

# Add to Equity and Equity Transfer - Add Certificate

Last Modified on 02/09/2024 2:40 pm CST

## Add to Equity

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

- **Date** – Enter the transfer date. The system date is the default.
- **Certificate #** – Double-click to select a Stock Certificate from the *Select Stock Certificate* window. The first and last name of the Patron associated with the selected Stock Certificate displays in the area to the right of the Certificate number.
- **Total \$ Amount** – Enter the dollar increase in total value.
- **Number of Shares** – Enter the increase in number of shares.  
**Note:** Enter either *Total \$ Amount*, *Number of Shares*, or both.
- **Cash on Hand** – This is the default cash on hand G/L account from the current Location.
- **Check Number** – Enter the check number for the deposit.
- **Comments** – Enter comments to be saved on the Stock History record created.
- **Number of Shares** – This option displays the current number of shares on the selected Stock Certificate.
- **\$ Per Share** – This option displays the current dollar value per share on the selected Stock Certificate.
- **Total Value** – This option displays the current total dollar value per share on the Stock Certificate.
- **Print Equity Documents** – Optionally select to print an equity receipt.

- **Load Set/Save Set** – Select **Save Set** to save the information entered. **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.

### Add to Equity Posting Notes

Upon saving the transaction, the following posting occurs:

- On the Stock Certificate the *Total \$ Value* is updated by *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> )

### How to Add to Equity

1. Enter the date of the transfer. The default is the system date.
2. Double-click to select the Certificate to which equity is being added.
3. Enter the *Total \$ Amount* of the equity increase.
4. Enter the number of shares being added to the stock shares.
5. Select the *Cash on Hand* account to be affected.
6. Enter the *Check Number* if available.
7. Enter *Comments* that are saved to Stock History.
8. Select the *Print Equity Documents* option to print documents.
9. Choose **Post**.

## Equity Transfer - Add Certificates

This option at *Patronage / Transfer Equity / Equity Transfer - Add Certificates* creates new Certificates when an Equity Transfer is done, eliminating the need to set up the Certificates prior to transferring equity.

Equity Transfer - Cre...

Patrons All Select

Stock Classes 1 Select

No Partial Transfers

Date Issued 02/09/2024

To

Class Common Stock

Post Cancel

- **Patrons** – Optionally select the Patrons.
- **Stock Classes** – Select the Stock Classes to be transferred.
- **No Partial Transfers** – If partial transfers are not allowed, select this option.
- **Date Issued** – Enter the date to be the issued date on the Stock Certificates.
- **Class** – Select the Class for the new Certificates. Only Stock Certificates set to *Auto Number* are available for selection.
- **Post** – Select to transfer the equity from the selected Stock Classes to the newly created Certificates.