

Journal Batch

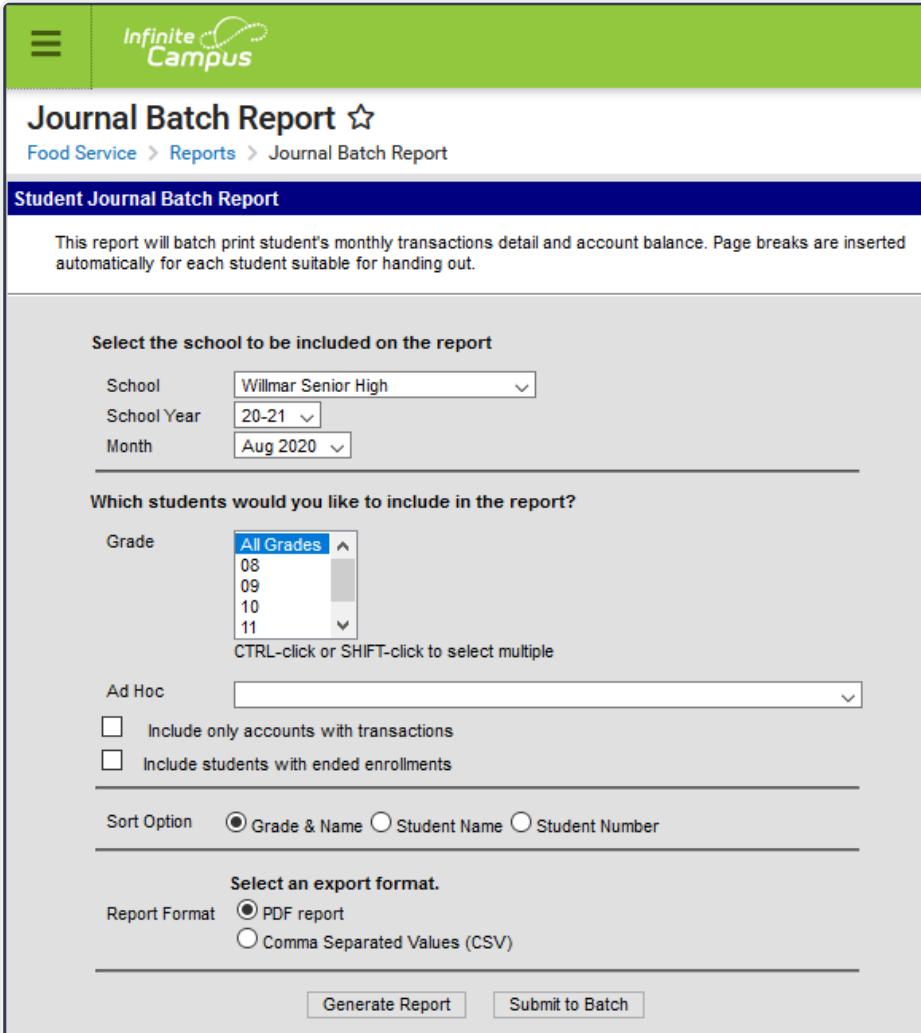
Last Modified on 12/14/2025 8:45 pm CST

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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.



The screenshot shows the 'Journal Batch Report' interface. At the top, there is a navigation bar with a menu icon, the 'Infinite Campus' logo, and the title 'Journal Batch Report' with a star icon. Below the title, the path 'Food Service > Reports > Journal Batch Report' is shown. A dark blue header bar contains the text 'Student Journal Batch Report'. The main content area is a light gray box with the following sections:

- Select the school to be included on the report:** Includes dropdown menus for 'School' (Willmar Senior High), 'School Year' (20-21), and 'Month' (Aug 2020).
- Which students would you like to include in the report?** Includes a 'Grade' dropdown (All Grades, 08, 09, 10, 11) and a note: 'CTRL-click or SHIFT-click to select multiple'. Below this are checkboxes for 'Include only accounts with transactions' and 'Include students with ended enrollments'.
- Sort Option:** Radio buttons for 'Grade & Name' (selected), 'Student Name', and 'Student Number'.
- Select an export format:** Radio buttons for 'PDF report' (selected) and 'Comma Separated Values (CSV)'.

At the bottom of the form are two buttons: 'Generate Report' and 'Submit to Batch'. Below the form, the text 'Journal Batch Report Editor' is displayed.

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: <ul style="list-style-type: none">• 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		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>																																																																										
Patron(s) on account # 16561 Smith, Andrew		Student Number 000021507																																																																								
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