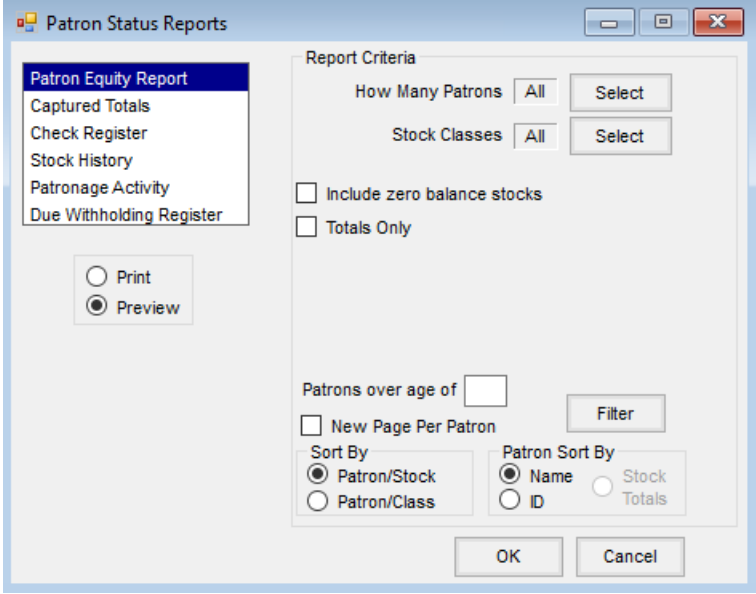# Patron Status Reports

Last Modified on 02/12/2024 11:50 am CST

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.

- **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.
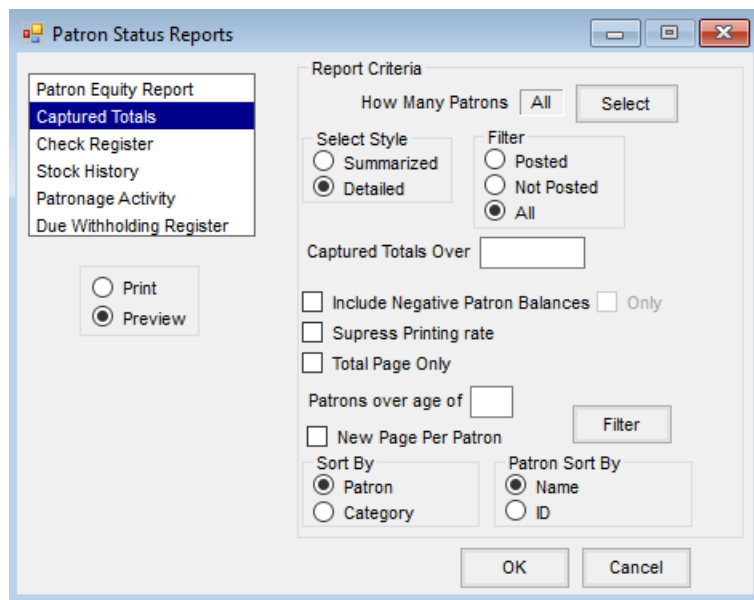
- **How Many Patrons** – Select the Patrons to appear on the report.
- **Select Style**
  - **Summarized** – This style contains *Quantity* and *Dollars* for the Patrons.
  - **Detail** – This style contains *Categories*, *Quantity*, *Dollars*, *Rate*, and *Patronage* dollars.
- **Filter** – Select to 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.
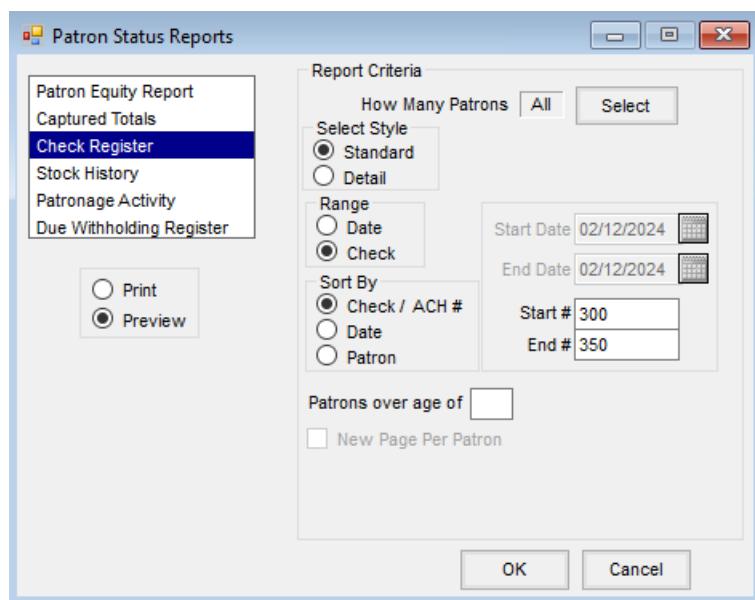
- **How Many Patrons** – Select the Patrons to be included on the report.
- **Select Style**
  - **Standard** – *Standard* contains basic information such as name, ID, and net dollars.
  - **Detail** – In addition to the *Standard* information, this style contains more detail such as *Patronage Earned*, *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.
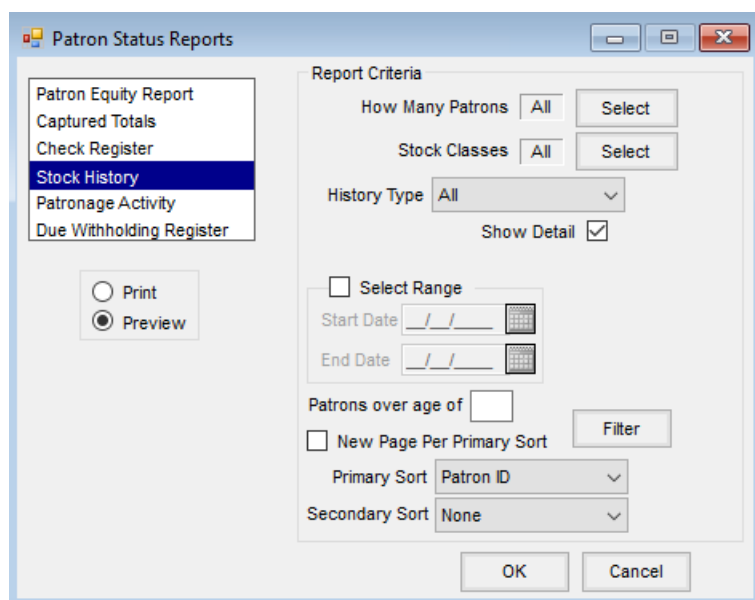
- **How Many Patrons** – Select the Patrons to include in the report.

- **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.

- **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.

- **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*.