Patron Status Reports

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Patron Status reports are found at Patronage / Reports / Patron Status.

Patron Equity Report

The Patron Equity report is a detailed listing of Patron equity by Certificate.

🖳 Patron Status Reports	
Datase Established	Report Criteria
Captured Totals	How Many Patrons All Select
Check Register	Stock Classes All Select
Stock History	
Patronage Activity	Include zero balance stocks
Due withinitiang Register	Totals Only
PrintPreview	
	Patrons over age of
	New Page Per Patron
	Sort By Patron Sort By Patron/Stock Name Stock
	O Patron/Class O ID Totals
	OK Cancel

- How Many Patrons Select the Patrons to include on the report.
- Stock Classes Select the Stock Classes to appear on the report.
- Include zero balance stocks Select this option to include stocks with a zero balance.
- **Totals Only** This option prints only Customer totals. An additional *Patron Sort By* option of *Stock Totals* is enabled when this is selected.
- Patrons over age of Enter an age if Patrons over a specific age only are to appear on the report.
- New Page Per Patron Optionally mark to have a page print for each Patron.
- Sort By Select to sort the report Patron/Stock, or Patron/Class.
- Filter Filter by information set on the Customer.
- Patron Sort By Select the option for sorting the Patrons. The *Totals Only* option must be selected to enable the *Stock Totals* Patron sorting option.

Captured Totals

The Captured Totals report displays all captured totals by category or patron.

🖳 Patron Status Reports	
Patron Equity Report Captured Totals Check Register Stock History Patronage Activity Due Withholding Register	Report Criteria How Many Patrons All Select Style Filter Summarized Posted Detailed Not Posted O Detailed All Captured Totals Over Include Negative Patron Balances Include Negative Patron Balances Only Supress Printing rate Total Page Only Patrons over age of Filter New Page Per Patron Filter Sort By Patron Sort By O Rame Ot OK Cancel

- How Many Patrons Select the Patrons to appear on the report.
- Select Style
 - Summarized This style contains Quantity and Dollars for the Patrons.
 - Detail This style contains Categories, Quantity, Dollars, Rate, and Patronage dollars.
- Filter Select to filter for Posted, Not Posted, or All totals on the report.
- Captured Totals Over Enter a minimum amount to show captured totals for Patrons only over the specified dollar amount.
- Include Negative Patron Balances Check to include Patrons with negative Category totals in the report.
 - **Only** This option is available when *Include Negative Patron Balances* is selected and allows the report to only display Patrons with negative capture totals.
- Suppress Printing rate Select this option to remove the rate from the report.
- Total Page Only This option prints a Totals page only for the captured totals.
- Patrons over age of Enter an age if Patrons over a specific age only are to appear on the report.
- New Page Per Patron This option prints the report with a new page for each Patron.
- **Sort By** Select to sort the report by *Patron* or *Category*.
- Filter Select to filter by information that was set up on the Customer file.
- Patron Sort By Select to sort the Patrons by Name or ID.

Check Register

The Check Register is a listing of all Patronage checks by check date or check number.

🖳 Patron Status Reports	
Patron Status Report Captured Totals Check Register Stock History Patronage Activity Due Withholding Register	Report Criteria How Many Patrons All Select Style Standard Detail Range Date Check Sort By Check / ACH # Date Patron
	Patrons over age of New Page Per Patron

- How Many Patrons Select the Patrons to be included on the report.
- Select Style
 - Standard Standard contains basic information such as name, ID, and net dollars.
 - **Detail** In addition to the *Standard* information, this style contains more detail such as *Patronage Earned*, *Patronage Deferred*, *Dues*, *AR Bal*, *Tax Withheld*, *Dividend*, *Interest*, *Payout*, and *Patronage Distribution*.
- Range Select to filter information by date or check number range on the report.
- **Start Date/End Date** Enter starting and ending dates for the date range. This option is available when the selected *Range* is *Date*.
- **Start #/End #** Enter a starting and ending check number for the check range. This option is available when the selected *Range* is *Check*.
- Sort By Select to sort the report by Check/ACH #, Date, or Patron.
- Patrons over age of Enter an age if Patrons over a specific age only are to appear on the report.
- New Page Per Patron This option is available when sorting by *Patron*. Selecting this option starts a new page for each Patron.
- **Patron Sort By** Select to sort the Patrons by *Name* or by *ID*. This option is available when the *Sort By* is *Patron*.

