

Account Journal

Last Modified on 06/25/2025 7:05 pm CDT

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

Tool Search: Account Journal

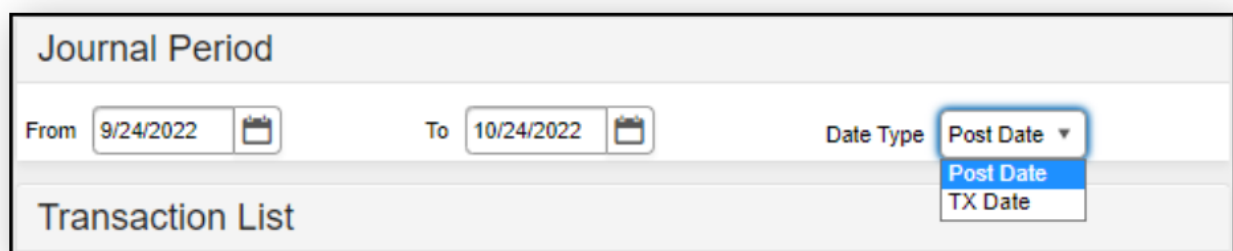
The Account Journal screen displays all transactions associated with the account. Food Service accounts may be organized as individual patron or family accounts. For more information about Food Service Accounts, please refer to the [Account Info](#) information.

Viewing Transactions

Transactions appear in the Transaction List editor and are filtered by your selections on the Journal Period editor. Selecting a transaction displays additional editors with more detail on the transaction item.

The **From** and **To** dates selected on the Journal Period Editor determine which transactions are displayed in the Transaction List Editor. The default date in the From field is 30 days in the past from the current date allowing you to automatically see 30 days of account history.

The **Date Type** field allows information to be sorted chronologically by the "Post Date" (when the transaction was posted to the Journal) or the "TX Date" (date the transaction occurred at the Point of Sale).



The screenshot shows the 'Journal Period' editor at the top. It includes a 'From' date field set to 9/24/2022, a 'To' date field set to 10/24/2022, and a 'Date Type' dropdown menu. The dropdown menu is open, showing 'Post Date' (selected) and 'TX Date'. Below the editor is the 'Transaction List' section.

In general, the Post and TX dates are the same. However, if these dates differ, the network

may have gone offline before the transaction could be posted to the Journal. When this occurs, the pending transactions wait in a queue and are not posted until the network is reconnected.

Transaction List

The Transaction List editor displays all transactions that have occurred in the time frame selected in the Journal Period editor. This editor indicates details related to the transaction for the purpose of analysis and adjustment, as necessary. The transactions appearing in this list can also be viewed by patrons or parents on the Campus Parent Portal, if this information is allowed to display, per the [Portal Display Options](#).

In instances where multiple lines appear for the same product, the first line represents the reduced or free eligibility item, while the following lines indicate the full-price item(s).

When using [Multi-Day Serve](#) or [Quick Serve](#), students are charged for the meals on the day the meal was meant to be served to them, not necessarily on the day they received the meal.

Account Journal ☆

Food Service > Information > Account Journal

New Transaction

Print

Transfer

Adjustment

Journal Period

From 7/22/2019

To 08/21/2020

Date Type Post Date ▼

Transaction List

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
09/12/2019	09/12/2019	Brkfst Meal (Sec)	Emily Smith	1	\$1.25		\$17.65
09/12/2019	09/12/2019	Lunch Meal (Sec)	Emily Smith	1	\$2.05		\$15.60
09/13/2019	09/13/2019	Lunch Meal (Sec)	Emily Smith	1	\$2.05		\$13.55
09/16/2019	09/16/2019	Grab and Go Bkfst	Emily Smith	1	\$1.25		\$12.30
09/16/2019	09/16/2019	Lunch Meal (Sec)	Emily Smith	1	\$2.05		\$10.25
09/17/2019	09/17/2019	Grab and Go Bkfst	Emily Smith	1	\$1.25		\$9.00
09/17/2019	09/17/2019	Pizza Meal	Emily Smith	1	\$2.05		\$6.95
					Net	33.05	40.00
					Current Balance	6.95	

Column	Description
Post	The date on which the transaction was posted.
TX	The date on which the transaction occurred.

