

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](#)

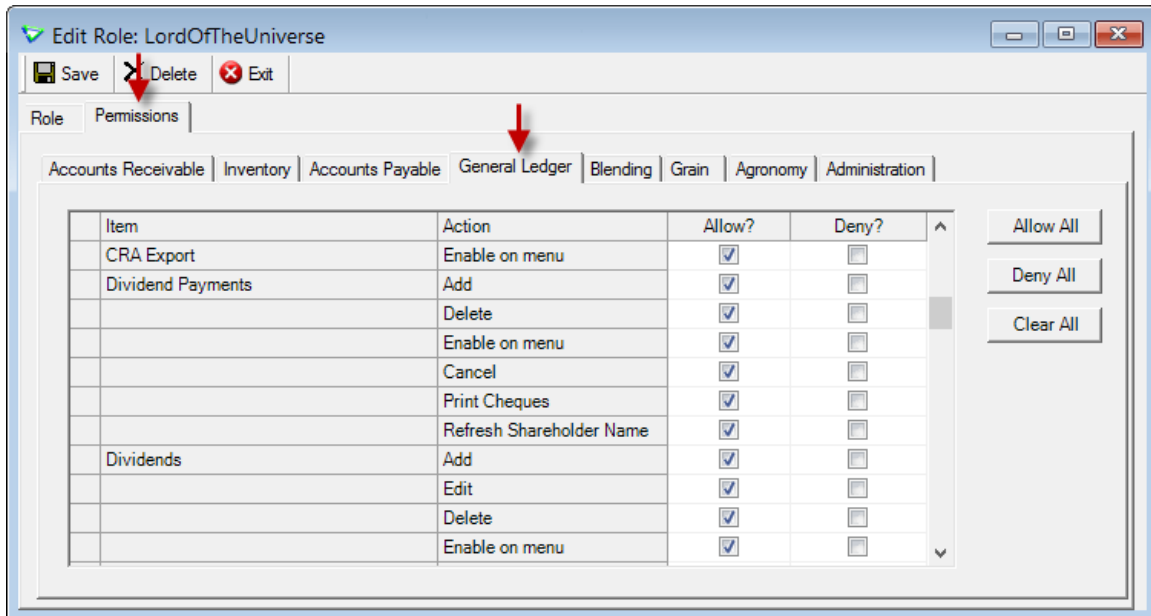
What you'll find:

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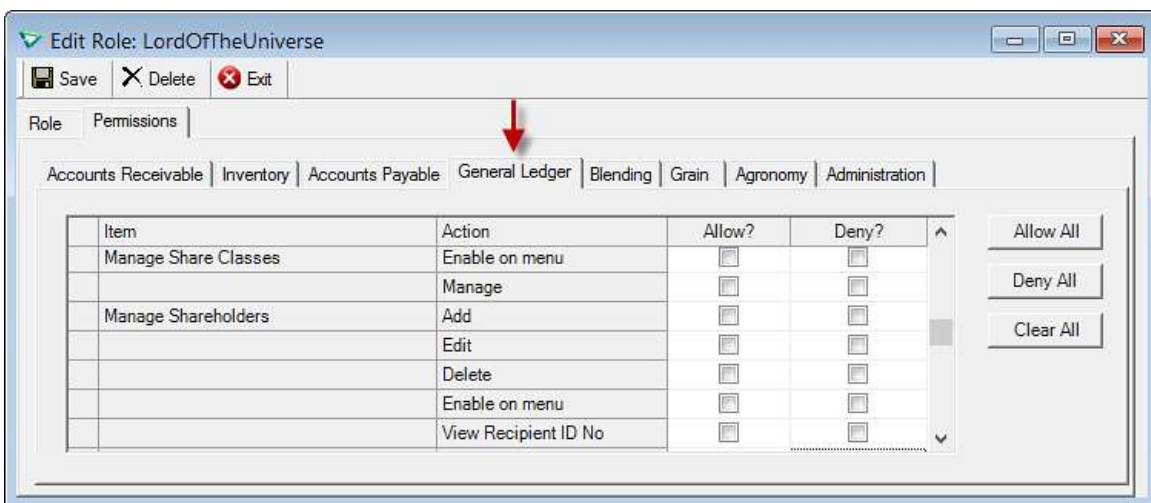
Shares Setup

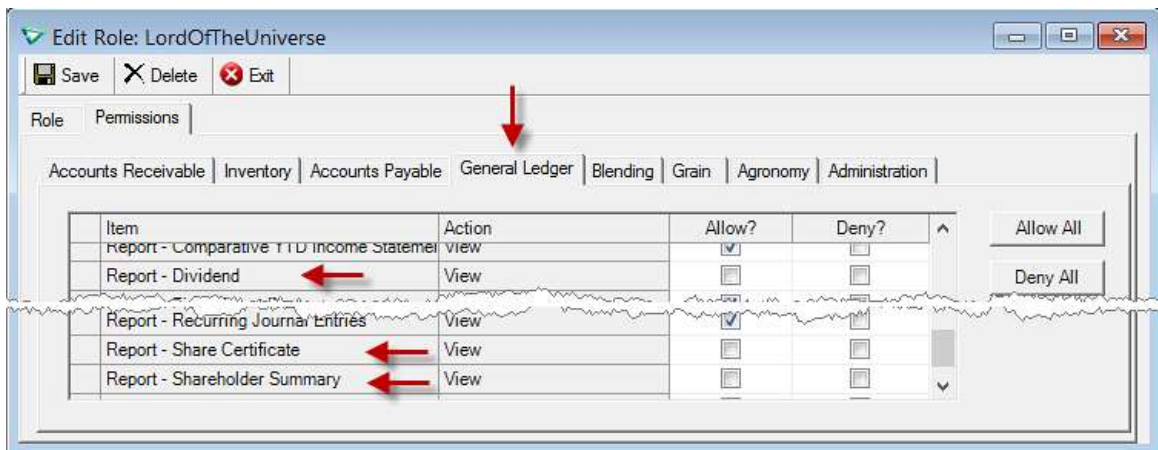
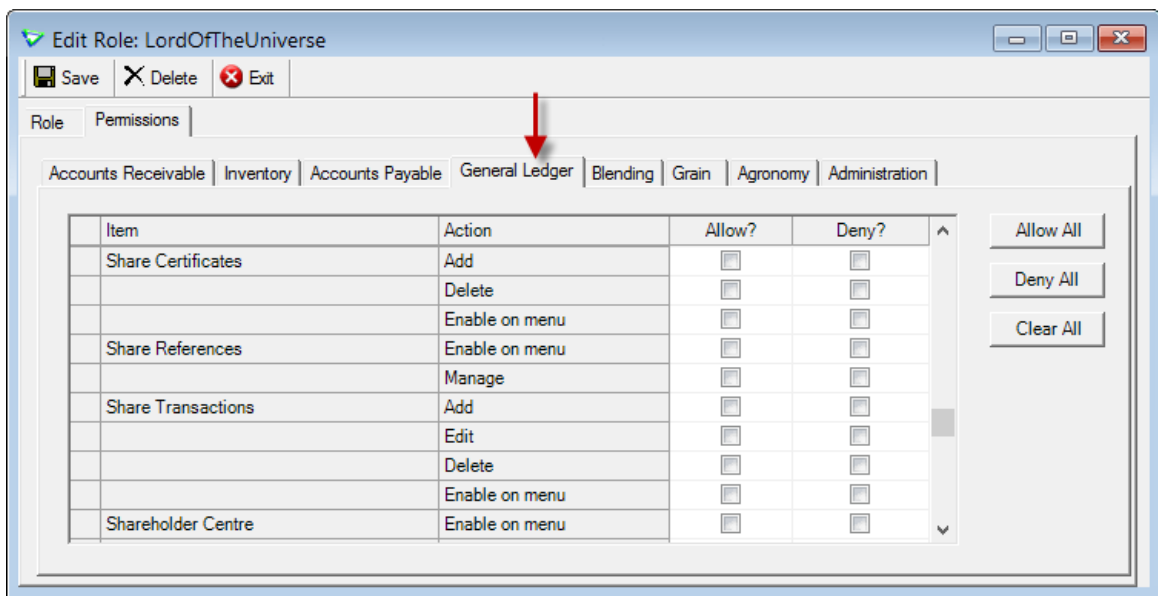
Security Permissions

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

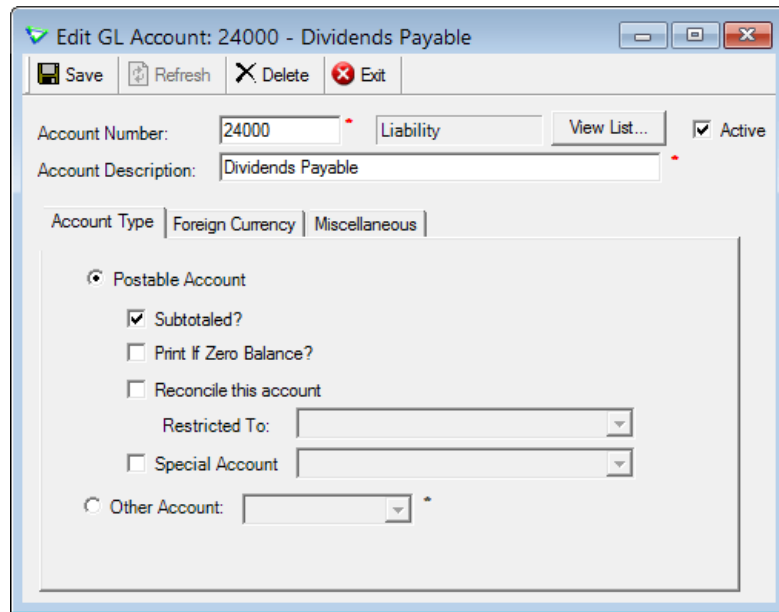




General Ledger Accounts

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**.

