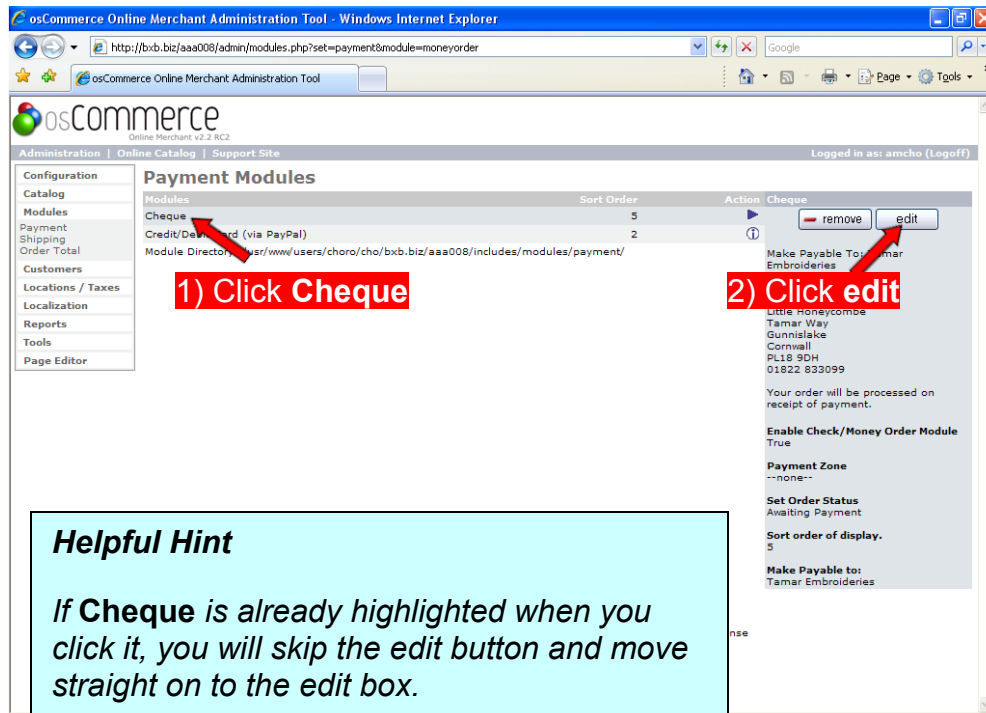


# Chapter 12 – Accept Payments by Cheque

1. Start at the OS Commerce Administration page  
<http://bxb.biz/your 6 digit webshop code/admin>



- 2.



## Helpful Hint

If Cheque is already highlighted when you click it, you will skip the edit button and move straight on to the edit box.

3.

The screenshot shows the 'Payment Modules' configuration page in the osCommerce administration tool. The 'Cheque' module is selected. The page contains several configuration options, each with a red arrow pointing to it and a corresponding instruction in a red box:

- 1) Enable Check/Money Order Module is True**: Points to the 'Enable Check/Money Order Module' section where the 'True' radio button is selected.
- 2) Payment Zone is none**: Points to the 'Payment Zone' dropdown menu, which is set to '--none--'.
- 3) Set Order Status is Awaiting Payment**: Points to the 'Set Order Status' dropdown menu, which is set to 'Awaiting Payment'.
- 4) Sort order of display is 5**: Points to the 'Sort order of display' input field, which contains the number '5'.
- 5) Fill in Make Payable to:**: Points to the 'Make Payable to' text input field, which is currently empty.
- 6) Click update**: Points to the 'update' button at the bottom of the form.

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4.

The screenshot shows the 'Payment Modules' configuration page for the 'Cheque' module. The 'Cheque' module is listed with a sort order of 5. The 'Make Payable to' field is filled with 'Teddy Bear Gift Shop'. A red arrow points to the details section with the instruction:

**Check that the details are correct**

The details section includes the following information:

- Make Payable To: Teddy Bear Gift Shop
- Send To: Teddy Bear Gift Shop, Little Honeycombe, Tamar Way, Gunnislake, Cornwall, PL18 9DH, 01822 833099
- Your order will be processed on receipt of payment.
- Enable Check/Money Order Module: True
- Payment Zone: --none--
- Set Order Status: Awaiting Payment
- Sort order of display: 5
- Make Payable to: Teddy Bear Gift Shop

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