

Defining Patrons

Last Modified on 12/19/2025 10:34 am CST

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
123 Processing	123Pro
1Quote	1Quote
A.E. Staley	Staley
Aavang Dominga	238736
Abdelal Dennise	237627
Abdul Brigid	239804
Abeb Mikaela	236191
Abellera Arnold	239784
Ableman Raul	239634
Abrego Waltraud	237835
Ace Hardware	235691
Ackroyd Master	238673

Customer Name:

Location:

☐ Active Patrons Only

☐ Inactive Patrons Only

Customer Filter

☐ Both

☒ Active Only

☐ Inactive Only

Profile

Edit a Patron - 239873 Larry Baker

Profile | Stock Certificates | Stock History | 1099 Totals/Dues | Activitv | Captured Totals | Miscellaneous Info

ID: 239873 ☐ Grower Location: 00MAIN

First Name: Larry Last Name: Baker

Address 1:

Address 2: 2500 N 1140 Rd E

Address 3:

City: Shelbyville State: IL Zip: 62565

Phone 1: 217-774-2102

Phone 2: 217-774-2388

Notes:

☐ Inactive

Classifications | Attributes

☒ Active Patron

Birth Date: 09/14/1982

SSN/Tax ID: 321-01-5962

User Defined

☐
☐
☐

Save Cancel

- **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 - 239873 Larry Baker

Profile Stock Certificates Stock History 1099 Totals/Dues Activity Captured Totals Miscellaneous Info

List

Date Issued▲	Stock #	NumShares	ShareValue	Total	Class	Status
06/02/2019	2017-239873	403.3100	1.0000	403.3100	2017	Active

Edit

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 - 239873 Larry Baker

Profile Stock Certificates Stock History 1099 Totals/Dues Activitv Captured Totals Miscellaneous Info

List

Transaction Date	Stock #	Check #	Equity Change	Amount Paid	Description
03/12/2019	2017-239873	51286	403.31	0.0000	Post Patronage Check

Edit

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.

Edit a Patron - 239873 Larry Baker

Profile Stock Certificates Stock History 1099 Totals/Dues Activitv Captured Totals Miscellaneous Info

1099 Patr YTD\$	351.67
1099 Div YTD\$	0.00
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
Closeout Check Holding	0.00

☐ Backup Withhold 1099 ☐ Deduct AR Balance

	<Due ID>	Amount/%	Active	Last Paid Date	Last Paid Amount	Allow Partial Pay
1	FBDues	65.00	<input checked="" type="checkbox"/>			<input type="checkbox"/>

Save Cancel

- 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 - 239873 Larry Baker

Profile Stock Certificates Stock History 1099 Totals/Dues **Activity** Captured Totals Miscellaneous Info

List

Check Date	Check #	Check Type	Net Pay	Voided	Pay Name
03/12/2019	51286	Patronage	351.67	<input type="checkbox"/>	Larry Baker

Void Edit

Save Cancel

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*.

	Category Name	Based On	Dollars	Quantity
1	Barley	Quantity		
2	Chemicals	Dollars	1286.80	55.500
3	Corn	Quantity		
4	Feed	Dollars		
5	Fertilizer	Dollars	75.85	3.000
6	Fuel	Quantity		
7	Grain CWT	Quantity		
8	Grain Services - A	Dollars	300.00	2.000
9	Grain Services - G	Dollars		
10	Merchandise	Dollars	83505.22	12670.230
11	Oats	Quantity		
12	Seed	Dollars		
13	Services	Dollars		
14	Soybeans	Quantity		
15	Wheat	Quantity		

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.

The *ACH Type* selected will be used in the Patronage ACH file. *PPD* is the default, but *CCD* and *CTX* are also options.

Edit a Patron - 239873 Larry Baker

Profile Stock Certificates Stock History 1099 Totals/Dues Activity Captured Totals Miscellaneous Info

ACH Account Information

ACH Routing# 123456789

Bank Account# 1234567

Account Type Checking ▾

ACH Type PPD ▾

Save Cancel