

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.

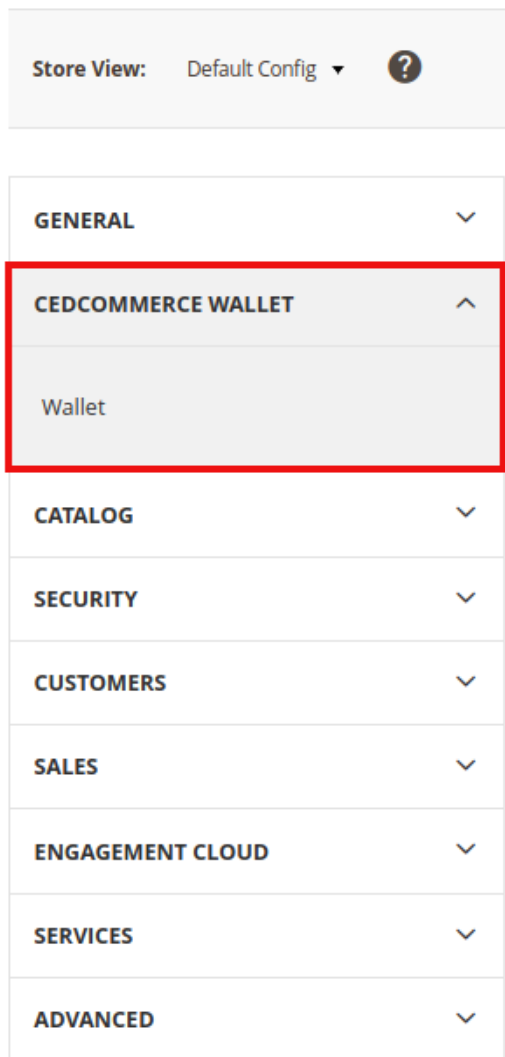
2. Wallet System Configuration Settings

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

Configuration



4. Click the **Wallet** menu option.

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

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] 10

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] WALLET-{{id}}-{{rand 4}}
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) 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

Allowed Payment Methods For Wallet Recharge [store view]

PayPal Billing Agreement

Check / Money order

Cash On Delivery

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 for Customers

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 Methods** menu option appears below as highlighted in the figure below.

Wallet System

Enabled <small>[website]</small>	Yes
Title <small>[store view]</small>	Wallet System
Payment from Applicable Countries <small>[website]</small>	Specific Countries
Payment from Specific Countries <small>[website]</small>	<div> Afghanistan Åland Islands Albania Algeria American Samoa Andorra Angola Anguilla Antarctica Antigua and Barbuda </div>
Sort Order <small>[website]</small>	1

- From here you need to Enable the Wallet as a Mode of Payment Method for an order to be placed by a customer and 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 enable or disable from the configuration and even cashback feature, Bank Account transfer, Cashback Rules setting are managed from here.

Lets checkout complete wallet configuration

WALLET CONFIGURATION

CEDCOMMERCE WALLET

Wallet

GENERAL

CATALOG

CUSTOMERS

SALES

DOTMAILER

SERVICES

ADVANCED

General Settings

Enable Wallet System

Yes

Minimum Amount to Add in Wallet

10

Enable Wallet Transfer

Yes

Enable OTP verification for Customer Wallet Amount Transfer

Yes

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

OTP Template

WALLET-{{id}}{{rand 4}}

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

Wallet Transaction Validation from OTP (Default)

This email will be sent for OTP confirmation.

Email Template For Transaction

Credit or Debit Wallet (Default)

This email will be sent on wallet transaction.

Enable Bank Transfer Request

Yes

Allowed Payment Methods For Wallet Recharge

PayPal Billing Agreement

Check / Money order

Cash On Delivery

- **Enable Wallet System** : (YES/NO) It is used to 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 added by the 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 wants to transfer amount from his wallet to another customer's 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 wallet transaction done for customer on behalf of admin.

NOTE : This Email Template will be sent at the time when admin makes any kind of credit/debit update to customer's wallet or customer transfers wallet amount to other customer.

- **Enable Bank Transfer Request** : (YES / NO) Enable or disable the feature for the customer to request for bank transfer.
- **Allowed Payment Methods for Wallet Recharge** : You can select the payment method that you need to avail at the time of wallet recharge.

