Payments Notifications

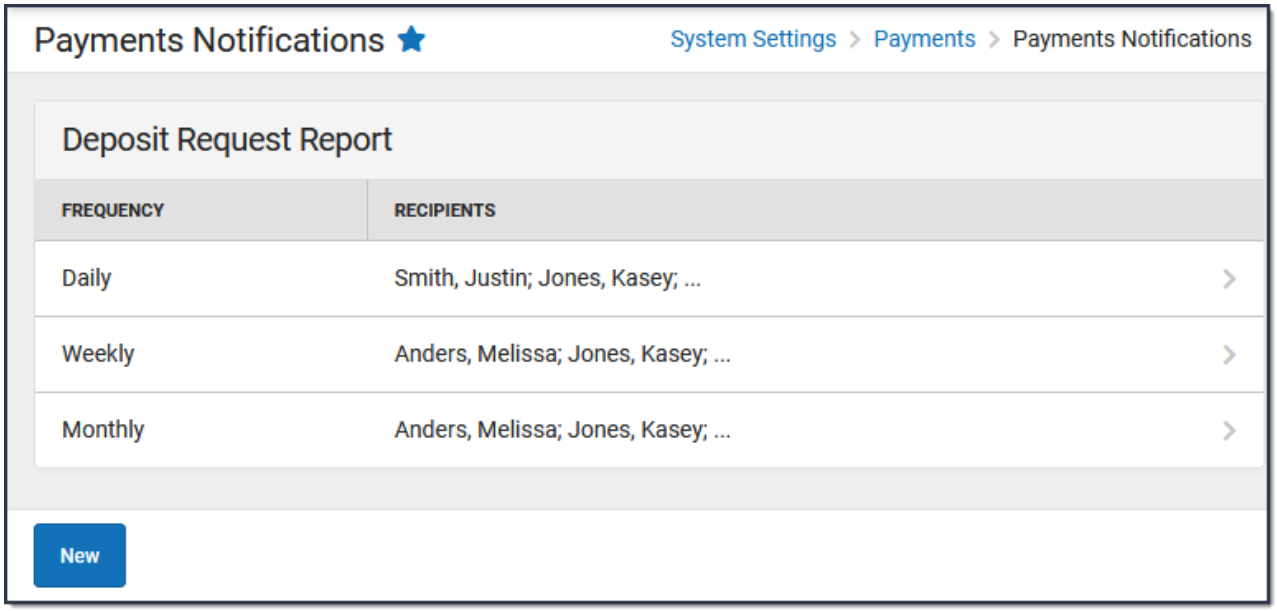
Last Modified on 09/10/2026 11:02 am CDT

Path: System Settings > Payments > Payments Notifications

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.

See the Payments Notifications Tool Rights article for information on rights needed to use this tool.

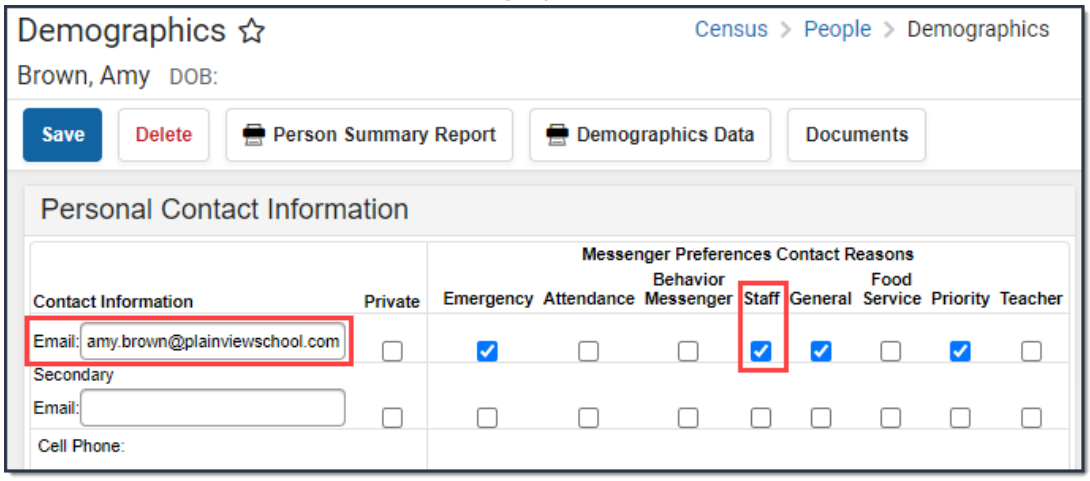
What can I do?	What do I need to know?
• Add a Notification • Add or Remove Recipients from a Notification • Delete a Notification	• Important Information About this Tool



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

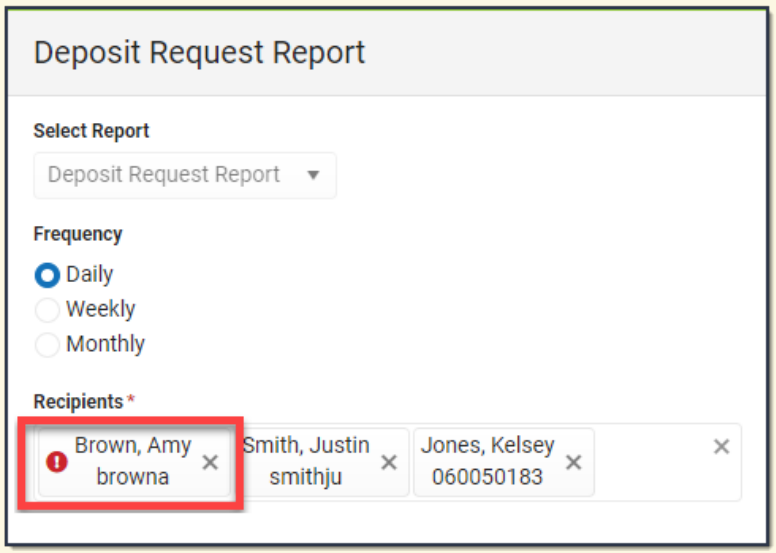
- be assigned tool rights to the Deposit Report,
- have the **Staff** checkbox marked, and
- an **Email** address entered on the Demographics tool.



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...





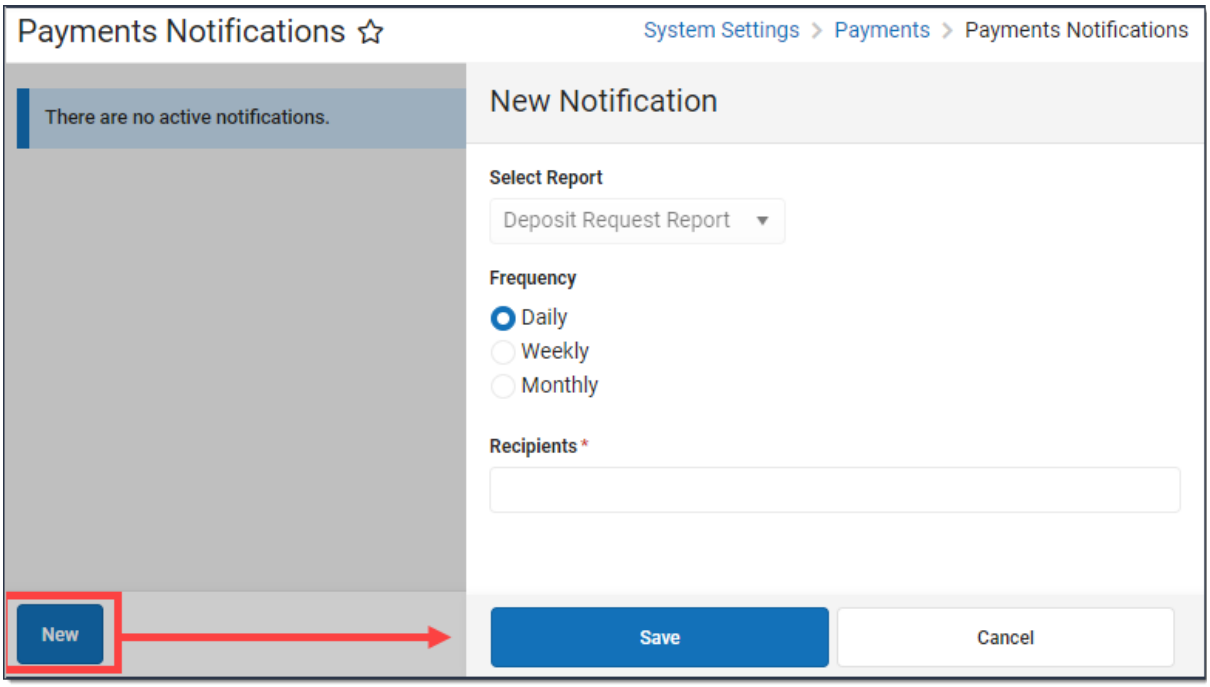
Troubleshooting

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

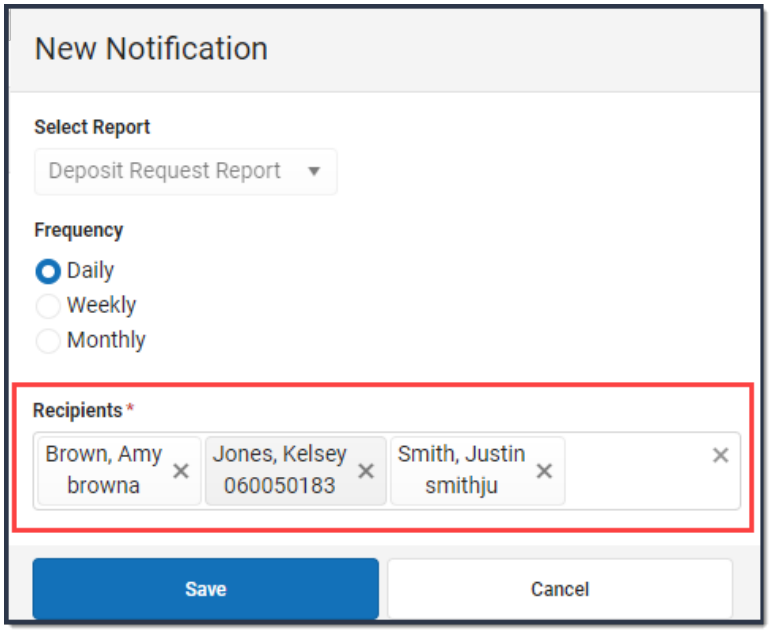
1. Click the **New** button.
   Result: The *New Notification* panel displays.



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

Frequency	Description
Daily	The daily email is sent on Monday, Tuesday, Wednesday, Thursday, and Friday mornings.
Weekly	The weekly email is sent on Mondays. After setting up this notification, Campus will begin emailing the selected recipients the following Monday.
Monthly	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.