Defining Patrons

Last Modified on 03/31/2025 7:14 am CDT

Patrons are defined at the *Select a Customer* window located in the Accounting module at *File / Open / Customer* or at Accounting / Patronage / File / Open / Patron Info. Patrons must be set up as customers first. See here for setting up customers.

Select a Patron			- • ×
Customer Name	Customer ID	^	Edit
123 Processing 1Quote A.E. Staley Aavang Dominga Abdelal Dennise Abdul Brigid Abeb Mikaela Abellera Arnold Ableman Raul Abrego Waltraud Ace Hardware Ackrowd Noster €	123Pro 1Quote Staley 238736 237627 239804 236191 239784 239634 239634 237835 235691 235691	~	Cancel Cancel Active Patrons Only Inactive Patrons Only Customer Filter Both Active Only Inactive Only Inactive Only
Location 00M	/AIN ∨		

Profile

ofile Sto	ck Certificates	Stock History	1099 Totals/Dues	Activity (Captured Totals	Miscellaneous Inf	0	
ID	239873	Grower	Location	00MAIN		Clas	sifications	Attributes
rst Name	Larry	Las	t Name Baker					
ddress 1							tive Patron	
ddress 2	2500 N 1140 R	d E				Birth D	ate 09/14	/1982
ddress 3						SSN/Ta	x ID 321-0	01-5962
City	Shelbyville		State	IL 🗸 Zip	62565			
Phone 1	217-774-2102					User D	efined	
Phone 2	217-774-2388							
Notes						~		
						~		
	Inactive							

• **Classifications** – Optionally select a customer classification to apply to the Patron. These classifications may be used to filter customers on reports in other Agvance modules.

- Attributes Optionally select a customer attribute to apply to the Patron.
- Active Patron Select this option if this person is an active Patron.
- Birth Date Enter the Patron's date of birth.
- SSN/Tax ID Enter the Patron's social security number or tax ID.
 Note: Active Patron, Birth Date, and SSN/Tax ID are required for the patron to be an active patron.
- User Defined There are three check boxes that may be used for filtering purposes in other areas of the program. There are two User Defined Cross Reference text fields which only store text.

Stock Certificates

This window displays all Stock Certificates for the Patron regardless of the status. All allowable editing may be done from this screen. Choose List to display the Patron Certificates. Highlight the entry to view or edit the selected certificate. Modifications to Stock Certificates can also be done under *File / Open / Stock Certificates*.

•	Edit a Patron - 2	39873 Larry Baker						- • ×
	Profile Stock Ce	rtificates Stock Hist	orv 1099 Totals/Due	s Activitv	Captured Totals	Miscellaneous Info		
	List							
	Date Issued△	Stock #	NumShares 5	hareValue	Total	Class	Status	
	06/02/2019	2017-239873	403.3100	1.0000	403.3100	2017	Active	
								Edit
ŀ							Save	Cancel

Stock History

This window displays all Stock History for the Patron regardless of the status. All allowable editing may be done from this window. Select **List** to display the Stock History. Highlight the entry to view or edit the selected Stock History record. Modifications to Stock History may also be done under *File / Open / Stock History*.

	Edit a Patron - 23987	3 Larry Baker					
F	Profile Stock Certifica	tes Stock History	1099 Totals/Dues	s Activity Captu	red Totals Misc	ellaneous Info	
	List						
	Transaction Dat^	Stock #	Check #	Equity Change	Amount Paid	Description	
	03/12/2019	2017-239873	51286	403.31	0.0000	Post Patronage Check	
							Edit
							a land
ŀ							Save Cancel

1099 Totals/Dues

This window displays all Patron 1099 totals as well as due information. The 1099 amounts may be reviewed and edited. The selection and maintenance of Patron dues are maintained here.

