On the left navigation bar, click the **CUSTOMERS** menu, and then click **All Customers**.  
 The **Customers** page appears as shown in the following figure:

ID	Name	Email	Group	Phone	ZIP	Country	State/Province	Customer Since	Web Site	Confirmed email	Account Created in	Date of Birth	Tax VAT Number	Gender	Action
1	Veronica Costello	roni_cost@example.com	General	9876543210	226012	India	Uttar Pradesh	Aug 31, 2017 3:10:55 PM	Main Website	Confirmation Not Required	Default Store View	Dec 15, 1973		Female	Edit
2	akash rai	akashrai@gmx.com	General					Aug 31, 2017 6:28:51 PM	Main Website	Confirmation Not Required	Default Store View				Edit

**Note:** Admin can enable and disable the Wallet System feature while editing the details of the existing customer or while adding a new customer.

3. Move to the **Action** column of the required customer row.
4. In the **Action** column, click the **Edit** link.  
 The selected customer page appears as shown in the following figure:

Veronica Costello

Search, Notifications, demo

← Back   Delete Customer   Reset   Create Order   Reset Password   Force Sign-In   Save and Continue Edit   **Save Customer**

**CUSTOMER INFORMATION**

- Customer View
- Account Information
- Addresses
- Orders

**Personal Information**

Last Logged In:	Dec 15, 2017, 10:24:47 PM (Offline)	<b>Default Billing Address</b>
Account Lock:	Unlocked	Veronica Costello
Confirmed email:	Confirmation Not Required	318 Wellington Street West
Account Created:	Aug 31, 2017, 3:10:55 PM	LKO, Uttar Pradesh, 226012
Account Created in:	Default Store View	India
Customer Group:	General	T: 9876543210

- In the left navigation panel, click the **Account Information** menu. The **Account Information** appears in the right panel.

← Back
Delete Customer
Reset
Create Order
Reset Password
Force Sign-In
Save and Continue Edit
Save Customer

**CUSTOMER INFORMATION**

- Customer View
- Account Information**
- Addresses
- Orders
- Billing Agreements
- Newsletter
- Product Reviews
- Wallet Transaction
- Wish List

Account Information

Associate to Website \* Main Website ?

Group \* General

Disable Automatic Group Change Based on VAT ID

Prefix

First Name \* Veronica

Middle Name/Initial

Last Name \* Costello

Suffix

Email \* @email: roni\_cost@example.com

Date of Birth 12/15/1973

Strip Save Card {"customer\_save":{"stripe\_customer\_id":"cus\_BL14vOW24dQO}}

**Enable Wallet System** Yes

Tax/VAT Number

**Amount in Wallet** 500

Gender Female

Send Welcome Email From Default Store View

- In the right panel, under **Account Information**, do the following steps:
  - In the **Enable Wallet System** list, select **Yes**.
  - In the **Amount in Wallet** box, this will display the current wallet balance of the customer.
- Click the **Save Customer** button.  
The entered amount is credited in the wallet system of the customer(Front-end user).

## 4. My Wallet On Front-end View

Only the registered users can make use of wallet. Users can add the amount in the wallet , can transfer the wallet amount to another customer and even request admin to transfer the wallet amount to his bank account.

To move to the wallet service, for customer he want to login to his account and then move to account section and then navigate to wallet.

**Customer Login < My Account < My Wallet**

 <p><b>Wallet Details</b> \$20.00 Amount in Wallet <a href="#">Add Amount</a></p>	 <p><b>Transferred amount</b> \$0.00 Amount Transferred <a href="#">Transfer Amount</a></p>	 <p><b>Total Requested Amount</b> \$0.00 Amount Requested <a href="#">Request Amount in Bank</a></p>
--	--	---

Here customer can check all the 3 feature

- Wallet Balance, and to Add Amount to wallet option
- Transfer Amount, so that customer can transfer the wallet amount to some other customers wallet.
- Total Request Amount, this is the request that customer give to admin for the amount to be transferred to his bank account.

Lets check the process In details....

### 4.1. Recharge your Wallet

**To view the amount details and add an amount**

1. Go to the Front-end panel.
2. Log in the front-end user account.
3. In the left navigation panel, click the **My Wallet** menu.

The **Amount in Wallet** page appears in the right panel as shown in the following figure:

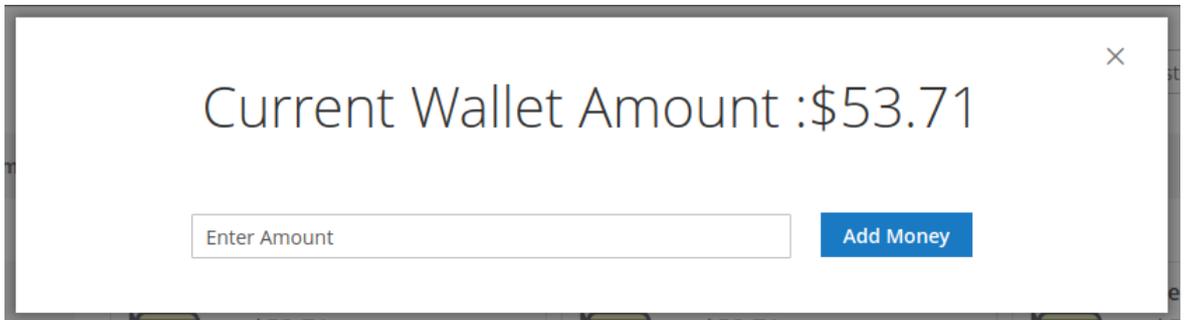
 <p><b>Wallet Details</b> \$20.00 Amount in Wallet <a href="#">Add Amount</a></p>	 <p><b>Transferred amount</b> \$0.00 Amount Transferred <a href="#">Transfer Amount</a></p>	 <p><b>Total Requested Amount</b> \$0.00 Amount Requested <a href="#">Request Amount in Bank</a></p>					
<p>Export</p>							
<p>Search    Reset Filter    5 records found 0 selected    20 per page    1 of 1</p>							
ID #	Created At	Order Id	Action	Amount	Comment	expired At	Transaction With
<input type="text"/>	<input type="text"/> From <input type="text"/> To	<input type="text"/>	<input type="text"/>	<input type="text"/> From <input type="text"/> To	<input type="text"/>	<input type="text"/> From <input type="text"/> To	<input type="text"/>
5	Oct 23, 2018	Redeem Request	Admin Credit	\$10.00	Credit		
4	Oct 23, 2018	Admin Credit	Admin Credit	\$10.00	Credit		

All the amount that is credited to the wallet and debited from the wallet. Users can add the amount to the wallet.

4. To add the amount in the wallet, do the following steps:

a. Click the **Add Amount** button.

The **Current Wallet Amount** page appears in the right panel as shown in the following figure:

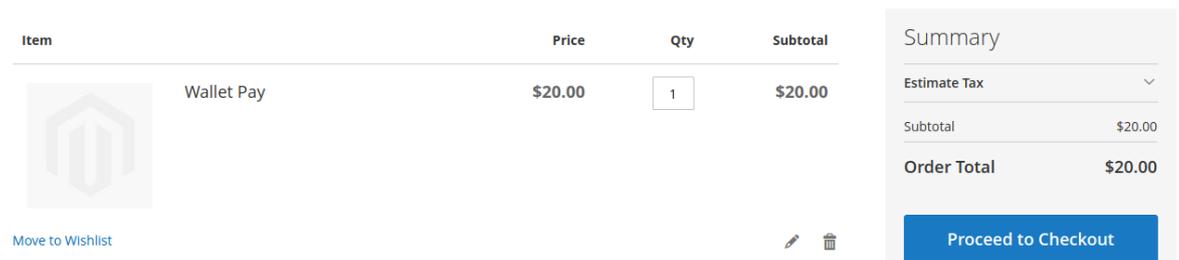


This page displays the current amount in the wallet and the user can add more amount to the wallet as per the need.

b. In the box, enter the required amount.

c. Click the **Add Money** button.