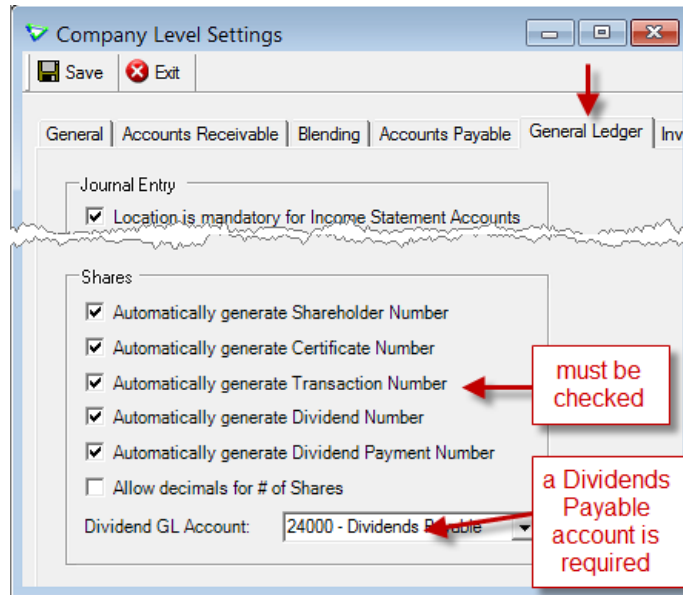
Help

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.



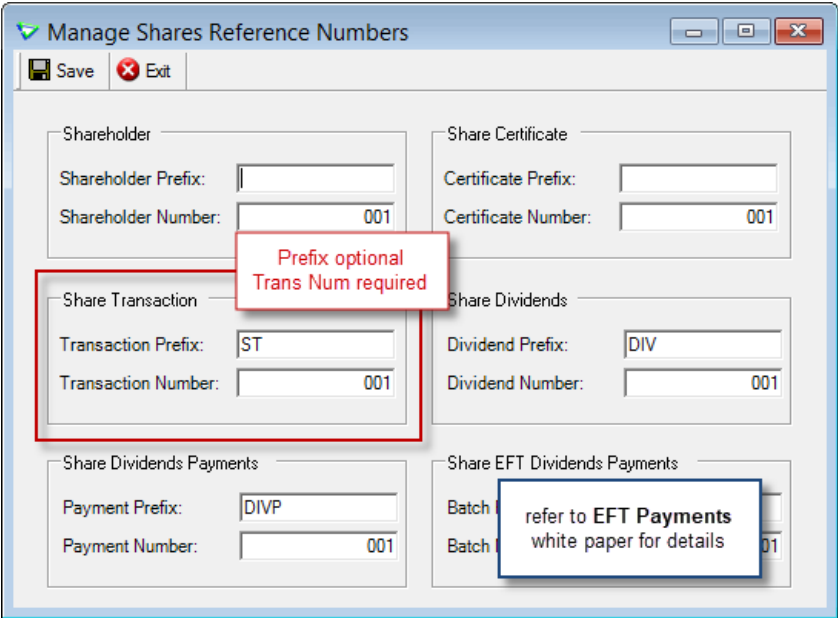
File > Config Options > Company

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.



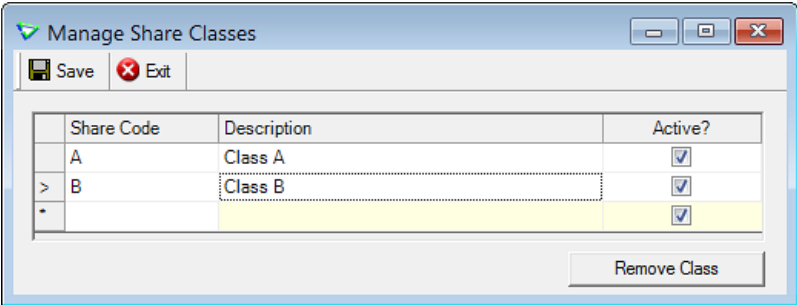
File > Manage > Reference Numbers > Shares

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).



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.

The image shows two overlapping windows from a software application. The top window is titled 'Manage Shareholders' and contains a table with the following data:

Shareholder No	Name	Type	Active?
02	Naicam, Aaron	Individual (1)	<input checked="" type="checkbox"/>

The bottom window is titled 'Add Shareholder' and contains a form with the following fields:

- Shareholder No: * Generate Shareholder No Automatically
- Last Name/Company: *
- First Name:
- Recipient ID No:
- Type: *
- Pay with EFT:
- Primary Phone:
- Secondary Phone:
- Email Address:
- Name/Company (2nd): *
- First Name (2nd):
- Default Payment Type:
- Address: *
-
- City: *
- Province: *
- Country: *
- Postal Code:
- Notes:

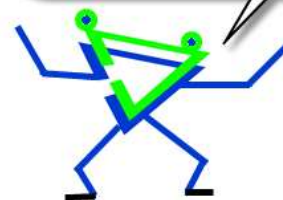
General Ledger > Shares > Manage Shareholders

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.

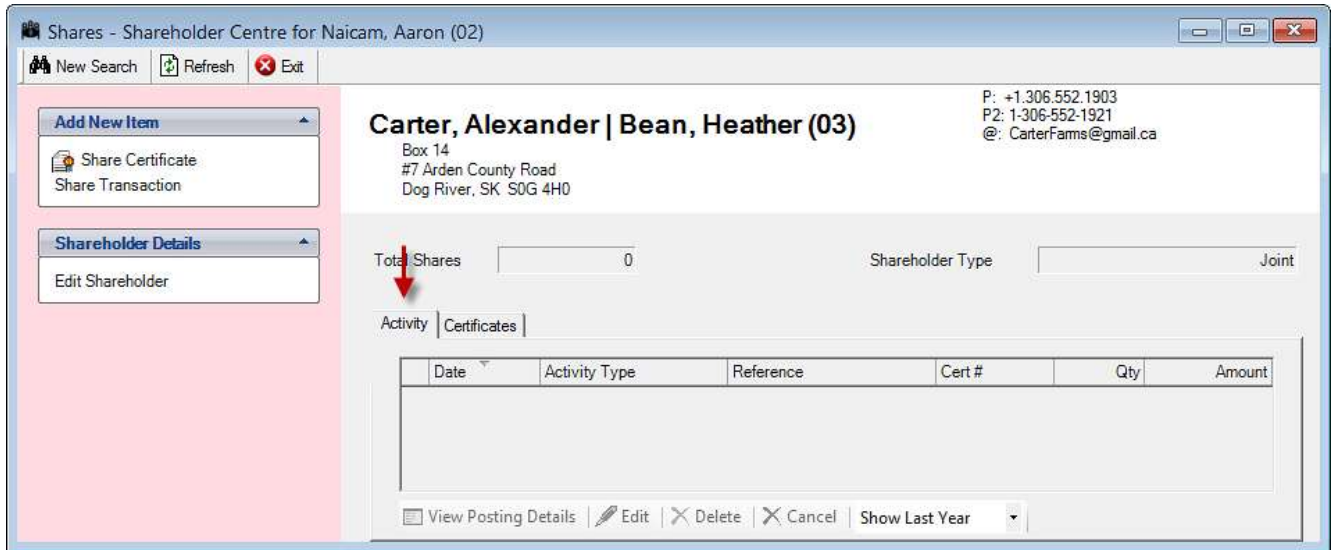
*if you have a lot of Shareholders, talk to your CSC about **importing their info** from a spreadsheet!*



Shares Activities and Transactions

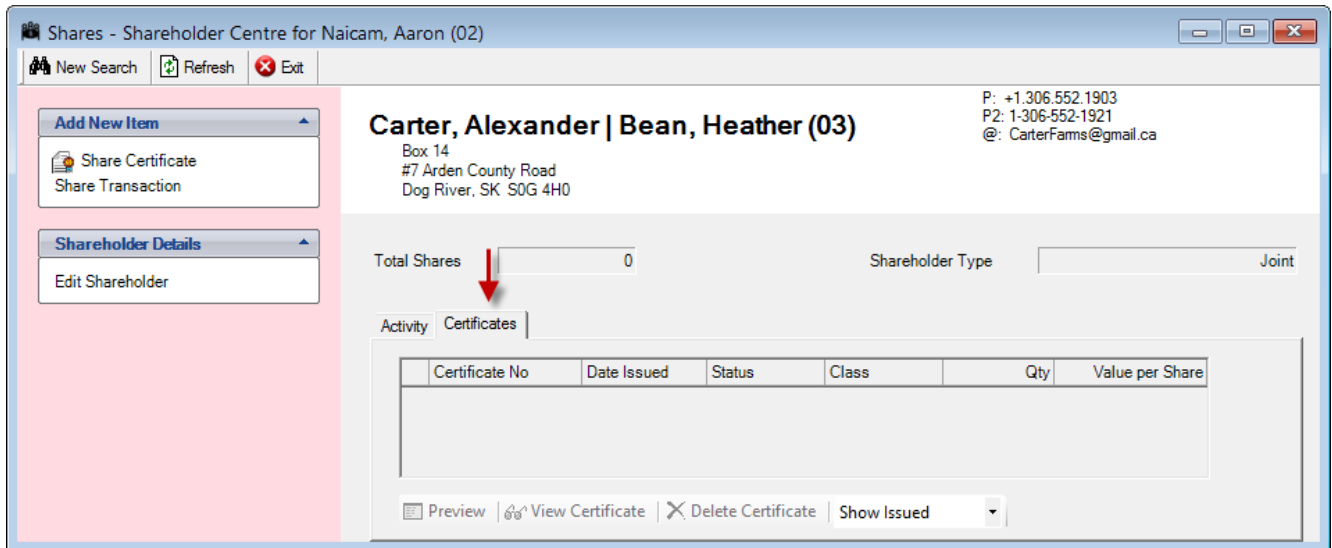
Shareholder Centre

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



General Ledger > Shares > Shareholder Centre

... and one for shares *Certificates*.



