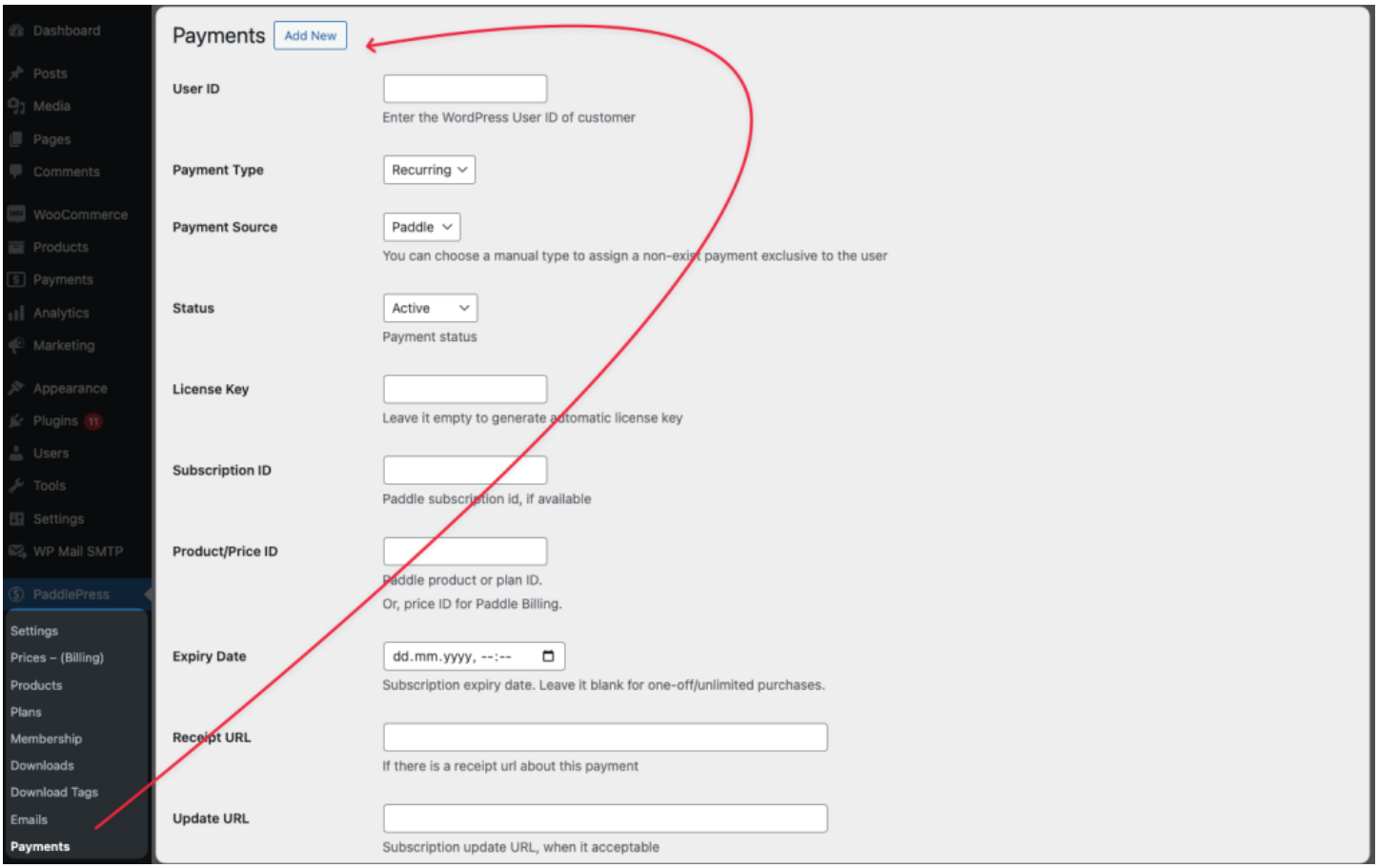
Adding Manual Payments

PaddlePress Pro · https://handyplugins.co/docs/adding-manual-payments/

This guide explains how you can easily add manual payments to your system through the provided interface.

Navigate to PaddlePress > Payments and Click on "Add New" button.



Fill out the payment form:

Field Name	Description	Notes
User ID	Enter the WordPress User ID of the customer.	Required to assign the payment to a specific user.

Field Name	Description	Notes
Payment Type	Select the type of payment: **Recurring** or **One-time**.	Choose based on whether the payment is a subscription or a single purchase.
Payment Source	Choose the payment source: **Paddle** or **Manual**.	Use **Manual** for direct payments not tied to Paddle.
Status	Select the payment status: **Active**, Cancelled, Past Due, Trial	**Active** if the payment is ongoing.
License Key	Leave blank to auto-generate a license key or enter an existing key.	The system will generate one if empty.
Subscription ID	Enter the Paddle subscription ID if applicable.	For payments linked to a Paddle subscription.
Product/Price ID	Enter the Paddle product or price ID (for paddle billing) if applicable.	Links the payment to a specific product or price.
Expiry Date	Set the expiry date for the subscription or payment.	Leave blank for one-time or unlimited-duration payments.
Receipt URL	Enter the URL of the payment receipt, if available.	Optional field, useful for referencing receipts.

Tips for Managing Payments

- **For Recurring Payments**:
  - Ensure the Subscription ID and Expiry Date are correctly set to avoid mismatches in subscription status. For example if a payment status is cancelled but it will expire in the future date, it will act like active until reaching to the expiration date.
- **For Manual Payments**:
  - If you’re adding a payment not linked to Paddle or another payment processor, use the **Manual** option under **Payment Source**.
- **Adding a License Key**:

- The system can automatically generate a license key if left blank, streamlining the process.

- **Updating Existing Payments**:
  - To update a previously added payment, locate it in the Payments section, click **Edit**, make changes, and save.