



Chicago Public Schools

**Consolidated Banking
And
U.S. Bank SinglePoint®
TRAINING**

School Financial Services

Consolidated Banking Hotline: (773) 553-2766

U.S. Bank Customer Service (800) 706-4727

Website: <http://www.quia.com/pages/consolidatedbanking.html>

Website: <http://www.cps.k12.il.us/AboutCPS/Departments/finance/consolidatedbanking/>

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LOG IN

The U.S. Bank SinglePoint online banking system website:

<https://singlepoint.usbank.com>

An icon will not be added to your computers.
Please save this URL as an internet favorite.

To log into SinglePoint, you must first enter the Customer ID.

Welcome to SinglePoint

Customer ID

User ID

Password

[Forgot your password?](#)

Your Customer IDs separate school users by Areas to promote efficient processing speed. **Users must access SinglePoint in their assigned areas.** (AMPS schools are also separated by the school Area).

Areas 0 – 3	CPS1
Areas 4 – 7	CPS2
Areas 8 – 11	CPS3
Areas 12 – 15	CPS4
Areas 16 – 18	CPS5
Areas 19 – 25	CPS6

School Financial Services will do the initial setup of school users. The User IDs and Temporary Passwords will be sent to Principals to distribute to school staff.

Once the correct information is entered on the Log-in Screen, the system will prompt users to create a permanent password. **The permanent password must be between 8 and 10 characters and include both letters and numbers.**

First Time Login

Since this is your first time logging in to SinglePoint, you need to reset your password. Please enter a password between 8-10 characters using letters and numbers.

All fields are required.

New Password

Confirm New Password

Please choose two challenge questions and answers. These are used to reset your password if you forget your current password.

Question

Answer

Question

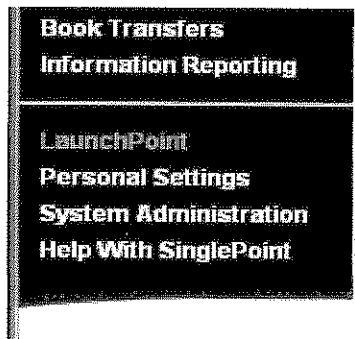
Answer

Things to Remember...

- Set up your **Challenge Questions**. If you forget your password, correctly answering these questions will help you reset your password otherwise your principal/system administrator will have to reset your password.
- Once in SinglePoint, do not click the **Browser Back** arrow on the menu bar. To go back to the previous screen, click cancel or back button at the bottom of the screen.
- To get help, click the **Help With This Page** link at the top of the screen.
- A SinglePoint system icon will not appear on your computers. Please remember to add the SinglePoint link to your internet favorites.

LAUNCHPOINT – MAIN SCREEN

The **LaunchPoint** screen appears when you first login to SinglePoint and is the central point of this system. The main functions appear on the left side of the screen in the blue area. These functions are:



LaunchPoint is also the point to view your task list, receive special messages and set up alerts on your account.

- **Bank Messages** are alerts and general announcements provided by U.S. Bank.
- **Your Tasks** are items on which you need to take action (i.e. book transfer pending approval). Clicking an item opens the appropriate page for you to take action.
- **Your Messages** provide notifications of events completed for you by the SinglePoint system (i.e. new user successfully added and activated)
- **What's New** are messages provided by U.S. Bank regarding the SinglePoint system.

SinglePoint LaunchPoint

[Help w/it](#)

Welcome to your customized LaunchPoint page. This page allows you to bring together useful information from throughout SinglePoint with a task list and informational messages.

Bank Messages

U.S. Bank will be closed on Memorial Day	New	05/14/2007, 01:51 PM CDT
New SinglePoint Features and Tips!!	New	05/08/2007, 10:36 AM CDT

Your Tasks

[Delete](#) [Checked](#)

<input type="checkbox"/> Book Transfer for \$1456.56 is pending approval.		05/15/2007, 01:16 PM CDT
---	--	--------------------------

Your Messages

[Delete](#) [Checked](#)

<input type="checkbox"/> A user has been approved and activated. Melver Scott	New	05/16/2007, 01:25 PM CDT
<input type="checkbox"/> A user has been approved and activated. Vanessa Balderos	New	05/16/2007, 01:12 PM CDT
<input type="checkbox"/> A user has been approved and activated. Syreeta Jackson	New	05/16/2007, 10:17 AM CDT

[View more messages >>](#)

What's New

There are no available messages.

PERSONAL SETTINGS

Under **Personal Settings**, users can change passwords and challenge questions and select what user messages you want to receive relative to your account.

usbank
First Star Service Guaranteed

SinglePoint

Joenile Albert Reese, Friday, March, 9 2007 Last visit: Fri, 03/09/07, 11:26 AM CST

Manage Personal Settings

To customize SinglePoint, select one of the options below.

[Change Password](#)
[Manage LaunchPoint and Messaging](#)

To change the password, click the **Change Password** and answer all of the questions and click Submit.

Change Password [Help](#)

To change your password, enter your current password and new password in the fields below. Your password must be between 8 and 10 characters and include both letters and numbers. You can also change your password challenge questions here.

All fields are required.

Current Password

New Password Confirm Password

Password Challenge Question
What is your favorite color?
Answer

Password Challenge Question
What is the name of the high school you attended?
Answer

These are Challenge Questions you will be asked if you forget your password.

- It is important to answer the **Challenge Questions**. If you forgot your password, you will be able to access the system by clicking the **"Forgot your password"** link. The Reset Password screen will require you to enter the Customer ID and User ID.

The next screen will consist of two **Challenge Questions** you will need to answer. If answered correctly, you will be required to enter your new password. The system will then take you back to the initial login screen to enter your new password.

If **Challenge Questions** are not answered correctly, the Principals/School Administrator is responsible for resetting staff passwords. If you are a Principal, contact the Consolidated Banking and request your password to be reset.

To set up account alerts and messaging, click the **Manage LaunchPoint and Messaging** link.

Enable Message	Subject	LaunchPoint
<input checked="" type="checkbox"/>	Balance below threshold limit	<input checked="" type="checkbox"/>
<input type="checkbox"/>	New/Current User Pending Approval	<input type="checkbox"/>
<input type="checkbox"/>	Inactivated User	<input type="checkbox"/>
<input type="checkbox"/>	Deactivated User	<input type="checkbox"/>
<input checked="" type="checkbox"/>	New/Current User Approval Completed	<input checked="" type="checkbox"/>

To enable the messaging, click in box on the left and the box on the right of the subject.

- Schools should activate the Balance below threshold limit message alert to be notified when the account reaches a certain dollar amount.
- Other options include New/Current User Pending Approval; Inactivated User; Deactivated User, etc. for system administrators who have access to related functions.

SYSTEM ADMINISTRATION

System Administration allows the system administrator to maintain users on the system. (Only school system administrators will have access to this link).

System administrators play an important role by managing user details through SinglePoint System Administration. System administrators can manage users, assign accounts and services, assign payment limits, reset passwords, and view audit and profile reports. They will be able to modify and copy user profiles to quickly manage users on the system.

School principals are automatically assigned as a system administrator for their school. Principals can assign another system administrator to assist with managing user access on SinglePoint. **However, principals must keep in mind that all system administrators will have the same authority as principals.**

NOTE: Principals/System Administrators are responsible for revising system access for school staff. This includes deleting staff, deactivating staff and resetting staff passwords. Consolidated Banking Customer Service will assist Principals who need to change access or passwords.

The **System Administration** page lists all school users with access to Singlepoint. Note the page includes the User ID, User First Name, User Last Name, System Admin responsibility and Available Actions (default is Modify).

Schools have two tasks under System Administration: **Manage Users** and **View Reports**.

Manage Users for Sample Company A

[Help with this page](#)

[Logout](#)

To perform an available action on a user, select the action from the drop-down list and click Submit. To view read-only information about a user, select the user's name.

[Add New User](#)

User ID	User First Name	User Last Name	System Admin	Status	Available Actions
SampleUser1	Aaaaa	User1	Yes	Active	Modify <input type="button" value="Submit"/>
SampleUser2	Bbbbb	User2	No	Inactive	Reactivate <input type="button" value="Submit"/>
SampleUser3	Ccccc	User3	No	Modified - Pending	Approve <input type="button" value="Submit"/>
SampleUser4	Ddddd	User4	No	New - Pending	Approve <input type="button" value="Submit"/>
SampleUser5	Eeeee	User5	Yes	Active	Modify <input type="button" value="Submit"/>

Manage Users

Here, system administrators can modify existing user access, view information on existing users and add a new user.

Manage Users for Sample Company A Here with this page [Logout](#)

To perform an available action on a user, select the action from the drop-down list and click Submit. To view read-only information about a user, select the user's name.

To Add New User, click the link.

User ID	User First Name	User Last Name	System Admin	Status	Available Actions
SampleUser1	Aaaaa	User1	Yes	Active	Modify <input type="button" value="Submit"/>
SampleUser2	Bbbbb	User2	No	Inactive	Modify Copy Delete Inactivate Reset Password <input type="button" value="Submit"/>
SampleUser3	Ccccc	User3	No	Modified - Pending	Approve <input type="button" value="Submit"/>
SampleUser4	Ddddd	User4	No	New - Pending	Approve <input type="button" value="Submit"/>
SampleUser5	Eeeee	User5	Yes	Active	Modify <input type="button" value="Submit"/>
SampleUser6	Fffff	User6	No	Active	Modify <input type="button" value="Submit"/>
SampleUser7	Ggggg	User7	Yes	Active	Modify <input type="button" value="Submit"/>

To modify existing users, click the dropdown arrow under Available Actions.

The Available Action box is also where the System Administrator can activate or reset a user's password.

To view existing user access, click the User ID link. In most cases, the User ID will be the first initial and last name.

To Add New Users, there are five steps:

- Enter User Information
- Assign Entitlements
- Assign Accounts
- Payment Limits
- Preview and Confirm User Profile

Add User: Enter User Information

Step 1

Enter User Information: Step 1

To add a new user, enter the required information below, then click Continue to add entitlements.

* = required field

User ID * [View IDs](#)

All User IDs must include first initial and last name (i.e. Jdoe).

First Name * M.I. Last Name *

Temporary Password * Confirm Password * [Generate Password](#)

Password Expiration *
30 Days

Phone Number * Extension Fax Number

Primary Email Address

Secondary Email Address

Mobile Device Address

User Time Zone *
(GMT-06:00) Central Time (US & Canada), Central America

Sub-system Administrator ?

[Continue](#) [Cancel](#)

Click to add System Administrator responsibilities. **Remember, System Administrators will have the same authority as principals.**

Add User: Assign Entitlements

Help with

Assign Entitlements to User: Step 2

To identify the entitlements for this user, make the appropriate selections for each of the services below. By default, all services and associated entitlements are initially assigned. When you are finished making your selections, click Continue.

User ID

jdoe

ACH **Book Transfers** Image Access **Information Reporting** Wire Transfers

Book Transfer Services

Allow user to access Book Transfer services

Available Book Transfer Entitlements

Select All

Assign

Remove

Assigned Book Transfer Entitlements

Select All

Initiate Book Transfers
Create Book Transfer Templates
Approve Book Transfers and Templat

[Return to Top](#)

Step 2

CPS entitlements will include Book Transfers and Information Reporting only.

1. To grant or remove access, Select/ Deselect Access Box

2a. White boxes on the left will list entitlements removed from a user.

2b. White boxes on the right list entitlements assigned to a user.

