


# Payment Guideline

## Bank transfers

To configure bank transfer payments:

1. Under *Other Payment Methods*, expand  the Bank Transfer Payment section.

 Bank Transfer Payment

Enabled <small>[website]</small>	No	<input checked="" type="checkbox"/> Use system value
Title <small>[store view]</small>	Bank Transfer Payment	<input checked="" type="checkbox"/> Use system value
New Order Status <small>[website]</small>	Pending	<input checked="" type="checkbox"/> Use system value
Payment from Applicable Countries <small>[website]</small>	All Allowed Countries	<input checked="" type="checkbox"/> Use system value
Payment from Specific Countries <small>[website]</small>	<div>Alghanistan Aland Islands Albania Algeria American Samoa Andorra Angola Anguilla Antarctica Antigua and Barbuda</div>	
Instructions <small>[store view]</small>	<div></div>	
Minimum Order Total <small>[website]</small>	<div></div>	
Maximum Order Total <small>[website]</small>	<div></div>	
Sort Order <small>[website]</small>	<div></div>	

### NOTE

If necessary, first clear the Use system value checkbox to change these settings.

2. To activate bank transfers, set Enabled to Yes.
3. For Title, enter a title that identifies the bank transfer payment method during checkout.
4. Set New Order Status to Pending until payment is authorized.
5. Set Payment from Applicable Countries to one of the following:
  - All Allowed Countries - Customers from all [countries](#) specified in your store configuration can use this payment method.

- **Specific Countries** - After you choose this option, the *Payment from Specific Countries* list appears. To select multiple countries, hold down the Ctrl key (PC) or the Command key (Mac) and click each option.

6. Enter the Instructions that your customers must follow to set up a bank transfer.

Depending on the country where your bank is located and the requirements of the bank, you can include the following information:

- Bank account name
- Bank account number
- Bank routing code
- Bank name
- Bank address

7. Set Minimum Order Total and Maximum Order Total to the amounts required to qualify to use this payment method.

#### NOTE

An order qualifies if the total falls between, or exactly matches, the minimum or maximum total values.

8. For Sort Order, enter a number that determines the position of this item in the list of payment methods that is displayed during checkout.

This number is relative to the other payment methods. (0 = first, 1 = second, 2 = third, and so on.)

9. When complete, click Save Config.