

Shares



Shares allows you to track Shareholders and issue Certificates, Transfer and Buyback shares, declare Dividends, and make Dividend Payments.

Related White Papers

[EFT Payments](#)

[Cheque/EFT Batch Review Process](#)

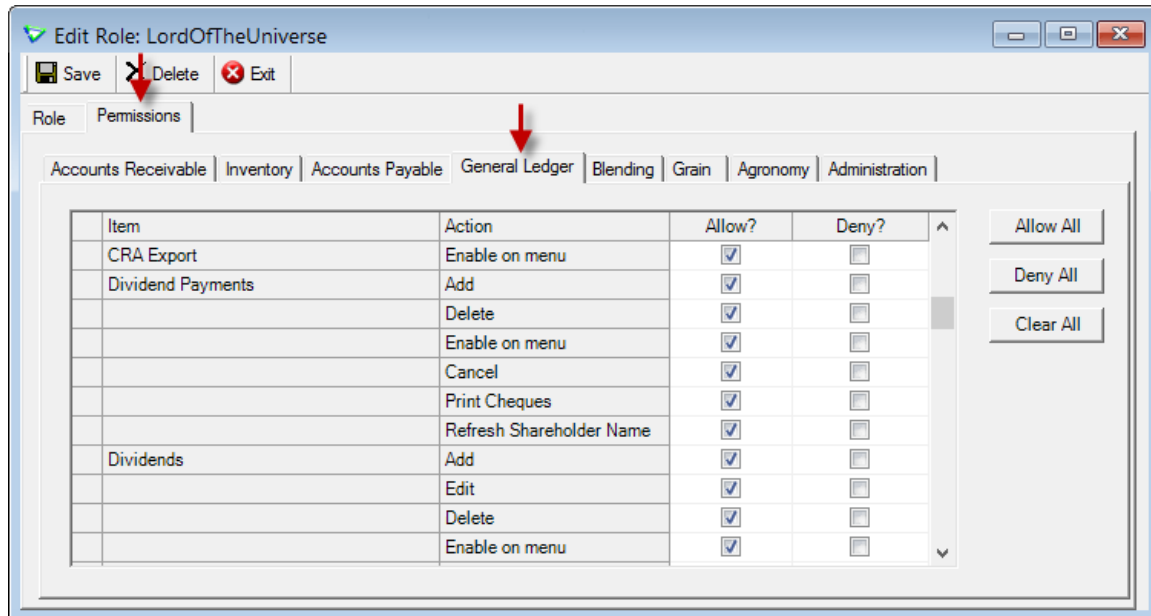
What you'll find:

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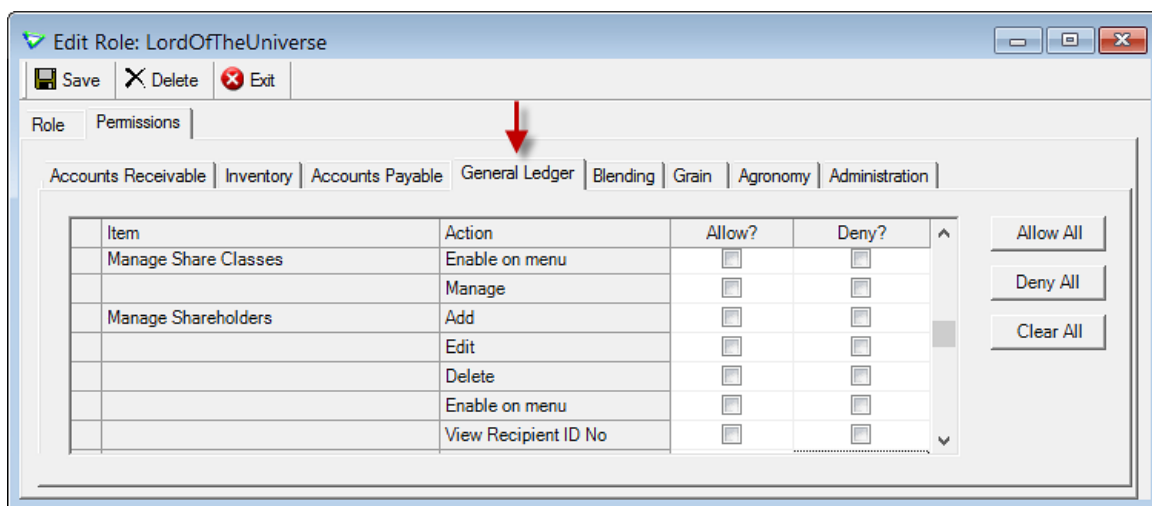
Shares Setup

Security Permissions

Before you can start setting up **Shares**, you'll need permission to manage them. Not every user will need permission to do all tasks, but at least one user should have permission to do everything.



File > Security > Manage Roles



Edit Role: LordOfTheUniverse

Save Delete Exit

Role Permissions

Accounts Receivable | Inventory | Accounts Payable | General Ledger | Blending | Grain | Agronomy | Administration

Item	Action	Allow?	Deny?
Share Certificates	Add	☐	☐
	Delete	☐	☐
	Enable on menu	☐	☐
Share References	Enable on menu	☐	☐
	Manage	☐	☐
Share Transactions	Add	☐	☐
	Edit	☐	☐
	Delete	☐	☐
	Enable on menu	☐	☐
Shareholder Centre	Enable on menu	☐	☐

Allow All
Deny All
Clear All

Edit Role: LordOfTheUniverse

Save Delete Exit

Role Permissions

Accounts Receivable | Inventory | Accounts Payable | General Ledger | Blending | Grain | Agronomy | Administration

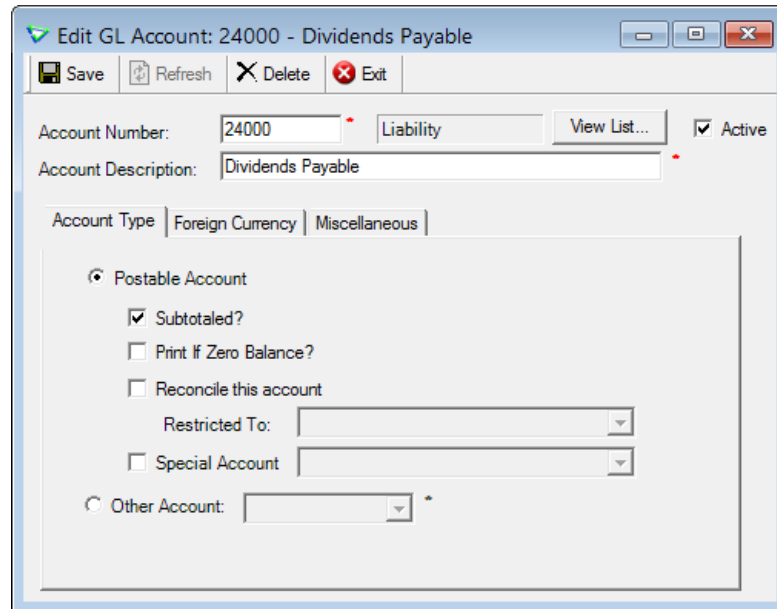
Item	Action	Allow?	Deny?
Report - Comparative TTD Income Statement	view	☒	☐
Report - Dividend	View	☐	☐
Report - Recurring Journal Entries	View	☒	☐
Report - Share Certificate	View	☐	☐
Report - Shareholder Summary	View	☐	☐

Allow All
Deny All

General Ledger Accounts

At least 2 general ledger accounts are required for **Shares**:

1. Retained Earnings
(can be the company Retained Earnings account, or a separate Retained Earnings account just for Shares, or a separate account for each Share Class - check with your accountant for their preferred method).
2. Dividends Payable



General Ledger > Manage > Chart of Accounts

Tip

The data export for Chart of Accounts shows you the account setup in an easy-to-compare format.

