

# View Transactions for a Food Service Account

Last Modified on 10/22/2022 9:50 am CDT

**Classic View:** Point of Sale > Account Maintenance > Account > Journal

**Search Terms:** Journal

Transactions appear in the Transaction List editor and are filtered by your selections on the Journal Period editor. Clicking on a transaction displays additional editors with more detail on the transaction item.

The **From** and **To** dates selected on the Journal Period Editor determine which transactions are displayed in the Transaction List Editor. The default date in the From field is 30 days in the past from the current date allowing you to automatically see 30 days of account history.

The **Date Type** field allows information to be sorted chronologically by the "Post Date" (when the transaction was posted to the Journal) or the "TX Date" (date the transaction occurred at the Point of Sale).

In general, the Post and TX dates are the same. However, if these dates differ, the network may have gone offline before the transaction could be posted to the Journal. When this occurs, the pending transactions wait in a queue and are not posted until the network is reconnected.

**Account Journal** ☆

[Food Service](#) > [Information](#) > Account Journal

**Journal Period**

From  
 To  
 Date Type

*Journal Period Editor*

## Transaction List

The Transaction List editor displays all transactions that have occurred within the **Year** and **Month**, as selected in the Journal Period editor. This editor indicates details related to the transaction for the purpose of analysis and adjustment, as necessary. The transactions appearing in this list can also be viewed by patrons on the [Portal Food Service](#) tool, if this information is allowed to display, per the [Portal Display Options](#).

When using [Multi-Day Serve](#), students are charged for the meals on the day the meal was meant to be served to them, not necessarily on the day they received the meal.

### Account Journal ☆

Food Service > Information > Account Journal

New Transaction
Print
Transfer
Adjustment

**Journal Period**

From  To  Date Type

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
09/12/2019	09/12/2019	Brkfst Meal (Sec)	Emily Smith	1	\$1.25		\$17.65
09/12/2019	09/12/2019	Lunch Meal (Sec)	Emily Smith	1	\$2.05		\$15.60
09/13/2019	09/13/2019	Lunch Meal (Sec)	Emily Smith	1	\$2.05		\$13.55
09/16/2019	09/16/2019	Grab and Go Bkfst	Emily Smith	1	\$1.25		\$12.30
09/16/2019	09/16/2019	Lunch Meal (Sec)	Emily Smith	1	\$2.05		\$10.25
09/17/2019	09/17/2019	Grab and Go Bkfst	Emily Smith	1	\$1.25		\$9.00
09/17/2019	09/17/2019	Pizza Meal	Emily Smith	1	\$2.05		\$6.95
					<b>Net</b>	<b>33.05</b>	<b>40.00</b>
					<b>Current Balance</b>	<b>6.95</b>	

*Transaction List Editor*

Column	Description
<b>Post</b>	<p>The date on which the transaction was posted.</p> <div style="background-color: #e0f2f1; padding: 10px; border: 1px solid #ccc;"> <p>In general, the Post and TX dates will be the same. However, if these dates differ, the network may have gone offline before the transaction could be posted to the Journal. When this occurs, the pending transactions wait in a queue and are not posted until the network is reconnected.</p> </div>

Column	Description
<b>TX</b>	<p>The date on which the transaction occurred.</p> <div data-bbox="391 304 1422 506" style="background-color: #e1f5fe; padding: 10px; border: 1px solid #ccc;"> <p>In general, the Post and TX dates will be the same. However, if these dates differ, the network may have gone offline before the transaction could be posted to the Journal. When this occurs, the pending transactions wait in a queue and are not posted until the network is reconnected.</p> </div>
<b>Description</b>	<p>The transaction type - generally a deposit or (food) purchase, but may also include adjustments, voided items and starting balances.</p> <ul style="list-style-type: none"> <li>• <b>Purchases</b> - Each item and/or meal name is indicated (<i>e.g.</i>, Brkfst Meal, Pizza, Milk, Ala Carte).</li> <li>• <b>Deposits</b> - Made to the account are listed as "Deposit" or "Online Payment" (when applicable) with a description of the payment method listed in the <b>Comment</b> column.</li> <li>• <b>Funds Transfer</b> - Indicates fund transfers between two bank accounts and lists both bank account numbers. Family Account Patron Name will be blank in the Journal due to the transfer not being associated with any specific patron.</li> <li>• <b>Corrections</b> - Transactions corrected to the appropriate eligibility are indicated with a description of "Server corrected transaction to eligibility mismatch".</li> <li>• <b>Voids</b> Entries in <b>red</b> font represent the action of voiding the original transaction (the preceding items in gray font). Entries in gray font are posted transactions that have been successfully voided. Voids made using Cafeteria Serve are indicated with a description of "Cafeteria Serve Void". Voids processed due to a Server reversal based on an incorrect eligibility are indicated with a description of "Server void: POS/Campus eligibility mismatch".</li> </ul> <div data-bbox="454 1447 1422 1839" style="background-color: #e1f5fe; padding: 10px; border: 1px solid #ccc;"> <p>Server void: POS/Campus eligibility mismatch indicates the eligibility showing on the POS terminal did not match the eligibility showing for the patron in Campus at the time the transaction Posted to the server. This could be caused by any of the following reasons:</p> <ul style="list-style-type: none"> <li>◦ A student is charged for more than one reimbursable breakfast or lunch meal in a single day.</li> <li>◦ Changes to a student's eligibility for reimbursable meals in Campus do not match what is being shown on the Point of Sale terminal.</li> </ul> </div>
<b>Patron</b>	<p>The patron to whom the transaction directly relates.</p>