1099 NQ YTD\$ 0.00 Backup Withhold Patr 0.00 US Foreign Tax 0.00 Backup Withhold Div 0.00 Backup Withhold Init 0.00 Dividend Check Holding 0.00 Interest Check Holding 0.00	Profile Stock Certificates Stoc	k History 1099	Totals/Du	les Activit	v Captured	Totals	Miscellaneous Inf	o	
1099 Int YTD\$ 0.00 1099 Int Early Withdrawal YTD\$ 0.00 1099 NQ YTD\$ 0.00 Backup Withhold Patr 0.00 US Foreign Tax 0.00 Backup Withhold Div 0.00 Backup Withhold Int 0.00 Dividend Check Holding 0.00 Interest Check Holding 0.00	1099 Patr YTD\$	351.67							
1099 Int YTD\$ 0.00 1099 Int Early Withdrawal YTD\$ 0.00 1099 NQ YTD\$ 0.00 Backup Withhold Patr 0.00 US Foreign Tax 0.00 Backup Withhold Div 0.00 Backup Withhold Int 0.00 Dividend Check Holding 0.00 Interest Check Holding 0.00	1099 Div YTD\$	0.00							
1099 Int Early Withdrawal YTD\$ 0.00 1099 NQ YTD\$ 0.00 Backup Withhold Patr 0.00 US Foreign Tax 0.00 Backup Withhold Div 0.00 Backup Withhold Int 0.00 Dividend Check Holding 0.00 Interest Check Holding 0.00	1099 Int YTD\$	0.00					Last Paid Date	Last Paid Amount	Allow Partial Pay
Backup Withhold Patr 0.00 US Foreign Tax 0.00 Backup Withhold Div 0.00 Backup Withhold Int 0.00 Dividend Check Holding 0.00 Backup Withhold 1099 Deduct AR Balance	1099 Int Early Withdrawal YTD\$	0.00	1	. 55463	00.00	⊻			
US Foreign Tax 0.00 Backup Withhold Div 0.00 Backup Withhold Int 0.00 Dividend Check Holding 0.00 Backup Withhold 1099 Deduct AR Balance	1099 NQ YTD\$	0.00							
Backup Withhold Div 0.00 Backup Withhold Int 0.00 Dividend Check Holding 0.00 Backup Withhold 1099 Deduct AR Balance Interest Check Holding 0.00	Backup Withhold Patr	0.00							
Backup Withhold Int 0.00 Dividend Check Holding 0.00 Backup Withhold 1099 Deduct AR Balance Interest Check Holding 0.00	US Foreign Tax	0.00							
Dividend Check Holding 0.00 Backup Withhold 1099 Deduct AR Balance	Backup Withhold Div	0.00							
Interest Check Holding 0.00	Backup Withhold Int	0.00							
	Dividend Check Holding	0.00	Bac	ckup Withhol	d 1099 🗌	Deduct	AR Balance		
Closeput Check Holding 0.00	Interest Check Holding	0.00							
Closed check holding 0.00	Closeout Check Holding	0.00							

• 1099 Patr YTD\$, 1099 Div YTD\$, 1099 Int YTD\$, 1099 Int Early Withdrawal YTD\$, 1099 NQ YTD\$ – The numbers stored in these boxes are updated through various functions in the Patronage module. They may

also be manually edited through this window. These numbers are included in various 1099 files for the

Patron.

- Backup Withhold Patr, Backup Withhold Div, Backup Withhold Int Patrons lacking a valid tax ID or patrons marked on the Patron file for backup withholding at the time of patronage, dividend, or interest checks are processed have amounts withheld. Those withholding amounts are stored in these areas.
- Dividend Check Holding, Interest Check Holding, Closeout Check Holding Contains the amount deferred to be disbursed on Patronage check.
- Dues
 - **Due ID** Double-click to select a due. Dues are setup at Setup / Dues.
 - Amount/% The amount or percentage defaults from the due setup.
 - Active Mark this box if the due is available to be used.
 - **Last Paid Date** The last date dues were withheld from a patronage check.
 - Last Paid Amount The last amount withheld for dues from a patronage check.
 - Allow Partial Pay Select this option if a due may be partially withheld from a patronage check.
- Backup Withhold 1099 If the Patron has not provided a valid tax ID or if the IRS has notified that this Patron must have tax withheld, select this option. This overrides the withholding tax ID at Setup / Preferences.
- Deduct AR Balance When deducting AR balances from patronage checks, this option must be selected.

Activity

This window displays all check information for the Patron. Checks may be voided or edited here. Select**List** to display activity. By highlighting an entry, limited edits or voiding is available.

🖳 Edit a	Patron - 239	9873 Larry Baker								×
Profile	Stock Certi	ficates Stock Hist	orv 1099 Tot	als/Dues Activity	Captured Totals	Miscellaned	ous Info			
		List								
		Check Dat △	Check #	Check Type	Net Pay	Voided	Pay Name			
		03/12/2019	51286	Patronage	351.67		Larry Baker			
							Void	Edit		
								Sav	e Canc	el

Captured Totals

This window displays all captured totals, posted or not, in a grid format. Select**List** to display all captured totals. Totals may be edited by double-clicking on the amounts showing in *Dollars* or *Quantity*.

Profile	Stock Certificates	s Sto	CK HISTORY	1099 Totals/	Dues A	ctivitv	Captured It	lais	Miscellaneous Info		
			Category	Name	Based	On	Do	llars		Quantity	
		1 🕨	Barley		Quant	ity					
		2	Chemical	s	Dollar	s	12	36.80		55.500	
		3	Corn		Quant	ity					
		4	Feed		Dollar	s					
		5	Fertilizer		Dollar	s	1	5.85		3.000	
		6	Fuel		Quant	ity					
		7	Grain CW	т	Quant	ity					
		8	8 Grain Services - A		Dollar	s	3	00.00		2.000	
		9	Grain Ser	vices - G	Dollar	5					
		10	Merchano	dise	Dollar	s	8350	5.22		12670.230	
		11	Oats		Quant	ity					
		12	Seed		Dollar	-					
		13	Services		Dollar	5					
		14	Soybeans	;	Quant	ity					
		15	Wheat		Quant	ity					List
											List

Miscellaneous Info

ACH Account Information for the Customer is stored in this area. If the Customer would like patronage payments made via direct deposit, enter the bank routing and account numbers in this area.

🖳 Edit a Patron - 239	873 Larry Baker							• ×
Profile Stock Certif	icates Stock History 10	99 Totals/Dues	Activitv	Captured Totals	Miscellaneous Info			
ACH Account Info	rmation							
ACH Routing#	123456789							
Bank Account#	1234567							
Account Type	Checking \checkmark							
						Sa	ve C	ancel: