

Manual Payment Gateways

There are three different payment choices within the software we consider manual payment. They are cash, check and money order. With these gateways there is no connection to an outside payment gateway api or site. Any transaction with this payment type selected simply sits in the ORDERS > MANAGE ORDERS admin tool until that transaction is manually approved by the admin user.

But note that these payment gateways can be labeled anything you want. They all act the same way and basically force you to manually approve that transaction no matter how they are labeled. If you wanted to use "bank transfer" you only need to change the text that and you would then manually approve that transaction when the funds were transferred.

To find the labels for these gateways go to the following text admin tool and search for "cash", "check" or "money order":

PAGES MANAGEMENT > LISTING PROCESS > CART CHECKOUT > [EDIT TEXT]

That will allow you to change the labels for those payment choices within the cart checkout page where payment choice is made. Once that payment choice has been made and the transaction submitted the clients transaction will sit within the ORDERS > MANAGE ORDERS admin tool until you approve it. The listing will not go live or the transaction completed until you do manually approve that transaction. The client is shown the "awaiting approval by admin" message within the successful listing placement page. That's the next page in the cart process. You can change that message also to reflect instructions necessary for you (the site) to receive payment. Note that all transactions awaiting admin approval see the same message "cart successful" page so make sure you account for all choices that may cause that message when you edit that text. You can find that text here:

PAGES MANAGEMENT > LISTING PROCESS > CART SUCCESS/FAILURE > [EDIT TEXT]

and search for "awaiting approval".

From:
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Last update: 2014/10/03 16:50

