## 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 = Open3. 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).

Interfer         Transfer Stock to Equity         Transfer Date         8/2/2017         Transfer No           cription	Transfer Type     Transfer Stock to Equity     Transfer Date     8/2/2017       Description       X Remove       Filter       X Remove       Filter       X Bill View       Filter (F3)       Transfer To Certificate No.       Issue Date       Stock Name       Stock Name       Joe Ag       212321231       5/3/2017       A Shares       Voting       0.00	nsfer No	
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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'.