# Add Convertible Issuance

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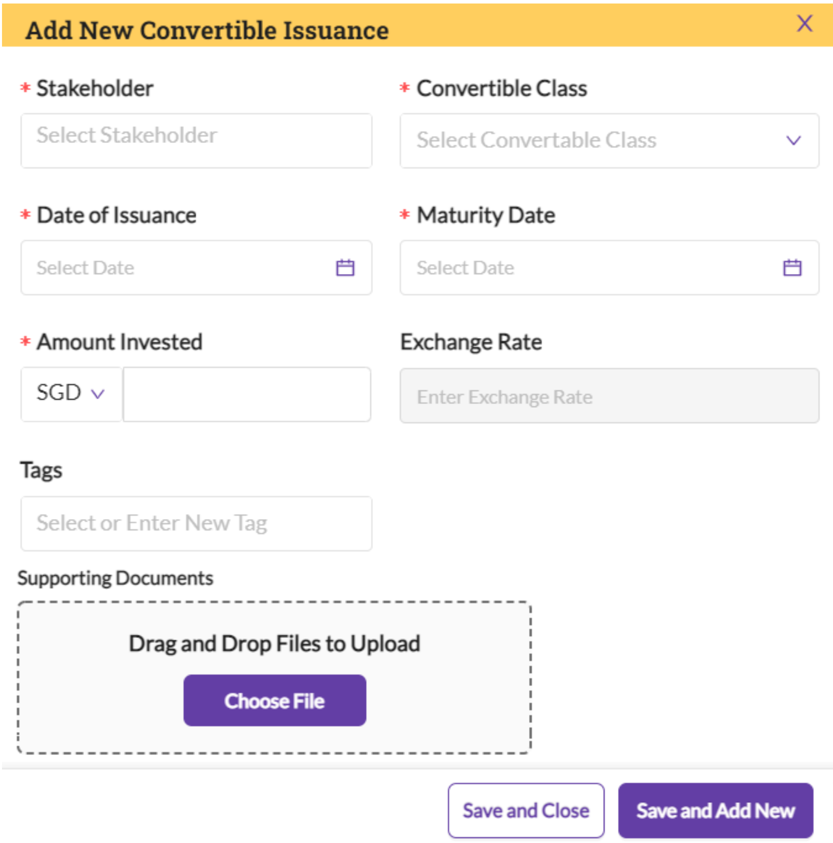
To add a convertible issue transaction:

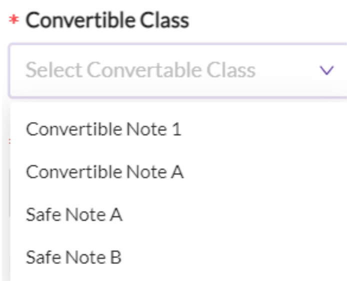
1. Click **Ownership** > **Transactions** in the left menu. By default, the Share Issuances screen is displayed.
2. Click **Convertible Issuances tab**.
3. Click **Add New Transaction**.
4. In the display **Add New Convertible Issuance** dialog box, enter the following details:




5. Type the first letter of the **Stakeholder** name. From the displayed list of stakeholders, select the appropriate one.

*__Note__: If the stakeholder's name is not displayed, please register the stakeholder first.*

6. Select the relevant **Convertible Class**.




7. Select the **Date of Issuance**.
8. Select the **Maturity Date**.

9. Select the **Currency** and enter the **Amount Invested** if the currency is different from the company's base currency.
10. Specify the Exchange Rate if you choose a currency different from the company's base currency.
11. Type the **Tag** you would like to capture. For example, you may want to include a tag for a department, or for the grant event.
12. Click **Choose File** to upload Supporting Documents. Navigate to the file location, select the file, and click **Open**.
13. Click **Save and Add New**.

***Note**: The supporting documents may vary from company to company.*