Journal Batch

Last Modified on 10/21/2024 8:19 am CDT

Report Logic | Field Descriptions | Generating the Report

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 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
School	This option allows you to select the school for which you want to report information.
School Year	The school year for which you want to report information.
Month	The month for which you want to report information.
Grade	The **Grade** level for the students you want to include on the report.
Ad Hoc	Use an ad hoc filter to select specific students.
Include only accounts with transactions	Select this checkbox to exclude students without a transaction.
Include students with ended enrollments	Select this checkbox to include students whose enrollment ended during the selected school year.
Sort Option	One of the following options may be selected for sorting the report results: • Grade & Name • Student Name • Student Number
Report Format	You can generate the report as a **PDF** or **CSV**.

Field	Description
Generate Report Submit to Batch	Users have the option of submitting a report request to the batch queue by clicking **Submit to Batch** instead of **Generate Extract**. 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 Batch Queue 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

12-13 • Campus Senior High •100 St NE, Blaine MN 55449

Generated on 02/12/2013 12:28:39 PM

Page 1 of 1

To the Parent/Guardian of:
Smith, Andrew
123 St NW
Blaine, MN 55449

Patron(s) on account # 16561

Smith, Andrew

Student Number

000021507

Transaction Summary for Andrew Smith

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

Transaction Detail for Andrew Smith

	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

Sample Report