

Payment Location

Last Modified on 10/22/2022 9:49 am CDT

[Payment Location Example](#) | [Create POS Payment Locations](#) | [Delete POS Payment Locations](#)

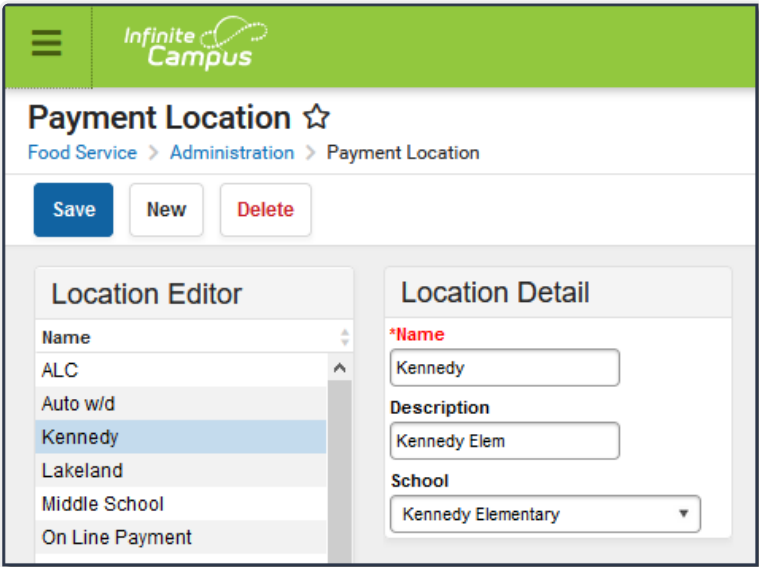
This functionality is only available to customers who have purchased Campus Point of Sale as add-on functionality.

Classic View: Point of Sale > Administration > Payment Location

Search Terms: Payment Location

The Payment Location list provides a way to list where a payment to a Point of Sale account was made. This can be used for deposits and sorting reports.

The Payment Location list is used in the sorting of reports and reviewing purchase transactions on the student account. Payment locations appear in the **Payment Location** dropdown of the POS Deposit screens and are required when making a deposit.



Payment Location Example

Create POS Payment Locations

1. Click the **New** button.

Result

A Location Detail table appears to the right of the Location Editor.

2. Enter a **Name** for the location.
3. Enter a **Description** for the location.
4. Select the **School** from the dropdown list for this location.

You can select "None," indicating the payment does not have a specific location.

5. Click the **Save** icon when finished.

Result

The new location is listed in the Location Editor in alphabetical order and available for selection when payments are being entered.

Delete POS Payment Locations

To delete a payment location, select the item from the Location Editor and click the **Delete** icon. The Payment Location will no longer appear in a dropdown in the POS Deposit screen which is required when making a deposit.

Campus does not allow a deletion if deposits are recorded for the location.