The **Shopping Cart** page appears as shown in the following figure:



d. Click the **Proceed to Checkout** button.

The **Payment Method** page appears as shown in the following figure:

**NOTE** : Wallet is recharged using only a online payment method. (Money Order and COD is not valid for Wallet Recharge)

e. Under **Payment Method**, click to select the required payment method.

The section appears as shown in the following figure:

f. Click the **Place Order** button.

The order is placed and the order confirmation message appears and your Wallet is recharged.

## Front-end Panel

### My Dashboard

The placed order appears on this page as shown in the following figure:

Recent Orders [View All](#)

Order #	Date	Ship To	Order Total	Status	Action
000000002	10/23/18	Veronica Costello	\$20.00	Completed	<a href="#">View Order</a>   <a href="#">Reorder</a>

Admin Panel

Orders

Orders

🔍 🔔 👤 admin ▾

Create New Order

Search by keyword  🔍

Filters | Default View | Columns | Export

Actions ▾ 2 records found | 20 per page | 1 of 1

ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Signifyd Guarantee Decision
000000002	Main Website Main Website Store Default Store View	Oct 23, 2018 8:31:35 AM	Veronica Costello	Veronica Costello	\$20.00	\$20.00	Completed	<a href="#">View</a>	

### 4.2. Transfer wallet amount form one customer to another

Now if the customer want to transfer his wallet amount to another customer, he even have the privilege to do that. To transfer the wallet amount customer need to click on **Transfer Amount**.

 <p><b>Wallet Details</b> \$20.00 Amount in Wallet <a href="#">Add Amount</a></p>	 <p><b>Transferred amount</b> \$0.00 Amount Transferred <a href="#">Transfer Amount</a></p>	 <p><b>Total Requested Amount</b> \$0.00 Amount Requested <a href="#">Request Amount in Bank</a></p>
--	--	---

1. Customer need to click on **Transfer Amount**.
2. Now a new window will open up so that customer can provide the relevant detail to transfer the amount.

Current Wallet Amount :\$20.00

Enter Email

Enter Amount

Enter Description

[Proceed](#)

- a. Customer need to provide the person **email** id to whom he want to transfer the wallet amount.
- b. Customer need to enter the **amount**, that he need to transfer; the amount cannot be more than the current wallet amount.
- c. After completed the required details you will receive the *OTP* on the registered mail id, please validate that and then the amount will be transferred.

ID #	Created At	Order Id	Action	Amount	Comment	expired At	Transactioned With
<input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="text"/>
229	Oct 23, 2018	Wallet-Transfer	Debit	\$20.00	Customer To Customer Transfer : Testing		roni_cost@example.com

- d. Now the amount will get reflected to the account to which that is transferred, and it will be shown in table.

ID #	Created At	Order Id	Action	Amount	Comment	expired At	Transactioned With
<input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="text"/>
230	Oct 23, 2018	Wallet-Transfer	Credit	\$20.00	Customer To Customer Transfer : Testing		mshikha1103@gmail.com

### 4.3. Wallet to Bank Transfer

Wallet extension is enriched with one of the best feature that will allow customer to request the admin to transfer their wallet amount to there bank account. To request this customer need to follow the following step from the store frontend after getting login to there customer account

**Customer Login < My Account < My Wallet**

 <p><b>Wallet Details</b> \$20.00 Amount in Wallet <a href="#">Add Amount</a></p>	 <p><b>Transferred amount</b> \$0.00 Amount Transferred <a href="#">Transfer Amount</a></p>	 <p><b>Total Requested Amount</b> \$0.00 Amount Requested <a href="#">Request Amount in Bank</a></p>
--	--	---

Now the customer click on **“Request Amount in Bank”** to send the request to admin

×

## Current Wallet Amount :\$20.00

After customer fill the detail that detail is sent to admin, and admin can check the Bank account Transfer request by navigating to

