

How to Issue a Stock to a Patron Customer

Pre-requisites:

- [Adding a stock classification](#)
- [Setup a patron customer](#)

1. Go to Patronage > Stock Details > Issue button from the toolbar.
2. Enter details in the screen:
 - a. Issue Date – defaulted to the date today.
 - b. Customer
 - c. Stock Name – the stock classification to use
 - d. Certificate No – combination of characters. Should be unique. Will generate an input if left blank upon saving.
 - e. Stock Status
 - i. Voting
 - ii. Non-Voting
 - iii. Other
 - f. Number of Shares
 - g. PAR Value – the par value of the selected stock name.
 - h. Face Value – the value of the issued stock for the patron. (Number of Shares x PAR Value).
3. Click Save button.
4. If saved successfully, click Post button. This will create an invoice for the stock issued for the customer.

Important Notes:

- You can check the GL entries by pressing the Post Preview located at the toolbar of the screen.
- Unposting the stock will unpost and then delete the invoice. If the invoice is already paid, the stock should not be unposted.