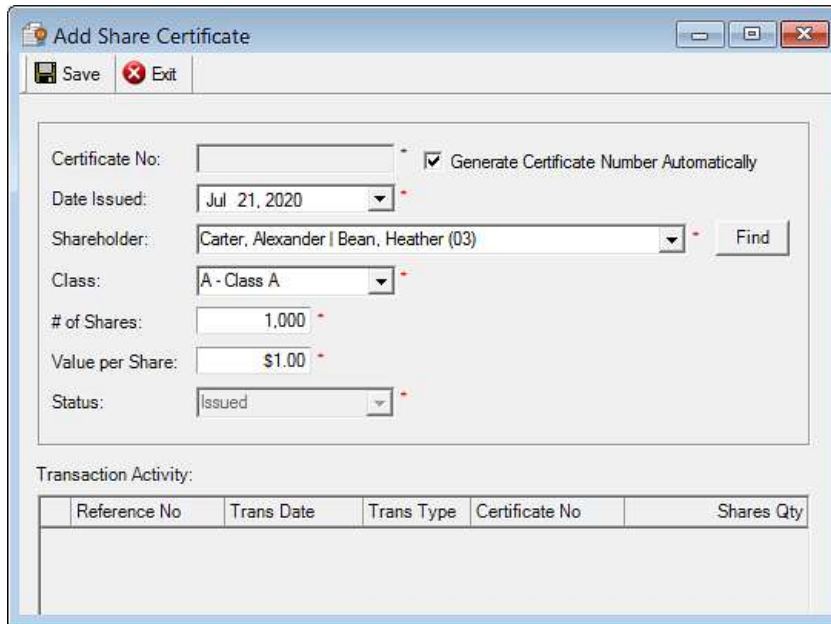
Until a Shareholder has some *Shares Transactions* or *Certificates*, these tabs will be empty.

Share Certificates

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



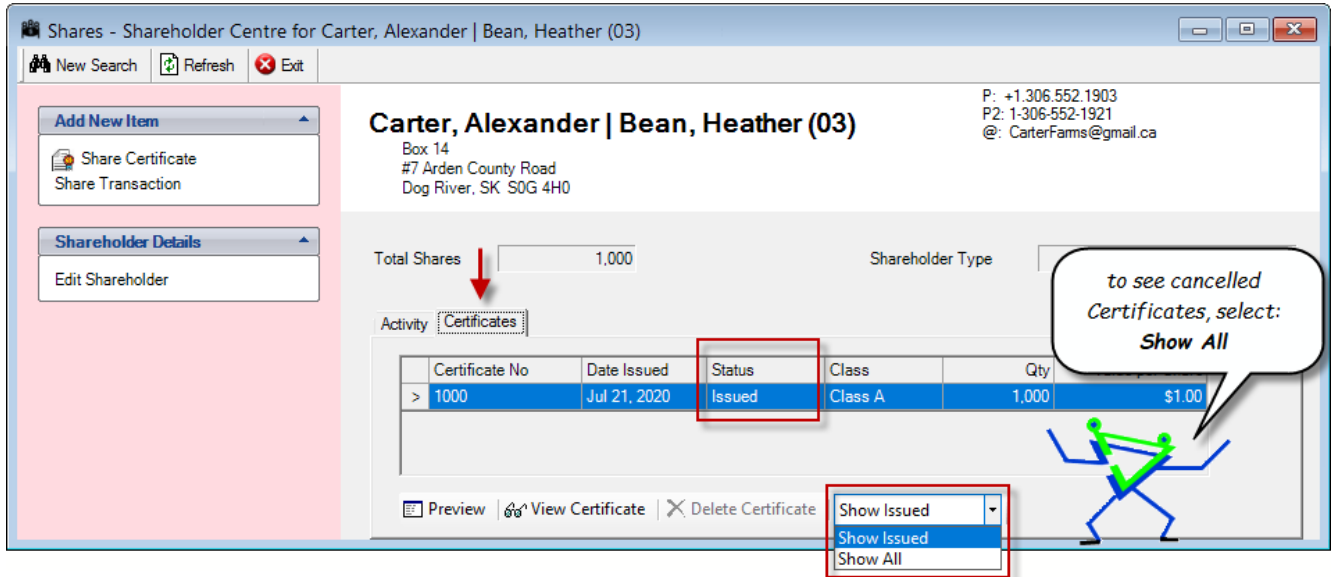
General Ledger > Shares > Shareholder Centre
- or -
General Ledger > Shares > Share Certificates



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

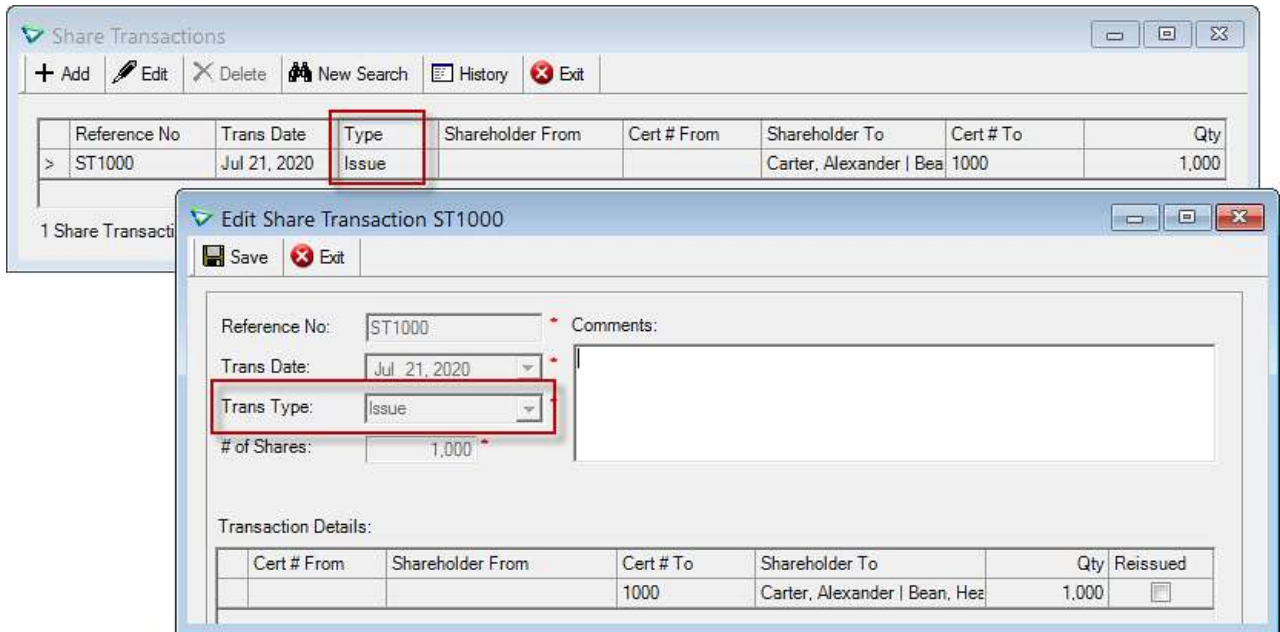
Share Certificates cannot be edited - if a mistake is made the certificate must be deleted and recreated.

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



General Ledger > Shares > Shareholder Centre

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



General Ledger > Shares > Share Transactions

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

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

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

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

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

Buttons: Add, **View**, Delete, Preview, New Search, History, Exit

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

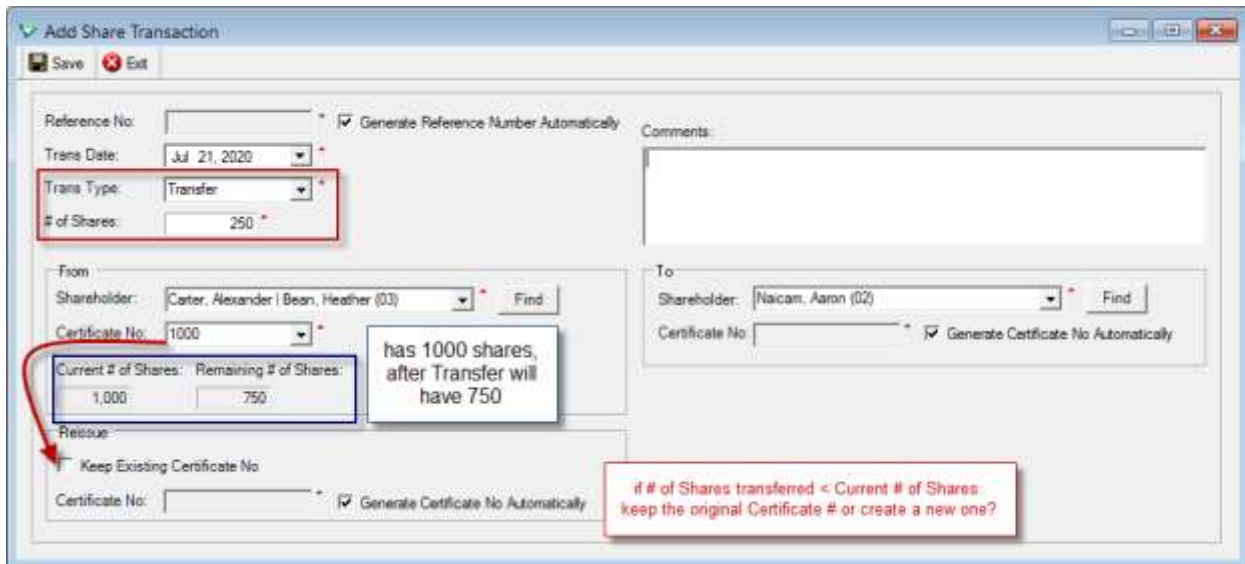
Share Transfers

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



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.