Staff assigned responsibilities to approve **Book Transfers** will need **Initiate Book Transfers** and **Approve Book Transfers and Templates** entitlements.

Information Reporting Services

Allow user to access Information Reporting services

Available Information Reporting Entitlements

- Select All
- View Current Day Screens
- View Image for Deposit Returns

Assigned Information Reporting Entitlements

- Select All
- View Previous Day Screens
- View and Export Standard Reports
- View Image

Special Reports

Allow user to view Special Reports

Available Special Reports

- Select All

Assigned Special Reports

- Select All
- EDI Remittance
- EDI Supplement

Return To Top

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Previous Day Reports and View Image access

EDI Reports

Staff assigned responsibilities to **Information Reporting Services** will need **View Image** access, **View Previous Day Screens** and **View and Export Standard Reports**. Current Day Reports are not available to schools.

Staff will also need **Special Reports** in order to get EDI information. This report will provide you with the Oracle DR numbers. You will then look up these DR numbers in Oracle i-Expense to get the additional information needed to record the receipt of these funds.

Assign Accounts to User: Step 3

Step 3

To assign accounts that this user will be entitled to view and perform services on, click the checkboxes next to those accounts. All accounts are selected by default.

All available account entitlements are given to a user if they match the user's entitlements. To view or modify user entitlements for a specific account, click View/Modify.

User ID

JBrown

[Continue](#) [Back](#) [Cancel](#)

Accounts 1-2 of 2

Select All	Bank Name	Account Name	Account Number	Entitlements
<input checked="" type="checkbox"/>	US Bank Illinois	Central Office - Billing Account	222223456	View/Modify
<input checked="" type="checkbox"/>	US Bank Illinois	Main School	111123456	View/Modify

If a user is given Book Transfer entitlements, both the school account and the Central Office account must be selected on this screen.

You will need to click the View/Modify link to ensure all appropriate boxes are selected on the additional Entitlement screen.

Accounts 1-2 of 2

[Continue](#) [Back](#) [Cancel](#)

Add User: Payment Limits

[Help with this page](#)

[Logout](#)

Step 4

Payment Limits Setup: Step 4

Enter the user's limits for each service listed below.

All fields are required.

Important Notes: This user has been assigned payment services that require a payments token. This user can not use payment services until a token is assigned. To request that a token be assigned to this user, select Administer Tokens from the left navigation menu.

This user has been assigned Wire Transfer initiation services and requires a Wires PIN to use these services. To request a Wires PIN, you must complete and submit a Wires Authorization form for this user. Please contact your Implementation Coordinator or Sales representative for more information.

User ID

JBrown

Book Transfers

Per Transaction Initiation Limit	Daily Cumulative Initiation Limit
\$ 9,999,999,999.99	\$ 9,999,999,999.99

Per Transaction Approval Limit	Daily Cumulative Approval Limit
\$ 9,999,999,999.99	\$ 9,999,999,999.99

Preview and Confirm User Profile

[Help with this page](#)

Logout

User Information

User ID	Last Connection Date & Time	
JBrown	11/07/200X; 10:08 AM CST	
First Name	M.I.	Last Name
John		Brown
Password Expiration	30 Days	
Primary Phone	Extension	Fax Number
xxx-xxx-xxxx	N/A	N/A
Email Address	first.last@company.com	
System Administrator	No	

Review to make sure the User was given the appropriate access to SinglePoint.

User Entitlements

Book Transfer Services

Allow user to access Book Transfer services
Yes

Assigned Book Transfer Entitlements
Initiate Book Transfers, Create Book Transfer Templates, Approve Book Transfers and Templates

View Reports

There are four audit reports under System Administration:

- User Profile
- User Audit Report
- Account Profile Report
- Service Profile Report

Select the report you would like to view from this list. You will be given report options specific to the report you select.

User Profile Report

This report will show detail on accounts and services available to the users you select.

User Audit Report

This report will show the detail of activity performed by users during a selected date range. You can select the users, services, and dates on which to report.

Account Profile Report

This report will show detail of services for each account you select.

Service Profile Report

This report will show detail of users and accounts for each service you select.

Sample User Audit Report.

This report lists the date and time a user logs in and logs out, actions taken on the system and a description of what was done.

User Audit

Sample Company A

SinglePoint

User Activity Between 11/07/200X and 11/07/200X

Printed on 11/07/200X at 06:40 PM CST

Date / Time	Service	User	Action	Description
11/07/200X; 04:54 PM CST	Logout	User1, Sample	Logout	Logout
11/07/200X; 04:43 PM CST	IR	User1, Sample	Previous Day	Accessed previous day list screen
11/07/200X; 04:37 PM CST	ACH	Sample User 1	Sent Batch	Sent Batch Payroll
11/07/200X; 04:34 PM CST	IR	User1, Sample	Transaction Search	Accessed transaction search
11/07/200X; 04:21 PM CST	IR	User1, Sample	Wire Detail Report	Accessed Wire Detail Report
11/07/200X; 01:49 PM CST	Wires	Sample User 2	Approve	Approved a single Fed wire transfer
11/07/200X; 01:37 PM CST	Wires	Sample User 1	Initiate	Created a single Fed wire transfer
11/07/200X; 09:09 AM CST	Wires	Sample User 2	Approve Template	Approved wire transfer template Template7
11/07/200X; 09:09 AM CST	ACH	Sample User 1	Modified Batch	Modified Payroll from 0123456 to 1234567
11/07/200X; 09:08 AM CST	ACH	Sample User 2	Approved Batch	Approved Batch Payroll
11/07/200X; 08:58 AM CST	Wires	Sample User 2	Approve Batch	Approved a batch of 6 wire transfers
01/07/200X; 08:51 AM CST	Wires	Sample User 3	Modify Template	Modified wire transfer template Template7
01/07/200X; 08:51 AM CST	ACH	Sample User 1	Reset Batch	Reset Batch Payroll to initiated Status
11/07/200X; 08:29 AM CST	Wires	Sample User 4	Create Repeat	Created a new wire transfer repeat code
11/07/200X; 08:09 AM CST	Wires	Sample User 1	Create Template	Created wire transfer template Template7
11/07/200X; 07:50 AM CST	Wires	Sample User 1	Initiate Batch	Created a batch of 6 wire transfers

BOOK TRANSFERS

Book Transfers provide the ability to transfer funds from school checking accounts to school budget lines for purchases and positions. **All transfers completed by Thursday will be posted on Monday to the generic Oracle budget line 124-57940-119035-904003 (Legacy 280-432-7989-5990).** Once funds are placed on the generic budget line, schools must login to Oracle and do a budget transfer to move funds to appropriate spending budget lines.

Under Book Transfers, the following tasks are available to schools:

- View book transfer activity
- Initiate template transfer
- Approve book transfers
- View reports

A Book transfer is a two-person transaction. An initiator and approver are required. The two individuals can both be approvers; however, users cannot approve a transaction that he/she initiated.

View Book Transfer Activity

The View Book Transfer Daily Activity screen lists book transfer transactions and the status of each transaction. These transactions cannot be modified or deleted unless they are in a pending approval status or are future dated.

If there are any transfers to approve, the approver can click the link to view only those transactions requiring approval.

View Book Transfer Daily Activity

[Help with this page](#)

Logout

You have 12 book transfers pending approval. [Click here to view list and approve.](#)

[View Reports](#)

[Printable format](#)

Book Transfers 1 - 50 of 550

1 2 3 4 5 6 7 8 9 10 [Next >](#) [Next 10 >](#)

Beginning Date
(MMDD/YYYY)

Ending Date
(MMDD/YYYY)

[View History](#) [Modify](#) [Delete](#)

11/07/200X To 11/07/200X [Search](#)

Select	Effective Date	Amount	Debit Account Number / Debit Account Name	Credit Account Number / Credit Account Name	Template Name	Status	Memo
<input type="radio"/>	01/31/2007	\$1.00	11123456 Pritzker 5	22223456 Central Office - Billing	Pritzker 5 to CPS	Completed	View
<input type="radio"/>	01/31/2007	\$3.00	11123456 Pritzker 5	22223456 Central Office - Billing	Pritzker 5 to CPS	Completed	View

[View History](#) [Modify](#) [Delete](#)

Initiate Template Transfer

To initiate a book transfer, schools **MUST** use the template set up by Central Office.

- Click on Book Transfers to open sub-tasks. Click on **Initiate Template Transfer** link (do not go directly to the Initiate Book Transfer link. Funds will not be moved from this link)
- Select the template by clicking the box on left
- Enter dollar amount
- Enter effective date in MM/DD/YYYY format or click on calendar and select the date. (The Effective Date should be no sooner than the date the Book Transfer will be approved. You will not be able to approve a Book Transfer after its effective date has passed.
- Click Memo. Add brief definition explaining "why" the transfer is being made (i.e. purchase equipment).
- Click Continue
- Review the information and confirm the transfer by clicking the Initiate button.

All Book Transfers require an initiator and approver.

The Book Transfer Template will automatically debit the school account and credit the Central Office account

Select Template and Enter Book Transfer Details: Step 1 of 2

To create a single book transfer or batch of book transfers, select one or more of the templates below, enter the detail information and click Continue.

Step 1

* = required field.

Templates 1 - 50 of 550

1 2 3 4 5 6 7 8 9 10 Next> Next 10>

Search for Template Name

Continue

Search

Select All	Template Name	Debit Account Number / Debit Account Name	Credit Account Number / Credit Account Name	Amount *	Effective Date * (MM/DD/YYYY)	Memo ?
<input type="checkbox"/>	Pritzker 5 to CPS	11123456 Pritzker 5	222223456 Central Office - Billing	\$ 0.00	<input type="text"/>	<input type="button" value="Add Memo"/>

Continue

Step 2

Initiate Book Transfer

Confirm Book Transfer Details: Step 2 of 2

To confirm a book transfer(s), review the fields below to ensure they are correct. Then click Initiate.

Template Name	Debit Account Number / Debit Account Name	Credit Account Number / Credit Account Name	Amount	Effective Date (MMDDYYYY)	Memo <input type="checkbox"/>
Pritzker 5 to CPS	11123456 Pritzker 5	222223456 Central Office - Billing	\$1.00	05/21/2007	

Approve Book Transfer

- Go to Approve Book Transfers link
- Select the transfer to approve by clicking the box on left
- Click Approve

Approve Book Transfer Activity

[Help with this page](#)

[Logout](#)

Book Transfers 1 - 12 of 12

1

Select All	Effective Date	Amount	Debit Account Number / Debit Account Name	Credit Account Number / Credit Account Name	Template Name	Memo
<input type="checkbox"/>	11/07/200X	\$123,444.00	11123456 Pritzker 5	222223456 Central Office - Billing		View

- On the next screen, confirm the transfer by clicking the Approve All button
- Log on to Oracle the next Monday and check if transferred funds are posted on Oracle budget line 124-57940-119035-904003 (Legacy 280-432-7989-5990).
- **Once funds are posted, funds must be transferred to a spending line.**

The Approver can also delete transactions and modify any transaction with a pending status.

INFORMATION REPORTING

SinglePoint Information Reporting allows users to view account summary and transaction detail. You can view previous day account data and other specialized reports. Robust filter options let you view from a broad range of account data down to single transactions. You can also use transaction search to query a broad range of account activity.

The Information Reporting screen displays the school account balances as of yesterday.

Previous Day

[Help with this page](#)

Logout

To view a report on previous day data, select it from the Previous Day Reports list, select a format, and then choose View Report to see the data, or Export Report to save it to another location. For filtering and sorting options, select Filter Report after identifying your report and format.

