



Chicago Public Schools



Quick Reference Guide **CONSOLIDATED BANKING and U.S. BANK SINGLEPOINT**

SINGLEPOINT

Access to SinglePoint

Go to <https://singlepoint.usbank.com>

To log into SinglePoint, you must enter the customer ID, user ID and password. Customer ID is based on assigned school areas:

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

SinglePoint will automatically inactivate users that have not logged onto the system in 60 days. To avoid inactivation, all users must log-in to SinglePoint at least monthly.

To reactivate principals, principals must call 3-2766 or email request to consolidatedbanking@cps.k12.il.us. The principal must reactivate all other users.

To reactivate users whose password has not expired, select *System Administration* link in the blue navigation box, identify person to reactivate, make sure *Reactivate* is listed in the *Available Actions* box across individual's name, select *Submit*. Next, select *Reactivate*.

To reactivate users whose password expired, follow reactivation steps outlined above. Next, select same individual that was reactivated and in the *Available Actions* box across user's name, select *Reset Password*, then click *Submit*. The system will prompt principals/system administrator to create a temporary password, then select *Save*. Once the user inserts the temporary password, the system will prompt user to create a permanent password. The permanent password must be between 8 and 10 characters and include both letters and numbers.



CAUTION: Principals and users should NOT select the *generate password* link when creating temporary or permanent passwords.

REMINDER: Add SinglePoint website to your internet favorites since you will not receive an icon on your computer for this site.

See Training Manual – Log In Section, Pages 1-2

Manage Users

To ensure that only authorized users have access to your school's account, it is critical that principals manage users and make any necessary user profile modifications. Simply select the *System Administration* link (in blue navigation box), identify person, click drop-down field in Available Actions column and across from user's name, select action – modify, copy, delete, inactivate, or reset password.

Only the System Administrator has the ability to set-up or modify users.

See Training Manual – System Administration Section, Pages 7-12

Manage Account	<p>SinglePoint allows instant internal accounts funds management utilizing the system's robust Information Reporting account data tools and security detection features. Be sure to access your account, at least weekly, and immediately after your deposit has been collected by Dunbar to ensure proper credit of funds.</p> <p><i>See Training Manual - Information Reporting Section, Pages 17-23</i></p>
Manage Personal Settings	<p>SinglePoint's central messaging system entitled, LaunchPoint, serves to alert users when a school account has reached a specific funds balance threshold. Moreover, the system provides users the ability to reset their own passwords.</p> <p>To activate account balance alerts, each user must individually enable the message. Select <i>Personal Settings</i> in the blue navigation box, click <i>Manage LaunchPoint and Messaging</i>, click box across <i>Balance Below Threshold Limit</i>, and any other messages listed, and select <i>Save</i>.</p> <p><i>See Training Manual – Personal Settings Section, Pages 4-5</i></p>
Book Transfers	<p>This feature enables schools to quickly and efficiently transfer funds the checking account to the school's budget lines for purchases and position staffing. Note, two individuals are required, initiator and approver, to successfully transfer funds. Book transfers must be initiated AND approved by Thursday, 3:30 p.m. for funds to be placed on the school's generic budget line (124-57940-119035-904003) the following Monday.</p> <p>To initiate a book transfer, select <i>Initiate Template Transfer</i> link in the blue navigation box, enter dollar amount of transfer, effective date and click <i>Memo</i>. Enter a brief notation of "why" the transfer is being made, (i.e. purchase equipment). Be sure to review the information and specifically the dollar amount and select <i>Save</i>. Next, click the <i>Initiate button</i>.</p> <p>To approve a book transfer, select <i>Approve Book Transfers</i> in the blue navigation box. A list of the book transfer(s) will appear. Click the box located on the left and across the book transfer under the <i>Select All</i> column. Click <i>Approve</i> button. The book transfer(s) will appear on the screen, confirm the information and select <i>Approve All</i> button.</p> <p>WARNING: DO NOT GO DIRECTLY TO INITIATE BOOK TRANSFER link! Funds will not be moved from this link. Also, be sure the approver approves the book transfer(s) by or prior to the effective date initiator selects.</p> <p><i>See Training Manual – Book Transfers Section, Pages 14-16</i></p>

CONSOLIDATED BANKING

Bank Statements	<p>Bank statements are emailed to principals' CPS email account on the 2nd business day of each month. To open the bank statement, click the bank statement link and enter your school's 5-digit Oracle unit number (password). Be sure to print and save actual bank statement to a secure external media device.</p> <p>To add a staff as another recipient of the emailed statement, principal must submit written request and include individual's name and email account. Please submit request to consolidatedbanking@cps.k12.il.us</p> <p>WARNING: If principal's email account is full, the bank statement link will be rejected and schools will not be able to reconcile. If this occurs, call 800/706-4727 and request a copy of your school's bank statement.</p> <p><i>See Training Manual – Bank Statements, Page 25</i></p>
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Armor Car Services School Pickups	<p>To support schools' fund collection activities, secure and reliable armor car services have been scheduled for schools:</p> <table border="0"> <tr> <td><u>Elementary Schools</u></td><td><u>High Schools</u></td></tr> <tr> <td>Once a Week</td><td>Twice Per Week</td></tr> <tr> <td>Tuesday or Wednesday or Friday</td><td>Tuesday and Friday</td></tr> <tr> <td>Effective Sept. 9, 2008</td><td>Effective Aug. 26, 2008</td></tr> </table> <p>Questions and/or concerns regarding the lack of or need of pickups may be directed to the Consolidated Banking Hotline at 3-2766.</p> <p><i>See Training Manual – Preparing Funds for Pickup, Page 30-32</i></p>	<u>Elementary Schools</u>	<u>High Schools</u>	Once a Week	Twice Per Week	Tuesday or Wednesday or Friday	Tuesday and Friday	Effective Sept. 9, 2008	Effective Aug. 26, 2008
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Banking Supplies	<ul style="list-style-type: none"> • To order checks: Contact U.S. Bank Customer Service • To order deposit slips: Contact U.S. Bank Customer Service • To order deposit bags: Complete the form located in the Consolidated Banking website and submit completed form via email to consolidatedbanking@cps.k12.il.us or via fax to 3-2711. <p><i>See Training Manual – Addendum, Page A-14</i></p>								
Training	<p>Please visit the following interactive training sites to assist school staff in their understanding of Consolidated Banking and ability to navigate U.S. Bank's SinglePoint on-line banking system:</p> <ul style="list-style-type: none"> • UPK Tutorial http://www.bsc.cps.k12.il.us/c_banking.shtml • BREEZE Presentation https://admin.acrobat.com/_a303966005/p18782583/ • Training Manual http://www.quia.com/pages/consolidatedbanking.html 								
Support and Contact Information	<p>CPS - School Financial Services Hotline: 553-2766 Fax: 553-2711 Website: http://www.quia.com/pages/consolidatedbanking.html E-Mail: consolidatedbanking@cps.k12.il.us</p> <p>U.S. Bank Commercial Customer Service: 800/706-4727 U.S. Bank Commercial Customer Service Email: commercialcustservicemilwaukee3@usbank.com</p>								