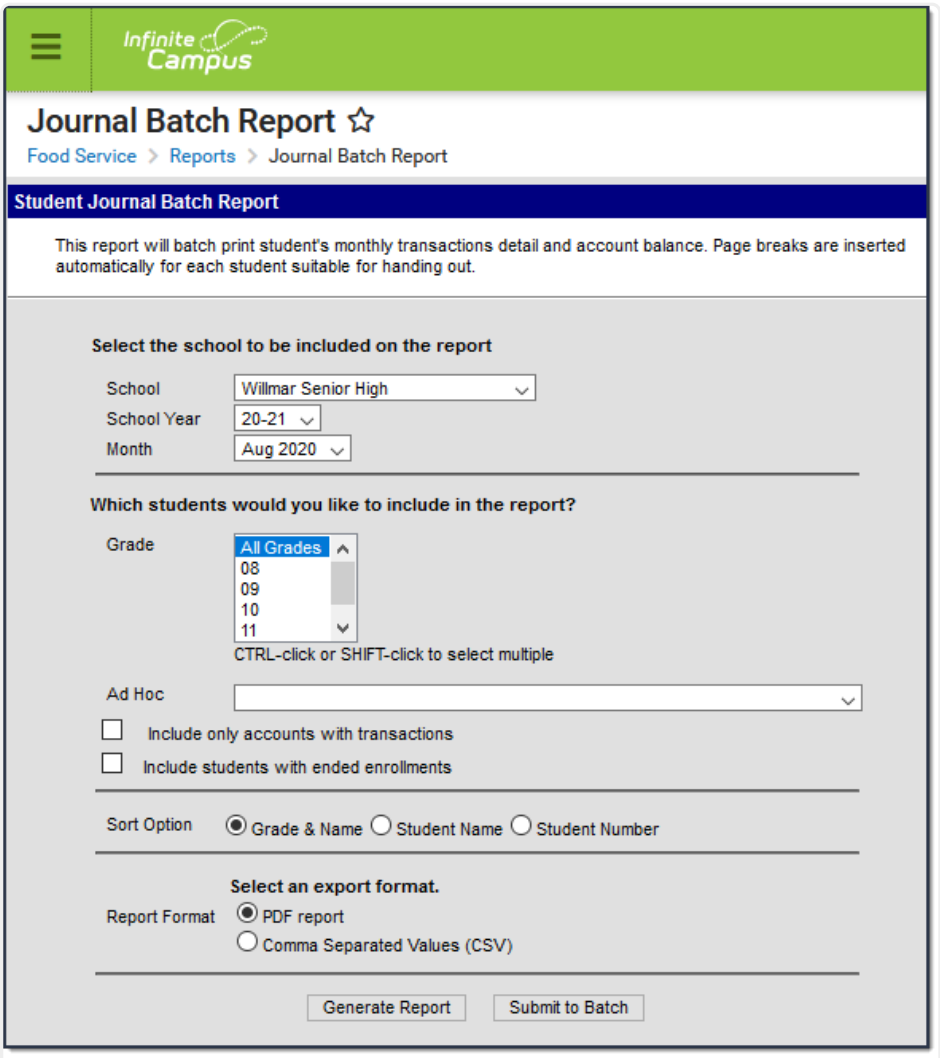
# Journal Batch

Last Modified on 10/29/2026 10:09 am CDT

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

Tool Search: Journal Batch

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




*Journal Batch Report Editor*

See the Food Service Reports Tool Rights article for information on rights needed to use this and other food service reports.

# 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.

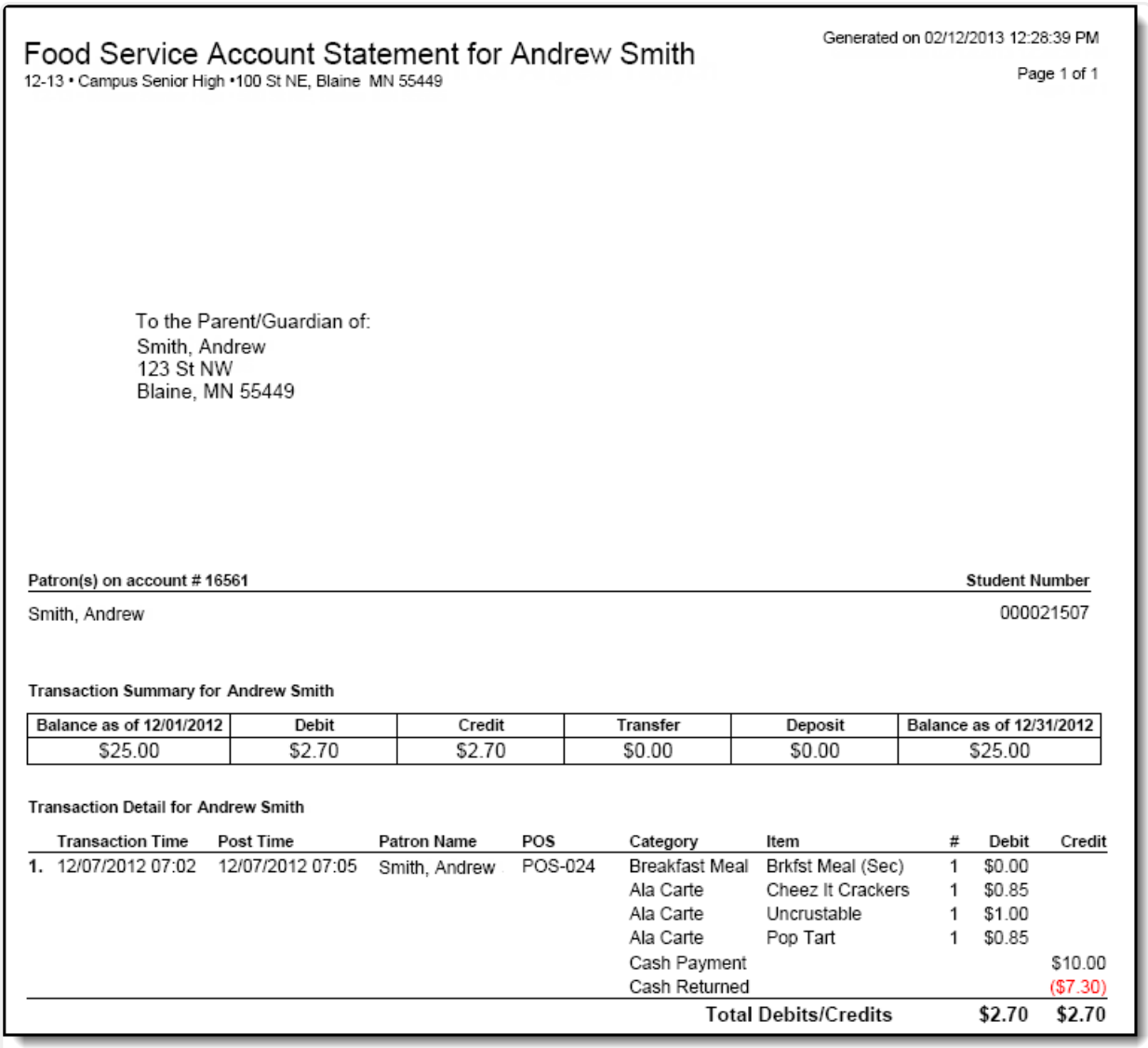
# Field Descriptions

| 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:<br>• Grade & Name<br>• Student Name<br>• Student Number |

| Field | Description |
| --- | --- |
| **Report Format** | You can generate the report as a **PDF** or **CSV**. |
| **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** — **Student Number**

Smith, Andrew — 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*