

# 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

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
04/01/2016	04/01/2016	Starting Balance		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

Journal Tab (individual 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 Transfer Adjustment

Journal Period

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

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

Journal Tab (family account)

## 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 interface. At the top, there is a green navigation bar with the Infinite Campus logo, a search bar, and user information. Below this, the main content area is titled 'Account Journal' and shows 'No pos account selected'. A red box highlights a 'POS Account' search button in the top right corner. Below this, a modal window titled 'Select a POS Account' is displayed. This modal contains a search bar, a list of accounts, and pagination controls. The accounts listed are:

Account	Name	Account ID	Pin
Account 1	Lawton, Diane	#069490011	Pin: 10602
Account 2	Rutjes, Sandy		Pin: 10041
Account 3	Ridler, Lori		
Account 4			
Account 5			

Account 2 is marked as 'INACTIVE'. The pagination shows '1 - 20 of 15867 items'. At the bottom of the modal are buttons for 'Close', 'Reset', and 'Feedback'. The background of the main interface is dimmed and displays the text 'Please select a POS Account'.