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

- Share Certificate
- Share Transaction

Shareholder Details

- Edit Shareholder

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 Shareholder Type

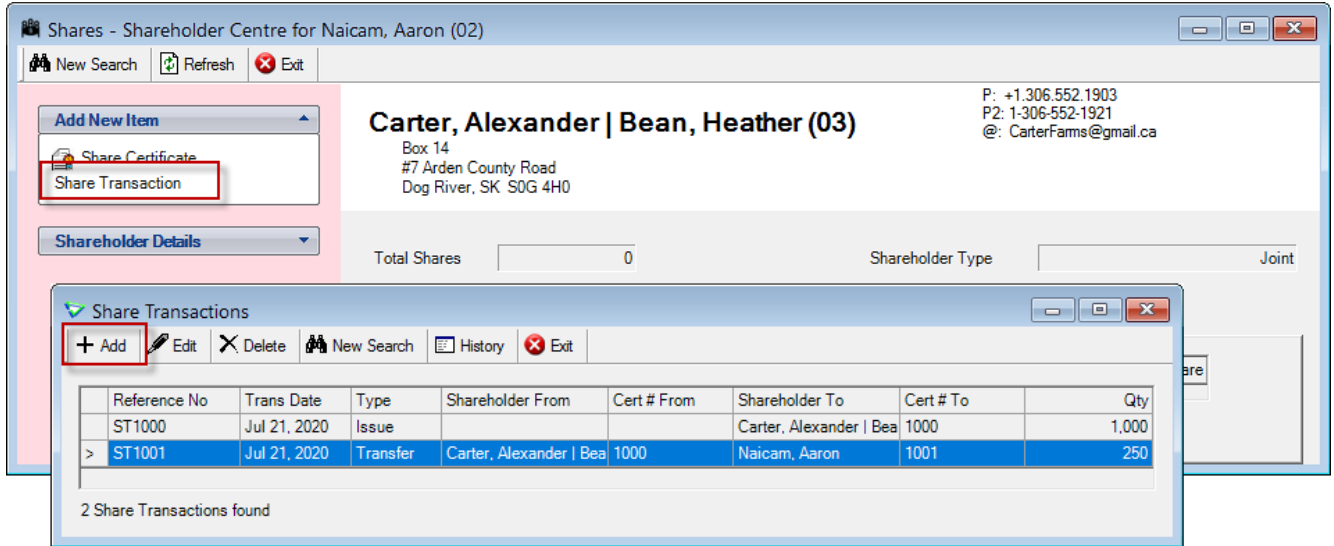
Activity Certificates

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 Show Last Year

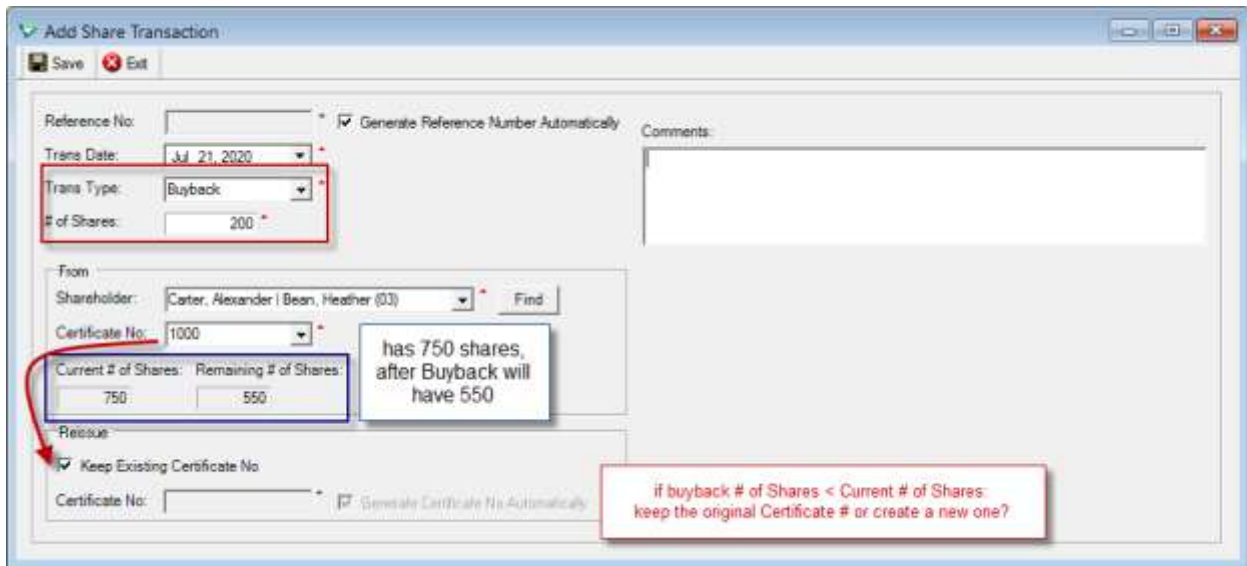
Share Buybacks

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



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

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



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 web application. The background window is the 'Shareholder Centre for Carter, Alexander | Bean, Heather (03)'. It shows the shareholder's name, address (Box 14, #7 Arden County Road, Dog River, SK S0G 4H0), contact information (P: +1.306.552.1903, P2: 1-306-552-1921, @: CarterFams@gmail.ca), and a 'Total Shares' field with the value 550. The 'Shareholder Type' is listed as 'Joint'. Below this, there are tabs for 'Activity' and 'Certificates', with a table showing three transactions: a reissue of 550 shares on Jul 21, 2020, and a buyback of 200 shares on Jul 21, 2020.

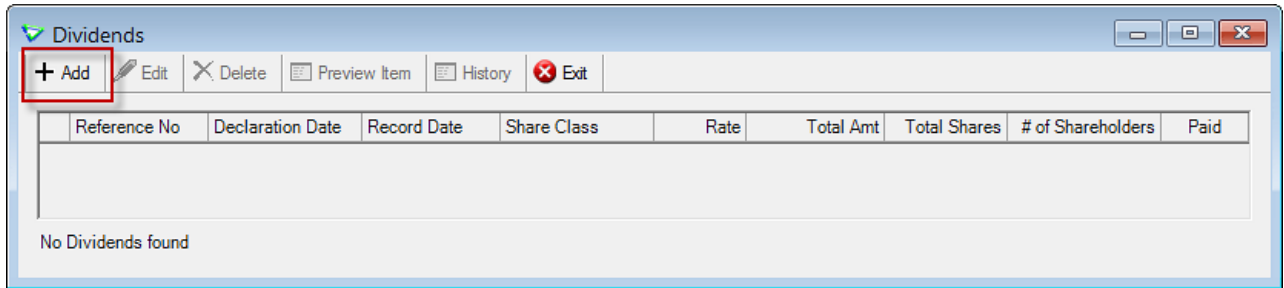
The foreground window is titled 'Share Transactions' and contains a table with the following data:

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

At the bottom of the 'Share Transactions' window, it states '3 Share Transactions found'.

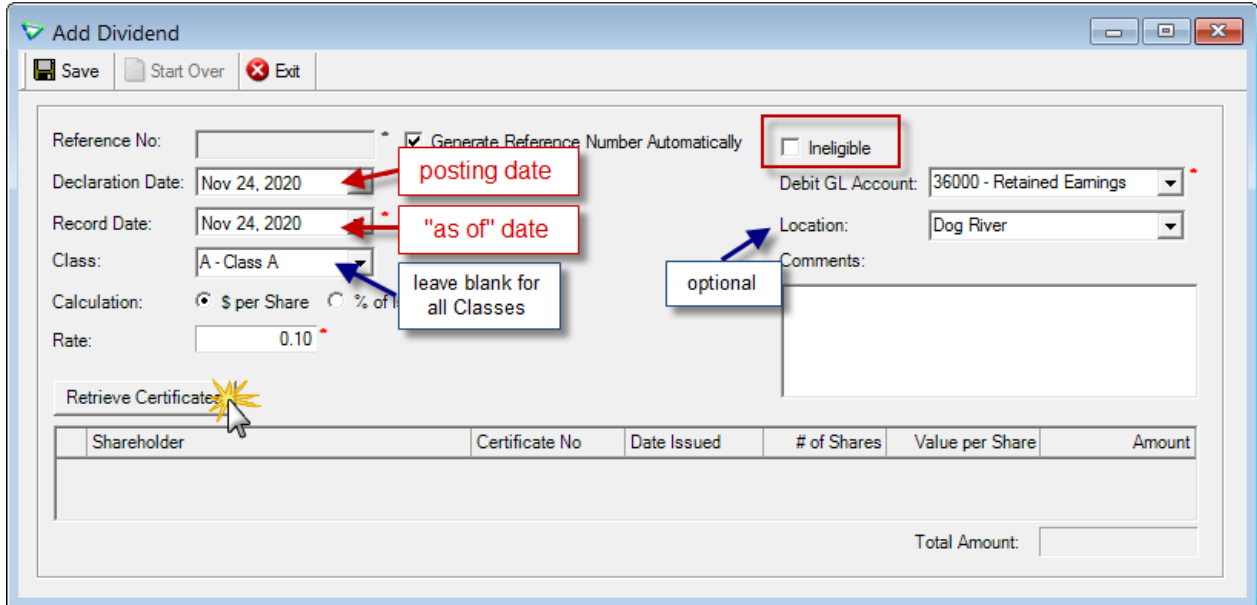
Dividends

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



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**.



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.

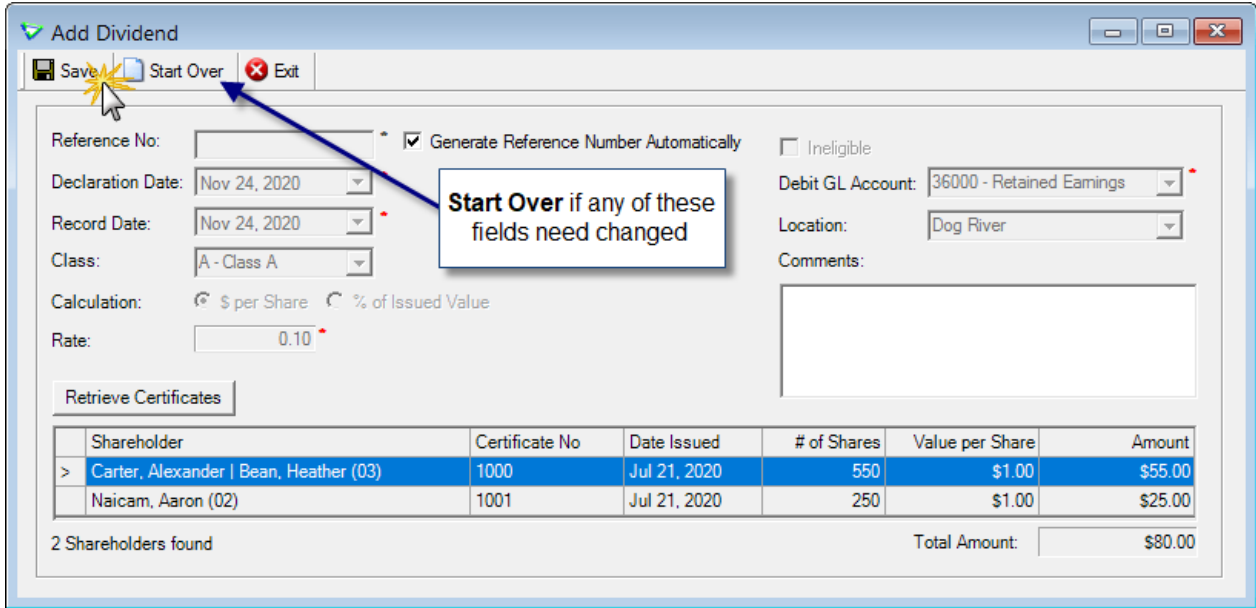
The **Declaration Date** is the posting date (cannot be in the future).

