

# How to Transfer Stock to Equity

Pre-requisites:

- [Issue a stock](#)
- [Add Refund Rate](#)

Steps:

1. In the menu list, navigate to Patronage > Stock Details.
2. On the search screen, select a stock. Take note that the stocks qualified for transfers are:
  - a. Posted Stock
  - b. Activity Status = Open
3. After selecting a stock, click Transfer to Equity from the search screen toolbar. Transfer Instrument screen will show.
4. Enter details:
  - a. Transfer Date – defaulted to date today.
  - b. Description
  - c. Grid Details
    - i. To Fiscal Year – the fiscal year of the equity to be transferred from the stock
    - ii. To Refund Type – the refund rate of the equity that will be transferred
    - iii. Qty Transferred – the qty to be transferred. This is automatically filled by Par Value x Qty Available(No. of Shares)
    - iv. Other grid details are automatically filled from the selected stock (Transferor, Certificate No., Issue Date, Stock Name, Status, Par Value, Qty Available).

Transferor	Certificate No.	Issue Date	Stock Name	Status	Par Value	Qty Available	To Fiscal Year*	To Refund Type*	Qty Transferred*
<input checked="" type="checkbox"/>	Joe Ag	212321231	5/3/2017	A Shares	Voting	3,000.00	10.00		30,000.00
<input type="checkbox"/>					0.00	0.00			

5. Click Save.
6. If saved successfully, click Post button. Go to Equity Details to check the transferred equity.

\*Important Notes:

- You can check the GL entries by pressing the Post Preview located at the toolbar of the screen.
- When a stock is transferred, the activity status will be 'Xferred'. Doing transactions for that stock (such as; Retire, Transfer To Customer/Equity, Unposting) is not allowed.
- Unposting the transfer will reverse the values in equity and stock, and will set the activity status of the stock to 'Open'.