

# Add to Equity

Last Modified on 05/12/2026 11:13 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: 02/09/2026

<Certificate #> 987898 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.

**Note:** If the *Certificate #* is known, it can be manually entered. If a Stock Certificate 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. 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.
  - o 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.

**Note:** These documents cannot be regenerated later.

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> )