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.

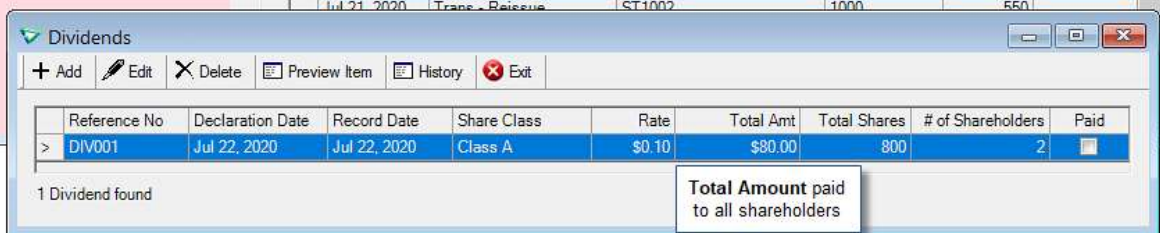
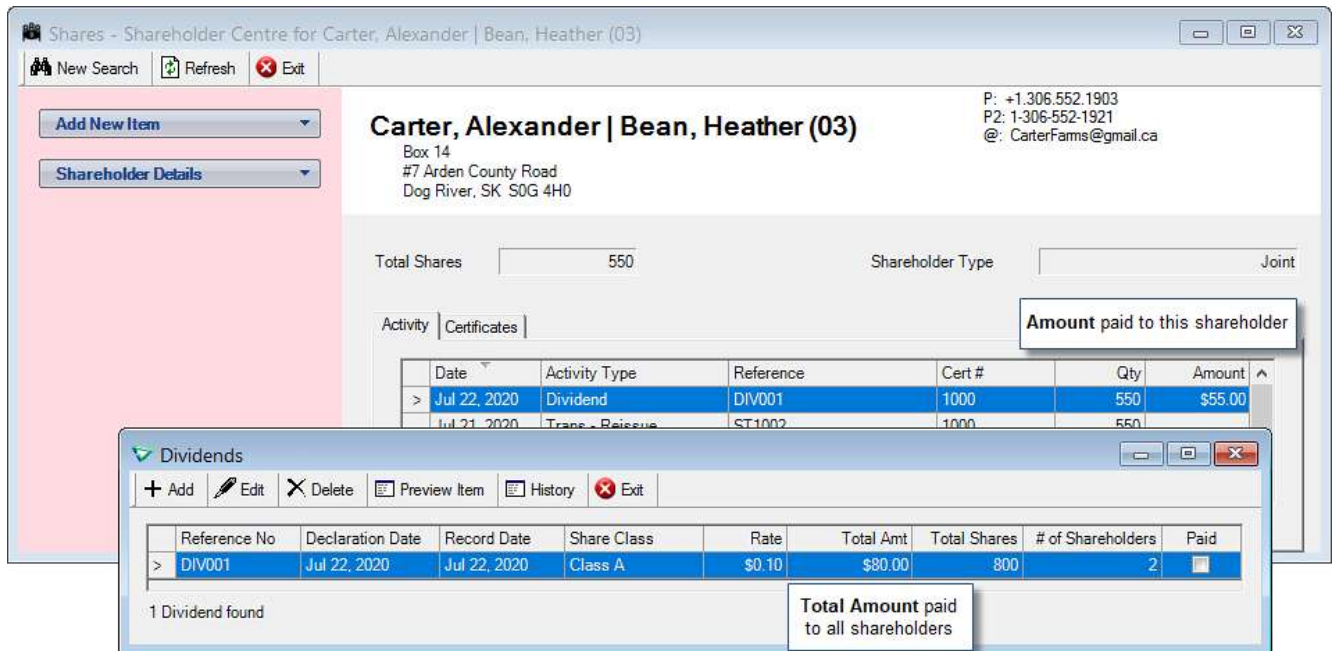
Check if the Dividend is **Ineligible** for the lower tax rate (T5 implications).

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).

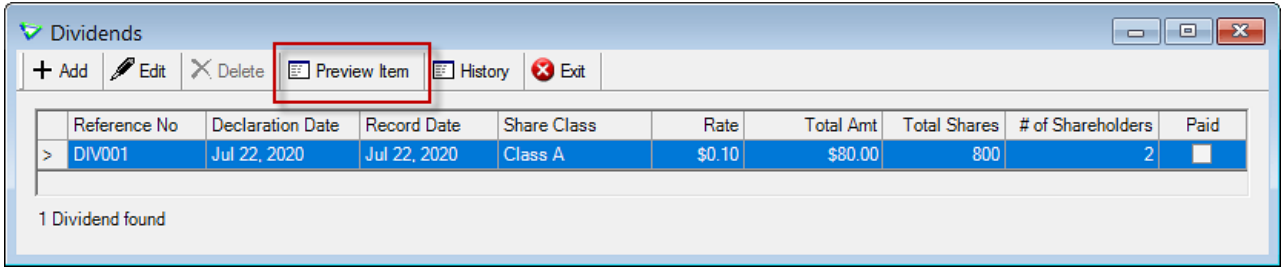
Dividends are declared for all shareholders retrieved.



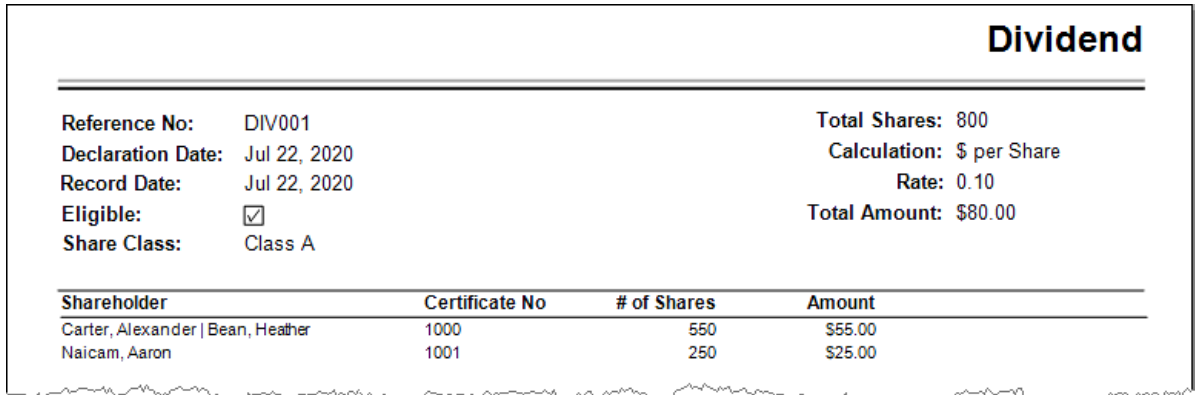
Dividends are displayed on the **Shareholder Centre** and on the **Dividends** window



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

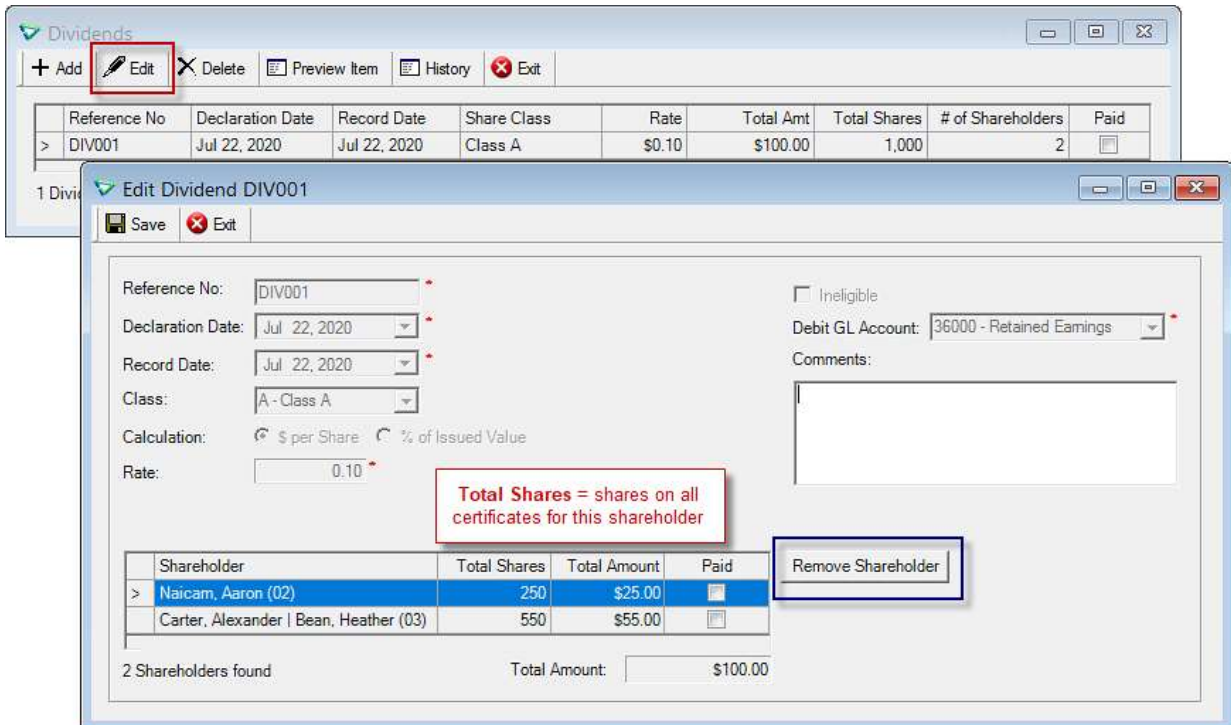


General Ledger > Shares > Dividends > Add



Editing Dividends

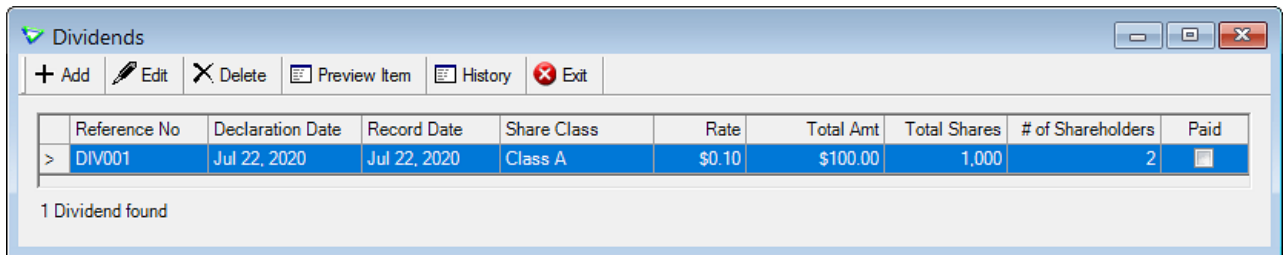
Shareholder(s) can be removed from a dividend if an error is found and **no payment** has been made to the shareholder (dividends can also be deleted as long as no payment to any shareholder was made).



