

# Payments Notifications

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Districts can set up a Payments Notification for the [Deposit Request Report](#). The notification is an email that includes a PDF version of the Deposit Request Report. Only users assigned tool rights to the Deposit Request Report may be assigned to receive this email.

What can I do?	What do I need to know?
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**Payments Notifications** ★ [System Settings](#) > [Payments](#) > [Payments Notifications](#)

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**Deposit Request Report**

FREQUENCY	RECIPIENTS	
Daily	Smith, Justin; Jones, Kasey; ...	>
Weekly	Anders, Melissa; Jones, Kasey; ...	>
Monthly	Anders, Melissa; Jones, Kasey; ...	>

[New](#)

## Important Information About this Tool

- Campus Messenger must be enabled.
- In the [Email Settings](#) tool, the required fields must be filled in and the **Allow Email Attachments** checkbox must be marked.
- To receive a notification, Recipients must
  - be assigned [tool rights](#) to the Deposit Report,
  - have the **Staff** checkbox marked, and
  - an **Email** address entered on the Demographics tool.

Demographics ☆ Census > People > Demographics

Brown, Amy DOB:

Personal Contact Information

Contact Information	Private	Messenger Preferences Contact Reasons							
		Emergency	Attendance	Behavior Messenger	Staff	General	Food Service	Priority	Teacher
Email: amy.brown@plainview.school.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secondary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If a recipient is added to a notification but later does not meet all three requirements, a red exclamation displays on the Payments Notification screen and on the notification panel.

▶ [Click here to expand...](#)

Deposit Request Report

Timing: Daily

Recipients: ! Brown, Amy; Smith, Justin; ...

Deposit Request Report

Select Report

Frequency  
 Daily  
 Weekly  
 Monthly

Recipients \*

<span style="border: 1px solid red; padding: 2px;">!</span> Brown, Amy brown	Smith, Justin smithju	Jones, Kelsey 060050183	<input type="button" value="x"/>
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## Troubleshooting

The [Sent Message Log](#), [Mailgun Message Log](#), and [Recipient Log](#) allow you to see when messages were sent and to whom they were sent. Use these tools to troubleshoot Payments Notifications issues.

# Add a Notification

1. Click the **New** button.

**Result:** The *New Notification* panel displays.

The screenshot shows the 'Payments Notifications' interface. On the left, there is a message: 'There are no active notifications.' On the right, the 'New Notification' form is displayed. The form includes a 'Select Report' dropdown menu set to 'Deposit Request Report', a 'Frequency' section with radio buttons for 'Daily' (selected), 'Weekly', and 'Monthly', and a 'Recipients \*' text input field. At the bottom left, a blue 'New' button is highlighted with a red box. A red arrow points from this button to the 'Save' button at the bottom right of the form. A 'Cancel' button is also visible next to the 'Save' button.

2. Select the **Frequency** for sending the notification.

Frequency	Description
<b>Daily</b>	The daily email is sent on Tuesday, Wednesday, Thursday, and Friday mornings.
<b>Weekly</b>	The weekly email is sent on Mondays. After setting up this notification, Campus will begin emailing the selected recipients the following Monday.
<b>Monthly</b>	The monthly email is sent on the first day of the month. After setting up this notification, Campus will begin emailing the selected recipients on the first day of the following month.

3. Select the **Recipients** to whom the notification should be sent.

4. Click the **Save** button.

**Result:** The new notification is saved and displays on the Payments Notifications tool.

## Add or Remove Recipients from a Notification

1. Select the notification you want to modify.

**Result:** The Deposit Request Report panel displays.

2. Click the **X** next to any Recipients you want to remove or type in the field to find and add new Recipients.

3. Click the **Save** button.

**Result:** Changes are applied immediately and affect the next notification.

## Delete a Notification

1. Select the notification you want to delete.

**Result:** The Deposit Request Report panel displays.

2. Click the **Delete** button.

**Result:** A confirmation message displays.

3. Click the **Delete** button on the confirmation message.

**Result:** Campus deletes the notification and notification messages are stopped.