Reports

Previous Day Reports

Previous Day Summary and Detail ▾

Format ?

PDF ▾

New Report

Filter Report

Export Report

Account Summary for 02/21/2007

Printable Form

Account Name / Account Number	Bank Name *	CCY	Ledger Balance	Collected Balance	Opening Available Balance
School 5 111100000001	US Bank Illinois	USD	\$32,576	\$32,576	\$32,576

To select a Previous Day Reports, click the drop down arrow. Types of Previous Day Reports include:

- Previous Day Summary and Detail
- Previous Day Summary
- Previous Day Detail
- DDA Checks Paid

Reports can be exported into Excel and can be viewed in various formats:

- PDF
- Browser
- CSV

SinglePoint has a filter for reports which enables users to determine which accounts and in what account order the data will appear in the report you are filtering. Each tab is optional. Remember, you will only see your school's account(s).

Accounts

Filter Report

[Help with this](#)

Selected Report

Previous Day Summary and Detail

Format

PDF

Reports

Accounts	Date Range	Transaction Types	Transaction Criteria	Save & Share Filters
----------	------------	-------------------	----------------------	----------------------

Identify which accounts will be included in the report. Use Select All to select an entire list. Use the Control or Shift key to select multiple accounts. Click Remove or Include to move your selection. To change the order in which accounts will appear on the report, highlight the account you wish to move and click Move Up or Move Down.

Accounts Included in Report

Select All

US Bank Illinois School XYZ - 1993000000

Move Up

Move Down

Remove Account

Accounts Not Included in Report

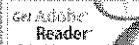
Select All

Include Account

View Report

Cancel

Information Reporting uses Adobe Reader for report PDF format. If you don't have Adobe Reader installed on your system, you can download it by clicking on the Get Adobe button. This button will open a new window and bring you to the Adobe website.



Date Range

Search ranges includes:

1. Entering the beginning and ending dates. Date search will search back 45 days.
2. Selecting the other four date range options (Previous month's activity; Current month's activity; Previous week's activity, Current week's activity).

Filter Report

[Help with this page](#)

[Logout](#)


Selected Report
Previous Day Summary and Detail

Format
PDF


Reports

Accounts	Date Range	Transaction Types	Transaction Criteria	Save & Share Filters
----------	------------	-------------------	----------------------	----------------------

You can filter by a date, date range, or a date range option. For a report on one date, you need enter only the Beginning Date. For a date range, type the dates in both of the date fields or click the calendar icon to select the dates. For a date range option, select from the list of Date Range Options.

Beginning Date (MM/DD/YYYY)
 


To

Ending Date (MM/DD/YYYY)
 

OR

Date Range Options

- Previous month's activity
- Current month's activity
- Previous week's activity
- Current week's activity

Sort by account and add account grand totals for the selected date range. 

[View Report](#)

[Export Report](#)

[Cancel](#)

Transaction Types

NOTE: Items listed in the columns on the left will be included in the report. To remove an item from being included in the report, click the Remove button. The only transaction types schools will need to review are:

- Leger Balance
- Opening Collected
- Number of Debits
- Number of Credits
- Total Debits
- Total Credits

Filter Report [Help with this page](#)

Selected Report
Previous Day Summary and Detail

Format
PDF

[Reports](#)

Accounts |
 Date Range |
 Transaction Types |
 Transaction Criteria |
 Save & Share Filters

Identify the BAI codes for transaction types that will be included in the report. Use Select All to select an entire list. Use the Control or Shift key to select multiple items. Click Remove or Include to move your selection.

BAI Status and Summary Codes
Included in Report ?

Select All

015 - Ledger Balance

040 - Collected + 1 Day

045 - Opening Collected

072 - One Day Float

074 - 2 Day Float

075 - 3 Day + Float

087 - MTD Avg Collected

Remove
Include

BAI Status and Summary Codes
Not Included in Report

Select All

140 - Total ACH Credits

450 - Total ACH Debits

580 - Total CD Presentments

470 - Total Checks Paid

110 - Total Lockbox Deposits

190 - Total Wire Credits

270 - Total ZBA Credits

BAI Detail Code Categories
Included in Report ?

Select All

Credits

No Checks

ACH Credits

Paper Credits

Lockbox Deposits

Wire Credits

Sweeps

Remove
Include

BAI Detail Code Categories
Not Included in Report

Select All

Type individual BAI Summary and/or Detail Codes, separated by commas. To view BAI Summary and Detail Code descriptions, click Search.

BAI Summary and Detail Codes ?

Search

View Report
Cancel

Transaction Criteria

The Transaction Criteria provides a method to search by dollar amount or by the bank's reference number which is listed in the bank statement.


Filter Report

[Help with this pr](#)

Selected Report
Previous Day Summary and Detail

Format
PDF

Reports

Accounts	Date Range	Transaction Types	Transaction Criteria	Save & Share Filters
<p>Transaction Amount Identify the Transaction Amounts to be included in the report. Type the minimum and maximum amounts in the Transaction Amount fields. For a report on all amounts, leave the amount fields blank. For a report on one Transaction Amount, enter the same amount in both amount fields. If you enter a minimum Transaction Amount only, the report will include that amount and any greater amounts.</p> <p>Minimum Transaction Amount Maximum Transaction Amount \$ <input type="text"/> To \$ <input type="text"/></p> <p>Transaction Reference  Identify which Transaction References will be included in the report. Type the minimum and maximum Transaction Reference Numbers in the fields. For a report on all Transaction Reference Numbers, leave the fields blank. For a report on one Transaction Reference Number, enter the same number in both fields. If you enter a minimum Transaction Reference only, the report will include that number and any greater numbers.</p> <p>Transaction Reference Transaction Reference <input type="text"/> To <input type="text"/></p> <p>Sorting Options Identify how the transactions will be ordered in the report. The default sort order is selected for you.</p> <p>Primary Transaction Sort Order <input type="text" value="Transaction Amount"/> <input type="radio"/> Ascending <input checked="" type="radio"/> Descending</p> <p>Secondary Transaction Sort Order <input type="text" value="None"/> <input checked="" type="radio"/> Ascending <input type="radio"/> Descending</p> <p><input type="button" value="View Report"/> <input type="button" value="Cancel"/></p>				

Information Reporting uses Adobe Reader for report PDF format. If you don't have Adobe Reader installed on your system, you can download it by clicking on the Get Adobe button. This button will open a new window and bring you to the Adobe website.



Save & Share Filters

Save & Share filter provides a method to save the search criteria to run the same report later and the ability to share your search filter with other Singlepoint users in your school.

Filter Report [Help with this page](#)

Selected Report Previous Day Summary and Detail	Format PDF
---	----------------------

Reports

Accounts	Date Range	Transaction Types	Transaction Criteria	Save & Share Filters
----------	------------	-------------------	----------------------	---------------------------------

To save these report filters to be used again, type a name for the filters and then select Save Filters. If you wish to share these filters with others, move their usernames into the Share With list.

Report Filters Name [View Names](#) ?

Share With

[Remove User](#)
[Add User](#)

Don't Share With

Select All

Acevedo, Dr Aurelio

Acosta, Alejandra

Akhtar, Saeed

Alfred, Mabel

Aloma, Renee

Alongi, Deborah M

Alvarado, Anna

[Save Filters](#) [Cancel](#) [Cancel](#)

Transaction Search is a **quick search function**. Instead of going through the steps to set up filters, you can do a quick search for transactions stored in previous day data. Search criteria can include: transaction type(s), account(s), transaction date(s) and amount(s). You can also do a quick search by dollar amount or reference number (check number) at the bottom of the screen.

Transaction Search [Help with](#)

To perform a search, enter information below.

* = required field

1. Select Accounts* (hold down the Ctrl key to select multiple accounts)

All Accounts
 1993000000 – School XYZ

2. Select Type of Transaction* (hold down the Ctrl key to select multiple types) ?

Select All [Select from full list of transactions](#)
 ACH Credits
 ACH Debits
 Checks
 Credits
 Debits
 Lockbox Deposits
No Checks

3. Narrow your search using the following criteria.

Enter as much information as you know in the fields below. To search by a single query instead of a range, enter it in the first field.

Date (mm/dd/yyyy) Start Date ? End Date ?

Note: If you do not enter dates, the search will default to the past 45 calendar days or your extended retention period.

Amount From \$ To \$

Transaction Reference ? From To

The Transaction Reference is a quick way to search for a specific check number or range of check numbers.

Enter the range of transaction references you want to see on this report, or leave blank to see all transaction references. Each number must be ten characters in length. Use leading zeros to pad transaction references of less than ten characters. For example, to enter check # 1234, type 0000001234.

HELP WITH SINGLEPOINT

This Help page will only provide generic help with Singlepoint system. For help with Chicago Public Schools accounts, please contact the Consolidated Banking hotline at 553-2766.

SinglePoint Help - Microsoft Internet Explorer

Contents Index Search Glossary

usba
Pay More™

Welcome

All the data and tools you need, in one place.

SinglePoint

Welcome to U.S. Bank SinglePoint®, our suite of online transaction management services. SinglePoint helps you achieve new levels of efficiency by bringing our powerful banking services together in an integrated, easy-to-use Web site.

- **Control employee access** — SinglePoint lets your administrator manage users, assign to accounts and services, assign payment limits, reset passwords, and view audit and reports.
- **Retrieve information and create reports** — SinglePoint lets you view account summaries and transaction detail. You can view previous day and current day account data. Robust options let you view from a broad range of account data down to single transactions. You also use transaction search to query a broad range of account activity.
- **Initiate and manage payments** — SinglePoint is the place to initiate your electronic payments. You can create and store ACH transactions, import ACH data from multiple formats and automatically update notification of changes. You can initiate domestic and international wire transfers, create and maintain repetitive templates, and view wire activity reports. Finally, you can build book transfer templates for one-time or recurring internal transfers.
- **Manage check fraud** — SinglePoint lets you review exceptions over an extended time period, from 9 A.M. to 2 P.M., from multiple accounts. You can view images of exceptions, make pay/return decisions online, and review exceptions on ACH converted items and Positive Pay items.
- **View images** — SinglePoint has a powerful search image engine. It lets you request check

Online Tutorial

For your convenience, U.S. Bank has prepared an online demo which is available on the SinglePoint system so that you can practice and get more familiar with SinglePoint features and functionality. The URL is <http://usbank.com/SinglePoint>.

The login ID is **SPTdemo1** and the password is **efficiency1**.