Got to **File > Exports > Data**, click on the **+ sign** next to General Ledger to expand, click **Chart of Accounts**, then click **Preview Data**.

Help

For details on how to set up the [GL Accounts](#), please refer to the *General Ledger* chapter of **online Help**.

Company Config Options

Automatically generate Transaction Number must remain checked, and a **Dividend GL Account** number must be entered (this will be the Dividend Payables account created above in [General Ledger Accounts](#)).

Leave the other options to automatically generate reference numbers checked, or you can enter your own unique reference number manually for each action as needed.

Company Level Settings

General | Accounts Receivable | Blending | Accounts Payable | General Ledger | Inventory

Journal Entry

Shares

- ☒ Automatically generate Shareholder Number
- ☒ Automatically generate Certificate Number
- ☒ Automatically generate Transaction Number
- ☒ Automatically generate Dividend Number
- ☒ Automatically generate Dividend Payment Number
- ☐ Allow decimals for # of Shares
- ☐ Use EFT Approval Process

Dividend GL Account: 24000 - Dividends Payable

Shareholder Centre

Account History Default: Last 12 Months

File > Config Options > Company / General Ledger

The **Account History Default** can be overridden at the user level.

Config Options for User

User: agre User Retrieve

Miscellaneous | Default Location | AR/AP | Blending | Reports | Email | Agronomy | Advanced | Account Centres

Account History Default

Customer Account: [dropdown]

Supplier Account: [dropdown]

Shareholder Centre: [dropdown]

Grain Producer Centre: Last 12 Months

Grain Buyer Centre: Last 6 Months

Grain Buyer Centre: Last 3 Months

Grain Buyer Centre: Current Year

Grain Buyer Centre: All

File > Config Options > User / Account Centres

Help

For details on how to work with *Configuration Options*, please refer to the *Configuration Settings* chapter of **online Help**.

Reference Numbers

Now that agrē knows it's going to automatically assign **Reference Numbers**, it needs to know which number(s) to start with.

Manage Shares Reference Numbers

Save Exit

Shareholder

Shareholder Prefix:

Shareholder Number:

Share Certificate

Certificate Prefix:

Certificate Number:

Share Transaction

Transaction Prefix:

Transaction Number:

Share Dividends

Dividend Prefix:

Dividend Number:

Share Dividends Payments

Payment Prefix:

Payment Number:

Share EFT Dividends Payments

Batch

Batch

Prefix: optional
Trans Num required

refer to EFT Payments
white paper for details

File > Manage > Reference Numbers > Shares

Note **Prefixes** are optional and can be up to 5 characters.
Starting Numbers can be up to 10 characters.

If you do not want agrē to automatically generate reference numbers for certain actions, leave the boxes blank and you will be prompted to enter a unique reference number manually on save.

Manage Share Classes

A **Share Class** is a designation applied to a specified type of Share. If you have more than one class, they are usually identified with alphabetic markers (e.g. "Class A" shares and "Class B" shares).

Manage Share Classes

Save Exit

Share Code	Description	Active?
A	Class A	☒
> B	Class B	☒
.		☒

Remove Class

General Ledger > Shares > Manage Share Classes

The unique **Share Code** (5 character max) cannot contain spaces, but the **Description** (50 char max) can.

Manage Shareholders

Shareholders can be of various types (e.g. Individual, Joint, Company, Trust, etc.) and own one or multiple share certificates (**decimal values** controlled by config option). The attributes are used when generating dividend payments, for income taxes (T5), and to report to CRA.

Manage Shareholders

Shareholder No	Name	Type	Active?
02	Naicam, Aaron	Individual (1)	☒

Add Shareholder

Save Exit

Shareholder No: * ☒ Generate Shareholder No Automatically ☒ Active?

Last Name/Company: Primary Phone:

First Name: Secondary Phone:

Recipient ID No: Email Address:

Type: Name/Company (2nd):

Pay with EFT: First Name (2nd):

Default Payment Type:

Address:

City: Province:

Country: Postal Code:

Notes:

General Ledger > Shares > Manage Shareholders

If you are entering the **Shareholder No** manually, it must be unique, numeric (9 digit max) with no spaces, leading zeros are allowed.

The **Recipient ID No** is usually the shareholder's Social Insurance Number (SIN).

Shareholders cannot be deactivated if they have certificates.

*if you have a lot of Shareholders, talk to your CSC about **importing their info** from a spreadsheet!*



Shares Activities and Transactions

Shareholder Centre

The **Shareholder Centre** has one tab for shares **Activity** ...

Shares - Shareholder Centre for Carter, Alexander | Bean, Heather (03)

New Search Refresh Exit

Add New Item

- Share Certificate
- Share Transaction

Shareholder Details

- Edit Shareholder

Reports

- Summary
- T5 Slip
- Dividend Payment Cheque Stub

Carter, Alexander | Bean, Heather (03)

Box 14
#7 Arden County Road
Dog River, SK S0G 4H0

P: +1.306.552.1903
P2: 1-306-552-1921
@: CarterFams@gmail.ca

Total Shares 550 Shareholder Type Joint

Activity Certificates

Date	Activity Type	Reference	Cert #	Qty	Amount
------	---------------	-----------	--------	-----	--------

View Item Edit Delete Cancel Last 12 Months

General Ledger > Shares > Shareholder Centre

... and one for shares **Certificates**.

Shares - Shareholder Centre for Carter, Alexander | Bean, Heather (03)

New Search Refresh Exit

Add New Item

- Share Certificate
- Share Transaction

Shareholder Details

- Edit Shareholder

Reports

- Summary
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- Dividend Payment Cheque Stub

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P: +1.306.552.1903
P2: 1-306-552-1921
@: CarterFams@gmail.ca

Total Shares 550 Shareholder Type Joint

Activity Certificates

Certificate No	Date Issued	Status	Class	Qty	Value per Share
> 1000	Jul 21, 2020	Issued	Class A	550	\$1.00

Preview View Certificate Delete Certificate Show Issued

Until a Shareholder has **Shares Transactions** or **Certificates**, these tabs will be empty.

Share Certificates

Shares Certificates can be added from the **Shareholder Centre** or from the **Share Certificates** window.



General Ledger > Shares > Shareholder Centre
- or -
General Ledger > Shares > Share Certificates

Add Share Certificate

Save Exit

Certificate No: * ☒ Generate Certificate Number Automatically

Date Issued: Jul 21, 2020 *

Shareholder: Carter, Alexander | Bean, Heather (03) * Find

Class: A - Class A *

of Shares: 1,000 *

Value per Share: \$1.00 *

Status: Issued *

Transaction Activity:

Reference No	Trans Date	Trans Type	Certificate No	Shares Qty
--------------	------------	------------	----------------	------------

If you are entering the **Certificate No** manually, it must be alphanumeric (15 char max) with no spaces, leading zeros are allowed.

