

FOR MAGENTO 2



ADMIN PAYMENTS



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Admin Payment Method Extension for Magento 2

This extension for Magento 2 allows you to have a specific payment method in your store's backend for capturing offline payments. Currently, there is no provision in the Magento 2 backend to activate a payment method only for admin use. Thus, you can expand on the native Magento 2 functionality with this extension.

Features:

- It allows you to record payments in the backend made by the Admin.
- This method will only be visible at the backend.
- The store admin can similarly use the method as other payment methods in the backend.

Admin Payment Method User Guide

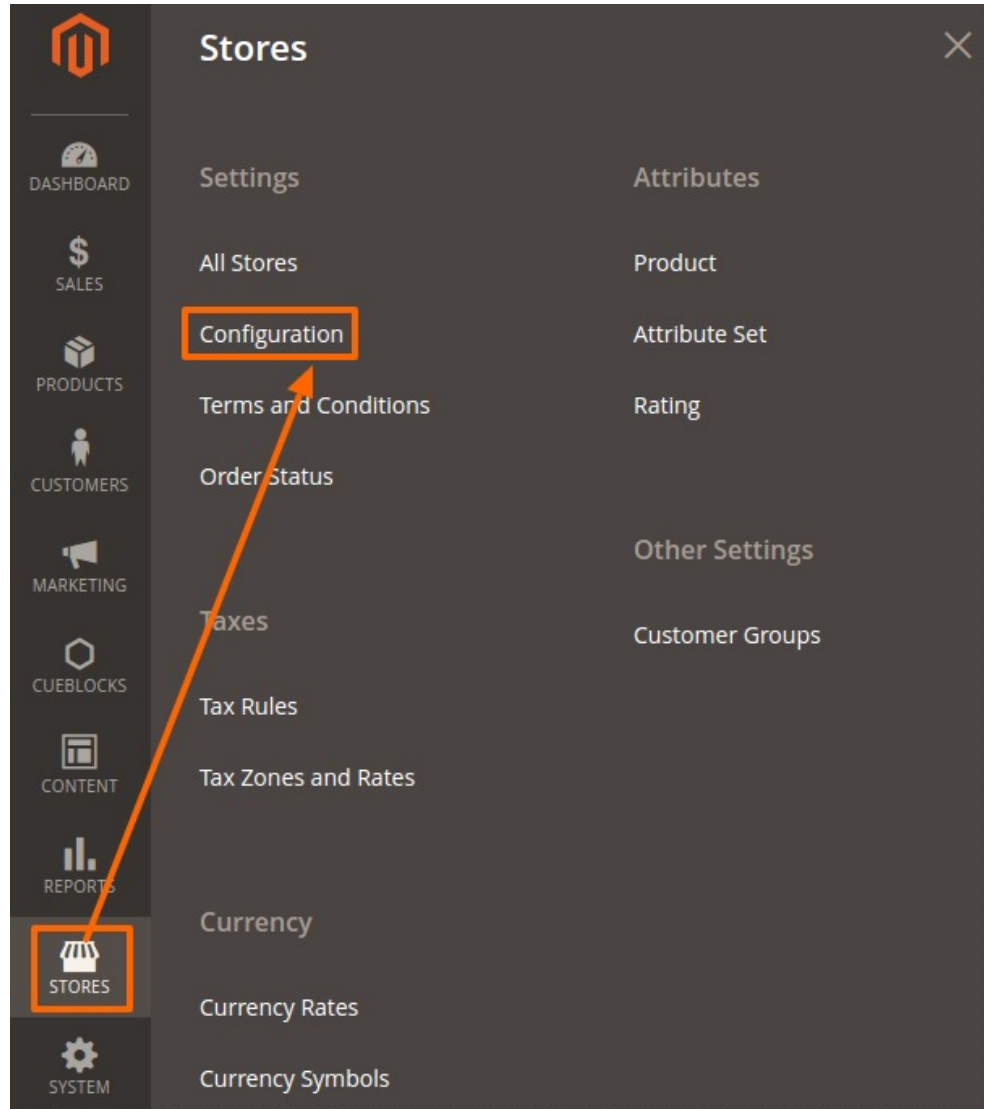
Once you have installed the extension, you can access the configuration settings with the following path:-

Store > Configuration > Sales > Payment Methods > Admin Payments

Step1:

From the "Magento 2 Admin Panel", mouse over on "Stores" & click on "Configuration".