**Account < Wallet < Bank Transfer Request**

Bank Transfer Requests

🔍 🔔 👤 admin ▾

⏚ Filters ⚙️ Columns ▾

Actions ▾
1 records found
20 ▾ per page
< 1 of 1 >

	ID	Details	Amount	Customer	Comment	Status	Action
<input type="checkbox"/>	2	Indusind Mohali Punjab	20	Veronica Costello		Pending	<a href="#" style="color: #007bff;">Update</a>

Now from here admin can check the detail of customer and provide the **Action** to the request. Admin can provide comment and update the status of the request as Approved or Disapproved.

When the admin has successfully accepted the customers request to redeem the wallet amount to the Bank account, so customer can check that in wallet transaction table.



**Wallet Details**  
\$0.00  
Amount in Wallet  
[Add Amount](#)



**Transferred amount**  
\$20.00  
Amount Transferred  
[Transfer Amount](#)



**Total Requested Amount**  
\$0.00  
Amount Requested  
[Request Amount in Bank](#)

[Export](#)

[Search](#) [Reset Filter](#) 5 records found 0 selected 20 per page 1 of 1

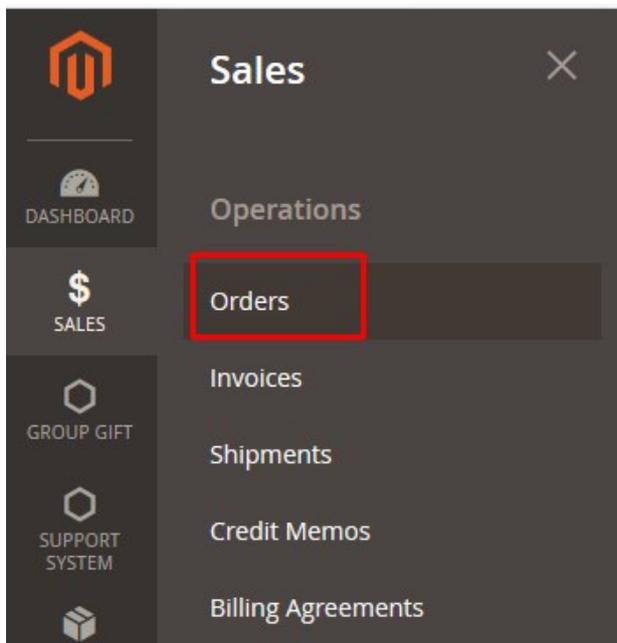
ID #	Created At	Order Id	Action	Amount	Comment	expired At	Transaction With
<input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="text"/>
5	Oct 24, 2018	Redeem Request	Debit	\$20.00	done		

## 5. View Order and Create Invoice From Admin Panel

The admin can view the newly added amount in the form of Order. It appears as other simple orders. The admin can view the customer name and other details of the order. Also, can create invoice and credit memos.

### To view the order and create the invoice

1. Go to the Admin panel.
2. On the left navigation bar, click the **SALES** menu.  
The menu appears as shown in the following figure:



3. Click **Orders**.

The **Orders** page appears as shown in the following figure:

Orders 🔍 🔔 4 👤

[Create New Order](#)

Search by keyword  🔍 Filters 👁 Default View ⚙ Columns 📄 Export

Actions ▼ 197 records found 20 per page < 1 of 10 >

<input type="checkbox"/>	ID ↑	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action
<input type="checkbox"/>	000000274	Main Website Main Website Store Default Store View	Dec 21, 2017, 21:12:00 PM	wallet new		\$200.00	\$200.00	Pending	<a href="#">View</a>
<input type="checkbox"/>	000000273	Main Website Main Website Store Default Store View	Dec 21, 2017, 15:12:00 PM	wallet new		\$300.00	\$300.00	Closed	<a href="#">View</a>
<input type="checkbox"/>	000000272	Main Website Main Website Store Default Store View	Dec 21, 2017, 11:12:00 AM	wallet 2017	wallet 2017	\$63.00	-\$13.00	Pending	<a href="#">View</a>