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 "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	<input type="checkbox"/>

1 Dividend found

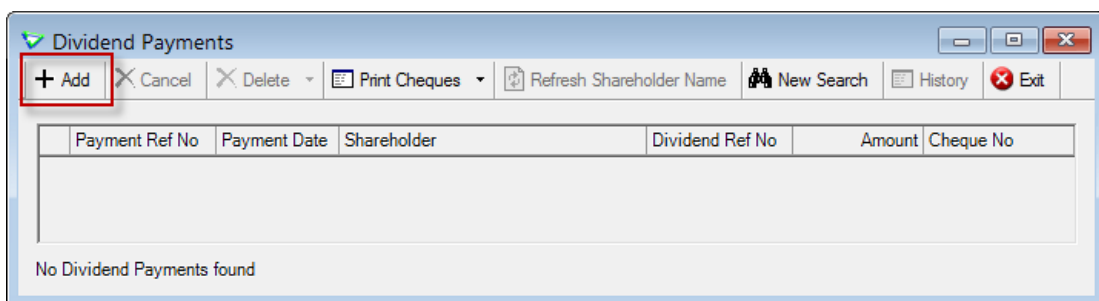
General Ledger > Shares > Dividends

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 "Add", "Cancel", "Delete", "Print Cheques", "Refresh Shareholder Name", "New Search", "History", and "Exit". Below the toolbar is a table with the following headers:

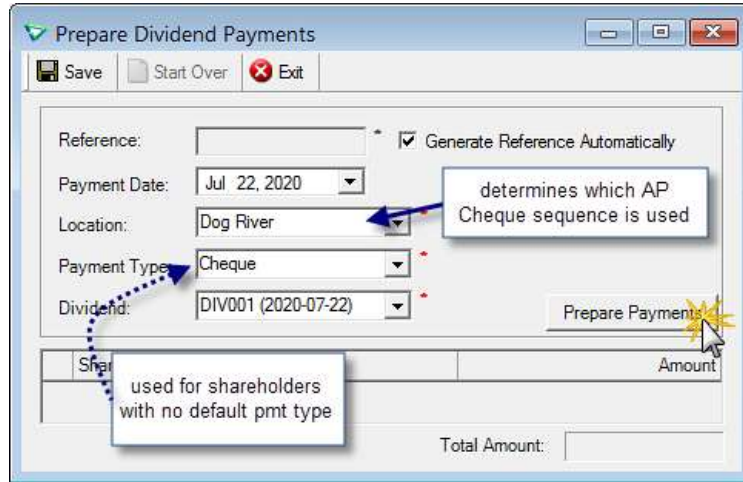
Payment Ref No	Payment Date	Shareholder	Dividend Ref No	Amount	Cheque No
----------------	--------------	-------------	-----------------	--------	-----------

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.

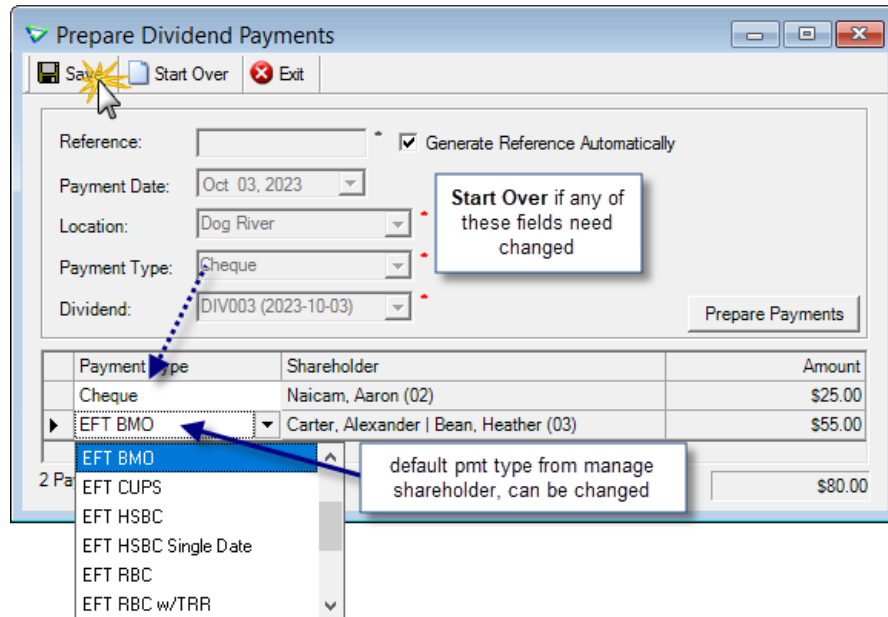
If you are entering the **Reference** number manually, it must be alphanumeric (15 char max) with no spaces, leading zeros are allowed.



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.



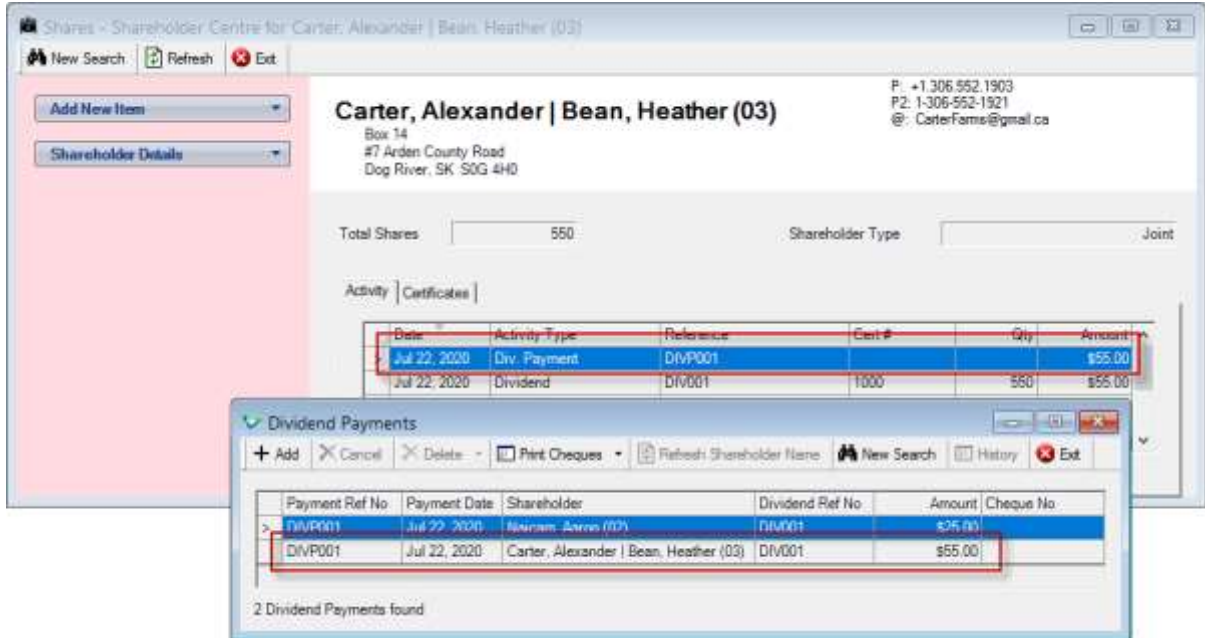
to process dividend payments by EFT, please refer to the [EFT Payments](#) white paper

Related White Papers

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

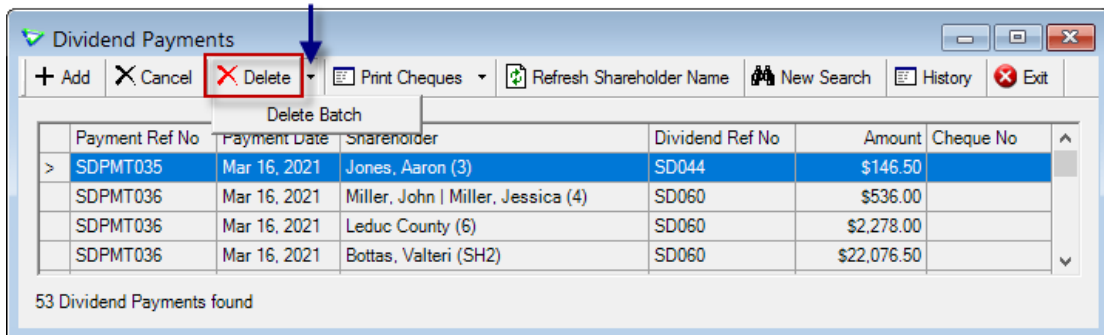
[Cheque/EFT Batch Review Process](#)

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

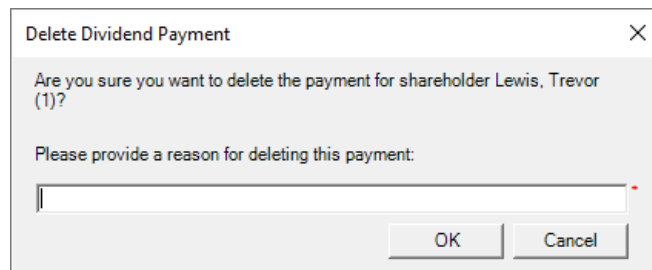


Dividend Payments can't be edited, but they can be **Deleted** if the cheques haven't been printed.

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**.



A reason is required to **Delete**.



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.

