

Transfer Equity - Patron to Patron

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Equity value may be transferred from one Patron to another at *Transfer Equity / Transfer Equity*. This function only transfers one Certificate at a time. The receiving Patron must have a Certificate established where the value will be transferred. This process does not create a Stock Certificate.

The screenshot shows a 'Transfer Equity' dialog box with the following fields and values:

- Date:** 02/09/2026
- From:**
 - <Certificate #>: 456123
 - Current Value: 403.31
 - Amount of Shares: 5
 - \$ Per Share: 1
- To:**
 - <Certificate #>: 987898
 - Current Value: 10000.00
 - After Value: 10005
- Comment:** Transfer with voting rights

Buttons: Save, Cancel

Process

1. Within Accounting, navigate to *Patronage / Transfer Equity / Transfer Equity*.
2. Enter the *Date* of the transfer. The system date defaults but may be changed if necessary.
3. In the *From* section, double-click in the *Certificate #* field and select the Certificate from which equity is being transferred in the *Select Stock Certificate* window.
Note: If the *Certificate #* is known, it can be manually entered. If a Stock Certificate number is entered that does not exist, a message appears that states *The from stock certificate number does not exist. Please enter a valid stock certificate number.*
4. Once a valid Certificate is selected or entered, the following read-only information is available:
 - o The first and last name of the Patron associated with the stock.
 - o The current dollar value of the stock is displayed in the *Current Value* field.
 - o The *\$ Per Value* field displays the dollar value of each share of the selected stock.
5. Based on the *Per Share* value, enter the *Amount of Shares* to be transferred.
Example: To transfer \$75 from the selected Certificate and the *\$ Per Share* value is 1, enter 75 in the *Amount of Shares* field ($75 \text{ shares} * \$1 \text{ value} = \$75 \text{ equity transfer}$). However, if the *\$ Per Value* is 25, enter 3 in the *Amount of Shares* field as it takes 3 shares to reach the \$75 value ($3 \text{ shares} * \$25 \text{ value} = \$75 \text{ equity transfer}$).
6. In the *To* section, manually enter or double-click in the *Certificate #* field and select the Certificate to which equity is being transferred in the *Select Stock Certificate* window.

Note: When manually keying the *Certificate #*, both *Active* and *Inactive* Stock Certificates can be entered in the field. However, when looking up the Certificate by double-clicking in the field, only *Active* Certificates are included in the *Select Stock Certificate* window. If the *To Certificate#* is not found in the look-up but is known to exist, check the Certificate is marked *Active* at *File Folder / Stock Certificates / Edit a Stock Certificate*.

7. Add *Comments* as needed and choose **Save**.

Posting Notes

Upon saving the transaction, the following postings occur:

- On the *From Stock Certificate*, the *# of Shares* is reduced by the *Amount of Shares* entered on the *Transfer Equity* window. The *Total \$ Value* is then updated by multiplying the new *# of Shares* by the *\$ Value Per Share*.
Note: If the total value is being transferred from the Stock Certificate, the Certificate is marked as *Inactive* and the *Date Closed* is populated.
- On the *To Stock Certificate*, the *Total \$ Value* is replaced by the *After Value* from the *Transfer Equity* window. The new *Total \$ Value* is then divided by the *\$ Value Per Share* to calculate the new *# of Shares*.
- Two Stock History entries are generated - one for the Stock Certificate transferring equity out and one of the Stock Certificate transferring value in.
- A General Journal Entry is posted to the current month.

General Ledger Entry	Debit	Credit
Transfers equity out	Account on <i>From</i> Stock Class (<i>Setup / Stock Classes</i>)	
Transfers equity in		Account on <i>To</i> Stock Class (<i>Setup / Stock Classes</i>)