Step 2:

Under “Configuration”, find and click on **Sales >> “Payments Method”** in the menu on the left to reach the extension interface



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The image shows a software interface with a sidebar menu on the left and a main content area on the right. The sidebar menu contains the following items from top to bottom: DASHBOARD (with a gauge icon), SALES (with a dollar sign icon), CATALOG (with a cube icon), CUSTOMERS (with a person icon), MARKETING (with a megaphone icon), CONTENT (with a document icon), CUEBLOCKS (with a hexagon icon), REPORTS (with a bar chart icon), STORES (with a storefront icon), SYSTEM (with a gear icon), and FIND PARTNERS (with a cube icon). The main content area is titled 'SALES' and contains a list of options: Sales, Sales Emails, PDF Print-outs, Tax, Checkout, Shipping Settings, Multishipping Settings, Shipping Methods, Google API, and Payment Methods. The 'Payment Methods' option is highlighted with a brown border.



Step 3:

Scroll down the page and search for Admin Payments options as per the attached screenshot.

Admin Payments

Enabled [website]	Yes	<input type="checkbox"/>	Use system value
Title [store view]	Test Payment	<input type="checkbox"/>	Use system value
New Order Status [website]	Pending	<input checked="" type="checkbox"/>	Use system value
Payment from Applicable Countries [website]	All Allowed Countries	<input checked="" type="checkbox"/>	Use system value
Payment from Specific Countries [website]	<ul style="list-style-type: none">UzbekistanVanuatuVatican CityVenezuelaVietnamWallis and FutunaWestern SaharaYemenZambiaZimbabwe	<input checked="" type="checkbox"/>	Use system value
Sort Order [website]			

Customize the following settings to implement the “Admin Payment” functionality on the backend.

- **Enabled:** Select “Yes” if you want to enable the Admin payment option on the backend.

Enabled [website]	Yes	<input type="checkbox"/>	Use system value
Title [store view]	No	<input type="checkbox"/>	Use system value



- **Title:** This feature allows you to customize the name of the setting.
- **New Order Status:** This setting allows you to set the status of newly placed orders by the backend.
- **Payment for applicable countries:** This setting allows you to choose the Admin Payment option from All Allowed Countries or Specific Countries.

Admin Payments

Enabled <small>[website]</small>	<input type="text" value="Yes"/>	<input type="checkbox"/>
Title <small>[store view]</small>	<input type="text" value="Test Payment"/>	<input type="checkbox"/>
New Order Status <small>[website]</small>	<input type="text" value="Pending"/>	<input checked="" type="checkbox"/>
Payment from Applicable Countries <small>[website]</small>	<input type="text" value="All Allowed Countries"/>	<input type="checkbox"/>
Payment from Specific Countries <small>[website]</small>	<input type="text" value="Specific Countries"/>	<input checked="" type="checkbox"/>