Stock History

The Stock History report displays a detailed listing of all History entries per Certificate. The report should be reviewed for accuracy before paying interest off a running balance.

🖳 Patron Status Reports			
Patron Freeho Parant	Report Criteria		
Captured Totals	How Many Patrons All Select		
Check Register	Stock Classes All Select		
Stock History Patronage Activity	History Type All 🗸		
Due Withholding Register	Show Detail		
PrintPreview	Select Range Start Date /_/		
	Patrons over age of		
	New Page Per Primary Sort		
	Primary Sort Patron ID V		
	Secondary Sort None ~		
	OK Cancel		

- How Many Patrons Select the Patrons to include in the report.
- Stock Classes Select the Stock Classes to appear on the report.
- History Type Select a History Type from the drop-down.
- Show Detail Marking this option includes the *Stock Number*, *Date*, *Description*, and *Check Number* on the report.
- Select Range If a date range should be used for the report, select this option and enter the appropriate dates in the *Start Date* and *End Date* fields.
- Patrons over age of Enter an age if Patrons over a specific age only are to appear on the report.
- Filter This allows filtering by information set on the Customer file.
- New Page Per Primary Sort Select this option to print a page for each selected sort option.
- Primary Sort Select a sort option from the drop-down to be the first sorting option for the report.
- Secondary Sort Select a sort option from the drop-down to be the second sorting option for the report.

Patronage Activity

The Patronage Activity report is a statement of all activity on a particular Certificate. This report should be reviewed for accuracy before running interest off a running balance.

🖳 Patron Status Reports			
	Report Criteria		
Patron Equity Report	How Many Patrons All Select		
Check Register	Stock Classes All Select		
Stock History	Select Style		
Patronage Activity	O Demand Note		
Due Withholding Register	○ Demand Note 2 Interest Rate Set ∨		
O Print	Select Range		
Preview	Start Date / /		
	End Date//		
	Statement Date _/_/		
	New Page Per Certificate		
	Print Comments Patron Sort By		
	OK Cancel		

- Select Stock Certificates Select the Stock Certificates to include in the report.
- Stock Classes Select the Stock Classes to appear on the report. Multiple Classes may be selected at the same time.
- Select Style
 - Summarized The Summarized style contains basic Stock Certificate information.
 - Demand Note This option contains information on Demand Notes.
 - **Demand Note 2** This style contains information on Demand Notes in a different report format than the above *Demand Note* option.
- **Certificate Status** Choose from *Active*, *Inactive*, or *All* for the Certificate status to include on the report. The default is *Active*.
- Interest Rate Set Select an interest rate from the drop-down to view on the *Demand Note* or *Demand Note 2* style reports.

Note: The Interest Rate Set drop-down is populated from the Saved Sets found at Pay / Demand Note.

- Select Range Optionally select the date range for activity to appear on the report.
- Statement Date Select the date to be printed on the statement.
- New Page Per Certificate This option prints a new page for each Certificate.
- Print Comments Optionally print the comments below each History record.
- Filter This allows filtering by information set on the Customer file.
- Patron Sort By Select to sort the Patrons by Name or ID.

Due Withholding Register

The Due Withholding Register is a register of all dues withheld from a Patronage check.

🖳 Patron Status Reports		- • •
Patron Equity Report Captured Totals Check Register Stock History	Report Criteria How Many Patr D	rons All Select
Stock History Patronage Activity Due Withholding Register O Print Preview	Range Date Check Sort By Check / ACH # Date	Start Date 02/12/2024 End Date 02/12/2024 Start # 300 Fod # 250
	Patron New Page Per Pat	Patron Sort By Name ID OK Cancel

- How Many Patrons Select the Patrons to include on the report.
- **Dues** Select the dues to appear on the report.
- **Range** Use a date range or a check range to filter information.
- Start Date/End Date Enter a starting and ending date. This option is available when the selected *Range* is *Date*.
- Start #/End # Enter a starting and ending check number. This option is available when the selected *Range* is *Check*.
- **Sort By** Select to sort the report by *Check #*, *Date*, or *Patron*.
- Patron Sort By Select to sort the Patrons by Name or ID.