



# CONSOLIDATED BANKING

September 2008  
Newsletter

Chicago Public Schools  
School Financial Services  
Pedro Martinez, Chief Financial Officer  
Consolidated Banking Hotline 553-2766  
Website: <http://www.quia.com/pages/consolidatedbanking.html>  
Email: [consolidatedbanking@cps.k12.il.us](mailto:consolidatedbanking@cps.k12.il.us)

## **WELCOME TO THE START OF THE 2008 SCHOOL YEAR!**

*The Office of School Financial Services in partnership with U.S. Bank and the Business Service Centers continue to be committed to supporting schools and keeping you informed. We have prepared this newsletter to assist school staff with the start of the school-year banking activities. As an extension of the collaborative commitment, the BSC will be hosting training sessions to meet schools' needs to effectively manage, monitor and bank with ease. Also, School Financial Services is diligently working with Dunbar to address the schools' pickup concerns and has updated the Consolidated Banking website. Be sure to visit the website regularly to view pertinent news and information.*

Pedro Martinez  
Chief Financial Officer

## Getting Started . . .

Below is a checklist to avoid and/or minimize disruptions to your school's Consolidated Banking financial operations. Principals, please be sure to:

- Visit the Consolidated Banking website to view information and obtain forms
- Update & submit bank signature form if user modification is made for signers
- Check CPS email account for monthly bank statements and utilization reports
- Reactivate SinglePoint users that were inactivated during the Summer 2008
- Reset SinglePoint users' password for authorized system users
- Ensure availability of Dunbar Armor Car supplies - red log book and school ID cards
- Check deposit bag supply and order checks and deposit slips, if needed
- Complete deposit bag supply form, if deposit bags are required
- Contact the Consolidated Banking Hotline for pickup concerns
- Monitor your account, via SinglePoint, at least once a week

---

*"Save Monthly Bank  
Statements and Utilization  
Reports to designated hard  
drive folder or External Drive."*

---

## Armor Car Pickup Service

To support schools' fund collection activities, secure and reliable armor car services will continue to be provided to schools. Pickups are scheduled for:

### Elementary Schools

Once a week  
Tuesday or Wednesday or Friday

### High Schools

Twice per week  
Tuesday and Friday

**Contact the Consolidated Banking Hotline with questions or to report courier pickup concerns. We are diligently working with Dunbar to correct start of the year pickup issues, your patience is appreciated.**

---

*"SinglePoint will  
inactivate users who  
have not logged into the  
system in 90 days "*

---

## Need Supplies?

To order:

**Checks:** Contact U.S. Bank Customer Service at 1-800-706-4727

**Deposit Slips:** Contact U.S. Bank Customer Service at 1-800-706-4727

**Deposit Bags:** Visit the Consolidated Banking website and complete the Armor Car Tamper Evident Polybag Request form. Fax completed form to 553-2711

## Live Training – BSC to Host Training Sessions

The Business Service Center will host live Consolidated Banking and SinglePoint training sessions for staff in need of a refresher course and for new school staff. Sessions will be held at BSC-Central, 4655 S. Dearborn:

Thur., Oct. 9, 2008 - 1:00 p.m. to 4:00 p.m.

Frid., Oct. 10, 2008 - 9:30 a.m. to 12:30 p.m.

To register, please log-in to <https://pdcentral.cps.k12.il.us/ia/render.userLayoutRootNode.uP>  
Enter your CPS network ID and password. Search for 'BSC Training' and follow the prompts to register.

Contact BSC Central at 535-8654 for registration assistance

## Virtual Training – Web-Based Tutorial and Presentation

In addition to the live training sessions, the following tutorial and presentation was created as interactive training sites to assist in your understanding of Consolidated Banking and ability to navigate U.S. Bank's Single on-line system:

- ▶ UPK Tutorial [http://www.bsc.cps.k12.il.us/c\\_banking.shtml](http://www.bsc.cps.k12.il.us/c_banking.shtml)
- ▶ BREEZE Presentation: [http://admin.acrobat.com/\\_a303966005/p18782583/](http://admin.acrobat.com/_a303966005/p18782583/)
- ▶ Training Manual: <http://www.quia.com/pages/consolidatedbanking.html>



Particularly helpful information on the Consolidated Banking website:

- Quick Reference Guide: <http://www.quia.com/files/quia/users/deantate10/Start-of-School-Year-Quick-Reference-Guide>
- Check list for Deposit Preparation: <http://www.quia.com/files/quia/users/deantate10/Cash-Vault-Services-Preparation>
- How to Use the Archive CD: <http://www.quia.com/files/quia/users/deantate10/CPS-USB-TRAINING-MANUAL-09-08.pdf>
- View U.S. Bank Financial Condition: <http://www.quia.com/files/quia/users/deantate10/U.S.-Bank-Today>