Stock Certificate Reports

Stock Certificate reports are found at *Patronage / Reports / Stock Certificates.*
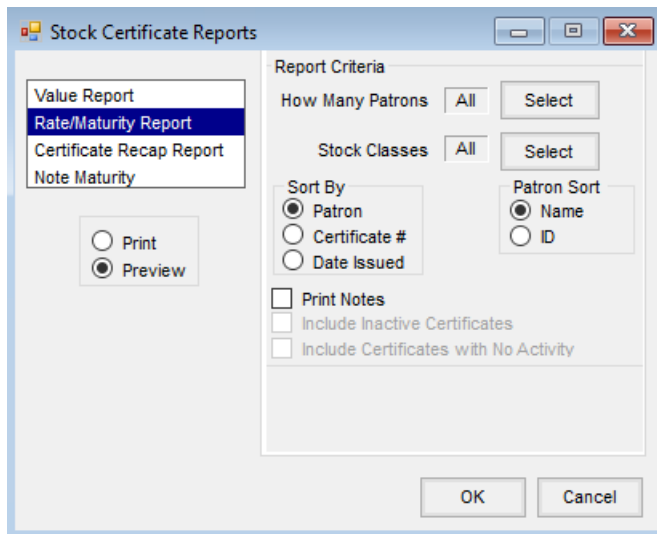
Value Report

The Value report provides general Stock value information per Certificate.
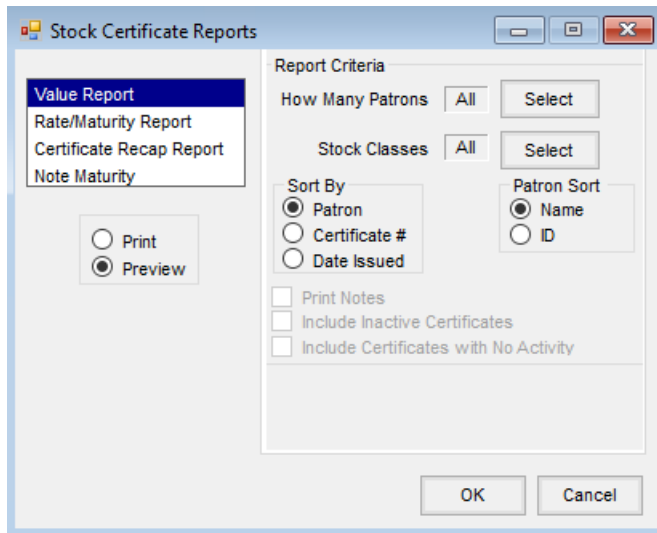
- **How Many Patrons** – Select the Patrons to include on the report.
- **Stock Classes** – Select the Stock Classes to appear on the report.
- **Sort By** – Sort the report by *Patron*, *Certificate #*, or *Date Issued*.
- **Patron Sort** – Select the option to sort the Patrons. This option is available when the *Sort By* is *Patron*.

Rate/Maturity Report

The *Rate/Maturity Report* provides general non-equity related information about a Stock Certificate such as maturity date, voting rights, etc.

- **How Many Patrons** – Select the Patrons to include on the report.
- **Stock Classes** – Select the Stock Classes to appear on the report.
- **Sort By** – Sort the report by *Patron*, *Certificate #*, or *Date Issued*.
- **Patron Sort** – Sort the Patrons by *Name* or *ID*. This option is available when the *Sort By* is *Patron*.
- **Print Notes** – Print the notes on the Stock Certificate.

Certificate Recap Report

The *Certificate Recap Report* is a listing of overall equity change for the selected date range by certificate.
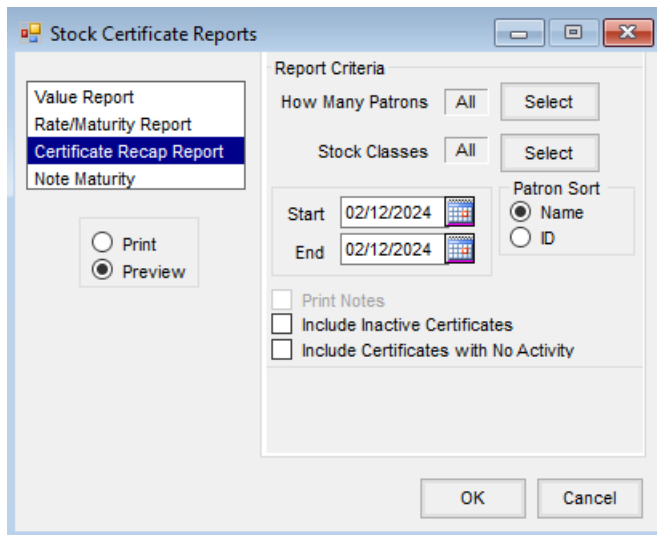
- **How Many Patrons** – Select the Patrons to include in the report.
- **Stock Classes** – Select the Stock Classes to appear on the report.
- **Start /End** – Enter starting and ending Certificate dates for the certificates to be included on the report.
- **Patron Sort** – Sort the Patrons by *Name* or by *ID*.
- **Include Inactive Certificates** – If inactive Stock Certificates are to be included on the report, select this

option.

- **Include Certificates with No Activity** – Optionally include Certificates with no activity on the report.

Note Maturity

The *Note Maturity Report* provides balance information prior to processing interest check for payout on a note. It is used in conjunction with the Running Balance Interest Checks to calculate the interest.

- **How Many Patrons** – Select the Patrons to include in the report.
- **Stock Classes** – Select the Stock Classes to appear on the report.
- **Last Date Interest Paid** – Enter the date interest was last paid for the selected Stock Classes.
- **Calculate Interest As Of** – Enter the date through which interest is to be paid.
- **Filter by Maturity Date** – Optionally filter for Certificates maturing within the date range entered.
- **Sort By** – Sort the report by *Patron*, *Stock Class*, or *Maturity Date*.
- **Report Title** – Enter a report title to display on the report.