BANK STATEMENTS, UTILIZATION REPORTS AND CHECK IMAGES

Bank Statements

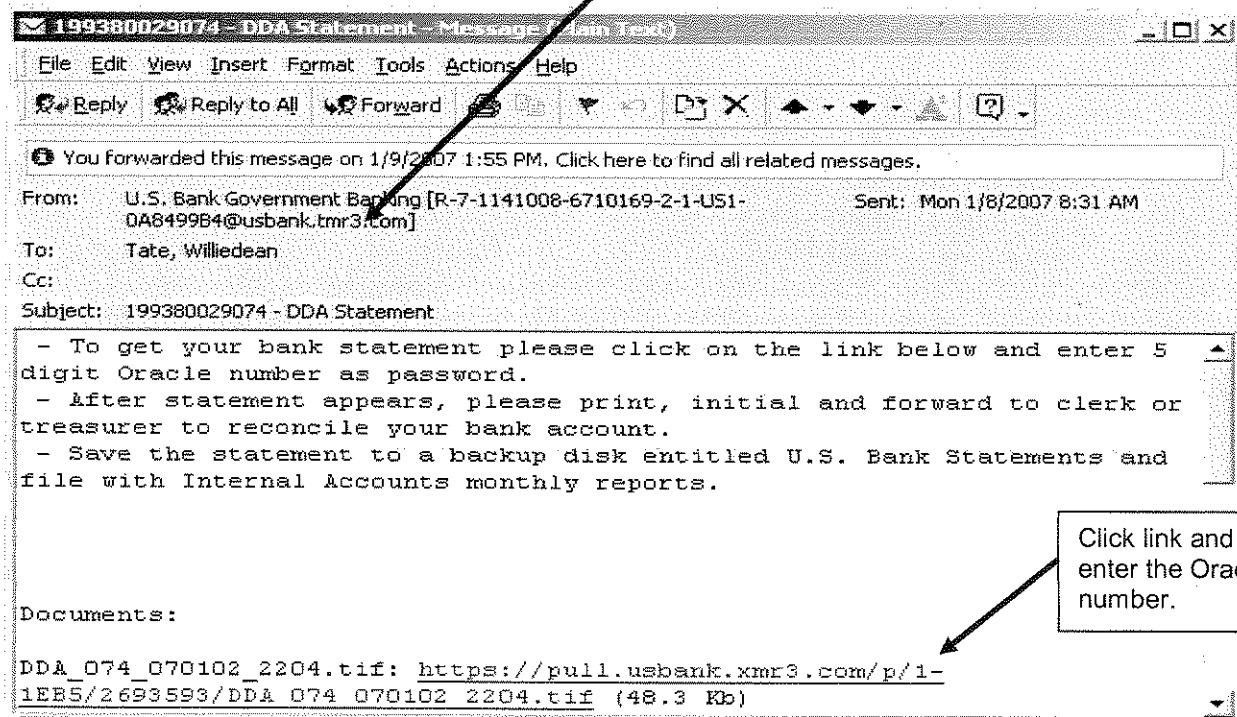
Principals will receive monthly bank statements from U.S. Bank Government Banking via email on the second business day following the end of the month. Users must click on the link and enter the password (Oracle unit number) to access the statements. The bank statement must be viewed by the principal, printed, initialed and then provided to the school staff to reconcile the bank account. Schools should maintain the emailed bank statement file by storing it in a U.S. Bank folder on a computer. The email containing the link will not be accessible after 60 days. To view an actual bank statement, go to Addendum page A-3.

Utilization Reports

Utilization reports are sent via email to principals around the 10th of each month. The password is the Oracle unit number. This report contains information on interest and fees. To view an actual bank statement, go to Addendum page A-4.

If the Principal's email account is full, bank statements and reports will be rejected which will delay the school's reconciliation and submission of monthly internal accounts reports.

These email communications are from U.S. Bank Government Banking.



Images

Images of checks transacted at the bank will be mailed to the school at the end of each month on a CD. When the CD is placed in the computer, the installation program should start automatically. If it does not, use Windows Explorer to locate and run install.exe from the CD. Schools must set up a Master-User responsible for creating other users. The Master User cannot be deleted and the login ID and password must be recorded in a secure location. See Addendum page A-5 for instructions.

Contact U.S. Bank Customer Service at 800/706-4727 for issues with bank statement and utilization reports.

Contact U.S. Bank at 800/504-0411, Option 3 for assistance and/or issues with the Archive Image CD.

SECURE DEPOSIT HANDLING

School Deposit Handling

Schools may be held accountable for not following best practices funds handling procedures. Schools following best practices will be less likely to have problems regarding their handling of funds and have reasonable explanations if problems occur. Best practices for school funds handling includes:

- Schools should add the endorsement stamp to checks and negotiable instruments immediately upon receipt.
- Schools should accumulate and count funds as soon as possible after receipt.
- Two parties should count all deposits and initial receipt. This will help ensure accuracy and eliminate discrepancies in deposits.
- Counted funds must be put in a tamper evident bag along with the deposit slip. Prepare one deposit slip per bag. The strip with the bag reference number must be removed and stapled to your treasurer's receipt.
- Schools should establish physical control to secure and safeguard cash, checks, and other negotiable instruments received. At a minimum:
 - Cash, checks and other negotiable instruments, not deposited or processed at the end of the day, should be placed in an area secured by some form of locking device such as a safe or vault.
 - Cash, checks and mail containing related receipts should not be left unattended during the day. They should be locked anytime the clerk/treasurer leaves his/her workstation, when appropriate.
 - Access to safes, vaults, or other security devices should be restricted to personnel whose job duties would require such access.
- All funds must be ready for pickup on the scheduled date and time. Drivers will not wait for schools to count and bag money.
- View all bank transactions on the U.S. Bank's SinglePoint online system at least weekly. Deposits made by armored car should be checked two days after the pickup.

-
- Keep a good supply of a tamper-evident bank bags and deposit slips at the schools. To order additional bags, contact Consolidated Banking at 553-2766. To order additional deposit slips, contact U.S. Bank at 800/706-4727.
 - If a school has collected a significant amount of funds and the next armor car pickup is days away, the school can request an *Urgent Pickup Service* (UPS). This form is located on the Consolidated Banking website and must be printed, completed and faxed to Consolidated Banking at 553-2711. Please note that UPS turnaround time is about 48 hours.

Dunbar Armored Car Pickup

Dunbar provides you with a reliable, highly secured pickup and delivery of your daily deposits. Utilizing tamper evident bags, dual (school and armored car carrier) acknowledgement of bags changing hands, and Dunbar's industry leading package tracking technology, Dunbar *D-Trak*®, your funds are accurately and securely tracked and audited automatically. For over 80 years, Dunbar has continued to be an innovative, industry leader in the armored transportation service designed to assist you in meeting your unique security, cash management and reporting requirements. Dunbar carries comprehensive "All-Risk" and "Terrorism" insurance to protect your cash in their custody and uses "All Valuable Shipment" identification cards to let your staff know their guard's identity *before they receipt* for your bank deposit.

U.S. Bank Cash Vault

U.S. Bank cash vaults use automated systems to reduce cash deposit processing time. Armored carriers deliver your school's cash and check deposits to a highly secured cash vault. Deposits are tracked by the system from receipt through verification, allowing U.S. Bank to constantly monitor the status of all deposits. Check deposits go to item processing for credit to your school's account. Most cash deposits will be verified on the same day of receipt. However, due to seasonal volume increases, your deposit may be given provisional credit and standard verification will take place within one business day.

Security is of utmost importance to the U.S. Bank cash vault business. All cash vaults employ camera surveillance, a dual cash processing environment, and have an extensive system with built-in counterfeit detection.

PREPARING FUNDS FOR PICKUP

Schools should follow the instructions below when preparing their internal accounts coin and paper currency for armored-car pickups. Instructions include how to record these deposits.

1. Deposits should not be separated by type of collection (i.e. fundraiser, pictures, and fees). Paper currency should be banded or bundled together with all bills facing the same direction. **Do not tape, paper clip, or staple currency together.** Place coins under \$25.00 in an envelope or plastic bag and then place in the same tamper-evident bank bag as paper currency. Coins over \$25.00 should be placed in a separate tamper-evident bank bag.
2. Prepare a deposit slip in ink and in duplicate for coin and paper currency included in the deposit.
3. Complete all the information requested on the outside of the tamper-evident polybag, following the instructions exactly to secure the seal. All bags and deposit slips must clearly identify the school name, unit number, and deposit date.
4. **All currency and coins must be placed in a tamper-evident bank bag along with a completed deposit slip.** The armored car bags may provide a compartment for the deposit slip. If so, please place the deposit slip in that compartment and the other slip should remain in the deposit slip book or filed in the internal accounts folder for the month. If the bag has no compartment for deposit slips, simply place the deposit slip inside the bag. **Remember...use one deposit slip per bag.**
5. Once the bag has been sealed, the strip with the reference number will be used as your receipt of deposit. Staple this receipt to your treasurer receipt.
6. The armored-car service will provide each school with a log book, bar code labels and a school identification card.

Complete the log book in its entirety with the following information (this information will assist U.S. Bank with researching deposit inquiries):

- Your school name and unit number
- The pre-printed number(s) of the tamper evident bags shipped.
- The total number of bags shipped.
- The total number of deposits in each bag.
- The individual values of those deposits by type.

7. The armored-car driver will place a bar code on each deposit bag, sign the log book acknowledging the pickup, scan the bags and the school identification card.
8. Remember to lock all funds in a safe or vault.
9. Make sure your deposits are ready for pickup. The armored-car service will not wait for deposits.

Every armored-car driver must show his/her identification before picking up deposits.

Deposit slips and armor car bags will be provided to schools. Deposit slips can be obtained through U.S. Bank at no cost to the schools and armor car bags can be obtained through School Financial Services. Contact U.S. Bank at (800) 706-4727 and School Financial Services at 773-553-2766.

For additional information, please see Addendum A-7.

MAKING DEPOSITS

- Each school will have at a minimum once a week armor car pickup. On the scheduled pickup day, the courier will pickup deposits in the lunchroom and in the office.

All CPS armor car pickups are scheduled on Tuesdays, Wednesdays and Fridays.

- Schools can utilize the U.S. Bank branches and branch services such as drive-up windows and night drops. A list of branches is included in the Addenda.
- If schools have collected large amounts of money and require an additional pickup, schools can take money to another school in the area and utilize that school's scheduled pickup.
- Schools can also schedule an Urgent Pickup Service (UPS) by printing a copy of the request form from the Consolidated Banking website and faxing completed forms to 553-2711. Note: Urgent Pickups are not same day pickups.

All funds must be secured in a safe or vault until picked up by the armor car service. All funds must be ready for pickup on the scheduled date and time. Drivers will not wait for schools to count and bag money.

Make sure you check with lunchroom staff to get an idea of the time the courier generally picks up deposits.

Funds picked up by armor car service should be recorded in Internal Accounts on the date the courier signs for the deposit or the date the bank actually credits the account. This information can be viewed on SinglePoint.

Making Deposits at the Branch

Although schools can make deposits at bank branches, schools must first utilize the armored car service. Schools should remember that the following branch deposit procedures will make visits to the branches more efficient:

- The bank tellers will accept cash and deposits from schools up to \$3,000 in currency during regular banking hours. Schools can deposit unlimited number of checks with the teller.

- Cash deposits presented at the branches larger than \$3,000 in currency must be dropped off at the teller for post-verification (prepared in tamper-evident bag and left with teller to be counted later) or dropped off at the drive-thru window in the first lane where a commercial teller is present. Deposit receipts will be mailed to schools within 24 hours. Schools can verify the processing of the deposit via Singlepoint. Bank branches will have the required post verification and drop-off forms available for schools to complete.
- Most branches do not have the ability to count coins so coins should be sent via armored car if the amount exceeds \$10.
- Branches with drive-up windows will accept school deposits. Deposits should be prepared in the tamper-evident deposit bags with a deposit slip.

Deposit Differences

On deposits, U.S. Bank will notify schools of all differences greater than \$10 through a mailed advise or via phone. For discrepancies over \$100.00, the cash vault will call the school. Deposit adjustments will appear as a separate credit or debit on your bank statement.

RECORDING BOOK TRANSFERS IN M.Y.O.B.

MYOB Journal Entry to Record Book Transfer of Money to the Central Office.