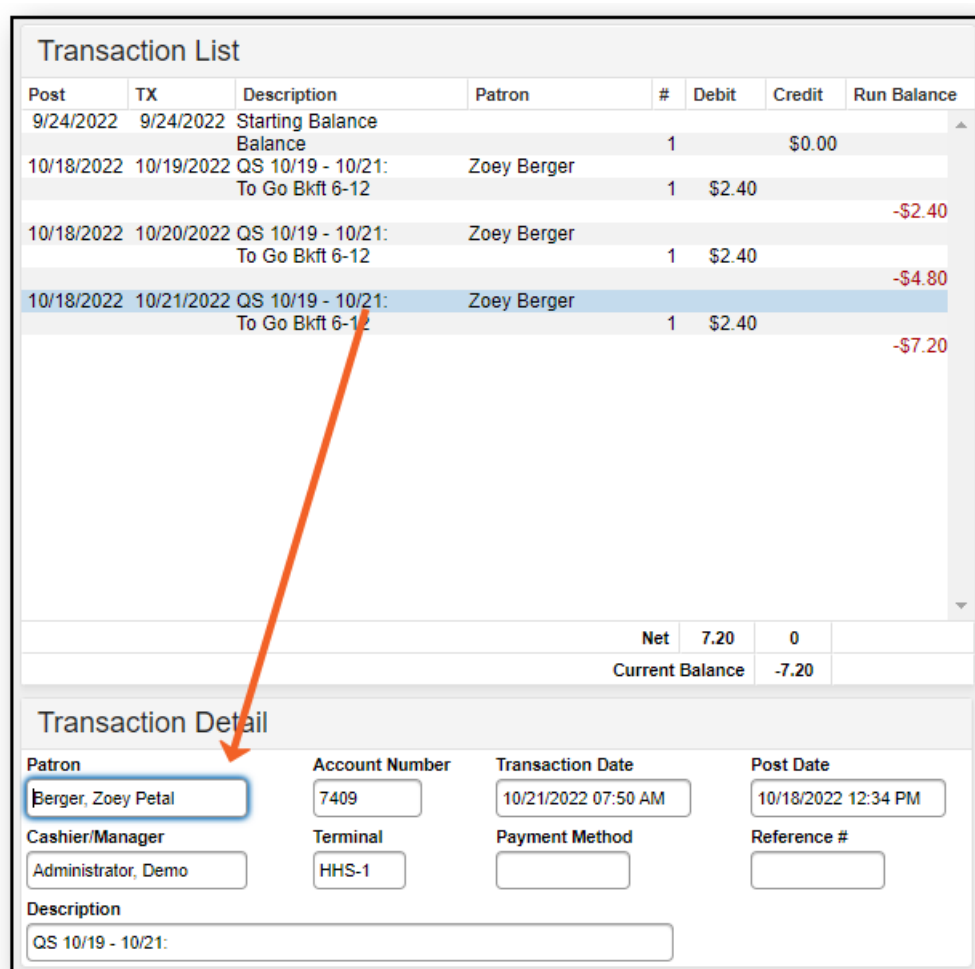
Column	Description
Description	<p>The transaction type - generally a deposit or (food) purchase, but may also include adjustments, voided items and starting balances.</p> <ul style="list-style-type: none"> • Purchases - Each item and/or meal name is indicated (<i>e.g.</i>, Brkfst Meal, Pizza, Milk, Ala Carte). • Deposits made to the account are listed as "Deposit" or "Online Payment" (when applicable) with a description of the payment method listed in the Comment column. • Funds Transfer - Indicates fund transfers between two bank accounts and lists both bank account numbers. On family accounts, Patron Name will be blank in the Journal due to the transfer not being associated with any specific patron. • Corrections - Transactions corrected to the appropriate eligibility are indicated with a description of "Server corrected transaction to eligibility mismatch". • Voids Entries in red font represent the action of voiding the original transaction (the preceding items in gray font). Entries in gray font are posted transactions that have been successfully voided. Voids made using Cafeteria Serve are indicated with a description of "Cafeteria Serve Void". Voids processed due to a Server reversal based on incorrect eligibility are indicated with a description of "Server void: POS/Campus eligibility mismatch". <div style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <p>Server void: POS/Campus eligibility mismatch indicates the eligibility showing on the POS terminal did not match the eligibility showing for the patron in Campus at the time the transaction was Posted to the server. This could be caused by any of the following reasons:</p> <ul style="list-style-type: none"> ◦ A student is charged for more than one reimbursable breakfast or lunch meal in a single day. ◦ Changes to a student's eligibility for reimbursable meals in Campus do not match what is being shown on the Point of Sale terminal. </div>
Patron	The patron to whom the transaction directly relates.
#	Quantity of item(s) in the transaction. Deposits will have a value of "1."
Debit	This column indicates a purchase or adjustment amount that <i>reduced</i> the current account balance.
Credit	This column indicates a deposit or adjustment amount that <i>increased</i> the current account balance.
Run Balance	This column provides the running total of the patron's balance based on the transaction's post date.