2.2. Cashback Setting

CASHBACK SETTING

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

Cashback Settings

Enable Order Cashback [store view] On All Orders ▼

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]

Enable Product Cashback [global] Yes ▼

Productwise Cashback [global]

Product Sku	Mode	Amount	Max Amount	Action
<input type="text" value="Prodt"/>	<input type="text" value="Per"/> ▼	<input type="text" value="5"/>	<input type="text" value="2"/>	
<input type="button" value="Add"/>				

Cashback Expiration [global]
In Days

NOTE :

Cashback will be credited to the customer account on when the complete order is placed via using wallet service.

- **Enable Order Cashback :** (On First Order / On All Order / No)
 - If the admin wants to provide the cashback on the **first order** made by a customer using wallet service.
 - If the admin wants 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 admin wants to disable the cashback feature, so he can select the **No**.
 - **Minimum Order Amount for Cashback :** Here the admin set the minimum cart checkout amount, for 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 topmost cashback amount that will be awarded as a cashback to a customer for his order.
- Note:** If the admin does not want to put the maximum amount of cashback, he wants the exact cashback to be calculated and provided to the customer as per configuration set, then leave the field empty.

Now, if the admin wants 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 admin need to provide the cashback, he can set the cashback on a product based on %age or any fixed amount. Product cashback via admin can be set by providing various product detail like specific **Product SKU / Mode (Fixed amount or %age) / Amount / Max Amount / Action**.
You can add as many products, in which you 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 a 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:

Customers 🔍 🔔 👤 admin ▼

[Add New Customer](#)

🔍

Filters
👁 Default View ▼
⚙ Columns ▼
📄 Export ▼

Actions ▼
4 records found

20 per page
 < 1 of 1 >

	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	Using Wallet
<input type="checkbox"/>	1	Veronica Costello	roni_cost@example.com	General	(555) 229-3326	49628-7978	United States	Michigan	Jul 30, 2019 5:48:17 PM	Main Website	Confirmation Not Required	Default Store View	Dec 15, 1973		Female	Edit	Yes

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. Column **Using Wallet: Yes/No** means that the customer has done any transaction using a wallet or not.
4. Move to the **Action** column of the required customer row.
5. In the **Action** column, click the **Edit** link.

The selected customer page appears as shown in the following figure:

Veronica Costello

Search, Notifications, admin

← 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:	Jul 31, 2019, 6:24:15 PM (Offline)	Default Billing Address
Account Lock:	Unlocked	Veronica Costello
Confirmed email:	Confirmation Not Required	6146 Honey Bluff Parkway
Account Created:	Jul 30, 2019, 5:48:17 PM	Calder, Michigan, 49628-7978
Account Created in:	Default Store View	United States
Customer Group:	General	T: (555) 229-3326

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

Veronica Costello

[← 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
- Newsletter
- Billing Agreements
- Product Reviews
- Wish List
- Wallet Transaction

Account Information

Associate to Website: Main Website

Group: General
☐ Disable Automatic Group Change Based on VAT ID

Name Prefix:

First Name:

Middle Name/Initial:

Last Name:

Name Suffix:

Email:

Date of Birth:

Enable Wallet System: Yes

Tax/VAT Number:

Amount in Wallet:

Gender: Female

Send Welcome Email From: Default Store View

Vertex Customer Code:


- 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



Wallet Details
\$20.00
Amount in Wallet
[Add Amount](#)



Transferred amount
\$0.00
Amount Transferred
[Transfer Amount](#)



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

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 of 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:



Wallet Details
\$128.83
Amount in Wallet
[Add Amount](#)



Transferred amount
\$50.00
Amount Transferred
[Transfer Amount](#)



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

Export

Search

Reset Filter

12 records found

20

▼

per page

<

1

of 1

>

ID #	Created At	Order Id/Wallet-Status	Action	Amount	Comment	Cashback Expiration	Transaction With
	From		▼	From		From	
	To			To		To	
72	Jul 31, 2019	000000026	Credit	\$68.87			
71	Jul 31, 2019	000000026	Debit	\$68.87			
22	Jul 31, 2019	Wallet-Transfer	Credit	\$3.83	transferring to you as gift		cedzakir@gmail.com

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:

Current Wallet Amount: \$128.83

Add Money To Wallet

Enter Amount

Enter Amount

Add Money

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.

