

Transfer Equity to Equity Reserve

Pre-requisite:

- [Undistributed Equity](#)

Steps:

1. From the menu screen, go to Patronage > Equity. Equity screen will show.
2. Select an equity record to transfer from the Equity Details grid.
3. Click Transfer To > Reserve. Transfer Instruments screen will show
4. Enter details to required fields:
 - a. Transfer Type – Transfer Equity to Equity Reserve (read-only)
 - b. Transfer Date – defaulted to date today (read-only)
 - c. Transfer No – created on Save (read-only)
 - d. Description
 - e. Grid Details:
 - i. Transferor – source of the customer equity to be transferred (read-only if pre-selected from Equity screen)
 - ii. Fiscal Year – fiscal year of the source equity (read-only if pre-selected from Equity screen)
 - iii. Refund Type – refund type of the source equity (read-only if pre-selected from Equity screen)
 - iv. Qty Available – quantity available for transfer (read-only)
5. Click Save.
6. If saved successfully, click Post button. Go to Equity Details to check the transferred equity.

*Important Notes:

- The target Fiscal Year, Customer, and Refund Type is as is. Only Equity Type will be changed to 'Reserve'.
- You can check the GL entries by pressing the Post Preview located at the toolbar of the screen.
- Unposting the Transfer Instrument record will reverse the changes between equities.