1. From the Command Center window click the General Journal Icon.
2. Click the General Journal box.
3. Enter the date of the transaction in the date box.
4. Enter "Transfer funds to Central Office" in the Memo box
5. Enter the MYOB account number the money is being transferred out of in the first Account Number box, press the tab key and enter the amount of the transfer in the Debit Column.
6. Click the next Account Number box and enter account number 1-1100 and press the Tab key twice, click record.

ESCHEAT PROCEDURES FOR SCHOOLS CLOSING AN ACCOUNT

All checks that are six months or more outstanding and meet the escheat requirements must be escheated to the Board. Schools must follow the escheatment process outlined below.

Procedures

1. Using M.Y.O.B., identify the checks written on the old bank account that are currently outstanding.
2. Investigate each check to determine if it can be removed by a journal entry because it is:
 - The result of a duplicate entry.
 - A duplicate payment.
 - Written but not used.
 - Replaced by another check or checks.
 - To be replaced.
 - Any other reason why the payee is not entitled to the check.
3. If the check can be removed, remove it.

If any currently outstanding checks remain, the following actions must be done in a single M.Y.O.B. session. General Journal transactions other than escheat transfer entries should not be made in this session.

1. If you have not created an Escheat account, create a new account number 2-1130 account name Escheat.
2. Make a general journal entry for each outstanding check written on the old bank account determined to be entitled to the payee as follows: enter the first day of the next reconciling month, in the date box, enter "Transfer CK xxxxx to Escheat" in the memo box, Debit account 1-1100 for the amount of the check and credit account 2-1130 for the amount of the check.
3. After the last check transfer journal entry is made, exit MYOB using the following steps: Click FILE, Click EXIT, Click SESSION REPORT, Click OK to print the report. Exit MYOB again without a session report and be sure to make a back up.

4. Use the information on the Session Report to complete the **Escheat Data Transmittal Form** (See Addendum page A-17).
5. Write a check payable to Chicago Public Schools from the new U.S. Bank account for the total amount of the checks listed on the Escheat Data Transmittal Form. The allocation account for the check must be 2-1130. The check, Escheat Data Transmittal Form and the Session Report must be sent to School Financial Services - General Accounting (GSR 125, 14th floor). Copies of these documents should be maintained in your files.

(The escheated check(s) should be removed from the outstanding check list during the next reconciliation by clicking each check included in the escheat procedures. And, the corresponding deposit on the reconciled screen).

If an individual or vendor contacts a school to request payment after the school's old account is closed and funds have been escheated to Central Office, the school should:

1. Complete the **Escheat Claim Form** (see Addendum page A-10) by providing the vendor's name and address, check number, date of check, amount of check, and a note describing the purpose for which the check was issued. Please note that by signing the Escheat Claim Form the school is authorizing General Accounting to reissue the check if it is successfully validated.
2. Submit this form to General Accounting via fax (773/553-2731).
3. Request the vendor to contact the General Accounting office (773/553-2720) to review and process their claim.
4. General Accounting will check the information and validate that the funds were received from the school. If validated, General Accounting will reissue a new check to the payee.

A completed copy of the Escheat Claim Form signed by General Accounting will be returned to the school and should be maintained in your files.

INVESTMENT ACCOUNTS

Existing investments in CDs, Money Market Accounts and Treasury Notes may remain with the current institutions until maturity. At maturity, schools have the option of keeping those funds at the present bank or transferring the funds into a new investment account at U.S. Bank earning an institutional rate of return. To transfer funds into a U.S. Bank investment account, the funds **must** first be deposited into the new checking account. The Internal accounts procedure for recording the receipt of checks covering matured investments is as follows:

- Make a Treasurer's receipt for the check (the account to be credited on the receipt form should be 1-3100 – Savings; 1-3200 – Money Market; 1-3300 – CD; or 1-3400 – Treasury Notes). If the check amount includes unrecorded interest make a general journal entry debiting the appropriate investment account for the unrecorded interest amount and crediting the appropriate investment interest account (2-1320 – Money Market; 2-1330 – Savings, 2-1340 – CD; or 2-1350 Treasury Note interest accounts).

To open an investment account with the new bank:

- **By Check:** Write and record a check for the amount of the investment purchase. The allocation account will be 1-3100 – Savings; 1-3200 – Money Market; 1-3300 – CD; or 1-3400 – Treasury Notes.
- **By Direct Withdrawal** (funds are withdrawn automatically from the new U.S. Bank checking account and transferred into the new U.S. Bank investment account): Record the transaction in a general journal entry by debiting the appropriate investment account (1-3100 – Savings; 1-3200 – Money Market; 1-3300 – CD; 1-3400 – Treasury Notes) and crediting the checking account. The memo section should describe the transaction, i.e. "To purchase six month CD".

OTHER BANKING SERVICES

If your school requires additional banking services, U.S. Bank Customer Service is ready to assist. These services include current account balance information, transacting wires, viewing archive images, setting up credit card service, ordering additional check stock, and opening investment accounts.

Customer service can also process stop payments on checks. The fee is \$2.50 per check.

The dedicated U.S. Bank Customer Service team can be reached at 800/706-4727.

For assistance with Archive Image CD, contact U.S. Bank at 800/504-0411, Option 3.

USING COMPUTER CHECKS IN M.Y.O.B.

The M.Y.O.B. System will allow the use of computer checks.

Using Computer Checks will make check writing and posting to the ledger a one step operation. This will reduce the time it takes to write and post checks. It will also enhance posting accuracy.

A handwritten check can still be issued if necessary.

To avoid the possibility of someone inadvertently printing data on your check stock, a dedicated laser or inkjet printer is recommended rather than a shared printer.

Computer checks can be ordered through your bank or they may be ordered directly from your check source.

Most schools presently using computer checks order checks directly from Deluxe printing online at www.deluxe.com or by calling 1-800-329-0304.

If ordering from Deluxe, the following information is needed:

- Bank Account Number
- Routing Number
- Deluxe Item Number – 81004
- How paper forms are fed into your printer (bottom or top of the paper stack and rather face up or face down). To determine how paper feeds in your printer, place a sheet of paper in the feeder tray, mark the paper top and bottom and print a line on it.

Setting up the Printer

- Before you began using computer checks you must align the check stock to your printer.
- Make two or three copies of the first check in your check stock.
- Place the copies facing in the proper direction in the feeder tray of your printer.
- From the Command Center Window in MYOB click Check Book then click the Print Checks button.
- Click in any box on the screen that has an X in it to remove the X.
- Click the Laser Checks button.

- Click the Print alignment Checks button.
- Review the printed copy to determine that the printed data is aligned in the right fields.
- If the alignment is off repeat the above steps and make sure you have indicated the use of laser checks. If the alignment is still off from the Print Checks window Click the Customize button and point to the field that need alignment click and drag it to the area that best fits the check form.
- After the check from alignment is complete (a one time adjustment) you may began writing checks.
- Use the same procedure used to record hand written checks accept you must take the X out of the handwritten box.
- After you have recorded the checks that need printing arrange the check stock in check number order according to how paper is feed from your printer tray and place the check stock in the printer feeder tray.
- From the Command Center Window Click the Print Checks button.
- From the Print Checks window click the Unprinted Checks Only box then click OK.
- The *Review Checks Before Printing* screen appears. If you see check waiting to be printed other than the checks you wish to print (checks that were handwritten) you will have to click cancel, click the Print Checks button and enter the range of checks you wish to print. The reason you have the handwritten checks available to print is because when the handwritten checks were recorded the Handwritten Box was not checked as required.
- If you wish to remove the handwritten checks from the to be printed list from the Command Center Click Transaction Journal, click the Disbursement Folder tab, enter the date of the first check on the list in the From Date box and press the enter key.
- You may then click in the arrow of each check transaction and click on the Handwritten Box to place an X in the box and click the OK button. Repeat this step until all of the checks have been marked. In the Print Checks Screen Click the Unprinted Checks box.

SUPPORT AND CONTACT INFORMATION

U.S. Bank

- Customer Service - (800) 706-4727
- Customer Service Email – commercialcustservicemilwaukee3@usbank.com
- Archive Image CD – (800) 504-0411, Option 3

Chicago Public Schools

▶ School Financial Services

- Consolidated Banking Hotline – (773) 553-2766
- Consolidated Banking Email – consolidatedbanking@cps.k12.il.us
- Consolidated Banking Websites -
<http://www.guia.com/pages/consolidatedbanking.html>
<http://www.cps.k12.il.us/AboutCPS/Departments/finance/consolidatedbanking/>

▶ Business Service Centers

- BSC North – 535-5960
- BSC Central – 535-8654
- BSC South – 535-7030

ADDENDA

ADDENDUM

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U.S. Bank Branches

U. S. Bank Branches Locations

<i>Branch</i>	<i>Address</i>	<i>City</i>	<i>Night Drop</i>	<i>Hours</i>
Edgewater	5340 N. Clark	Chicago	Yes	9:00 - 5:00 M - T 9:00 - 6:00 F
Belmont	5850 W. Belmont Ave.	Chicago	Yes	9:00 - 5:00 M - T 9:00 - 6:00 F
Rookery Building	209 S. LaSalle St.	Chicago	No	8:30 - 5:00 M - F
Chicago River	360 N. Michigan	Chicago	Yes	9:00 - 5:00 M - F
West Town	745 N. Milwaukee Ave.	Chicago	Yes	9:00 - 5:00 M - F
Lincoln Park	1953 N. Clybourn	Chicago	Yes	9:00 - 5:00 M - T 9:00 - 6:00 F
25 East Washington	25 E. Washington St.	Chicago	Yes	8:30 - 5:00 M - F
Kedzie	3611 N. Kedzie Ave.	Chicago	Yes	9:00 - 5:00 M - T 9:00 - 6:00 F
Oak Park, IL	104 N. Oak Park Ave.	Oak Park	Yes	9:00 - 5:00 M - T 9:00 - 5:00 F
Burbank	5440 W. 87th St.	Burbank	Yes	9:00 - 5:00 M - T 9:00 - 6:00 F
Austin	5201 W. Madison	Austin	Yes	9:00 - 5:00 M - F 9:00 - 5:00 S

U.S. Bank Branch Guidelines

Only customers of USB can use any drive up or walk up facility. Non-customers cashing checks must use the lobby.

In all branches there is a limit to the amount of cash that is given, the lowest limit is \$1,000.00 highest \$1,500.00.

At all branches deposits and withdrawals and loan payments are allowed at drive and walk up facilities.

If a deposit is so voluminous that it fails to fit in the tube/drawer, or I had many transactions, schools should use the lobby instead of the drive-up.