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

The section appears as shown in the following figure:

e. Click the **Place Order** button.

The order is placed and the order confirmation message appears and your Wallet will be recharged after the invoice is done.

Front-end Panel

My Account

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

My Orders

Order #	Date	Ship To	Order Total	Status	Action
000000028	7/31/19		\$50.00	Pending	View Order Reorder




Admin Panel

Orders

<input type="checkbox"/>	ID	Purchase Point	Purchase Date ↑	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Signifyd Guarantee Decision
<input type="checkbox"/>	000000028	Main Website Main Website Store Default Store View	Jul 31, 2019 6:53:58 PM	Veronica Costello		\$50.00	\$50.00	Pending	View	

4.2. Transfer wallet amount form one customer to another

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

 <p>Wallet Details \$128.83 Amount in Wallet Add Amount</p>	 <p>Transferred amount \$50.00 Amount Transferred Transfer Amount</p>	 <p>Total Requested Amount \$0.00 Amount Requested Request Amount in Bank</p>
---	---	---

1. Customer needs 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 :\$128.83

Proceed

- Customer needs to provide the personal **email** id to whom he wants to transfer the wallet amount.
- Customer needs to enter the **amount**, that he needs to transfer; the amount cannot be more than the current wallet amount.
- After completing 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/Wallet-Status	Action	Amount	Comment	Cashback Expiration	Transaction With
21	From To			From To		From To	
21	Jul 31, 2019	Wallet-Transfer	Debit	\$3.83	tranferring to you as gift		roni_cost@example.com


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

ID #	Created At	Order Id/Wallet-Status	Action	Amount	Comment	Cashback Expiration	Transaction With
	From To	wall		From To		From To	
22	Jul 31, 2019	Wallet-Transfer	Credit	\$3.83	tranferring to you as gift		cedzakir@gmail.com

4.3. Wallet to Bank Transfer

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

Customer Login < My Account < My Wallet




Wallet Details

\$128.83

Amount in Wallet

[Add Amount](#)




Transferred amount

\$50.00

Amount Transferred

[Transfer Amount](#)



Total Requested Amount

\$0.00

Amount Requested

[Request Amount in Bank](#)

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

Current Wallet Amount: \$128.83

Amount available for request : \$128.83

Request money from Wallet

Enter Amount

Add your Bank Account details here




Request Money

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  Default View

20 per page 1 of 1

<input type="checkbox"/>	Details	Amount	Comment	Status	Action
<input type="checkbox"/>	match	\$50.00	basic	Approved	Update

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

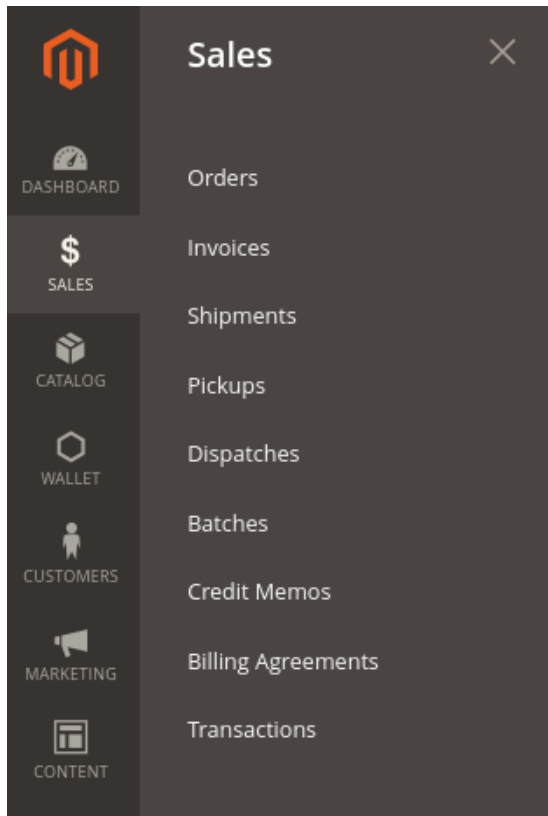
When the admin has successfully accepted the customer's request to redeem the wallet amount to the Bank account, Now the customer from his panel can check the update from wallet transaction table.

