



Last Modified on 10/22/2022 9:51 am CDT

Report Logic | Field Descriptions | Generating the Report

This functionality is only available to customers who have purchased Campus Point of Sale as add-on functionality.

Classic View: Point of Sale > Reports > Journal Batch

Search Terms: Journal Batch

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.

≡	Infinite Campus						
Journal Batch Report ☆ Food Service > Reports > Journal Batch Report							
Student Jou	rnal Batch Report						
This repo automatio	ort will batch print student's monthly transactions detail and account balance. Page breaks are inserted cally for each student suitable for handing out.						
Sele	ect the school to be included on the report						
So	chool Willmar Senior High 🗸						
So	chool Year 20-21 V						
Mo	Aug 2020 🗸						
Whi	ch students would you like to include in the report?						
Gr	rade All Grades 08 09 10 11 CTRL-click or SHIFT-click to select multiple						
Ad	d Hoc 🗸						
	Include only accounts with transactions						
	Include students with ended enrollments						
So	Sort Option Grade & Name Student Name Student Number						
Re	select an export format.						
Generate Report Submit to Batch							
	Journal Batch Report Editor Example						



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	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: • Grade & Name • Student Name • Student Number						
Report Format	You can generate the report as a PDF or CSV .						

Field Descriptions



Field	Description
Generate	Users have the option of submitting a report request to the batch queue by
Report	clicking Submit to Batch instead of Generate Extract. This process allows
Submit to	larger reports to generate in the background, without disrupting the use of
Batch	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.

Page 1 of 1 To the Parent/Guardian of: Smith, Andrew 12:13 • Campus Senior High +100 St NE, 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 252.00 \$2.70 \$2.00 \$2.70 Summary for Andrew Smith Transaction Detail for Andrew Smith Transaction Time Patron Name 1 12/07/2012 07:02 1 12/07/2012 07:02 1 12/07/2012 07:02 1 12/07/2012 07:05 Smith, Andrew POS-02 Breakfast Meal Brish Meal (Sec) 1 12/07/2012 07:02 1 12/07/2012 07:05 Smith, Andrew POS-02 Breakfast Meal Brish Meal (Sec) 1 12/07/2012 07:05 Smith, Andrew POS-02 Breakfast Meal Brish Meal (Sec) 1 15/0.00 Cash Payment 15/0.00 Cash Payment 50.05 Cash Payment \$0.05 Cash Payment \$0.05 Cash Payment \$0.05 C	Food Service A	-w.Smith	Generated on 02/12/2013 12:28:39 PM									
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