Business Statement
Account Number:

ST01 02301 0125
Statement Period:
Jun. 01, 2007
through
Jun. 30, 2007
Page 0001 of 0002

P.O. Box 1800
Saint Paul, Minnesota 55101-0800
2301 TRN Y ST01

To Contact U.S. Bank
24-Hour Business
Solutions: 1-800-873-3555

ELEMENTARY SCHOOL
ELEMENTARY SCHOOL #24231
C/O LINDA JOBE
PO BOX 7900
MADISON WI 53707-7900

Telecommunications Device
for the Deaf: 1-800-685-5685
Internet: usbank.com

Member FDIC

MUNICIPAL INVESTOR NET CHECKING
Account Number:
U.S. Bank National Association
Account Summary

Beginning Balance on Jun. 1	\$ 106,209.93		
Customer Deposits	5	12,530.36	Number of Days in Statement Period 30
Other Deposits	1	369.11	
Checks Paid	58	29,216.40	
Ending Balance on Jun. 30	\$ 89,892.02		

Customer Deposits	Number	Date	Ref Number	Amount
		Jun. 14	7511445949	187.49
		Jun. 14	7511445944	5,925.89
		Jun. 6	7510652321	2,971.00
		Jun. 6	7510652330	822.00
		Jun. 6	7510652326	2,823.98
		Jun. 6	7510652321	2,971.00
Total Customer Deposits				\$ 12,530.36

Other Deposits	Date	Description of Transaction	Ref Number	Amount
	Jun. 14	Electronic Deposit From MAY 200704.344		369.11
		* REF=20071852331473 Y 9366905821INT EARNED		
Total Other Deposits				\$ 369.11

Checks Presented Conventionally	Check	Date	Ref Number	Amount	Check	Date	Ref Number	Amount
	6113	Jun. 4	8892987656	221.00	6147	Jun. 5	7711967708	1,393.75
	6115*	Jun. 25	7513280866	89.58	6148	Jun. 5	8894120796	3,935.25
	6125*	Jun. 28	7513981284	540.00	6149	Jun. 6	7510511787	100.00
	6127*	Jun. 5	7711067709	100.00	6151*	Jun. 5	8894120838	50.00
	6130*	Jun. 4	7518731217	5,810.00	6153*	Jun. 19	7512204078	75.00
	6132*	Jun. 6	7518476967	100.00	6154	Jun. 18	8980882845	150.00
	6134*	Jun. 4	7518742865	277.29	6155	Jun. 11	7614915900	22.79
	6135	Jun. 4	8893824779	356.20	6156	Jun. 7	9191097700	62.00
	6136	Jun. 1	9180452100	675.00	6157	Jun. 20	7512453161	253.09
	6137	Jun. 5	7518149670	53.75	6158	Jun. 20	7512453160	128.74
	6138	Jun. 6	8895189779	123.08	6159	Jun. 13	7615403809	25.45
	6139	Jun. 1	8892563868	460.92	6160	Jun. 12	7615298485	87.38
	6140	Jun. 4	8893624780	382.04	6161	Jun. 12	7615299133	495.00
	6141	Jun. 4	7518737123	3,010.00	6162	Jun. 12	7511316725	98.38
	6142	Jun. 4	8893113170	400.00	6163	Jun. 18	7511840284	42.98

MUNICIPAL INVESTOR NET CHECKING
 CUSTOMER NAME High School
 CUSTOMER ADDRESS
 CUSTOMER ACCOUNT NUMBER
 STATEMENT PERIOD MAY 2007
 DATE 6/14/07

SERVICE CHARGE DESCRIPTION	VOLUME	UNIT PRICE	TOTAL CHARGE	INTEREST PAID
CASH DEP PER \$100-CHICAGO	275	.060	16.50	
CASH DEPOSIT PIECE-CHICAGO	672	.010	6.72	
*TOTAL CASH VAULT			23.22	
ACCOUNT MAINTENANCE	1	5.000	5.00	
DEPOSITED ITEM - LOCAL	84	.070	5.88	
DEPOSITED ITEM - ON-US	3	.070	.21	
DEPOSITED ITEM - REGIONAL	26	.070	1.82	
DEPOSITED ITEM - TRANSIT	10	.070	.70	
PAPER CREDITS	4	.250	1.00	
PAPER DEBITS	134	.040	5.36	
*TOTAL DDA			19.97	
IMAGE CD-ROM	1	3.750	3.75	
IMAGE PER ITEM	134	.010	1.34	
*TOTAL IMAGE			5.09	
DEPOSITED ITEMS RETURNED	2	2.000	4.00	
*TOTAL RETURNED ITEMS			4.00	
SP PREVIOUS DAY DETAIL - ACCT	1	4.000	4.00	
SP PREVIOUS DAY PER ITEM	415	.015	6.22	
*TOTAL SINGLEPOINT			10.22	
**TOTAL SERVICE CHARGE			62.50	
MONTHLY INTEREST @ 4.34%				719.82

HOW TO USE THE ARCHIVE CD

NOTE: *You may need someone with administrative rights to your computer to download the necessary CD. Contact your school tech person for help.*

You will need the "Image Viewer" installed on your computer if you get an error message that you do not have privileges to complete the installation. Contact 3-EXCL and put in a job ticket to add to your computer.

INSTALLATION PROCEDURES

Place CD in CD Rom

The installation program should start automatically.

The **Welcome to InstallShield Wizard** screen appears

Click Next

The **License Agreement** screen appears

Click Next

The **Choose Your Destination** folder appears.

Click Next

The system will install the program in the default drive

The **Select Program Folder** appears.

Click Next

The installation program copies the application files to your computer

A message appears - **InstallShield Wizard Complete**

Click Finish

The **Setup Master User** screen appears

NOTE: The Master User cannot be deleted once set up.

Make sure the Master User ID and password is filed maintained in a secure place where the principal and any other business staff knows where to find it.

Enter - Master User Login Name and password

Confirm the password

Click Setup Master User button

The **Product Manager** screen appears where you can register your data.

The option is pre-selected.

Click Continue

For Location, choose Directory.

Select Browse to navigate to the location of the volume (select the CD-ROM drive).

In the File Open dialog, select the volume and choose **OK**.

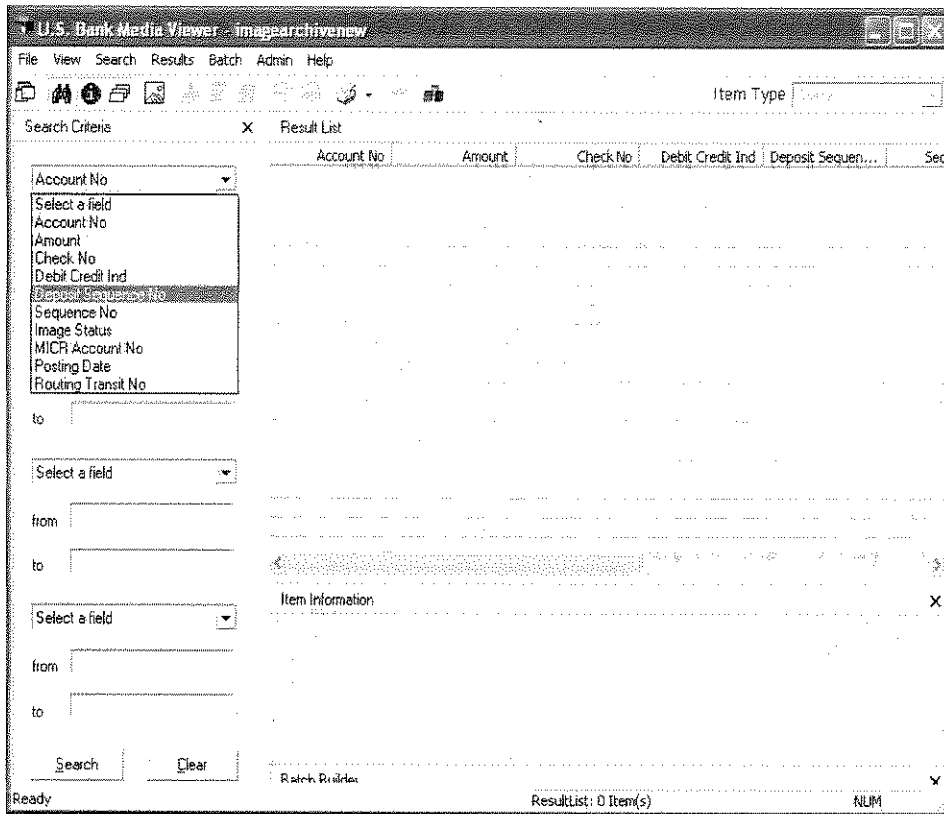
Click **Register**

Message appears - **Import process complete.**

Click **OK**

FIRST TIME VIEWING

The screen below appears.



You can search by:

- Acct #**
- Amount**
- Check #**
- Debit Card Ind**

Indicates if the check is a debit (check) or credit (deposit). A zero stands for debit and a 1 stands for credit

Deposit Sequence No

10 digit bank sequence number assigned to deposits when processed.

Sequence No
Image Status

0 means the mage is the original check image. 1 means the image is an image replacement document)

MICR Account No
Posting Date
Routing Transit No

Bank acct no.

Bank routing #

Once you have selected your search criteria, the search results will appear.
 To view all info, scroll to the right or view the information in the Item Information box.

U.S. Bank Media Viewer imagearchiveweb

File View Search Results Batch Admin Help

Item Type [dropdown]

Search Criteria X Result List

Amount [dropdown]
 from [0]
 to [9999999]
 Select a field [dropdown]
 from []
 to []
 Select a field [dropdown]
 from []
 to []
 Select a field [dropdown]
 from []
 to []
 Clear

Account No	Amount	Check No	Debit	Credit	Ind	Deposit Sequen...
199355514407	\$256.00	1288			0	0
199355514407	\$47.40	1289			0	0
199355514407	\$204.28	1290			0	0
199380029629	\$67.00	3000			0	0
199380029215	\$580.00	19105			0	0
199380029173	\$35.00	1353			1	8991639098
199380029579	\$35.00	1004			1	8991855650
199380029082	\$50.00	6012			1	7717319650
199380029306	\$50.00	10554			1	7717319650
199380028936	\$50.00	1010			1	7717319650
199380029090	\$50.00	1907			1	7717319650
199380029355	\$60.00	2627			1	8991815257
199380029561	\$67.04	4081			1	7717319650
199380029355	\$78.00	2633			1	7717319650
199380029215	\$78.00	19106			1	8992006244
199380029215	\$95.00	19097			1	7717319650
199380029215	\$96.50	19073			1	8991771257
199380029306	\$100.00	10555			1	7717319650
199380029082	\$100.00	6013			1	7717319650
199380029322	\$115.00	1006			1	7717311674