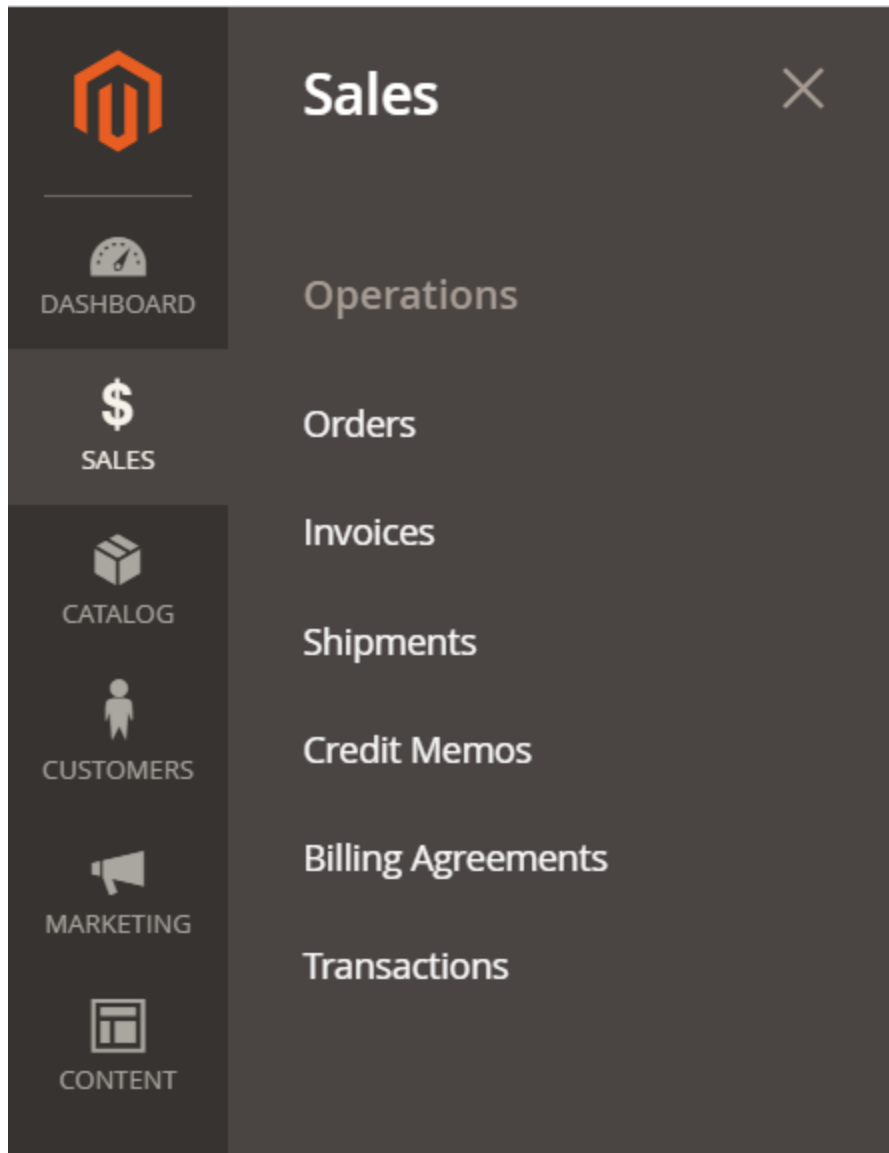
- **Payment from Specific Countries:** This setting allows you to choose specific countries for the Admin Payment option.

Payment from Specific Countries <small>[website]</small>	<div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> <li style="background-color: #007bff; color: white; padding: 2px;">Ukraine United Arab Emirates <li style="background-color: #007bff; color: white; padding: 2px;">United Kingdom <li style="background-color: #007bff; color: white; padding: 2px;">United States Uruguay U.S. Outlying Islands <li style="background-color: #007bff; color: white; padding: 2px;">U.S. Virgin Islands Uzbekistan <li style="background-color: #007bff; color: white; padding: 2px;">Vanuatu Vatican City </div>	<input type="checkbox"/> Use system value
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Note: Admin Payment method will show only for countries selected under this setting.

- After the setting - place an order from backend by going through Sales >> Orders



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- Click on **Create New Order**:

Orders

Search by keyword

Filters Default View Columns Export

Actions 15 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	Allocated sources	Signifyd Guarantee Decision
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- Click on Add products then select some product(s) and click on “Add Selected Product(s) to Order”
- Scroll down the page to Payment Options and check for Admin Payment Options

Payment & Shipping Information

Payment Method

- Test Payment
- Check / Money order

Shipping Method *

[Get shipping methods and rates](#)

Note: Admin payment options will appear only when your shipping address falls under selected countries in “**Payment from Specific Countries**” setting.



Hope this guide helps! We will be happy to answer any query that you may have regarding the use of the extension or its installation.

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