

# Journal Batch


Last Modified on 12/14/2025 8:45 pm CST

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Tool Search: Journal Batch

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

The Journal Batch Report will batch print monthly transactions detail and account balance information. This report is also available for parents/guardians to view on the Portal.



## Journal Batch Report ☆

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### Student Journal Batch Report

This report will batch print student's monthly transactions detail and account balance. Page breaks are inserted automatically for each student suitable for handing out.

**Select the school to be included on the report**

School

School Year

Month

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**Which students would you like to include in the report?**

Grade

08  
09  
10  
11

CTRL-click or SHIFT-click to select multiple

Ad Hoc

☐ Include only accounts with transactions

☐ Include students with ended enrollments

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Sort Option ☒ Grade & Name ☐ Student Name ☐ Student Number

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**Select an export format.**

Report Format ☒ PDF report ☐ Comma Separated Values (CSV)

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*Journal Batch Report Editor*

# Report Logic

- Journals print with addresses from Census > Household > Addresses. The patron must also have a Mailing Relationship indicated on the Census > People > Relationships > Primary Household Relationships.
- Family accounts only print one report per mailing address with all patrons listed, according to the selected criteria.
- Campus prints statements without address information for the following:
  - Patrons without any mailing address selected.
  - Patrons without any relationships selected for mailing.
- Campus prints statements for each address when multiple mailing addresses are selected for a single patron.

## Field Descriptions

Field	Description
<b>School</b>	This option allows you to select the school for which you want to report information.
<b>School Year</b>	The school year for which you want to report information.
<b>Month</b>	The month for which you want to report information.
<b>Grade</b>	The <b>Grade</b> level for the students you want to include on the report.
<b>Ad Hoc</b>	Use an ad hoc filter to select specific students.
<b>Include only accounts with transactions</b>	Select this checkbox to exclude students without a transaction.
<b>Include students with ended enrollments</b>	Select this checkbox to include students whose enrollment ended during the selected school year.
<b>Sort Option</b>	One of the following options may be selected for sorting the report results: <ul style="list-style-type: none"> <li>• Grade &amp; Name</li> <li>• Student Name</li> <li>• Student Number</li> </ul>
<b>Report Format</b>	You can generate the report as a <b>PDF</b> or <b>CSV</b> .

Field	Description
<b>Generate Report Submit to Batch</b>	Users have the option of submitting a report request to the batch queue by clicking <b>Submit to Batch</b> instead of <b>Generate Extract</b> . This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the <a href="#">Batch Queue</a> article.

## Generating the Report

To generate the report, use the information in the [Field Descriptions](#) to complete the screen then click the **Generate Report** button.

Food Service Account Statement for Andrew Smith						Generated on 02/12/2013 12:28:39 PM		
12-13 • Campus Senior High • 100 St NE, Blaine MN 55449						Page 1 of 1		
<p>To the Parent/Guardian of:            Smith, Andrew            123 St NW            Blaine, MN 55449</p>								
<p>Patron(s) on account # 16561</p>						<p>Student Number</p>		
<p>Smith, Andrew</p>						<p>000021507</p>		
<p>Transaction Summary for Andrew Smith</p>								
Balance as of 12/01/2012		Debit	Credit	Transfer	Deposit	Balance as of 12/31/2012		
\$25.00		\$2.70	\$2.70	\$0.00	\$0.00	\$25.00		
<p>Transaction Detail for Andrew Smith</p>								
Transaction Time	Post Time	Patron Name	POS	Category	Item	#	Debit	Credit
1. 12/07/2012 07:02	12/07/2012 07:05	Smith, Andrew	POS-024	Breakfast Meal	Brkfst Meal (Sec)	1	\$0.00	
				Ala Carte	Cheez It Crackers	1	\$0.85	
				Ala Carte	Uncrustable	1	\$1.00	
				Ala Carte	Pop Tart	1	\$0.85	
				Cash Payment				\$10.00
				Cash Returned				(\$7.30)
Total Debits/Credits							\$2.70	\$2.70

