

# Transfer Equity to Stock

Pre-requisite:

- [Undistributed Equity / Reserve Equity](#)
- [Configured Patron Customer](#)
- [Stock Classification](#)

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 > Stock. Transfer Instruments screen will show
4. Enter details to required fields:
  - a. Transfer Type – Transfer Equity to Stock (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. Stock Name – the stock classification to use
    - vii. Certificate No – combination of characters. Should be unique. Will generate an input if left blank upon saving.
    - viii. Issue Date – date of the stock will be issued.
    - ix. Stock Status
      1. Voting
      2. Non-Voting
      3. Other
    - x. Par Value – par value of the selected stock name
    - xi. Qty Transferred –  $\text{Qty. Available} \times \text{Transfer \%} = \text{Quantity to Transfer}$  (read-only)
5. Click Save.
6. If saved successfully, click Post button to create the stock.
7. Go to Stock to check the created stock.

\*Important Notes:

- 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 in both, deleting the stock issued and accumulate back the equity. GL Entries will be reversed as well.
- If the issued stock is already posted, unposting of the transfer instrument is not allowed.