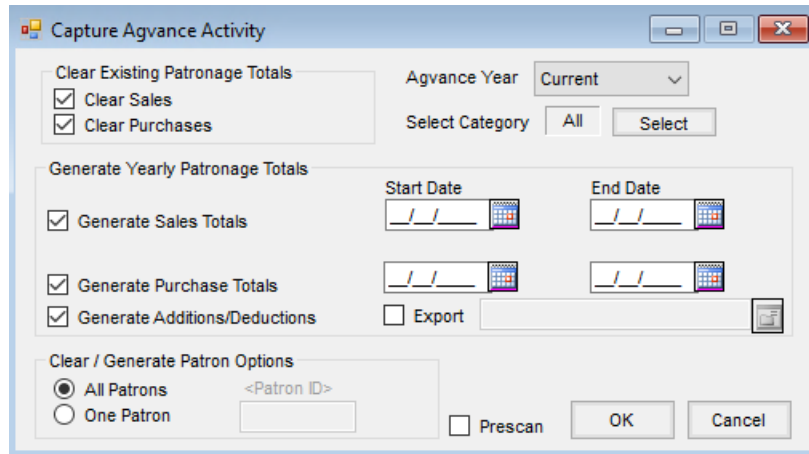


Capturing Patronage Activity

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Qualifying sales and purchases for a specified time period are captured at *Capture Activity / Advance Activity*. These values serve as the basis for the Patronage payments.



- **Clear Existing Patronage Totals**
 - **Clear Sales** – This option clears previously captured sales.
 - **Clear Purchases** – This option clears previously captured Grain Purchases and Settlement Deductions/Additions.
- **Advance Year** – Select *Current* year data to be used when capturing the activity.
- **Select Category** – Optionally select the Patronage Categories for the capture activity process.
- **Generate Yearly Patronage Totals**
 - **Generate Sales Totals** – Select this option to capture qualifying sales invoices.
 - **Start Date/End of Date** – If *Generate Sales Totals* is selected, indicate the date range of Customer Invoices to scan for qualifying Patronage totals.
 - **Generate Purchase Totals** – Select to capture the qualifying Grain Purchases.
 - **Start Date/End Date** – If *Generate Purchase Totals* is selected, indicate the date range of Grain Settlements to scan for qualifying Patronage totals.
 - **Generate Additions/Deductions** – This option is available when *Generate Purchase Totals* is selected. To capture qualifying Grain Additions/Deductions (such as Storage or Drying), select this option.
- **Clear/Generate Patron Options** – Depending on the *Clear Existing Patronage Totals* or *Generate Yearly Patronage Totals* selected, this clears the Patronage totals or generates yearly Patronage totals for all Patrons or one selected Patron.
 - **All Patrons** – Run the capture or clear for all Patrons.
 - **One Patron** – Run the capture or clear information for a selected Patron. When selecting this option, the *Patron ID* option enables the ability to select a Patron.

- **Patron ID** – Double-click in the *Patron ID* field and choose the Patron to include in the capture. This option becomes available when *One Patron* is selected.
- **Pre-Scan** – Optionally generate a report displaying total units and dollars per Customer.

Selecting **OK** imports the desired sales and/or purchase transactions. Data from the Sales Invoices or Grain Purchases is imported based on the following criteria:

- Only Invoices or Purchases in the selected date range are considered.
Note: Each line on Invoices and Settlements have a *P* (pay patronage flag) defaulted to selected. If not selected, the line total will not be captured regardless of setup options selected.
- Only Commodities with a Location Category are considered.
- Only Settlement Deductions with a Category are considered.
- Only Products from departments defined by a specific Patronage Category are included in the capture.
- All Products selected are summed by Patron and Patronage Category.
- Dollars and quantities are captured.
- Any Patronage Reassignments are executed during the Capture process.

How to Capture Agvance Activity

1. Select *Clear Sales* and *Clear Purchases*.
2. Select the *Agvance Year*. This is typically the current year.
Note: If choosing the prior year database, make sure that the correct Patrons are marked active/inactive, the correct Reassignments are set up, etc. in the prior year database.
3. Patronage Categories may optionally be selected. The default is to capture data for all Categories.
4. Select *Generate Sales Totals* and enter fiscal year dates.
5. Select *Generate Purchase Totals* and enter fiscal year dates.
6. Select *Generate Deductions/Additions*.
7. Make sure *All Patrons* is selected.
8. Select *Prescan*.
9. Choose **OK**. A progress bar displays while the report is being calculated. When the calculation is complete, a report displays showing totals for all Patrons.

Note: Save this report either electronically or a printed copy as most auditors will need to refer to it later.