4. Scroll down to the required pending order.
5. In the **Action** column of the respective order row, click the **View** link.  
The order page appears as shown in the following figure:

#000000274



[← Back](#)
[Cancel](#)
[Send Email](#)
[Hold](#)
[Invoice](#)
[Reorder](#)
[Edit](#)

**ORDER VIEW**

- Information
- Invoices
- Credit Memos
- Comments History

Order & Account Information

Order # 000000274 (The order confirmation email was sent)

Order Date	Dec 21, 2017, 9:28:08 PM
Order Status	Pending
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	112.79.169.47

Account Information

Customer Name	[Redacted]
Email	[Redacted].com
Customer Group	General

Address Information

Billing Address [Edit](#)

wallet new  
new york  
new york, New York, 226021  
United States  
T: 123654

Payment & Shipping Method

Payment Information

Check / Money order  
The order was placed using USD.

Items Ordered

Product	Item Status	Original Price	Price	Qty	Subtotal	Tax Amount	Tax Percent	Discount Amount	Row Total
Wallet Pay	Ordered	\$100.00	\$200.00	Ordered 1	\$200.00	\$0.00	0%	\$0.00	\$200.00
SKU: wallet_product									

Order Total

Notes for this Order

Status:

Comment:

- Notify Customer by Email
- Visible on Storefront

[Submit Comment](#)

Order Totals

Subtotal	\$200.00
<b>Grand Total</b>	<b>\$200.00</b>
<b>Total Paid</b>	<b>\$0.00</b>
<b>Total Refunded</b>	<b>\$0.00</b>
<b>Total Due</b>	<b>\$200.00</b>

- On this page, admin can view all the details and create the invoice.  
 6. On the top navigation bar, click the **Invoice** button.  
 The **New Invoice** page appears as shown in the following figure:

New Invoice

[← Back](#)   [Reset](#)

---

#### Order & Account Information

**Order # 00000274** (The order confirmation email was sent)

Order Date	Dec 21, 2017, 9:28:08 PM
Order Status	Pending
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	112.79.169.47

#### Account Information

Customer Name	wallet new
Email	walletnew@email.com
Customer Group	General

---

#### Address Information

**Billing Address** [Edit](#)

wallet new  
 new york  
 new york, New York, 226021  
 United States  
 T: 123654

---

#### Payment & Shipping Method

##### Payment Information

Check / Money order  
 The order was placed using USD.

---

#### Items to Invoice

Product	Price	Qty	Qty to Invoice	Subtotal	Tax Amount	Discount Amount	Row Total
Wallet Pay SKU: wallet_product	\$200.00	Ordered 1	1	\$200.00	\$0.00	\$0.00	\$200.00

---

#### Order Total

##### Invoice History

Invoice Comments

##### Invoice Totals

Subtotal	\$200.00
<b>Grand Total</b>	<b>\$200.00</b>

Append Comments

Email Copy of Invoice

20 / 26

7. Click the **Submit Invoice** button.

The invoice is created and a success message appears on the specific order page as shown in the following figure:

#000000274 ← Back   Send Email   Credit Memo   Reorder

✔ The invoice has been created.

**ORDER VIEW**

Information

Invoices

Credit Memos

Comments History

**Order & Account Information**

---

**Order # 000000274 (The order confirmation email was sent)**

Order Date	Dec 21, 2017, 9:28:08 PM
Order Status	Complete
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	112.79.169.47

**Account Information**

Customer Name	wallet new
Email	walletnew@email.com
Customer Group	General

## Front-end Panel

### My Dashboard

After the admin creates the invoice, the status of the order appears as Complete.

# My Dashboard

Recent Orders [View All](#)

Order #	Date	Ship To	Order Total	Status	Action
000000274	12/21/17		\$200.00	Complete	<a href="#">View Order</a>   <a href="#">Reorder</a>

### My Orders

After the admin creates the invoice, the status of the order appears as Complete.

# My Orders

Order #	Date	Ship To	Order Total	Status	Action
000000274	12/21/17		\$200.00	Complete	<a href="#">View Order</a>   <a href="#">Reorder</a>

### My Wallet

Only when the admin creates the invoice, the paid amount is credited in the wallet.

Amount in Wallet: \$ 102030

Add Amount

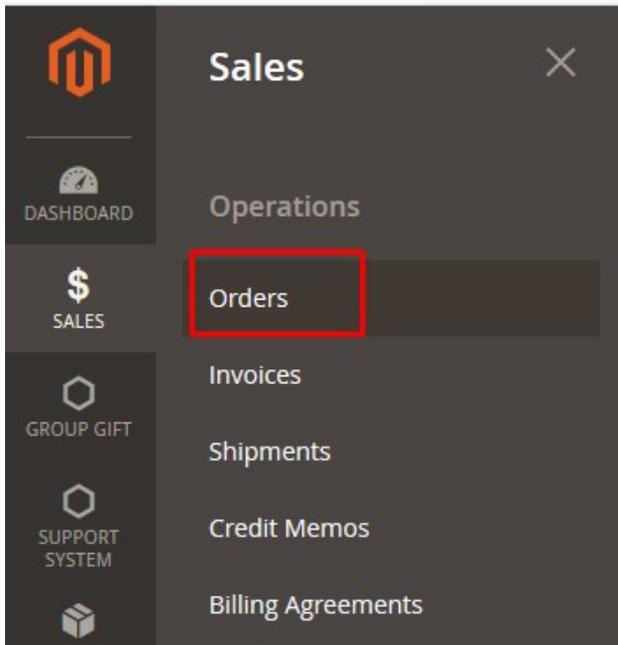
ID #	ORDER ID	ACTION	AMOUNT	TIME
22	000000200	Credit	10	2017-12-18 11:27:50
23	000000201	Credit	10	2017-12-18 11:28:24
24	000000202	Credit	10	2017-12-18 11:28:43
27	000000256	Debit	45	2017-12-20 07:26:10
28	000000257	Debit	45	2017-12-20 07:33:17
29	000000258	Debit	45	2017-12-20 07:44:47
30	000000261	Debit	45	2017-12-20 09:28:21
39	000000273	Credit	300	2017-12-21 10:18:07
40	000000274	Credit	200	2017-12-22 07:22:29

## 6. Pay To Wallet From Admin Panel

After creating the invoice, the admin can pay the amount to the wallet of the front end user through creating the credit memo.

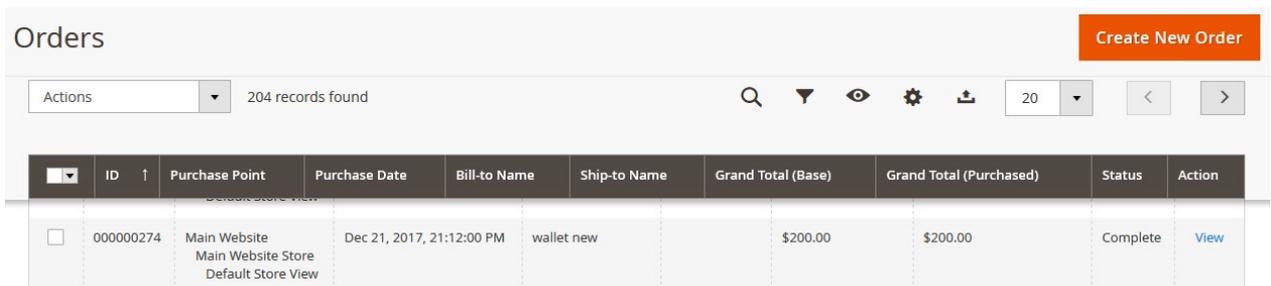
### *To pay to wallet*

1. Go to the Admin panel.
2. On the left navigation bar, click the **SALES** menu.  
The menu appears as shown in the following figure:



3. Click **Orders**.

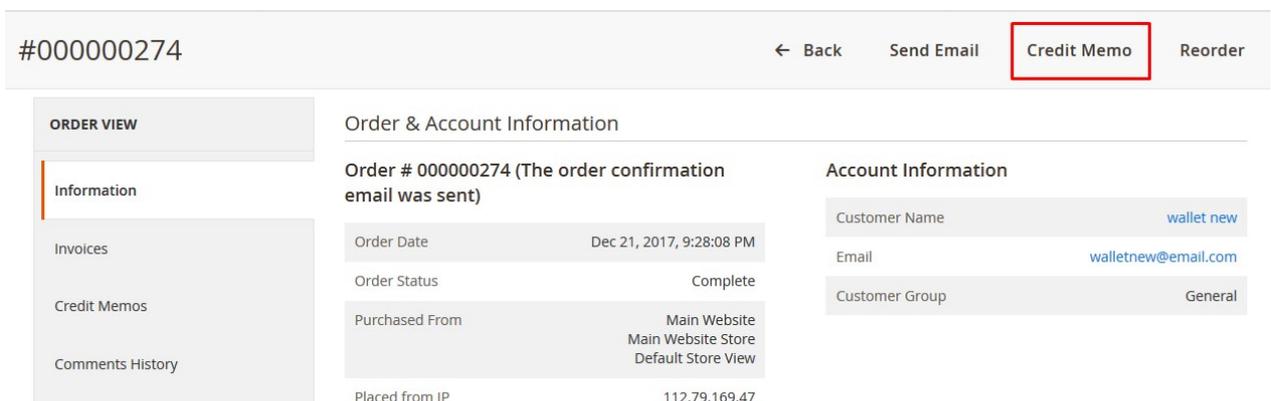
The **Orders** page appears as shown in the following figure:



4. Scroll down to the required complete order.

5. In the **Action** column of the respective order row, click the **View** link.

The order page appears as shown in the following figure:



6. On the top navigation bar, click the **Credit Memo** button.  
The **New Memo** page appears as shown in the following figure:

## New Memo



← Back    Reset

### Order & Account Information

**Order # 000000274** (The order confirmation email was sent)

Order Date	Dec 21, 2017, 9:28:08 PM
Order Status	Complete
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	112.79.169.47

### Account Information

Customer Name	wallet new
Email	walletnew@email.com
Customer Group	General

### Address Information

#### Billing Address [Edit](#)

wallet new  
new york  
new york, New York, 226021  
United States  
T: 123654

### Payment & Shipping Method

#### Payment Information

Check / Money order  
The order was placed using USD.

### Items to Refund

Product	Price	Qty	Return to Stock	Qty to Refund	Subtotal	Tax Amount	Discount Amount	Row Total
Wallet Pay SKU: wallet_product	\$200.00	Ordered 1 Invoiced 1	<input type="checkbox"/>	<input type="text" value="1"/>	\$200.00	\$0.00	\$0.00	\$200.00

Update Qty's

### Order Total

#### Credit Memo Comments

Comment Text

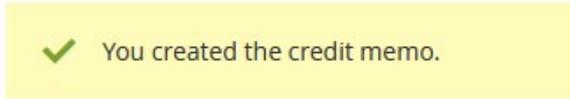
#### Refund Totals

Subtotal	\$200.00
Refund Shipping	<input type="text" value="0"/>
Adjustment Refund	<input type="text" value="0"/>
Adjustment Fee	<input type="text" value="0"/>
<b>Grand Total</b>	<b>\$200.00</b>

- Append Comments
- Email Copy of Credit Memo

Refund Offline
Pay To Wallet

7. Click the **Pay To Wallet** button.  
The credit memo is created and a success message appears.



## 7. Support

If you need any further support or have any questions directly related to Wallet System extension, please use our Online Message Form to contact us or send us an email at [support@cedcommerce.com](mailto:support@cedcommerce.com)

**Best Regards,**

**CedCommerce Team**