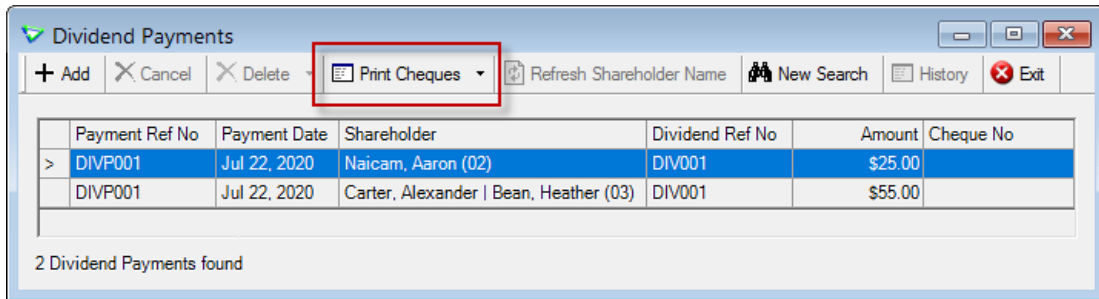
2. Process the Dividend EFTs / Print the Dividend Cheques

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.

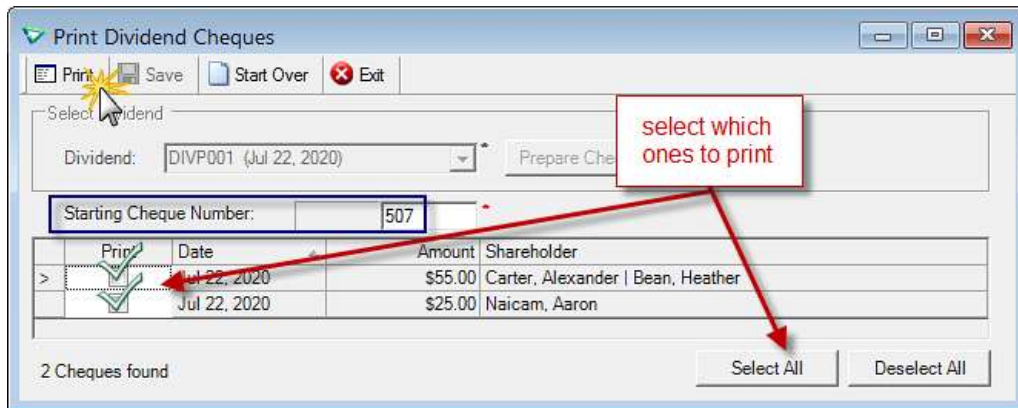
Payment by Cheque

Dividend Cheques are printed from the Dividend Payments window.

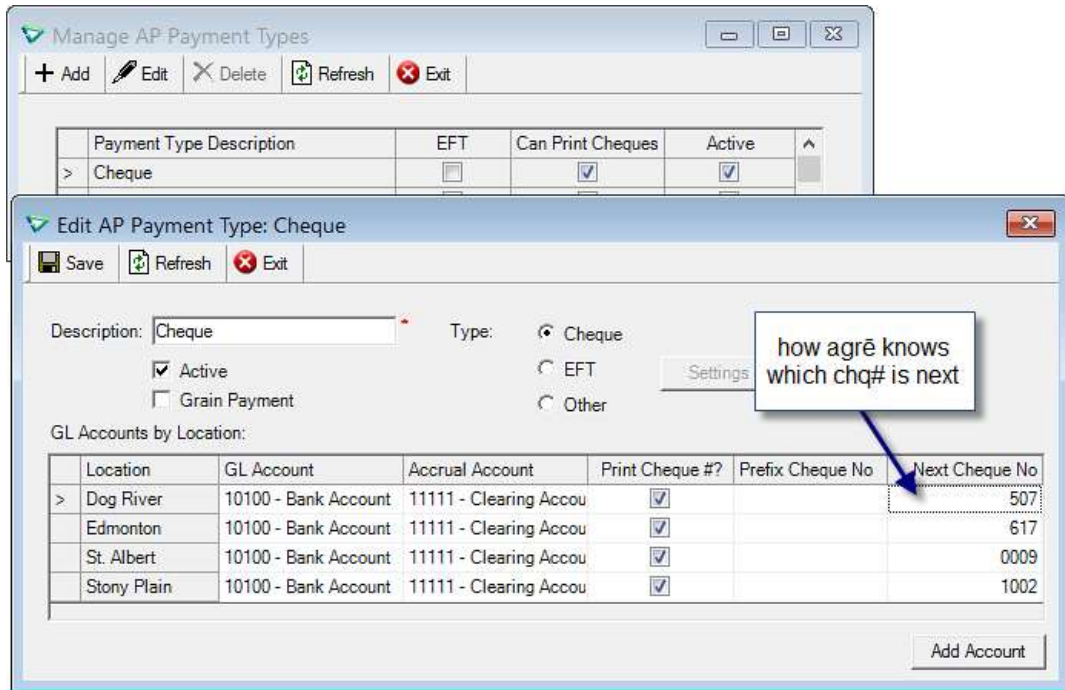


General Ledger > Shares > Dividend Payments

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

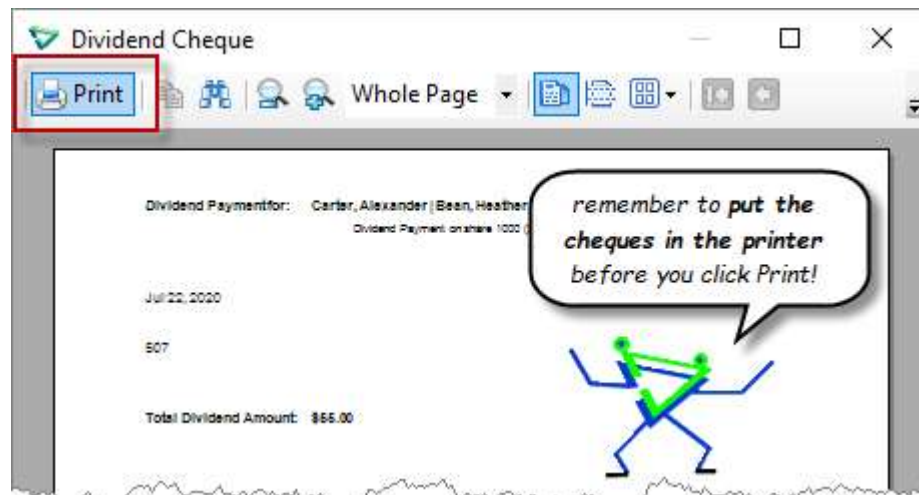


Based on the Location and the Payment Type selected when paying the dividend, agrē will use the **Next Cheque No** as the **Starting Cheque Number**.

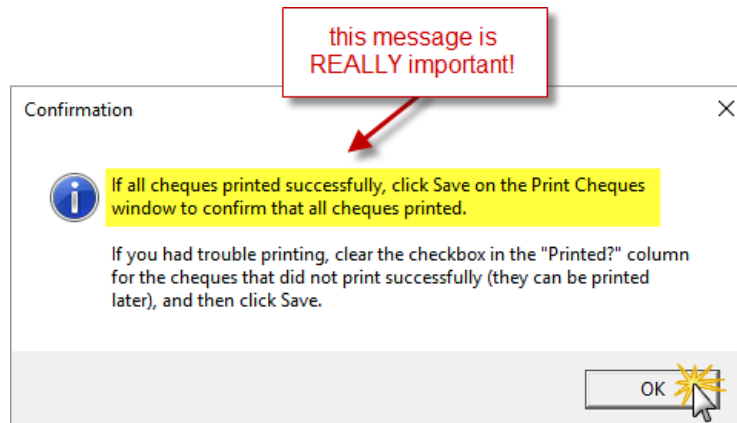


Accounts Payable > Manage > AP Payment Types

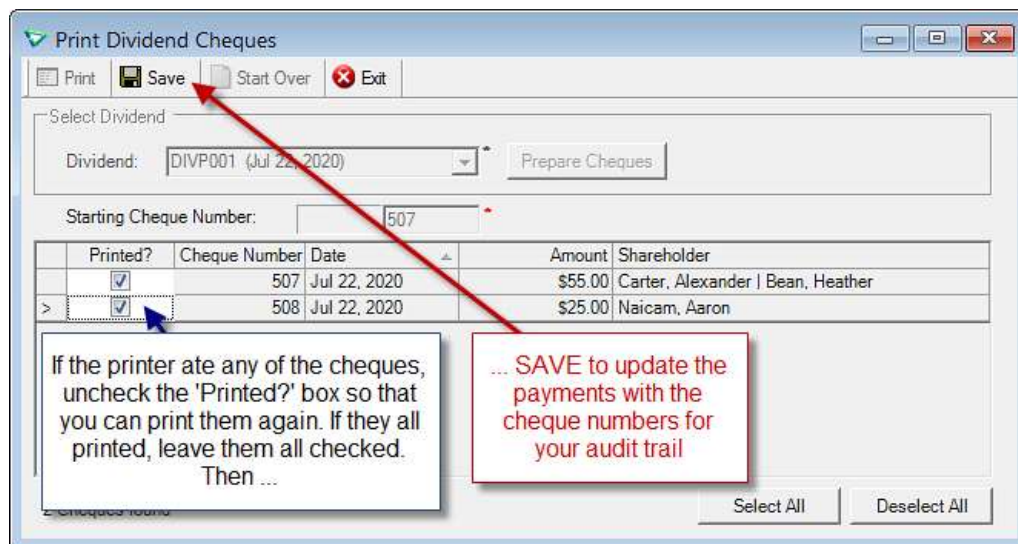
Print the Dividend Cheques, then close the Dividend Cheque window.



