Payment Location

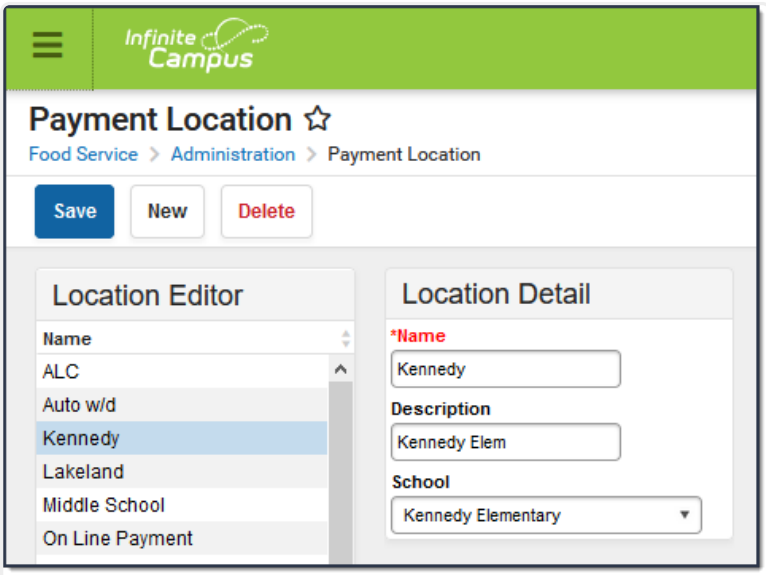
Last Modified on 10/29/2026 9:59 am CDT

Point of Sale (POS) tools are available with Campus Food Service.

Tool Search: 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 for sorting reports and reviewing purchase transactions on the student account. Payment locations appear in the **Payment Location** dropdown of POS Deposit and are required when making a deposit.



Payment Location Example

See the Payment Location Tool Rights article for information about rights needed to use this tool.

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.