Column	Description
Net	The total amount of debits (total of Debit column) and credits (total of Credit column) for the selected period.
Current Balance	The current balance of the account, as of the current date.

When a transaction or transaction item is selected from the Transaction List editor, additional details will be displayed.

Transaction Detail

To view a summary of a transaction, click on the main transaction (indicated by the line that also contains the **Post** and **TX** dates).



Transaction List

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
9/24/2022	9/24/2022	Starting Balance					
		Balance		1		\$0.00	
10/18/2022	10/19/2022	QS 10/19 - 10/21: To Go Bkft 6-12	Zoey Berger	1	\$2.40		
							-\$2.40
10/18/2022	10/20/2022	QS 10/19 - 10/21: To Go Bkft 6-12	Zoey Berger	1	\$2.40		
							-\$4.80
10/18/2022	10/21/2022	QS 10/19 - 10/21: To Go Bkft 6-12	Zoey Berger	1	\$2.40		
							-\$7.20
					Net	7.20	0
					Current Balance	-7.20	

Transaction Detail

Patron Berger, Zoey Petal	Account Number 7409	Transaction Date 10/21/2022 07:50 AM	Post Date 10/18/2022 12:34 PM
Cashier/Manager Administrator, Demo	Terminal HHS-1	Payment Method	Reference #
Description QS 10/19 - 10/21:			

Field	Definition
Patron	The person for whom the transaction was posted.
Account Number	The number of the account to which the transaction was posted.

Field	Definition
Transaction Date	The date on which the transaction occurred. If the transaction was voided (except for a void due to an eligibility mismatch), the date on which the void was processed is reported.
Post Date	<p>The date on which the transaction was posted to the server. If the transaction was voided (except for a void due to an eligibility mismatch), the date on which the void was processed is reported.</p> <p>In general, the Transaction and Post Dates will be the same. If these dates differ, the terminal may have gone offline before the transaction could be posted to the Journal. When this occurs, the pending transactions wait in a queue on the terminal and will post when the terminal reconnects.</p>
Cashier/Manager	<p>The name of the cashier or food service manager who was logged on at the time when the transaction was processed.</p> <p>When a transaction is voided, the server/cashier who processed the void will appear in this field.</p> <p>If the transaction is an Online Payment, the person who made the payment will appear in this field.</p>
Terminal	The terminal on which the transaction was processed.
Payment Method	The method of payment used for the deposit. Possible values include: Cash, Check, and Credit Card.
Reference #	If the deposit was made by Check, the check number will be displayed here. If the payment was made by a credit/debit card <i>not</i> using Campus Payments, the district-entered reference number will be listed here.
Description	Standard description and/or comments on the transaction.

Transaction Item Detail

This editor does not apply to all transactions.

To view information about transaction items, click on one of the item lines under the transaction.

Transaction List

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
09/12/2019	09/12/2019	Brkfst Meal (Sec)	Emily Smith	1	\$1.25		\$17.65
09/12/2019	09/12/2019	Lunch Meal (Sec)	Emily Smith	1	\$2.05		\$15.60
09/13/2019	09/13/2019	Lunch Meal (Sec)	Emily Smith	1	\$2.05		\$13.55
09/16/2019	09/16/2019	Grab and Go Bkfst	Emily Smith	1	\$1.25		\$12.30
09/16/2019	09/16/2019	Lunch Meal (Sec)	Emily Smith	1	\$2.05		\$10.25
09/17/2019	09/17/2019	Grab and Go Bkfst	Emily Smith	1	\$1.25		\$9.00
09/17/2019	09/17/2019	Pizza Meal	Emily Smith	1	\$2.05		\$6.95
					Net	33.05	40.00
					Current Balance	6.95	