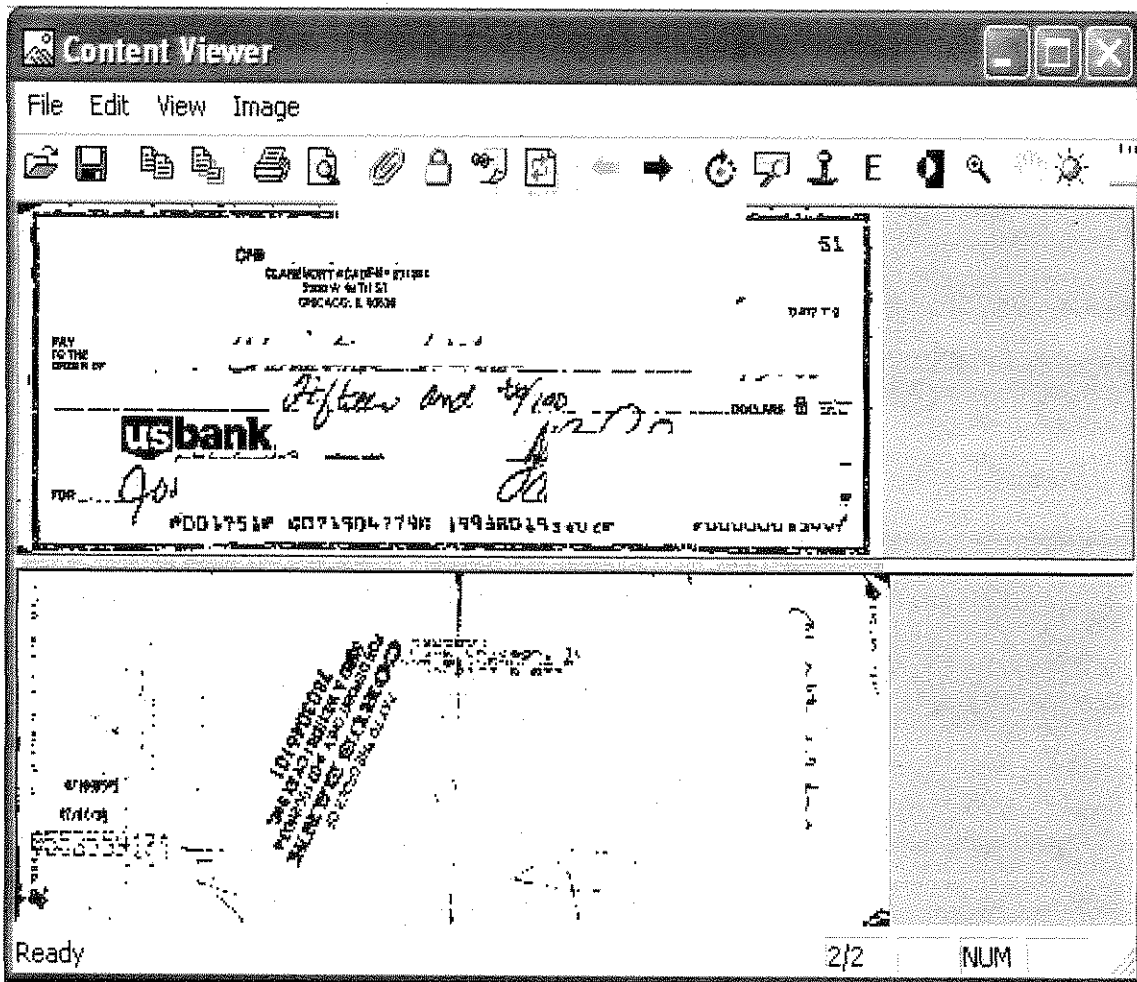
Item Information X

Batch Builder

Ready ResultList: 1091 Item(s) NUM

To view image of checks, double click the item.

The image appears in the content Viewer screen. From here you can copy, print or save the image.



ACCESSING A NEW MONTH'S CD

- Log into the system
- At the main screen, click File
- Click Volume Manager
- The Volume Manager screen appears

Volume Manager

Imported volumes

Volume ID	Account No	Amount	Check No	Debit Credit Ind	Deposit
V200701041018074048	199293862017 - 199...	\$4.79 - \$46883.39	1000 - 24405	0 - 1	0 - 9190
V20080804224915481	173399304 - 199701...	\$0.95 - \$51338.43	0 - 9004771	1 - 1	716514

← [Navigation icons] →

Show labels Show creation dates

Volume setting

Set to all imported volumes

Set to selected volumes:

Volume ID	Account No	Amount	Check No	Debit Credit Ind	Deposit
V200701041018074048	199293862017 - 199...	\$4.79 - \$46883.39	1000 - 24405	0 - 1	0 - 9190
V20080804224915481	173399304 - 199701...	\$0.95 - \$51338.43	0 - 9004771	1 - 1	716514

← [Navigation icons] →

Item Type:

The top of the screen is a list of Imported volumes that have previously been viewed.

The middle of the screen is the Volume setting. The default is set to Selected Volumes. This selection will limit your search to only those volumes you select.

To view one of the Imported volumes, click to highlight and then click Add to Selection.

The highlighted volume will appear at the bottom of the screen.

Note: Every volume that appears on the bottom of the screen are selected volumes and will be included in your search.

If you only want to search through one volume, you must remove any volumes you do not need.

If the top of the screen does not include the volume you want to search, after you have placed the CD in your computer, click File; click Volume Manager

Click Import button.

Select Directory.

Click Browse

Click CD Rom Directory and Click OK

The New Volume ID appears

Click Import button.

A message appears - Import Process Complete.

On the Volume Manager screen, select new volume ID

Click Add to Selection

The new volume CD will now be listed as a selected volume at the bottom of the screen .

Note: all CD volumes listed at the bottom of the screen will be included in your search.

Dunbar D-TrakSM

Shipping & Receiving Instructions



Please complete BEFORE the Dunbar Guard's arrival.

1. Enter packages to be shipped into your "Red Book".
Use one-line for each package being shipped, except that you may enter the total number of coin bags or boxes on the same line.
2. Attach a bar code label to each package being shipped.

- Bulk coin shipments do not require a bar code label.

- Dunbar will supply a booklet of bar code labels that will remain at your location.

When the Guard Arrives (Deliveries)

A. Verify the Guard's AVS Identification badge.

- The Guard will scan your Location Card with the D-Trak device.

- Your Location Card should be adhered to the front of your "Red Book".

B. Inspect and count package(s) being received.

C. Enter the number of packages being received and scan your Authorization Card.

Do not give your Authorization Card to the Guard.

D. Sign the D-Trak screen.

DELIVERY VERIFICATION BOBBY'S ELECTRONICS

Delivering Packages To: BOBBY'S ELECTRONICS TRAINING

Delivery From	Pkg Qty/S.T.C.	Bank
BANK ONE TRAINING	2	\$1,000.00
		ASG

Total Pkg Count: _____ Manager ID: _____

Pick Up From: BOBBY'S ELECTRONICS TRAINING

Delivery To: BOBBY'S ELECTRONICS TRAINING

Currency: P, M, D

Checks: \$500,000.00 H, C

Totals: \$0.00 \$1,000.00

Manager Signature: _____

D (points to signature area)

When the Guard Arrives (Pick up)

1. Verify the Guard's AVS Identification badge.

- The Guard will scan your Location Card with the D-Trak device.

- Your Location Card should be adhered to the front of your "Red Book".

- The Guard will verify your package(s) and sign your "Red Book".

- The Guard will scan the bar code on each of your packages and will enter your bag number (if any) and each declared value.

2. You will verify the information, enter the quantity of packages being picked up and scan your Authorization Card into the D-Trak device.

Do not give your Authorization Card to the Guard.

3. Sign the D-Trak screen.

PICKUP VERIFICATION BOBBY'S ELECTRONICS

Pickup Packages From: BOBBY'S ELECTRONICS TRAINING

Deliver Packages To: BANK ONE TRAINING

Pkg Qty: 2 Pkg Said to Contain: \$3,023.62

Manager ID: _____

Pickup From: BOBBY'S ELECTRONICS TRAINING

For Delivery To: BANK ONE TRAINING

Pkg Qty: _____ Pkg Said to Contain: _____

Manager Signature: _____

3 (points to signature area)

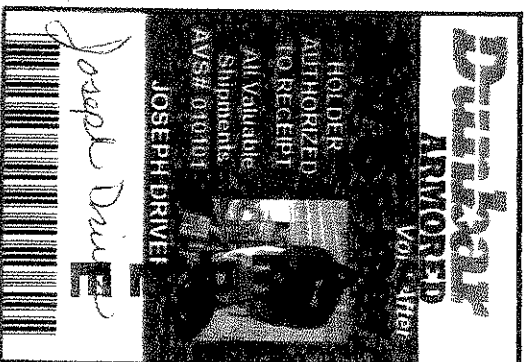
Questions or concerns regarding these procedures, please contact our Customer Service department at (800) 888-2129, ext. 1790.

HOW TO IDENTIFY A DUNBAR GUARD

Under no circumstances should you release your valuables to anyone, even if they appear to be wearing a Dunbar uniform, unless they display an All Valuable Shipments Card (A.V.S.). This unique identification card is strictly controlled by Dunbar management. It contains a computer generated color photograph of the employee, an employee description, his/her name in type, the employee's signature, A.V.S. card number, and the name and phone number of the Branch where he/she is employed. This card is heavy plastic and is worn around the neck on a chain and clipped to the uniform shirt in plain view for inspection.

No Dunbar Armored employee is permitted to make a pick-up or delivery without his/her A.V.S. card. It is your (the customer's) responsibility to examine this card closely to ascertain that the photograph and information contained match the individual in the Dunbar uniform. After the examination, any questions regarding authenticity should be immediately phoned to the Branch Manager whose telephone number is listed on the front of this book. Any losses that result from your failure to follow these conditions to the contract will be considered a breach of the contract and any claim against Dunbar will be deemed to be waived.

FACSIMILE OF "ALL VALUABLE SHIPMENTS" CARD



DOB: 10/25/1979 Race: WHT Sex: M
Ht: 6' Weight: 180 Eyes: BRN
Hair: BRN Branch: Baltimore
Phone#: 800-830-9611

VOID AFTER 2007

The person whose name, signature & description appears on this card has been authorized to accept & receipt for "All Valuable Shipments" on behalf of Dunbar Armored, Inc. If in doubt about identity of the person possessing this card or if suspicious that an attempt at impersonation is being made, stop & take the time & precaution to call the telephone number shown above before releasing shipment.



Dunbar
ARMORED

Johns School
1300 W. Main

Location/Red Book Card

Please have this card available for the Dunbar Guard upon his/her arrival at your location.

This card should be kept with your Red Book.

It provides identification to our system that the Driver Guard is making a pickup or delivery at the proper location.

3771

Dunbar
ARMORED

Johns School

Authorization/Manager Card

Keep this card separate from your Red Book.

Do not present this card to the Dunbar Guard with your Red Book.

This card represents that an authorized person from your business location has verified the number of packages entered into the handheld device now being picked up by the Dunbar Guard

2914

through force, solvents or chemicals will show visible signs of tampering. Please notify sender immediately.

AMORPAK™

INSTRUCTIONS:

1. Complete required information in all white areas of the bag and the receipt.
2. Write bag number on deposit slip and insert with contents.
3. Tear perforated receipt, remove paper backing from adhesive and fold to line indicated to create tamper-evident seal.

IMPORTANT:

PLEASE BALANCE CONTAINER CONTENTS AGAINST ENCLOSED DEPOSIT SLIP BEFORE OPENING

Company Name: <u>Johaz School</u>	
Location #: <u>1708</u>	Date: <u>8-9-00</u>
Deposit Prepared By: <u>Manager</u>	
Sold to Contain: Cash:	\$ <u>2500.00</u>
Checks:	\$ <u>500.00</u>
Total:	\$ <u>3000.00</u>
Deliver To:	

Dunbar BankPak

1-800-766-9145
Reorder No. 1014APGC
MADE IN USA

CUT HERE TO OPEN — **Dunbar BankPak** — DO NOT CUT HERE TO OPEN — **Dunbar BankPak** — DO NOT CUT HERE TO OPEN

 TO REMOVE CONTENTS -- CUT ALONG BOTTOM DOTTED LINE

Received by **DUNBAR ARMORED, INC.**, a private carrier,

from Johns School, consignee, the following shipments to be delivered to the

respective consignees herein stated. It is agreed that all these packages are to be distinctively and securely sealed by the consignor and that DUNBAR ARMORED, INC., shall in no event be liable for any shortage claimed in any such package which is not so distinctively and securely sealed. Furthermore, DUNBAR ARMORED, INC., shall not be liable for more than the value as herein stated of any such package and, in no event, shall DUNBAR ARMORED, INC. be liable for an amount in excess of the liability assumed in the Service Agreement.