Share Certificates cannot be edited - if a mistake is made the certificate must be deleted and recreated.

All **Issued** shares are shown by default. Cancelled certificates can be displayed by selecting **Show All**.

Shares - Shareholder Centre for Carter, Alexander | Bean, Heather (03)

P: +1.306.552.1903
P2: 1-306-552-1921
@: CarterFarms@gmail.ca

Carter, Alexander | Bean, Heather (03)
Box 14
#7 Arden County Road
Dog River, SK S0G 4H0

Total Shares: 1,000

Shareholder Type: [Dropdown]

Activity: **Certificates**

Certificate No	Date Issued	Status	Class	Qty	Price
> 1000	Jul 21, 2020	Issued	Class A	1,000	\$1.00

Preview View Certificate Delete Certificate

Show Issued
Show Issued
Show All

to see cancelled Certificates, select: Show All

General Ledger > Shares > Shareholder Centre

Creating a **Share Certificate** adds a new **Shares Transaction** with the **Type** of Issue.

Share Transactions

+ Add Edit Delete New Search History Exit

Reference No	Trans Date	Type	Shareholder From	Cert # From	Shareholder To	Cert # To	Qty
> ST1000	Jul 21, 2020	Issue			Carter, Alexander Bea	1000	1,000

1 Share Transaction

Edit Share Transaction ST1000

Save Exit

Reference No: ST1000 Comments:

Trans Date: Jul 21, 2020

Trans Type: Issue

of Shares: 1,000

Transaction Details:

Cert # From	Shareholder From	Cert # To	Shareholder To	Qty	Reissued
		1000	Carter, Alexander Bean, Hea	1,000	☐

General Ledger > Shares > Share Transactions

Share Certificates can be printed from the **Shareholder Centre** or the **Shares Certificates** window.

Shares - Shareholder Centre for Carter, Alexander | Bean, Heather (03)

Box 14
#7 Arden County Road
Dog River, SK S0G 4H0

P: +1.306.552.1903
P2: 1-306-552-1921
@: CarterFarms@gmail.ca

Total Shares: 550

Activity: Certificates

Certificate No	Date Issued	Status	Class	Value per Share
1000	Jul 21, 2020	Issued	Class A	\$1.00

Buttons: Preview, **View Certificate**, Delete Certificate, Show Issued

Share Certificates window:

Certificate No	Shareholder	# of Shares	Class	Date Issued	Status
> 1001	Naicam, Aaron	250	A	Jul 21, 2020	Issued
1000	Carter, Alexander Bean, Heather	1,000	A	Jul 21, 2020	Issued

2 Share Certificates found

The **Shareholder Summary** report lists all shares by Certificate number.

Shareholder Summary

Buttons: Preview, Start Over, Exit

Shareholder: <Start typing or use find> Find

Share Class: [Dropdown]

Any Dates Issued? ☐

Date Issued Start: Jan 01, 2021

Date Issued End: Mar 01, 2021

Status: Issued

Show Address? ☒

General Ledger > Shares > Reports

Shareholder Summary					
All Share Classes; All Shareholders; Status: Issued					
Class A					
Certificate No	Shareholder	Shares Issued	Date Issued	Issue Value	
1001	Naicam, Aaron (02)	250	Jul 21, 2020	\$250.00	
1000	Carter, Alexander Bean, Heather (03)	1,000	Jul 21, 2020	\$1,000.00	
Total Class A		1,250		\$1,250.00	
Grand Total:		1,250		\$1,250.00	

sorted by Class and Date Issued

Share Transfers

Share Transfers can be added from the **Shareholder Centre** or from the **Share Transactions** window.

Shares - Shareholder Centre for Carter, Alexander | Bean, Heather (03)

New Search Refresh Exit

Add New Item

- Share Certificate
- Share Transaction

Shareholder Details

Carter, Alexander | Bean, Heather (03)

Box 14
#7 Arden County Road
Dog River, SK S0G 4H0

P: +1.306.552.1903
P2: 1-306-552-1921
@: CarterFams@gmail.ca

Total Shares 0 Shareholder Type Joint

Share Transactions

+ Add Edit Delete New Search History Exit

Reference No	Trans Date	Type	Shareholder From	Cert # From	Shareholder To	Cert # To	Qty
ST1000	Jul 21, 2020	Issue			Carter, Alexander Bea	1000	1,000

1 Share Transaction found

General Ledger > Shares > Shareholder Centre
- or -
General Ledger > Shares > Share Certificates

Shares are **Transferred** when the ownership of shares is transferred/sold from one share certificate to another share certificate.

Add Share Transaction

Save Exit

Reference No: * ☒ Generate Reference Number Automatically

Trans Date: Jul 21, 2020

Trans Type: Transfer

of Shares: 250

Comments:

From

Shareholder: Carter, Alexander | Bean, Heather (03) Find

Certificate No: 1000

Current # of Shares: 1,000 Remaining # of Shares: 750

has 1000 shares, after Transfer will have 750

To

Shareholder: Naicam, Aaron (02) Find

Certificate No: * ☒ Generate Certificate No Automatically

Reissue

☐ Keep Existing Certificate No

Certificate No: * ☒ Generate Certificate No Automatically

if # of Shares transferred < Current # of Shares:
keep the original Certificate # or create a new one?

If you are entering the **Reference No** manually, it must be alphanumeric (15 char max) with no spaces, leading zeros are allowed.

The **Transaction Date** can be backdated (but not before the Share Certificate was issued) but cannot be in the future.

If you are entering a **Certificate No** manually, it must be alphanumeric (15 char max) with no spaces, leading zeros are allowed.

The **Transfer** is displayed on the **Share Transaction** window, and on the **Shareholder Centre**.

Share Transactions

+ Add

Edit

Delete

New Search

History

Exit

	Reference No	Trans Date	Type	Shareholder From	Cert # From	Shareholder To	Cert # To	Qty
>	ST1000	Jul 21, 2020	Issue			Carter, Alexander Bea	1000	1,000
	ST1001	Jul 21, 2020	Transfer	Carter, Alexander Bea	1000	Naicam, Aaron	1001	250

2 Share Transactions found

Shares - Shareholder Centre for Carter, Alexander | Bean, Heather (03)

New Search

Refresh

Exit

Add New Item

Shareholder Details

Reports

Carter, Alexander | Bean, Heather (03)

Box 14
#7 Arden County Road
Dog River, SK S0G 4H0

P: +1.306.552.1903
P2: 1-306-552-1921
@: CarterFarms@gmail.ca

Total Shares

750

Shareholder Type

Joint

Activity

Certificates

	Date	Activity Type	Reference	Cert #	Qty	Amount
>	Jul 21, 2020	Trans - Reissue	ST1001	1000	-750	
	Jul 21, 2020	Trans - Reissue	ST1001	1000	750	
	Jul 21, 2020	Trans - Transfer	ST1001	1000	-250	
	Jul 21, 2020	Trans - Issue	ST1000	1000	1,000	

View Posting Details

Edit

Delete

Cancel

Last 12 Months

Share Buybacks

Share Buybacks can be added from the **Shareholder Centre** or from the **Share Transactions** window.