Transaction Item Detail

Type	Purchasable Item	Quantity	Amount
Debit	Pizza Meal	1	2.05

Type	The type of transaction: <ul style="list-style-type: none"> • Debit - The amount of money charged to the patron's account. • Credit - The amount of money credited to the patron's account.
Purchasable Item	Indicates the item purchased. This field will also report as Deposit if the transaction was a deposit into the patron's account.
Quantity	The number of Purchasable Items. Deposits will have a value of "1."
Amount	The dollar and cent amount to be credited (deposit) or debited (purchase).

Adding a New Transaction to a Food Service Account

Deposits should NOT be entered in the Journal. To enter a deposit, do so through the [FS Deposit](#) in Census or by processing the deposit at the [Point of Sale Terminal](#).

If a transaction was not processed at the terminal, or by using tools such as Quick Serve or Class Serve (such as a transaction at the end of lunch after the terminal shut down), it may be entered on the Journal.

Transaction Detail

*Customer

▼

Zoey Berger

*Application

▼

*Secondary 2.0

*Date

10/24/2022

Time

11:30 AM

*Terminal

▼

HHS-1

*Service

▼

A La Carte

Payment Method

▼

Reference #

Description

Transaction Item List

Entry Type	Purchasable Item	Quantity	Amount
<input checked="" type="radio"/> Debit <input type="radio"/> Credit	<div>▼</div> <div>Water</div>	<div>1</div>	
<input checked="" type="radio"/> Debit <input type="radio"/> Credit	<div>▼</div> <div>Cookies</div>	<div>3</div>	
<input checked="" type="radio"/> Debit <input type="radio"/> Credit	<div>▼</div>		
<input checked="" type="radio"/> Debit <input type="radio"/> Credit	<div>▼</div>		
<input checked="" type="radio"/> Debit <input type="radio"/> Credit	<div>▼</div>		

1. Click **New Transaction**.
2. Select the **Customer** (patron name) that should be associated with this transaction. If the account is a family account, multiple names will be available for selection.
3. Select the **Application** (service layout) which contains the purchasable item.
4. Enter the transaction **Date** in *MMDDYY* format or click the calendar icon to select a date.
5. Enter the **Time** of the transaction in *HHMM* format.
6. Select the **Terminal** where this transaction occurred.
7. Select the **Service** (serving period menu) to which the transaction is assigned.
8. Enter a **Description** of the transaction if desired.

When adding a new purchase transaction, do not select/enter items in the **Payment Method** or **Reference #** fields.

In the Transaction Item List editor:

1. Select the **Debit** button to indicate that the purchase amount to be subtracted from the patron's current account balance.
2. Select the **Purchasable Item** to be debited from the patron's account.
3. Enter a number in the **Quantity** field to indicate how many of the Purchasable Items should be processed.

Review and **Save** the new transaction. The transaction will appear in the Transaction List editor.

Void Food Service Transactions

Food service administrators may void erroneous transactions that have been posted to the Journal.

Voiding a transaction reverses all purchased items. Specific items purchased cannot be voided individually. If several items purchased within the transaction should remain, the transaction should be voided and these items should be re-purchased through the creation of a new transaction.

Account Journal ☆

Food Service > Information > Account Journal

New Transaction
Void TX
Print

Journal Period

From 9/12/2019 To 9/12/2019 Date Type Post Date

Transaction List

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
9/12/2019	9/12/2019	Starting Balance					
		Balance		1		\$18.90	
09/12/2019	09/12/2019		Emily Smith				
		Brkfst Meal (Sec)		1	\$1.25		\$17.65
09/12/2019	09/12/2019		Emily Smith				
		Lunch Meal (Sec)		1	\$2.05		\$15.60

Transaction Detail

Void Reason
Scanner Reconciliation

Description
Wrong Patron

1. Select the existing transaction to be voided from the Transaction List editor.
2. Click the **Void TX** icon from the action bar. The Transaction Detail editor will appear.
3. Select the **Void Reason** to indicate why the transaction is being voided.
4. Enter comments/details in the **Description** field to give more information about the voided transaction.
5. Click **Save**.

Voided items will appear in red font and will be listed as adjusted debits to the account, underneath the original transaction (shown in gray font).