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 🔍 🔔 1 👤 admin

[Create New Order](#)

Search by keyword

Filters 👁 Default View ⚙ Columns 📄 Export

Actions ▼ 28 records found 20 per page < 1 of 2 >

<input type="checkbox"/>	ID	Purchase Point	Purchase Date [†]	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Signifyd Guarantee Decision
<input type="checkbox"/>	000000028	Main Website Main Website Store Default Store View	Jul 31, 2019 6:53:58 PM	Veronica Costello		\$50.00	\$50.00	Pending	View	

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:

#000000028



 admin

← Back
Cancel
Send Email
Hold
Invoice
Reorder
Edit

ORDER VIEW

Information
Invoices
Credit Memos
Comments History

Order & Account Information

Order # 000000028 (The order confirmation email was sent)

Order Date	Jul 31, 2019, 6:53:58 PM
Order Status	Pending
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	103.97.184.106 (192.168.0.130)

Account Information

[Edit Customer](#)

Customer Name	Veronica Costello
Email	roni_cost@example.com
Customer Group	General

Address Information

Billing Address [Edit](#)

Veronica Costello
6146 Honey Bluff Parkway
Calder, Michigan, 49628-7978
United States
T: (555) 229-3326

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 SKU: wallet_product	Ordered	\$100.00	\$50.00	Ordered 1	\$50.00	\$0.00	0%	\$0.00	\$50.00

Order Total

Notes for this Order

Status

Pending ▼

Comment

☐ Notify Customer by Email

☐ Visible on Storefront

Submit Comment

Order Totals

Subtotal	\$50.00
Wallet Payment	\$0.00
Grand Total	\$50.00
Total Paid	\$0.00
Total Refunded	\$0.00
Total Due	\$50.00

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

Q

1

admin

← Back

Reset

Order & Account Information

Order # 000000028 (The order confirmation email was sent)

Order Date

Jul 31, 2019, 6:53:58 PM

Order Status

Pending

Purchased From

Main Website
Main Website Store
Default Store View

Placed from IP

103.97.184.106 (192.168.0.130)

Account Information

Edit Customer

Customer Name

Veronica Costello

Email

roni_cost@example.com

Customer Group

General

Address Information

Billing Address

Edit

Veronica Costello
6146 Honey Bluff Parkway
Calder, Michigan, 49628-7978
United States
T: (555) 229-3326

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	\$50.00	Ordered 1	<input type="text" value="1"/>	\$50.00	\$0.00	\$0.00	\$50.00

Update Qty's

Order Total

Invoice History

Invoice Comments

Invoice Totals

Subtotal

\$50.00

Grand Total

\$50.00

☐ Append Comments

☐ Email Copy of Invoice

Submit Invoice


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:

#000000028



 admin

[← Back](#)
[Send Email](#)
[Reorder](#)
 The invoice has been created.

ORDER VIEW

Information

Invoices

Credit Memos

Comments History

Order & Account Information

Order # 000000028 (The order confirmation email was sent)

Order Date Jul 31, 2019, 6:53:58 PM

Order Status Complete

Purchased From Main Website
Main Website Store
Default Store View

Placed from IP 103.97.184.106 (192.168.0.130)

Account Information [Edit Customer](#)

Customer Name Veronica Costello

Email roni_cost@example.com

Customer Group General

Front-end Panel

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
000000028	7/31/19		\$50.00	Complete	View Order Reorder