Shares - Shareholder Centre for Carter, Alexander | Bean, Heather (03)

New Search Refresh Exit

Add New Item

- Share Certificate
- Share Transaction**

Shareholder Details

Carter, Alexander | Bean, Heather (03)
Box 14
#7 Arden County Road
Dog River, SK S0G 4H0

P: +1.306.552.1903
P2: 1-306-552-1921
@: CarterFams@gmail.ca

Total Shares 0 Shareholder Type Joint

Share Transactions

+ Add Edit Delete New Search History Exit

Reference No	Trans Date	Type	Shareholder From	Cert # From	Shareholder To	Cert # To	Qty
ST1000	Jul 21, 2020	Issue			Carter, Alexander Bea	1000	1,000
> ST1001	Jul 21, 2020	Transfer	Carter, Alexander Bea	1000	Naicam, Aaron	1001	250

2 Share Transactions found

General Ledger > Shares > Shareholder Centre

- or -

General Ledger > Shares > Share Certificates

A **Buyback** is when you pay a Shareholder for their shares.

Add Share Transaction

Save Exit

Reference No: * ☒ Generate Reference Number Automatically

Trans Date: Jul 21, 2020

Trans Type: Buyback

of Shares: 200

Comments:

From

Shareholder: Carter, Alexander | Bean, Heather (03) Find

Certificate No: 1000

Current # of Shares: 750 Remaining # of Shares: 550

has 750 shares, after Buyback will have 550

Reissue

☒ Keep Existing Certificate No

Certificate No: * ☒ Generate Certificate No Automatically

if buyback # of Shares < Current # of Shares:
keep the original Certificate # or create a new one?

If you are entering the **Reference No** manually, it must be alphanumeric (15 char max) with no spaces, leading zeros are allowed.

The **Transaction Date** can be backdated (but not before the Share Certificate was issued) but cannot be in the future.

If you are entering a **Certificate No** manually, it must be alphanumeric (15 char max) with no spaces, leading zeros are allowed.

The **Buyback** is displayed on the **Share Transaction** window, and on the **Shareholder Centre**.

The screenshot displays two overlapping windows from a software application. The background window is titled "Shares - Shareholder Centre for Carter, Alexander | Bean, Heather (03)". It features a sidebar with buttons for "Add New Item", "Shareholder Details", and "Reports". The main content area shows the shareholder's name, address, and contact information. Below this, it displays "Total Shares" as 550 and "Shareholder Type" as Joint. A table under the "Activity" tab shows three transactions: a reissue of 550 shares and a buyback of 200 shares, both dated July 21, 2020, under reference ST1002. The foreground window is titled "Share Transactions" and contains a table with three transactions. The first is an issue of 1,000 shares (ST1000). The second is a transfer of 250 shares (ST1001). The third, highlighted with a red border, is a buyback of 200 shares (ST1002) from Carter, Alexander | Bean, Heather to Naicam, Aaron.

Shareholder Centre Data:

Carter, Alexander | Bean, Heather (03)
Box 14
#7 Arden County Road
Dog River, SK S0G 4H0

P: +1.306.552.1903
P2: 1-306-552-1921
@: CarterFams@gmail.ca

Total Shares: 550 Shareholder Type: Joint

Date	Activity Type	Reference	Cert #	Qty	Amount
> Jul 21, 2020	Trans - Reissue	ST1002	1000	-550	
Jul 21, 2020	Trans - Reissue	ST1002	1000	550	
Jul 21, 2020	Trans - Buyback	ST1002	1000	-200	

Share Transactions Data:

Reference No	Trans Date	Type	Shareholder From	Cert # From	Shareholder To	Cert # To	Qty
ST1000	Jul 21, 2020	Issue			Carter, Alexander Bea	1000	1,000
> ST1001	Jul 21, 2020	Transfer	Carter, Alexander Bea	1000	Naicam, Aaron	1001	250
ST1002	Jul 21, 2020	Buyback	Carter, Alexander Bea	1000			200

3 Share Transactions found

Dividends

Dividends are added from the Dividends window. As dividends are not calculated often, all prior dividends are displayed (no need to search).

Dividends window showing a table with columns: Reference No, Declaration Date, Record Date, Share Class, Rate, Total Amt, Total Shares, # of Shareholders, Paid. The table is empty, and a message "No Dividends found" is displayed below it. The "Add" button is highlighted with a red box.

General Ledger > Shares > Dividends

Dividends can be calculated for **all** share classes (if the rate is the same for all leave the **Class** field blank), **or** for just **one** share Class, and can be calculated by **\$ per share** or by **% of Issued Value**.

Add Dividend window showing fields for Reference No, Declaration Date, Record Date, Class, Calculation, Rate, Debit GL Account, Location, and Comments. Annotations highlight "posting date" for Declaration Date, "as of" date for Record Date, "leave blank for all Classes" for Class, and "optional" for Location. A "Retrieve Certificates" button is also shown.

General Ledger > Shares > Dividends > Add

If you are entering the **Reference No** manually, it must be alphanumeric (15 char max) with no spaces, leading zeros are allowed.

The **Declaration Date** is the posting date (cannot be in the future).

The **Record Date** is the "as of" date for which the number of shares/share value are calculated for (cannot be in the future). Shares transactions occurring after this date will not be included in the dividend calculation.

Check if the Dividend is **Ineligible** for the lower tax rate (T5 implications).

Select the **Retained Earnings** account for the **Debit GL Account** (the **Dividends Payable** account will be used for the Credits) and optionally a **Location** (to allocate the postings).

Dividends are declared for all shareholders retrieved.

Reference No: * ☒ Generate Reference Number Automatically ☐ Ineligible

Declaration Date: Nov 24, 2020

Record Date: Nov 24, 2020

Class: A - Class A

Calculation: ☒ \$ per Share ☐ % of Issued Value

Rate: 0.10

Debit GL Account: 36000 - Retained Earnings

Location: Dog River

Comments:

Retrieve Certificates

Shareholder	Certificate No	Date Issued	# of Shares	Value per Share	Amount
> Carter, Alexander Bean, Heather (03)	1000	Jul 21, 2020	550	\$1.00	\$55.00
Naicam, Aaron (02)	1001	Jul 21, 2020	250	\$1.00	\$25.00

2 Shareholders found

Total Amount: \$80.00

Dividends are displayed on the **Shareholder Centre** and on the **Dividends** window

Shares - Shareholder Centre for Carter, Alexander | Bean, Heather (03)

New Search Refresh Exit

Add New Item

Shareholder Details

Reports

Carter, Alexander | Bean, Heather (03)

Box 14
#7 Arden County Road
Dog River, SK S0G 4H0

P: +1.306.552.1903
P2: 1-306-552-1921
@: CarterFarms@gmail.ca

Total Shares 550 Shareholder Type Joint

Activity Certificates

Date	Activity Type	Reference	Cert.#	Qty	Amount
> Jul 22, 2020	Dividend	DIV001	1000	550	\$55.00
Jul 21, 2020	Trans - Reissue	ST1002	1000	550	