This Section To Be Filled Out By Shipper

This Section By DUNBAR ARMORED

CONSIGNEE	DESCRIPTION	SEALED SHIPMENTS SAID TO CONTAIN					NO. OF SEALED PACKAGES	DUNBAR GUARD TO SPELL OUT NO. OF PACKAGES	RECEIVED BY (Full Signature Required) COUNT YOUR ITEMS BEFORE SIGNING!	TIME OF PICK UP	DATE OF PICK UP	
		MIL.	THOUSANDS	HUND.	TEN	UNIT						CENTS
5/3 Bank	CASH/Check		3	0	0	0	00	1	ONE	Hopper	9:01	9/09

Red Book Procedures -- Currency/Other Shipments

Your deposit must be prepared in advance. This will minimize our premise time and your security risk.

Complete the columns of the Redbook, in ink, as follows:

1. All entries must be made in ink. Do not permit erasures of any kind by our personnel or your employees. To make corrections, simply draw a single line through the entire mistaken line and re-enter the information on the next line. **Customer's Procedures:**
2. Peel the barcode label from the corresponding line and apply to the bag. Be sure to place the correct barcode sticker on correct bag fully covering any previous Dunbar barcode sticker, if any.
3. Enter the bag number (if applicable).
4. Enter a description of the shipment.
5. Enter the dollar figure of your deposit in the space provided. Note: Make sure you double check your packages or containers for proper sealing. Dunbar Armored personnel sign for sealed packages and not a specific dollar figure. If the packages or containers are not sealed properly, Dunbar is not responsible for any shortage claimed with respect to the contents of the packages or containers.

Dunbar Guard's Procedures:

6. The Dunbar guard is required to fill out the Red outlined area of each line when used. This will be done as follows:
7. The guard must sign his/her full signature.
8. The guard must also record the date and time each package is received.

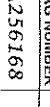
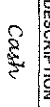
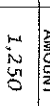
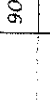
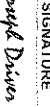
Notice: It is possible that the "Currency/Other Shipment" page (RIGHT SIDE) may be used more often than the "Coin Shipment" page (LEFT SIDE). If this is the case, when the "Currency/Other Shipment" page (RIGHT SIDE) is completed and a new page is started, please start a new "Coin Shipment" page as well, so that the receipt book is open to the currency and coin pages in use at the time.

ALL DAILY CURRENCY AND COIN PICK UP INFORMATION SHOULD BE ON CORRESPONDING (FACING) PAGES.

EXAMPLE:

CURRENCY/OTHER SHIPMENT PAGE

Received by DUNBAR ARMORED, INC., a private carrier, _____ consisting of the following shipments to be delivered to the respective consignees herein stated. It is agreed that all these packages are to be distinctly and securely sealed by the consignor and that DUNBAR ARMORED, INC., shall in no event be liable for any shortage claimed in any such package, which is not so distinctly and securely sealed. Furthermore, DUNBAR ARMORED, INC., shall not be liable for more than the value as herein stated of any such package and, in no event, shall DUNBAR ARMORED, INC., be liable for an amount in excess of the liability assumed in the Service Agreement.

BAG NUMBER	DESCRIPTION	AMOUNT	SIGNATURE	DATE	TIME	SHIPMENT MUST BE PLACED ON CORRESPONDING PACKAGE BARCODE #	SHIPMENT MUST BE PLACED ON CORRESPONDING PACKAGE BARCODE LABEL
A256168	Cash	1,250	06	4/21/2006	2:15 PM	A3864874	
A256169	Checks	2694	88	4/21/2006	2:15 PM	A3864875	
A256170	Cash	958	45	4/22/2006	10:05 AM	A3864876	
A256171	Checks	1265	72	4/22/2006	10:05 AM	A3864877	
						A3864878	

**CONSOLIDATED BANKING
DEPOSIT BAGS
REQUEST FORM**

Please fill the form in its entirety to facilitate the request of additional tamper-evident deposit polybags. This request will constitute a supply of 100 bags and deposit slips. Please safely allot two weeks for delivery of supplies.

To order deposit slips, contact U.S. Bank Customer Service (800-706-4727). Deposit slips are free; however the cost of bags will be billed to your account.

Forms may be scanned and submitted via the consolidated banking email account at consolidatedbanking@cps.k12.il.us or fax to 3-2711.

DATE: _____	
SCHOOL: _____	
UNIT: _____	GSR: _____
INDIVIDUAL REQUESTING SUPPLIES: _____	
TITLE: _____	
CONTACT NUMBER: _____	
EMAIL: _____	

<i>Date Ordered:</i> _____	<i>Date Sent:</i> _____
<i># of Bags Sent:</i> _____	<i># of Deposit Slips Sent:</i> _____
Signed: _____	

**CONSOLIDATED BANKING
INTERNAL ACCOUNTS URGENT ARMOR CAR PICKUP
REQUEST FORM**

Please fill the form in its entirety to facilitate an internal accounts urgent armor car school pickup. **Schools must submit 48-hour advance notice.** Forms may be scanned and submitted via the consolidated banking email account at consolidatedbanking@cps.k12.il.us or fax to 3-2711.

DATE: _____

SCHOOL: _____

UNIT: _____ GSR: _____

PICKUP AMOUNT: \$ _____

PICKUP DATE REQUESTED: _____

INDIVIDUAL REQUESTING PICKUP: _____

TITLE: _____

CONTACT NUMBER: _____

EMAIL: _____

PICKUP JUSTIFICATION:

Pickup Approved: No Yes Approved by: _____

Date & Time Pickup Scheduled: _____

Chicago Public Schools
 School Financial Services – Bureau of General Accounting
 GSR 125 – 14th floor – Phone: 553-2720

ESCHEAT TRANSMITTAL FORM

School Name: _____ Unit: _____ Date: _____

Check #	Check Date	Amount	Individual Name or Company Name	Street Address	City	State	Zip Code	Tax ID # (if available)
		\$						
Total		\$						

Signed by: _____ Title: _____ Phone: _____

ESCHEAT CLAIM FORM

School Name:		
Unit:	Phone:	Date:
Contact Person:		Phone:
Email address:		Fax Number:

Vendor & Check Information

Name	
Address	
Phone	
Check Number	
Date of Check	
Amount of Check	
Purpose of payment	

Signature: _____ Title: _____
(School principal or designee)

For General Accounting Only:

Claim Validated: No [] Yes [] - Date: _____

New check Issued: No [] Yes [] - Amount: \$ _____

Accounting Signature: _____ Date: _____

INSTRUCTIONS FOR SUBMITTING NEW SIGNATURE FORMS:

This form is used to set up and change signatories on the school checking account.

FIRST PAGE – ACCOUNT OWNER PAGE

1. Insert complete name of the school as it appears on your checks.
2. Insert Legacy and Oracle unit numbers.
3. School Address
4. Account number
5. Insert Principal's full name
6. Insert Principal's complete CPS email address (i.e. jdoe@cps.k12.il.us)
7. Principal signs and dates

SECOND PAGE – AUTHORIZED SIGNER PAGE

First line - Insert Principal's full name and name of school

Second line - Principal signs and dates

Remaining lines are for each Authorized User:

- a. Insert Name and Title on first row and have each signer sign on the second row.
- b. If you require more than three signers, print another copy of the form and add additional signers to that form.

SUBMIT FORMS

1. A copy of the completed form should be faxed to us at 553-2711.
(This will expedite the process of updating the bank's system)
2. Each NEW authorized signer, must send a copy of their State ID or Drivers License with the form.
3. The **original** form must be mailed to:
School Financial Services
ATTN: Williedean Tate
14th Floor
GSR 125

The bank will need original form on file.
4. Maintain a copy of the signature form in your files.

CALL THE CONSOLIDATED BANK HOTLINE @ 553-2766
IF YOU HAVE ANY QUESTIONS.



U.S. BANK TREASURY MANAGEMENT SERVICES & ACCOUNT OPENING FORM

School Name: Chicago Public Schools -
please insert full name of school

School Unit : Unit # _____ Oracle # _____

School Address: _____

Organization: Government Entity

Tax Identification Number: 36-6005821

Account Number (to be assigned by the Bank) _____

U.S. Bank's Treasury Management services ("Bank Services") are described in that certain Bank Services Agreement (the "Agreement"), dated October 25, 2006, between U.S. Bank National Association and the Board of Education of the City of Chicago (the "Board") as authorized by the Board in its Board Report 06-0726-PR20 on July 26, 2006. Customer has received and reviewed the Agreement and decided to use one or more of the Bank Services. Customer and Bank agree that the Bank Services shall be governed by the Agreement and also agree to comply with the procedures and instructions contained therein.

ACCOUNT OWNER

The undersigned officer(s), partner(s), owner(s), or otherwise authorized person(s) (the "Authorized Signers"), are each hereby authorized to act on behalf of Customer in all actions taken under the Agreement and amendments thereto from time to time and to enter into any and all transactions contemplated in the Agreement, including without limitation, selecting Bank Services for the benefit of Customer, appointing agents to act on behalf of Customer in the delivery of Bank Services, signing additional documentation that may be necessary to implement the Bank Services and giving the Customer's instructions with regard to any Bank Service, including without limitation, merchant processing, wire transfers, ACH transfers and any other electronic or paper transfers from or to any account Customer may maintain at Bank.

Pursuant to the Agreement, U.S. Bank may, at its discretion, require the Customer to execute additional documentation to implement or amend certain Bank Services. In such cases, documentation necessary to implement or amend such Bank Services shall be signed by at least one authorized signer identified by the Customer. Customer further acknowledges and agrees that U.S. Bank may implement or amend Bank Services based on the verbal, written, facsimile voice mail, email or other electronically communicated instructions that in good faith it believes to have been received by Customer.

Authorized Signer <i>please print full name of principal</i>	Title: PRINCIPAL - <i>please print school name</i>
CPS Email Account: Signature: <i>principal signature required</i>	Date: <i>please insert date above</i>



U.S. BANK TREASURY MANAGEMENT SERVICES & ACCOUNT OPENING FORM

Revision/New Form for:

Unit # _____ School Name: _____ Date: _____

AUTHORIZED SIGNERS

The checks, drafts or other orders for the payment (in the case of wire transfers [including book transfers] as pursuant to the U.S. Bank Wire Transfer Authorization form), transfer or withdrawal of any of the funds or other property of the Customer on deposit with the Bank shall be binding on the Customer when signed, manually or by use of a facsimile or mechanical signature or otherwise authorized, by any one of the individuals listed in the section below entitled "Authorized Signers", and the Bank is hereby authorized to pay and charge to the account of the Depositor any such checks, drafts or other orders so signed or otherwise authorized, including those payable to the individual order of the same person or persons signing or otherwise authorizing the same and including also those payable to the Bank or to any other person for application, or which are actually applied to the payment of any such indebtedness owing the Bank from the person or persons who signed such checks, drafts or other withdrawal orders or otherwise authorized such withdrawals. In particular, and not in limitation of foregoing, such persons may authorize payment, transfer or withdrawal by oral or telephonic directions to the Bank complying with the Agreement.

Authorized Principal Signer <i>please print full name of principal</i>	Title: PRINCIPAL - <i>please print school name</i>
Signature: <i>principal signature required</i>	Date: <i>please insert date</i>

Authorized Signer 1 <i>please print name of authorized signer 1</i>	Title: <i>please print title</i>
Signature: <i>Authorized signer 1 signature required</i>	Date: <i>please insert date</i>

Authorized Signer 2 <i>please print name of authorized signer 2</i>	Title: <i>please print title</i>
Signature: <i>Authorized signer 2 signature required</i>	Date: <i>please insert date</i>

Authorized Signer 3 <i>please print name of authorized signer 3</i>	Title: <i>please print title</i>
Signature: <i>Authorized signer 3 signature required</i>	Date: <i>please insert date</i>