Patronage Distribution Checklist

Last Modified on 03/12/2025 10:09 am CDT

As time approaches to run Patronage, Dividend, or Interest checks, the following checklist provides guidance for this annual event. Please call SSI Support to help clarify any portion of the process.

✔	Information to Check	Path
	Review Patronage Categories to verify the Category spelling is correct and enter any new Categories. Do not delete any old categories until Sales and Purchases have been cleared.	*Patronage / Setup / Categories*
	Run Department Reference List by Department Patronage Coop Setup Verify departments are set up correctly.	*Accounting Reports / Inventory / Products / Department Reference List*
	Note: Each Location has its own patronage tag and can be tagged to multiple Categories.	
	Make any changes/set up new Reassignments.	*Patronage / Setup / Patronage Reassignments*
	Run Compare Patrons utility. **Note:** This is optional if not selecting a prior year during the capture.	*Patronage / Utilities / Compare Patrons*
	Run Capture Activity to capture last year's amounts for patronage payout. This must be run twice - first with *Prescan* selected and then without *Prescan* selected. Running without the *Prescan* option selected is required to capture totals. • Clear Sales. • Clear Purchases. • Select the Agvance Year (Typically the current year as grain transactions and invoices are carried forward to the current year.) • Generate Sales Totals for fiscal year dates. • Generate Purchase Totals for fiscal year dates. • Generate Additions/Deductions. • Make sure *All Patrons* is bulleted. • Select **OK**. A progress bar displays while report is being calculated. **Note:** This report may be sent to the auditor for review if desired.	*Patronage / Capture Activity / Agvance Activity*

✔	Information to Check	Path
	Make any changes to the Patron status in the current year.	*Patronage / File / Open / Patron Info*
	Auditor or manager may give category rates (payout i.e. 80/20 or minimum check amount i.e. $5) after reviewing the Prescan Patronage Totals Report.	
	Any changes to the Reassignments, Categories, or the change of Inventory Departments, Settlements or Commodities to be paid on requires the completion of the capture process again.	
	Establish Category Rates	*Patronage / Setup / Patronage Categories*
	Run the Captured Totals report. It may need to be run three ways: All Patrons; Active Patrons; Inactive Patrons (choose **Select** Patron and use *Include Patrons* filter in lower right)	*Patronage / Reports / Patron Status / Captured Totals*
	Make sure the Stock Class is set up for this year's payout. Run a Patron Equity Report if there is already a Stock Class set up for this year. Select the Stock Class to see if totals have been posted to the Class. If totals have been posted to this Class, then adding a new Stock Class may be necessary. Also note the pattern of the stock numbering sequence.	*Patronage / Setup / Stock Classes* *Patronage / Reports / Patron Status / Patron Equity Report*
	Create Deferral Stock Certificates. Certificates may be batch created for active Patrons. There are several options for the creation of these certificates. Setup varies depending on the options required. Please contact SSI Support with any questions on setup. • Review the screen setup. • All Patrons are selected. • Stock Certificate ID may come from Patron ID or from the Stock Class ID. Class is the Stock Class ID being created. • $ per Share (usually $1 when creating revolving fund certificates).	*Patronage / Utilities / Batch Make Stock Certificates*
	Any additions of active Patrons after this point requires an individual Stock Certificate to be set up for that Patron.	

✔	Information to Check	Path
	Run Patronage and check *Pre-Scan* to review check amounts and totals. • Verify *Checking Acct.*, *Check #*, and *Check Date.* • The *Withholding Account* must be filled out. • Minimum is either Minimum Patronage or Minimum Check and is determined by the preference selected at *Patronage / Setup / Preferences* on the *General* tab. • In the grid, choose the Stock Class to defer to by selecting *Stock Class.* • Enter *Deferred Percent* or *Amount* in the grid next to the Stock Class. • Verify the *Pre-Scan* option is selected. • Choose **Post**. • A scan runs to verify every Patron selected has a valid stock certificate. • If a report displays, enter Certificates for listed Patrons. • If Pre-Scan is clear, run again with *PreCheck Run* selected. • A report displays showing all checks to be written. Minimum check amounts display on report but will not generate a check.	*Patronage / Pay / Patronage Checks*
	If the Pre-Scan is clear and the PreCheck matches expectations, generate the checks by un-checking the *PreCheck Run* checkbox and selecting **Post**. • If generating Interest, Dividend, or Paying Out old equity on the same check as the Patronage Distribution, please contact Agvance Customer Support for assistance. • The **Post** (with the *Pre-Scan* and *PreCheck Run* unchecked) starts the printing of the checks. Once all checks are sent to the printer, a message asks if the checks printed okay. It is recommended to verify all checks printed satisfactorily before selecting **Yes** to this message. Choosing **OK** posts the checks to the G/L, updates the Stock Certificate values, updates the Patron 1099 amounts, creates a History entry on the Certificates, and creates a Check History entry in Patronage.	