Transfer Equity to Customer

Pre-requisite:

- Undistributed Equity / Reserve Equity
- Configured Patron Customer

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 > Customer. Transfer Instruments screen will show
4. Enter details to required fields:
    a. Transfer Type – Transfer Equity to Customer (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. Transferee – target customer for the equity transfer
        vii. Transfer % – percentage of equity to be transferred
        viii. Qty Transferred – Qty.Avalable x Transfer % = Quantity to 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'.
- Deleting the Transfer Instrument record will reverse the changes between equities.