

# Add to Equity

Last Modified on 06/03/2025 9:31 am CDT

Equity value may be added to or subtracted from stock at *Patronage / Transfer Equity / Add to Equity*. This process modifies the equity balance and recalculates the per share value.

Input the Value you wish to increase the Certificate by into the 'Total \$ Amount' box.

If you wish the Number of Shares currently on the Certificate to remain the same enter '0' into the Number of Shares box. (NOTE: This will recalculate a new \$ Per Share value.)

If you wish the Number of Shares to increase the same amount as the Total \$ being added, enter the \$ amount into the Number of Shares also. (NOTE: This will keep the \$ per share value at its current value.)

If you wish to increase the Number of Shares by a certain quantity, enter that Quantity into the Number of Shares. (Note this may recalculate a new \$ Per Share value.)

Date: 02/09/2024

<Certificate #>: 2017-AndBa Barry Anderson

Total \$ Amount: 3000 Number of Shares: 10

Number of Shares: \$ Per Share: 1000

<Cash on Hand>: 1100000-00 Total Value: 10000

Check Number: 8756

Comments:

Buttons: Load Set, Save Set, ☐ Print Equity Documents, Save, Cancel

## Process

1. Within Patronage, navigate to *Transfer Equity / Add to Equity* or choose the **Add to Equity** shortcut icon.
2. In the *Add Equity* window, enter the date of the transfer. The default is the system date but can be changed if necessary.
3. Double-click the *Certificate #* field and select the Certificate from which equity is being transferred in the *Select Stock Certificate* window. The first and last name, *Number of Shares*, *\$ Per Share*, and *Total Value* of the Patron associated with the selected Stock Certificate displays in the area to the right of the Certificate number.
4. Input the value of the increase of the selected Certificate in the *Total \$ Amount* field.
5. Enter the *Number of Shares* being added to the selected stock shares.
  - To allow the *Number of Shares* to remain the same, enter a 0.

**Note:** The *\$ Per Share* value will be recalculated.

- To increase the *Number of Shares* by the same amount entered in the *Total \$ Amount*, enter the \$ amount into the *Number of Shares* field.

**Note:** The \$ *Per Share value* will remain at its current value.

- To increase the *Number of Shares* by a specific quantity, enter that amount into the *Number of Shares* field.

**Note:** Based on current values, this may cause the \$ *Per Share* value to recalculate.

6. Select the *Cash on Hand* account to be affected.
7. Enter the *Check Number* if available.
8. Enter *Comments* that are saved to Stock History.
9. Optionally, select *Print Equity Documents* to print an equity receipt.
10. The option to select **Save Set** and save the information entered is available. **Load Set** can later be used to retrieve the saved information so it does not have to be re-entered each time the window is opened.
11. Choose **Save**.

## Posting Notes

Upon saving the transaction, the following posting occurs:

- On the Stock Certificate, the *Total \$ Value* is updated by the *Total \$ Amount* entered. The *# of Shares* on the Stock Certificate is updated by the *Number of Shares* entered. The \$ *Value per Share* on the Stock Certificate is recalculated.
- Stock History is updated.
- A General Journal Entry is posted to the current month.

General Ledger Entry	Debit	Credit
Add to Cash on Hand	Cash on Hand account (selected at <i>Equity</i> window)	
Add to Equity		Stock Class equity account ( <i>Setup / Stock Class</i> )