Amount paid to this shareholder

Dividends

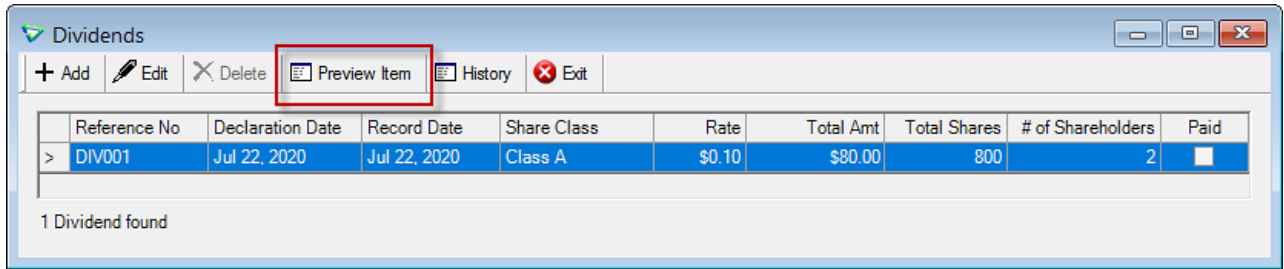
+ Add Edit Delete Preview Item History Exit

Reference No	Declaration Date	Record Date	Share Class	Rate	Total Amt	Total Shares	# of Shareholders	Paid
> DIV001	Jul 22, 2020	Jul 22, 2020	Class A	\$0.10	\$80.00	800	2	

1 Dividend found

Total Amount paid to all shareholders

The **Dividend report** can be viewed from the **Dividends** window.



General Ledger > Shares > Dividends > Add

Dividend

Reference No:	DIV001	Total Shares:	800
Declaration Date:	Jul 22, 2020	Calculation:	\$ per Share
Record Date:	Jul 22, 2020	Rate:	0.10
Eligible:	☒	Total Amount:	\$80.00
Share Class:	Class A		

Shareholder	Certificate No	# of Shares	Amount
Carter, Alexander Bean, Heather	1000	550	\$55.00
Naicam, Aaron	1001	250	\$25.00

Editing Dividends

Shareholder(s) can be removed from a dividend if an error is found and **no payment** has been made to the shareholder (dividends can also be deleted as long as no payment to any shareholder was made).

The screenshot displays the 'Dividends' application window with the 'Edit Dividend DIV001' sub-window open. The top menu bar includes '+ Add', 'Edit' (highlighted with a red box), 'Delete', 'Preview Item', 'History', and 'Exit'. The main table lists dividend details for DIV001.

Reference No	Declaration Date	Record Date	Share Class	Rate	Total Amt	Total Shares	# of Shareholders	Paid
> DIV001	Jul 22, 2020	Jul 22, 2020	Class A	\$0.10	\$100.00	1,000	2	☐

Below the table, the 'Edit Dividend DIV001' window is shown. It contains fields for Reference No (DIV001), Declaration Date (Jul 22, 2020), Record Date (Jul 22, 2020), Class (A - Class A), Calculation (per Share), and Rate (0.10). A red callout box points to the 'Total Shares' column in the shareholder table, stating: "Total Shares = shares on all certificates for this shareholder". The 'Remove Shareholder' button is highlighted with a blue box.

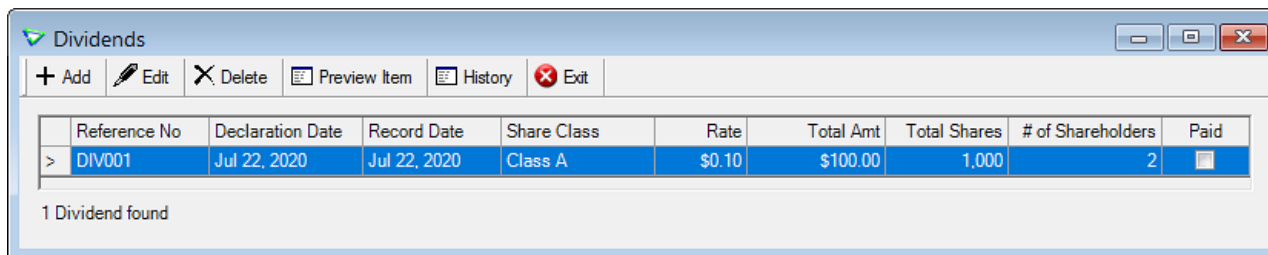
Shareholder	Total Shares	Total Amount	Paid
> Naicam, Aaron (02)	250	\$25.00	☐
Carter, Alexander Bean, Heather (03)	550	\$55.00	☐

2 Shareholders found Total Amount: \$100.00

Once removed and the error corrected (name, share quantity, etc.), a new dividend will need to be created to include the shareholder(s) that were previously removed.

Dividend Payments

After a **Dividend** has been declared, it needs to be paid.



The screenshot shows a window titled "Dividends" with a toolbar containing buttons for Add, Edit, Delete, Preview Item, History, and Exit. Below the toolbar is a table with the following data:

	Reference No	Declaration Date	Record Date	Share Class	Rate	Total Amt	Total Shares	# of Shareholders	Paid
>	DIV001	Jul 22, 2020	Jul 22, 2020	Class A	\$0.10	\$100.00	1,000	2	

Below the table, it says "1 Dividend found".

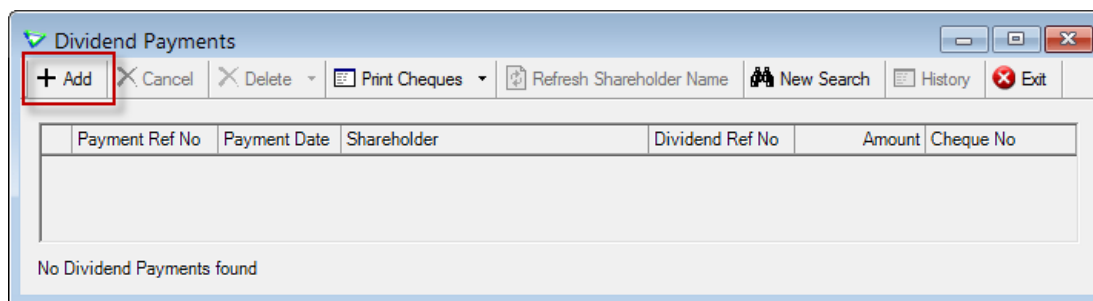
General Ledger > Shares > Dividends

Dividend Payments are a two-step process:

1. Make the Dividend Payments
2. Process the Dividend EFTs / Print the Dividend Cheques

1. Make the Dividend Payments

Dividend Payments are made from the Dividend Payments window.



The screenshot shows a window titled "Dividend Payments" with a toolbar containing buttons for Add, Cancel, Delete, Print Cheques, Refresh Shareholder Name, New Search, History, and Exit. Below the toolbar is a table with the following headers:

Payment Ref No	Payment Date	Shareholder	Dividend Ref No	Amount	Cheque No
----------------	--------------	-------------	-----------------	--------	-----------

Below the table, it says "No Dividend Payments found".

General Ledger > Shares > Dividend Payments

A **Location** must be selected so agrē knows which Reference Numbers (and which cheque numbers) to use.

If you are entering the **Reference** number manually, it must be alphanumeric (15 char max) with no spaces, leading zeros are allowed.

General Ledger > Shares > Dividend Payments

Optionally change the **Payment Type** for a shareholder (if **multiple payment types** are selected, **Generate Reference Automatically** must be checked).

