

# Transfer Equity Reserve to Equity

Pre-requisite:

- [Reserve 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 From > Reserve. Transfer Instruments screen will show
4. Enter details to required fields:
  - a. Transfer Type – Transfer Equity Reserve to Equity (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. Equity Type – equity type of the source equity (read-only if pre-selected from Equity screen)
    - iv. Refund Type – refund type of the source equity (read-only if pre-selected from Equity screen)
    - v. Qty Available – quantity available for transfer (read-only)
    - vi. To Fiscal Year – fiscal year on where to transfer the equity with type 'Undistributed'
5. Click Save.
6. If saved successfully, click Post button. Go to Equity Details to check the transferred equity.

\*Important Notes:

- The target Customer, and Refund Type is as is. Only the target fiscal year will change based on the selected To Fiscal Year, and the Equity Type which will be 'Undistributed'.
- 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.