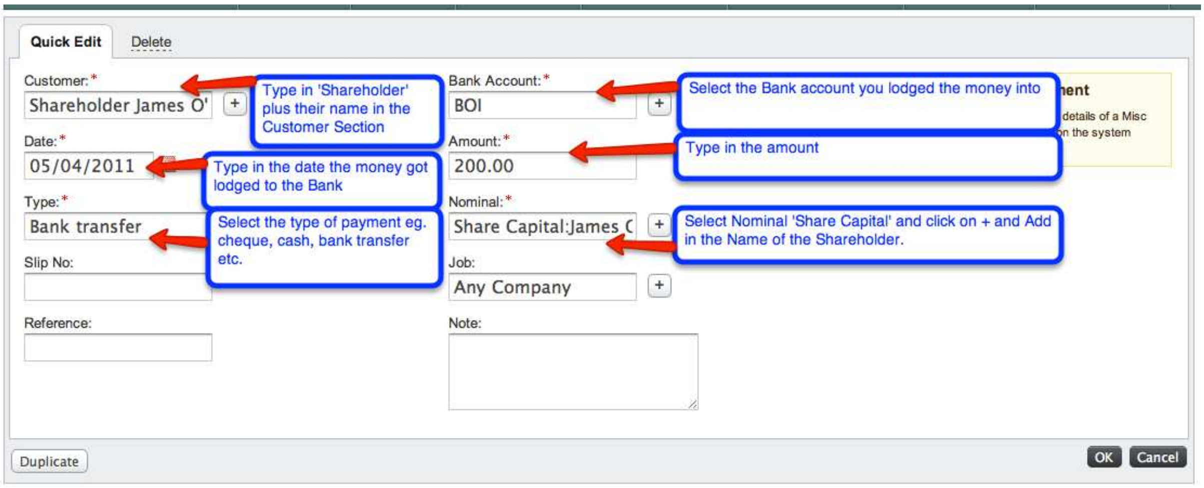
How to Input Share Capital into your accounts

If you’ve started your business this year and you’ve lodged some money into your bank account that is Share Capital from the Shareholders and/or Directors. If you have more than 1 shareholder and you want to show how much share capital was received from each one then follow the steps below.

If you have only 1 shareholder in your company then there is no need to input names.

1. Click on Accounts and Misc Lodgment
2. Click on Add
3. Click on + beside Customer and type in ‘Shareholder’ + the shareholder’s name
4. Type in the date this amount got lodged to the business account
5. Select the payment type and type in a slip number if the payment was a cheque
6. Select the bank account
7. For Nominal – select ‘Share Capital’ and click on + to add the Shareholder’s name.
8. Do this for each shareholder’s share capital



To view the Share Capital on your reports

Click on Reports, All Reports, Ledger Reports and select either Trial Balance or Balance Sheet.

Select ‘Include Sub-Nominals’ from the left-hand side

Click on Apply

Scroll down to the capital section to see the Share Capital