Column	Description
<b>Item</b>	<p>Entries in this column indicates type of transaction - either a deposit or (food) purchase.</p> <ul style="list-style-type: none"> <li>• <b>Purchases</b> - each item and/or meal name will be indicated (<i>e.g.</i>, Brkfst Meal, Pizza, Milk, Ala Carte).</li> <li>• <b>Deposits</b> - to the account, it will be listed as "Deposit" with a description of the payment method listed in the <b>Comment</b> column.</li> </ul> <p>Entries in gray font are posted transactions that have been successfully voided.</p> <p>Entries in red font represent the action of voiding the original transaction (the preceding items in gray font).</p>
<b>#</b>	The number of Purchasable Items. Deposits will have a value of "1."
<b>Debit</b>	This column indicates a purchase or adjustment amount that <i>reduced</i> the current account balance.
<b>Credit</b>	This column indicates a deposit or adjustment amount that <i>increased</i> the current account balance.
<b>Run Balance</b>	This column provides the running total of the patron's balance based on the transaction's post date.
<b>Net</b>	The total amount of debits (total of Debit column) and credits (total of Credit column) for the selected month.
<b>End of Month Balance</b>	The balance as of the last day of the selected month. If the current month is selected, the balance of the current date (will be the same as the <b>Current Balance</b> ).
<b>Current Balance</b>	The current balance of the account, as of the current date.

When a transaction or transaction item is selected from the Transaction List editor, additional details will display.

## Transaction Detail

To view a summary of a transaction, click on the main transaction (indicated by the line that also contains the **Post** and **TX** dates).

### Transaction List

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
09/12/2019	09/12/2019	Brkfst Meal (Sec)	Emily Smith	1	\$1.25		\$17.65
09/12/2019	09/12/2019	Lunch Meal (Sec)	Emily Smith	1	\$2.05		\$15.60
09/13/2019	09/13/2019	Lunch Meal (Sec)	Emily Smith	1	\$2.05		\$13.55
09/16/2019	09/16/2019	Grab and Go Bkfst	Emily Smith	1	\$1.25		\$12.30
09/16/2019	09/16/2019	Lunch Meal (Sec)	Emily Smith	1	\$2.05		\$10.25
09/17/2019	09/17/2019	Grab and Go Bkfst	Emily Smith	1	\$1.25		\$9.00
09/17/2019	09/17/2019	Pizza Meal	Emily Smith	1	\$2.05		\$6.95
					Net	33.05	40.00
					Current Balance		6.95

↓

### Transaction Detail

<b>Patron</b>	<b>Account Number</b>	<b>Transaction Date</b>	<b>Post Date</b>
Smith, Emily Marie	3017	09/17/2019 11:45 AM	09/17/2019 11:47 AM
<b>Cashier/Manager</b>	<b>Terminal</b>	<b>Payment Method</b>	<b>Reference #</b>
	POS-71	Cash	
<b>Description</b>			

Field	Definition
<b>Patron</b>	The person for whom the transaction was posted.
<b>Account Number</b>	The number of the account to which the transaction was posted.
<b>Transaction Date</b>	The date on which the transaction occurred. If the transaction was voided (with the exception of a void due to an eligibility mismatch), the date on which the void was processed is reported.
<b>Post Date</b>	The date on which the transaction was posted to the server. If the transaction was voided (with the exception of a void due to an eligibility mismatch), the date on which the void was processed is reported.

In general, the Post and TX dates will be the same. However, if these dates differ, the network may have gone offline before the transaction could be posted to the Journal. When this occurs, the pending transactions wait in a queue and are not posted until the network is reconnected.

Field	Definition
<b>Cashier/Manager</b>	<p>The name of the cashier or food service manager who was logged on at the time when the transaction was processed.</p> <p>As of the E.1146 Release pack, when a transaction is voided, the server/cashier who processed the void will appear in this field. If a voided transaction due to a mismatch in eligibility was corrected with a new transaction, this field will appear blank and a Description of "Server corrected transaction to eligibility mismatch" is displayed.</p>
<b>Terminal</b>	The terminal on which the transaction was processed. If Cafeteria Serve functionality was used, "Cafeteria Serve" will display in this field.
<b>Payment Method</b>	The method of payment used for the deposit. Possible values include: Cash, Check and Credit Card.
<b>Reference #</b>	The number related to a check or credit card, when a deposit type of payment method is used.
<b>Description</b>	Standard description and/or comments on the transaction.

## Transaction Item Detail

This editor is not applicable to all transactions.

To view information about transaction items, click on one of the item lines under the transaction.

### Transaction List

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
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09/17/2019	09/17/2019	Pizza Meal	Emily Smith	1	\$2.05		\$6.95
					<b>Net</b>	33.05	40.00
					<b>Current Balance</b>	6.95	

### Transaction Item Detail

Type	Purchasable Item	Quantity	Amount
Debit	Pizza Meal	1	2.05

*Transaction Item Detail*

Field	Description
<b>Type</b>	The type of transaction: <ul style="list-style-type: none"> <li><b>Debit</b> - The amount of money charged to the patron's account.</li> <li><b>Credit</b> - The amount of money credited to the patron's account.</li> </ul>
<b>Purchasable Item</b>	Indicates the item purchased. This field will also report as Deposit if the transaction was a deposit into the patron's account.
<b>Quantity</b>	The number of Purchasable Items. Deposits will have a value of "1."
<b>Amount</b>	The dollar and cent amount to be credited (deposit) or debited (purchase).