Save the Payments.

to process dividend payments by EFT, please refer to the [EFT Payments](#) white paper

Related White Papers

[EFT Payments \(Dividend Payments by Electronic Funds Transfer\)](#)

[Cheque/EFT Batch Review Process](#)

Dividend Payments are displayed on the **Share Transaction** window, and on the **Shareholder Centre**.

Shares - Shareholder Centre for Carter, Alexander | Bean, Heather (03)

Carter, Alexander | Bean, Heather (03)
 Box 14
 #7 Arden County Road
 Dog River, SK S0G 4H0

P: +1.306.552.1903
 P2: 1-306-552-1921
 @: CarterFarms@gmail.ca

Total Shares: 550 Shareholder Type: Joint

Date	Activity Type	Reference	Cert #	Qty	Amount
Jul 22, 2020	Div. Payment	DIVP001			\$55.00
Jul 22, 2020	Dividend	DIV001	1000	550	\$55.00

Dividend Payments

+ Add X Cancel X Delete Print Cheques Refresh Shareholder Name New Search History Exit

Payment Ref No	Payment Date	Shareholder	Dividend Ref No	Amount	Cheque No
DIVP001	Jul 22, 2020	Naicam, Aaron (02)	DIV001	\$25.00	
DIVP001	Jul 22, 2020	Carter, Alexander Bean, Heather (03)	DIV001	\$55.00	

2 Dividend Payments found

Dividend Payments can't be edited, but they can be **Deleted** if the cheques haven't been printed.

If a mistake was made (perhaps the wrong posting date was selected) an **entire batch** of Dividend Payments can be deleted by clicking the **More Options** arrow next to the **Delete** button and selecting **Delete Batch**.

Dividend Payments

+ Add X Cancel X Delete Print Cheques Refresh Shareholder Name New Search History Exit

Delete Batch

Payment Ref No	Payment Date	Shareholder	Dividend Ref No	Amount	Cheque No
SDPMT035	Mar 16, 2021	Jones, Aaron (3)	SD044	\$146.50	
SDPMT036	Mar 16, 2021	Miller, John Miller, Jessica (4)	SD060	\$536.00	
SDPMT036	Mar 16, 2021	Leduc County (6)	SD060	\$2,278.00	
SDPMT036	Mar 16, 2021	Bottas, Valteri (SH2)	SD060	\$22,076.50	

53 Dividend Payments found

A reason is required to **Delete**.

Delete Dividend Payment

Are you sure you want to delete the payment for shareholder Lewis, Trevor (1)?

Please provide a reason for deleting this payment:

OK Cancel

When you delete a payment, it's like it never happened - the payment will not appear in the Dividend Payment window, nor will you see it in the Shareholder Centre.

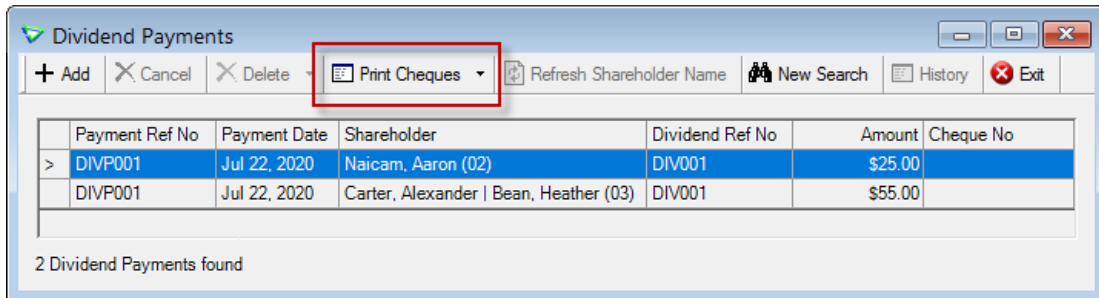
2. Process the Dividend EFTs / Print the Dividend Cheques

Payment by EFT

Please refer to the [EFT Payments white paper](#) as the process for dividend EFT payments is almost identical to that of supplier EFT payments.

Payment by Cheque

Dividend Cheques are printed from the Dividend Payments window.



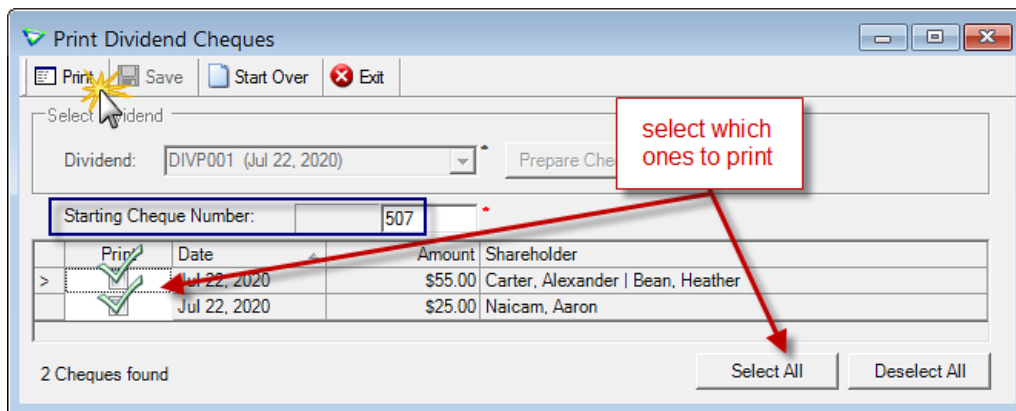
The screenshot shows the 'Dividend Payments' window. At the top, there is a toolbar with buttons: '+ Add', 'X Cancel', 'X Delete', 'Print Cheques' (highlighted with a red box), 'Refresh Shareholder Name', 'New Search', 'History', and 'Exit'. Below the toolbar is a table with the following data:

Payment Ref No	Payment Date	Shareholder	Dividend Ref No	Amount	Cheque No
> DIVP001	Jul 22, 2020	Naicam, Aaron (02)	DIV001	\$25.00	
DIVP001	Jul 22, 2020	Carter, Alexander Bean, Heather (03)	DIV001	\$55.00	

At the bottom of the window, it says '2 Dividend Payments found'.

General Ledger > Shares > Dividend Payments

Choose which cheques to print (usually all of them).



The screenshot shows the 'Print Dividend Cheques' window. At the top, there is a toolbar with buttons: 'Print' (highlighted with a yellow star), 'Save', 'Start Over', and 'Exit'. Below the toolbar, there is a 'Select Dividend' section with a dropdown menu showing 'DIVP001 (Jul 22, 2020)'. To the right of this is a 'Prepare Che' button. Below that is a 'Starting Cheque Number' field with the value '507'. At the bottom, there is a table with the following data:

Print	Date	Amount	Shareholder
> ☒	Jul 22, 2020	\$55.00	Carter, Alexander Bean, Heather
☒	Jul 22, 2020	\$25.00	Naicam, Aaron

At the bottom of the window, it says '2 Cheques found'. There are two buttons at the bottom right: 'Select All' and 'Deselect All'. A red box with the text 'select which ones to print' has an arrow pointing to the 'Print' column of the table.

Based on the Location and the Payment Type selected when paying the dividend, agrē will use the **Next Cheque No** as the **Starting Cheque Number**.