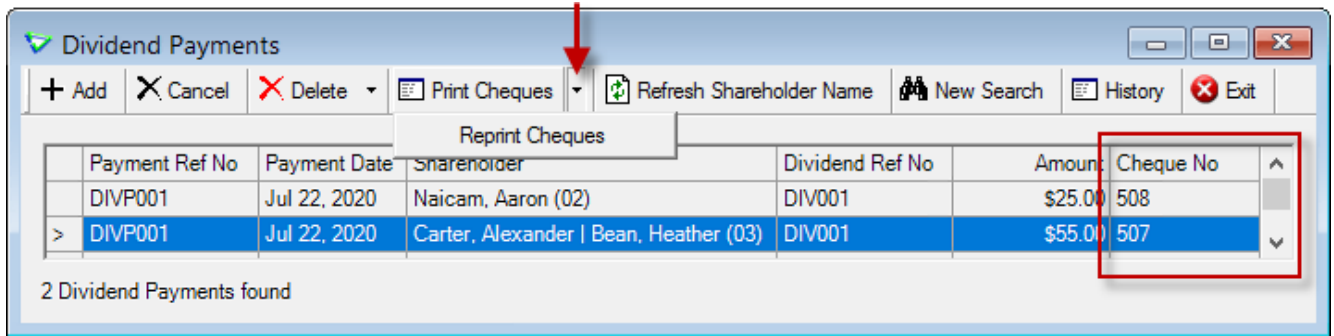
After the cheques are successfully printed, you need to let agrē know that you've got the paper copies you need and you don't plan on printing them again.



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!

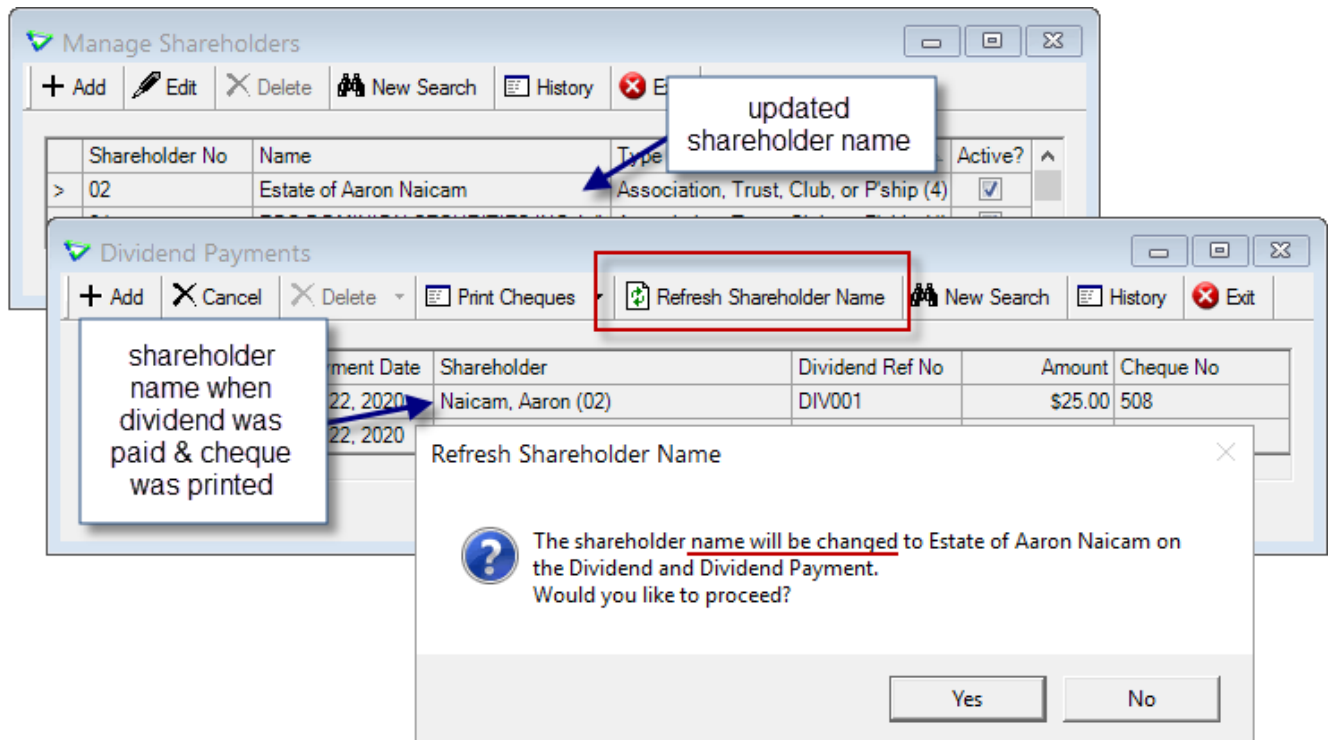


The Dividend Payments window is updated with the **Cheque Nos.**

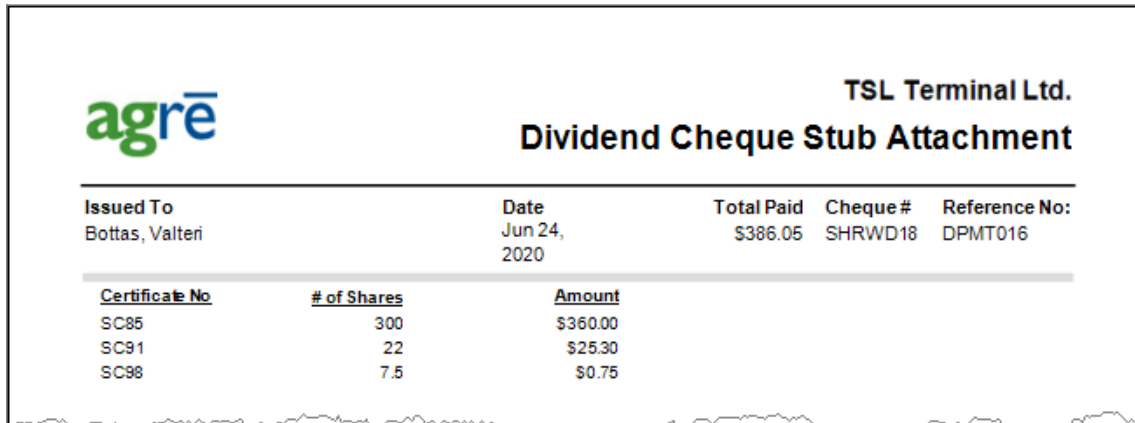


If you need to **Reprint** a dividend cheque, click the **More Options** arrow next to the Print button.

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.

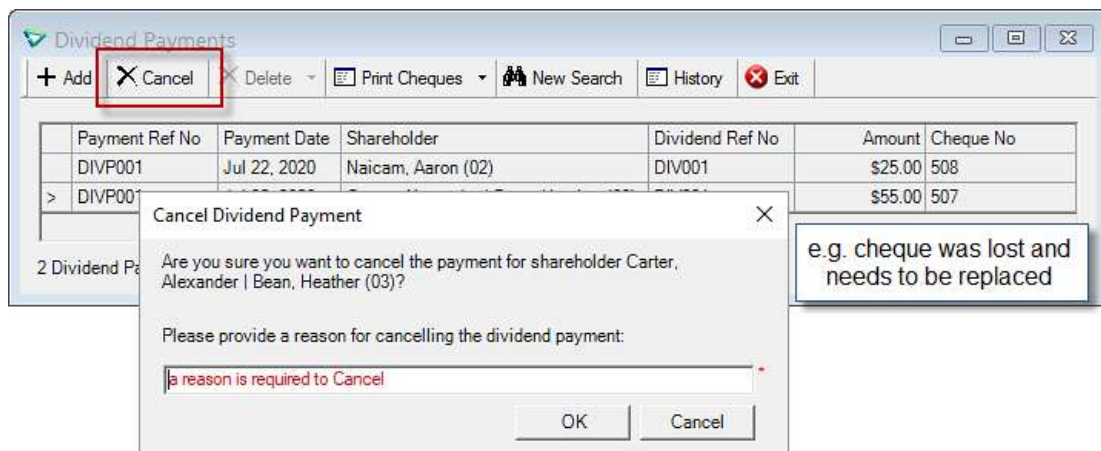


Issued To	Date	Total Paid	Cheque #	Reference No:
Bottas, Valteri	Jun 24, 2020	\$386.05	SHRWD18	DPMT016

Certificate No	# of Shares	Amount
SC85	300	\$360.00
SC91	22	\$25.30
SC98	7.5	\$0.75

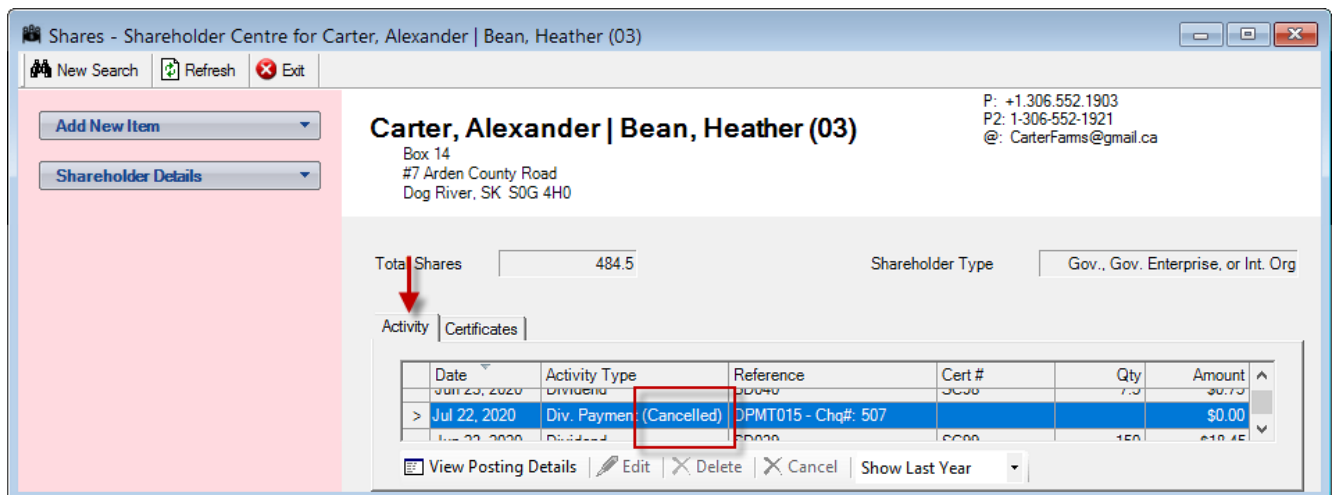
General Ledger > Shares > Reports

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



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

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



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

Total Shares: 484.5

Date	Activity Type	Reference	Cert.#	Qty	Amount
Jul 22, 2020	Div. Payment: Cancelled	DPMT015 - Chq#: 507	SC98	7.5	\$0.00

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.

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.