

Searching for Individual and Family Food Service Accounts

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What can I do?

- [Search in Classic Campus](#)
- [Search in the New Look](#)

Search in Classic Campus

Use one of the following methods to find the Journal tab for an account:

- **Search Tab "Account" Search** - Search for the account number or patron name to locate the account. Click on the blue account number link in the Search Results area. Click on the Journal tab.
- **Point of Sale > Account Maintenance > Account** - This will automatically prompt the Search Tab "Account" Search method. (Unless the proper account is already selected), search for the account number or patron name to locate the account. Click on the blue account number link in the Search Results area. Click on the Journal tab.

There are two ways in which account information may be set up: individual accounts or family accounts.

Individual Accounts

When an account is selected, Individual accounts allow only one patron to be tied to the account number. The Journal of an individual account will list all transactions posted for the single patron associated with the account.

Index

Search

<

Account

15525-21584

Advanced Search

Go

Search Results: 1

Account #15525-21584

11 Smith, Jane B #123456798 [07/23/1999]

Account Info

Journal

New Transaction

Print

Transfer

Adjustment

Journal Period

From 4/01/2016 To 04/26/2016 Date Type Post Date

Transaction List

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
04/01/2016	04/01/2016	Starting Balance	Jane Smith	1		\$23.01	
04/29/2016	04/29/2016	Lunch Meal	Jane Smith	1	\$1.90		\$21.11
					Net	1.90	23.01
					Current Balance		21.11

Individual accounts show journal transactions for the patron of the account.

Family Accounts

Family accounts allow one or more patrons to be tied to the same account number. The Journal of a family account will list all transactions posted to the account, with an indication of the patron for whom the transaction was processed.

Index

Search

<

Account

Smith

Advanced Search

Go

Search Results: 1

Account #9095

Smith, David M (guardian)
 Smith, Ann (guardian)
 Smith, Jonathan D #000001202 [01/23/1982]
 Smith, Becky M [03/12/1980]
 Smith, Mike M #000003062 [05/12/1986]

Account Info

Journal

New Transaction

Print

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From 4/01/2016 To 04/26/2016 Date Type Post Date

Transaction List

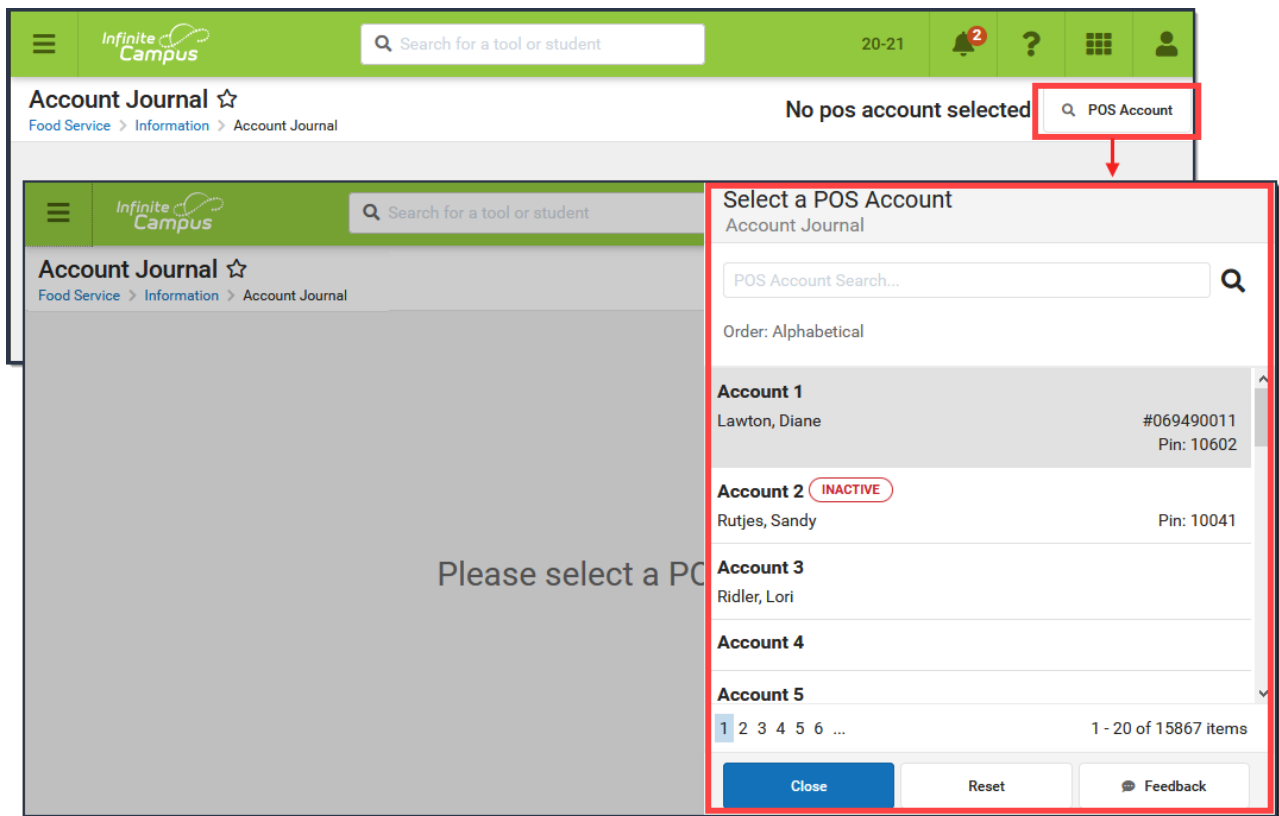
Post	TX	Description	Patron	#	Debit	Credit	Run Balance
04/01/2016	04/01/2016	Starting Balance		1		\$0.00	
04/29/2016	04/29/2016	Cash Payment	Jonathan Smith	1		\$5.00	\$5.00
04/29/2016	04/29/2016	Lunch Meal (Sec)	Ann Smith	1	\$3.50		\$1.50
04/29/2016	04/29/2016	Lunch Meal (Elem)	Mike Smith	2	\$3.50		-\$5.50
04/29/2016	04/29/2016	Cash Payment	Jonathan Smith	1		\$50.00	\$44.50
					Net	10.50	55.00
					Current Balance		44.50

Family accounts display journal transactions for all account patrons.

Search in the New Look

To search in the new look of Campus, search for the **Journal** tool. The Select a POS Account panel will automatically display; otherwise, click the POS Account search button. Enter account details in

the POS Account Search field.



The screenshot shows the Infinite Campus Account Journal interface. The top navigation bar includes the Infinite Campus logo, a search bar, and navigation icons. The main content area displays the 'Account Journal' title and a breadcrumb trail: Food Service > Information > Account Journal. A red box highlights the 'POS Account' search field in the top right corner, with a red arrow pointing down to a modal window titled 'Select a POS Account'. The modal window contains a search bar, a dropdown menu for 'Order: Alphabetical', and a list of accounts. The list includes 'Account 1' (Lawton, Diane, #069490011, Pin: 10602), 'Account 2' (Rutjes, Sandy, Pin: 10041, marked as INACTIVE), 'Account 3' (Ridler, Lori), 'Account 4', and 'Account 5'. The modal also shows a pagination bar with '1 - 20 of 15867 items' and buttons for 'Close', 'Reset', and 'Feedback'.