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
9/24/2022	9/24/2022	Starting Balance					
		Balance		1		\$169.00	
10/13/2022	10/13/2022		Sheyenne Davidson				
		Cash Payment		1		\$2.00	
		Soup and Salad		1	\$3.00		\$168.00
10/24/2022	10/24/2022		Sheyenne Davidson				
		Cash Payment		1		(\$2.00)	
		Soup and Salad		1	(\$3.00)		\$169.00

Transferring Funds

The Journal allows funds to be transferred between two POS accounts to correct patron processing errors and/or to manually redistribute funds to another patron's account.

On the account from which the funds were transferred, the transfer is recorded as a credit adjustment. The transaction is posted as a credit to the account to which the funds are transferred.

Account Journal ☆

Food Service > Information > Account Journal

New Transaction

Print

Transfer

Adjustment

Transaction List

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
9/12/2019	9/12/2019	Starting Balance					
		Balance		1		\$18.90	
09/12/2019	09/12/2019	Brkfst Meal (Sec)	Emily Smith	1	\$1.25		\$17.65
09/12/2019	09/12/2019	Lunch Meal (Sec)	Emily Smith	1	\$2.05		\$15.60
Net					3.30	18.90	
Current Balance						6.95	

Transaction Detail

*Transfer To Account #

*Amount

1. Select the **Transfer** button.
2. In the Transaction Detail, enter the account number to which the funds should be transferred in the **Transfer to Account Number** field.
3. Enter the **Amount** to be transferred in dollar.cent format (*e.g.*, 10.50).
4. Click the **Save** button when finished.



The Patron field appears blank for transfers made in Family Accounts.

Account Journal ☆

Food Service > Information > Account Journal

[New Transaction](#)
[Print](#)
[Transfer](#)
[Adjustment](#)

Journal Period

From 
 To 
 Date Type

Transaction List



Post	TX	Description	Patron	#	Debit	Credit	Run Balance
7/25/2020	7/25/2020	Starting Balance					
		Balance		1		\$6.95	
08/24/2020	08/24/2020	Cash Payment	Emily Smith	1		\$100.00	\$106.95
08/24/2020	08/24/2020	Transferring funds to account number: 3016	Emily Smith				
		Funds Transfer		1	(\$50.00)		\$56.95

Account Journal ☆

Food Service > Information > Account Journal


[New Transaction](#)
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Journal Period

From 
 To 
 Date Type

Transaction List

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
7/25/2020	7/25/2020	Starting Balance					
		Balance		1		\$16.25	
08/24/2020	08/24/2020	Transferring funds from account number: 3017	Janeh Rose Smith				
		Funds Transfer		1	\$50.00		\$66.25



Adjustments

Erroneous patron balances can be adjusted to the correct amount using the Adjustment button.

Account Journal ☆

Food Service > Information > Account Journal

Journal Period

From 09/03/2019 To 09/03/2019 Date Type Post Date

Transaction List

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
09/03/2019	09/03/2019	Starting Balance		1		\$0.00	
09/03/2019	09/03/2019	Brkfst Meal (Sec)	Emily Smith	1	\$1.25		-\$1.25
09/03/2019	09/03/2019	KJ/SH Deposit	Emily Smith	1		\$20.00	\$18.75
09/03/2019	09/03/2019	Lunch Meal (Sec)	Emily Smith	1	\$2.05		\$16.70

Adjustment

***Customer**
 Smith, Emily

***Type**
 Refund

***Date**
 08/24/2020

***Amount**
 \$ 2.05

***Description**
 Cashier Error

1. Select the **Customer**. If the patron has their own account, this field will only be populated with their name. If the patron is in a family account, this field will populate with all the patrons within the account.
2. Select the appropriate adjustment type for the action you are performing.

Campus provides the following default values; however, your system administrator can change these options in the [Attribute Dictionary](#).

- **Balance Forward**
- **Bad Debt**
- **Refund**
- **Write-Off**

3. Enter the **Date** of the adjustment.
4. Enter the **Amount** of money being removed or added to the patron's account.

By default, Campus enters an amount that brings the account to zero.

5. Enter the **Description** as to why the account is being adjusted.
6. Click **Save**. The adjustment will appear in the Transaction List and the patron's balance will reflect the adjustment made.

