

Buying to cover

You can use this investing type to record a buy order made on a security that closes out an existing short position.

1. Select the investment account you want to use and click the **Transactions** tab..
2. Click the **Transactions** tab and then click the **New Transaction** icon in the register toolbar.
3. Select **Buy to Cover** from the Transaction Types list.
4. Add these details:
 - **Date** - Enter the date the buy transaction for the short sale was executed.
 - **Security** - Select the name of the security from the drop-down list.
 - **Total Sale** - Enter the total price paid to buy the cover.
 - **Number of shares** - Enter the number of shares bought.
 - **Commission** - Enter the amount paid towards commission. Based on the amount entered as commission, the price per share is adjusted.
 - **Memo** - Enter the note you want to associate with the transaction.
 - **Tags** - Enter the tags that you want to use when searching for the transaction.
5. To add an attachment, go to the **Attachments** tab, click the **Add attachment** button, and select the file you want to attach to the transaction.
6. Click **Save** when you are done.