Manage AP Payment Types

+ Add Edit Delete Refresh Exit

Payment Type Description	EFT	Can Print Cheques	Active
> Cheque	☐	☒	☒

Edit AP Payment Type: Cheque

Save Refresh Exit

Description: Type: ☒ Cheque ☐ EFT ☐ Other

☒ Active ☐ Grain Payment

GL Accounts by Location:

Location	GL Account	Accrual Account	Print Cheque #?	Prefix Cheque No	Next Cheque No
> Dog River	10100 - Bank Account	11111 - Clearing Accou	☒		507
Edmonton	10100 - Bank Account	11111 - Clearing Accou	☒		617
St. Albert	10100 - Bank Account	11111 - Clearing Accou	☒		0009
Stony Plain	10100 - Bank Account	11111 - Clearing Accou	☒		1002

Add Account

how agrē knows which chq# is next

Accounts Payable > Manage > AP Payment Types

Print the Dividend Cheques, then close the Dividend Cheque window.

Dividend Cheque

Print Whole Page

Dividend Payment for: Carter, Alexander | Bean, Heather
Dividend Payment on share 1000.0

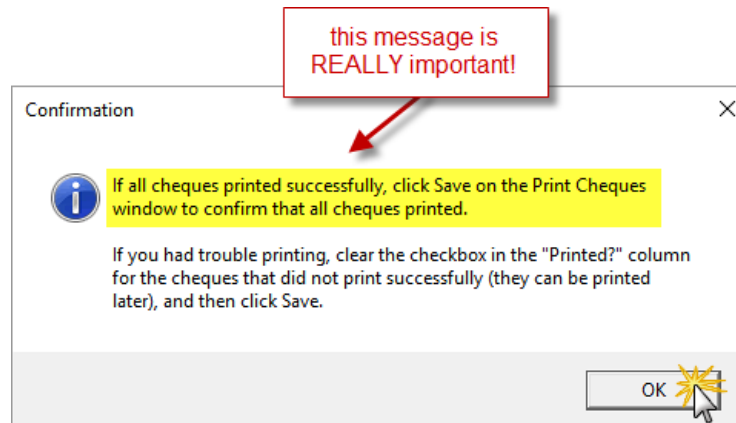
Jul 22, 2020

507

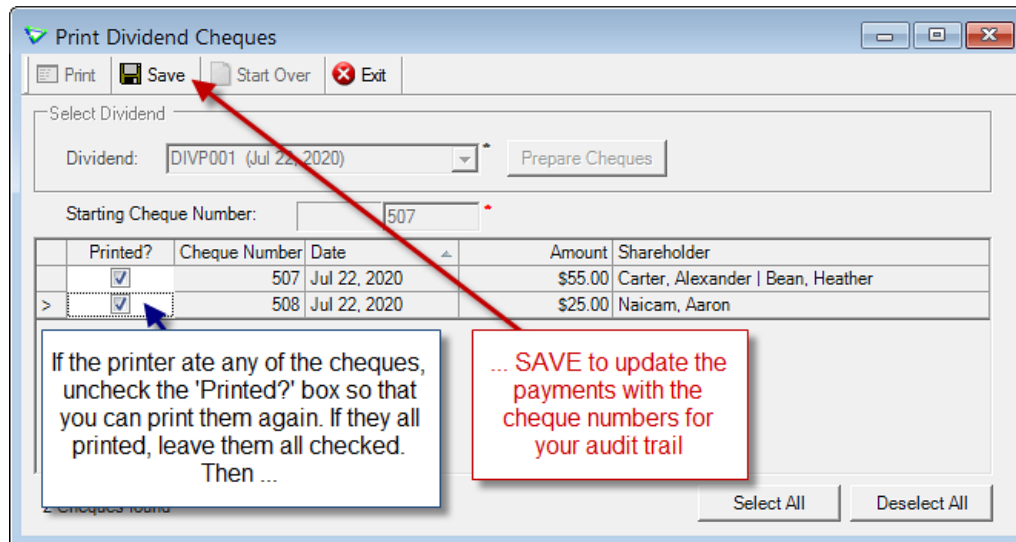
Total Dividend Amount: \$55.00

remember to put the cheques in the printer before you click Print!

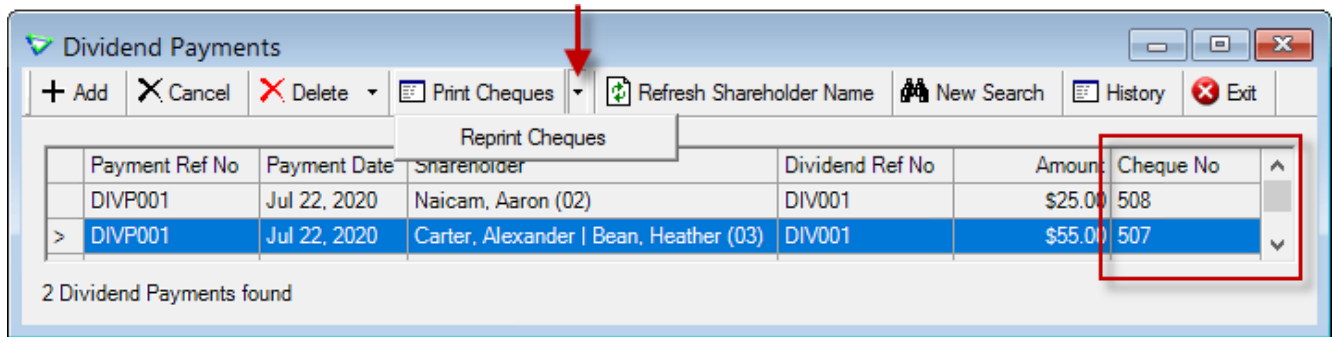
After the cheques are successfully printed, you need to let agrē know that you've got the paper copies you need and you don't plan on printing them again.



Saving here will update the cheque payment type with the actual cheque number and flag them as having already been printed ... so you don't want to overlook this step!

