

Payments Notifications Tool Rights

Last Modified on 07/21/2026 10:20 am CDT

Districts can set up **Payments Notifications** for the [Deposit Request Report](#). A 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 article](#) to learn how to use this tool.

Payments Notifications ★

[System Settings](#) > [Payments](#) > Payments Notifications

Deposit Request Report

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

New

Payments Notifications Tool

To **receive** a notification, recipients need:

- Deposit Report tool rights
- Staff checkbox marked in Demographics tool
- Email address in Demographics tool

Available Tool Rights

R	W	A	D
View notifications.	Modify existing notifications.	Add a notification.	Delete a notification.

Suggested User Groups

Create User Groups as appropriate for your district's needs.

See [User Groups and Suggested Roles](#) for more information.