My Wallet

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

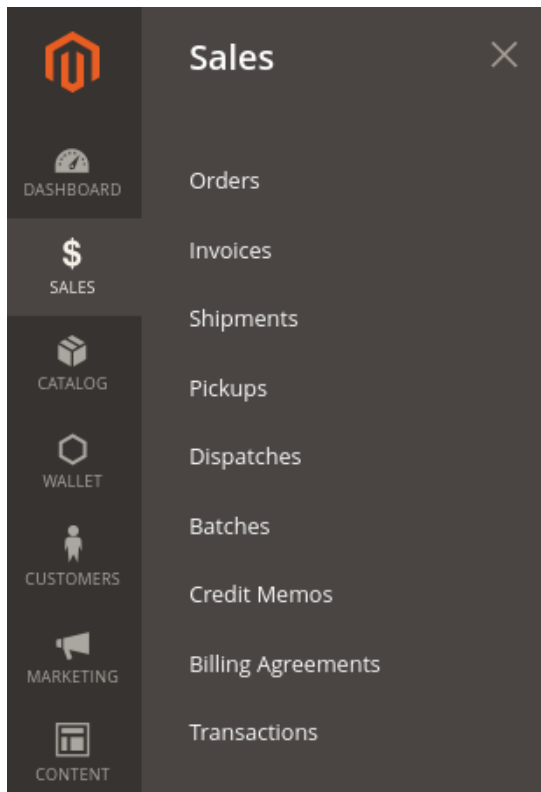
ID #	Created At	Order Id/Wallet-Status	Action	Amount	Comment	Cashback Expiration	Transaction With
	From To			From To		From To	
73	Jul 31, 2019	000000028	Credit	\$50.00	Wallet Recharge		

6. Credit Memo : Return Amount to Wallet

If Admin needs to generate the Credit Memo for a customer on behalf of any order so that admin can pay the amount to the customer's wallet using pay to wallet facility.

Process to Create a Credit Memo for an Order

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 🔍 🔔 1 👤 admin

[Create New Order](#)

Search by keyword 🔍

Filters 👁 Default View ⚙ Columns 📄 Export

Actions 26 records found 20 per page < 1 of 2 >

	ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Signifyd Guarantee Decision
<input type="checkbox"/>	000000026	Main Website Main Website Store Default Store View	Jul 31, 2019 6:27:42 PM	Veronica Costello	Veronica Costello	\$68.87	\$68.87	Processing	View	

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:

#000000026 🔍 🔔 admin

← Back
Send Email
Credit Memo
Hold
Ship
Reorder

ORDER VIEW

Information
Invoices
Credit Memos
Shipments
Comments History

Order & Account Information

Order # 000000026 (The order confirmation email was sent)

Order Date	Jul 31, 2019, 6:27:42 PM
Order Status	Processing
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	103.97.184.106 (192.168.0.130)

Account Information

[Edit Customer](#)

Customer Name	Veronica Costello
Email	roni_cost@example.com
Customer Group	General

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

New Memo

Search  1  admin

← Back Reset

Order & Account Information

Order # 000000026 (The order confirmation email was sent)

Account Information [Edit Customer](#)

Order Date	Jul 31, 2019, 6:27:42 PM
Order Status	Processing
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	103.97.184.106 (192.168.0.130)

Customer Name	Veronica Costello
Email	roni_cost@example.com
Customer Group	General

Address Information

Billing Address [Edit](#)

Veronica Costello
6146 Honey Bluff Parkway
Calder, Michigan, 49628-7978
United States
T: (555) 229-3326

Shipping Address [Edit](#)

Veronica Costello
6146 Honey Bluff Parkway
Calder, Michigan, 49628-7978
United States
T: (555) 229-3326

Payment & Shipping Method

Payment Information

Wallet System
The order was placed using USD.

Shipping Information

Flat Rate - Fixed
Total Shipping Charges: **\$5.00**

Items to Refund

Product	Price	Qty	Return to Stock	Qty to Refund	Subtotal	Tax Amount	Discount Amount	Row Total
Fusion Backpack SKU: 24-MB02	\$59.00	Ordered 1 Invoiced 1	<input type="checkbox"/>	<input type="text" value="1"/>	\$59.00	\$4.87	\$0.00	\$63.87
				<input type="button" value="Update Qty's"/>				

Order Total

Credit Memo Comments

Comment Text

Refund Totals

Subtotal	\$59.00
Refund Shipping	<input type="text" value="5"/>
Adjustment Refund	<input type="text" value="0"/>
Adjustment Fee	<input type="text" value="0"/>
Tax	\$4.87
Grand Total	\$68.87

- ☐ 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.

✓ You saved Credit Memo & Amount Transferred To Wallet Successfully

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

Best Regards,

CedCommerce Team