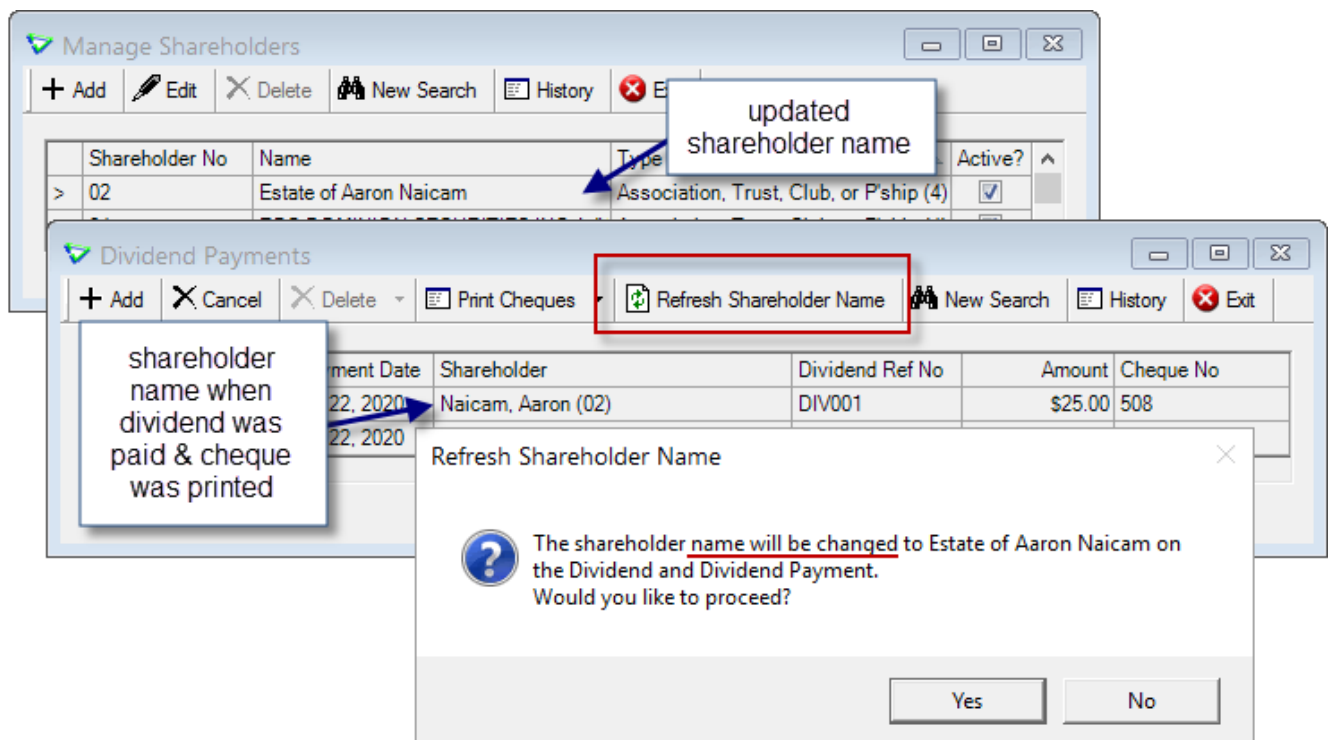


The Dividend Payments window is updated with the **Cheque Nos.**



If you need to **Reprint** a dividend cheque, click the **More Options** arrow next to the Print button.

If you need to update the name on the cheque before you reprint it, click **Refresh Shareholder Name**.



If a payment includes more than 8 share certificates the details will exceed what can fit on the cheque stub. Run the **Dividend Cheque Stub Attachment** report to print details for all certificates on the payment.

agre TSL Terminal Ltd.

Dividend Cheque Stub Attachment

Issued To Bottas, Valteri	Date Jun 24, 2020	Total Paid \$386.05	Cheque # SHRWD18	Reference No: DPMT016
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Certificate No	# of Shares	Amount
SC85	300	\$360.00
SC91	22	\$25.30
SC98	7.5	\$0.75

General Ledger > Shares > Reports

If a shareholder requires a replacement, you can **Cancel** the dividend cheque and prepare a new one.

Dividend Payments

Buttons: + Add, **X Cancel**, X Delete, Print Cheques, New Search, History, X Exit

Payment Ref No	Payment Date	Shareholder	Dividend Ref No	Amount	Cheque No
DIVP001	Jul 22, 2020	Naicam, Aaron (02)	DIV001	\$25.00	508
> DIVP001				\$55.00	507

2 Dividend Payments

Cancel Dividend Payment

Are you sure you want to cancel the payment for shareholder Carter, Alexander | Bean, Heather (03)?

Please provide a reason for cancelling the dividend payment:

a reason is required to Cancel

OK Cancel

e.g. cheque was lost and needs to be replaced

Cancelled dividend payments are displayed only in the **Shareholder Centre**.

Shares - Shareholder Centre for Carter, Alexander | Bean, Heather (03)

Buttons: New Search, Refresh, X Exit

Add New Item

Shareholder Details

Reports

Carter, Alexander | Bean, Heather (03)

Box 14
#7 Arden County Road
Dog River, SK S0G 4H0

P: +1-306-552-1903
P2: 1-306-552-1921
@: CarterFarms@gmail.ca

Total Shares: 484.5 Shareholder Type: Gov., Gov. Enterprise, or Int. Org

Activity | Certificates

Date	Activity Type	Reference	Cert #	Qty	Amount
Jul 23, 2020	Dividend	DPMT015 - Chq# 507	507	7.5	\$0.75
> Jul 22, 2020	Div. Payment: (Cancelled)	DPMT015 - Chq# 507	507	150	\$0.00

View Posting Details | Edit | X Delete | X Cancel | Last 12 Months

CRA Export

CRA Export will create an XML file for T5 submissions to Canada Revenue Agency.

(optional) You can **Validate** the export file against the schema from the CRA website to check for errors before you **Export**.

Fill in the details on the **CRA Export** window and click **Export**.

You'll be prompted for a file name. The default name is "t5_YEAR.xml" but can be changed.

The screenshot shows the 'CRA Export' window with the following sections:

- Buttons:** Export (highlighted with a red box), Validate (with a green checkmark), Start Over, and Exit.
- Start Date:** Jan 01, 2020 to Dec 31, 2020.
- Transmitter Details:**
 - Transmitter Number: MM
 - Transmitter Type Indicator: 1. Submitting your returns
 - Transmitter Name: (empty)
 - Address Line 1: (empty)
 - Address Line 2: (empty)
 - City: (empty)
 - Province Code: (empty) Country Code: CAN
 - Postal Code: (empty)
 - Language of Communication: English
 - Report Code: Originals
 - Account Number: (empty) RZ (empty)
- Contact Information:**
 - Contact First Name: (empty)
 - Contact Last Name: (empty)
 - Primary Phone: (empty) - (empty) X (empty)
 - Email Address: (empty)
- Filer Details:**
 - Filer Name: (empty)
 - Filer Bank Transit Number: (empty)
 - Address Line 1: (empty)
 - Address Line 2: (empty)
 - City: (empty)
 - Province Code: (empty) Country Code: CAN
 - Postal Code: (empty)
- Gross Up and DTC:**
 - Eligible Gross Up: 38.00 %
 - Eligible DTC: 20.73 %
 - Non Eligible Gross Up: 15.00 %
 - Non Eligible DTC: 10.38 %
- Shareholders:**
 - ☒ All Shareholders
 - ☐ Selected Shareholders (Specify Shareholders)

General Ledger > Shares > CRA Export

- **Transmitter Number** *must* be 6 digits, and will default to 'MM555555' if left blank
- **Account Number** (RZ Number) *must* be 15 characters (9 digits + "RZ" + 4 digits)
- If no **Eligible Gross Up %** or **DTC (Dividend Tax Credit)** is entered the following defaults will be used:
 - Default Gross Up % (eligible): 38.00
 - Default Gross Up % (ineligible): 15.00
 - DTC (eligible): 20.73
 - DTC (ineligible): 10.38

- For each **T5 Slip**:
 - the actual amount and taxable amount of eligible and ineligible dividends are summed for the shareholder for the tax year
 - the Dividend tax credit for eligible and ineligible dividends are summed for the shareholder for the tax year
- If SIN is missing for Shareholder Type 1 or 2, a message will be displayed (see [Manage Shareholders](#): Recipient ID Number)

A message will be sent out once the validation is complete/fails. The message will have Line# and the tag name where the validation failed. This will be useful to fix missing or incorrect data before the xml is submitted.

Note: If you have any questions or require further assistance with **Shares**, please contact your CSC at support@tronia.com.