

Frequency Options

All scheduled transfers from a share to another share or loan need a frequency. This indicates how often the transfer will take place. Please make sure you are ALWAYS asking the member what they want and putting in the correct frequency. **No matter which of the below frequency options you use, you need to set up a “Next Posting Date”, otherwise the transfer will NOT work.**

<i>Frequency Option Name</i>	<i>Explanation</i>
Single	One-time transfer
Annually	Once a year: The funds will transfer on the same date every year.
Semiannually	Twice a year: The funds will transfer on the same day of the month every 6 months.
Quarterly	Four times a year: The funds will transfer on the same day of the month every 3 months.
Bimonthly	Once every other month: The funds will transfer on the same day of the month every 2 months.
Monthly	Once a month; must put a date on Frequency Day 1, this will be the day of the month the transfer occurs.
Semimonthly	Twice a month; must put a date on both Frequency Day 1 AND 2, these will be the days of the month the transfers occur.
Biweekly skip first	Once every two weeks: For months with five weeks, the first week will be skipped
Biweekly skip last	Once every two weeks: For months with five weeks, the last week will be skipped
Biweekly	Once every two weeks, regardless of the month.
Weekly skip first	Once a week; for months with five weeks, the first week will be skipped
Weekly skip last	Once a week; for months with five weeks, the last week will be skipped
Weekly	Once a week, regardless of the month
Daily	Once a day

Please keep in mind that all transfers take place at the end of the night a little before midnight!

This gives our members time to deposit funds and make sure they have enough before the transfer takes place.

Amount Override Options

If you have a member who wants to transfer a set amount each transfer (such as \$200 every month) then you will only need to include the amount in the “Amount” option when setting up or editing a scheduled disbursement. However, if they want something such as the options below, you will leave the amount at \$0 and choose one of the following in the “Amount Override” dropdown box.

<i>Amount Override Option Name</i>	<i>Explanation</i>	<i>Example</i>
None	If you have the amount at \$0 and the amount override on “None”, Keystone will pay the minimum payment due; this will take any partial payments into consideration.	Member has a standard payment of \$200 but there is a partial payment of \$100 on the loan. Keystone will make the remaining payment of \$100.
Loan Payment	Keystone will transfer the standard payment (minimum payment) due; this will NOT take any partial payments into consideration.	Member has a standard payment of \$200, Keystone will make a payment of \$200.
Loan Due Amount	Keystone will transfer the payment amount due each period; this will take any partial payments, late fees, etc., into consideration.	Member has a standard payment of \$200, but has a \$50 partial payment and a \$25 late fee, Keystone will transfer \$175.
Loan Cycle Balance	Keystone will transfer the statement cycle balance.	Member has \$300 owing on their VISA at the end of the previous month’s cycle, but the minimum payment is \$25, Keystone would still transfer \$300.

Please note that not all of the “Amount Override” options are showing on this list. That is because we will very rarely be using them. If you have a member wanting to do something else very specific, you can reach out to the group chat and see if we have something that would be good for the member.