

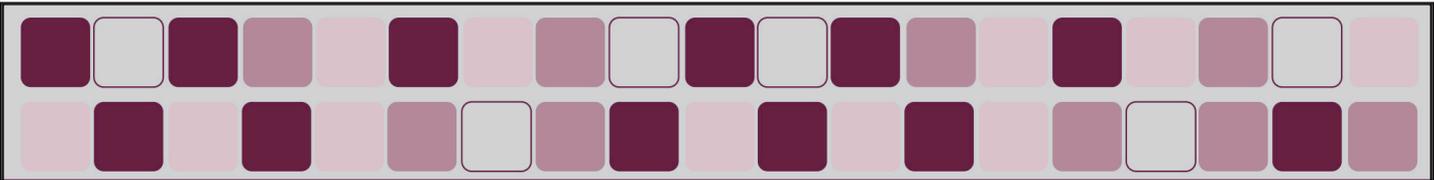
# CASH BOOK SUBMISSION TRAINING (PTG)



PERAC  
**PROSPER**

Sarita Yee, Senior Investment Analyst | PERAC  
February 16, 2023

**Book 4** (PTG)



**LOGIN**

- (1) Enter User Name
- (2) Enter Password
- (3) CLICK **Sign In**

**PROSPER** | Massachusetts Public Employee Retirement Administration Commission

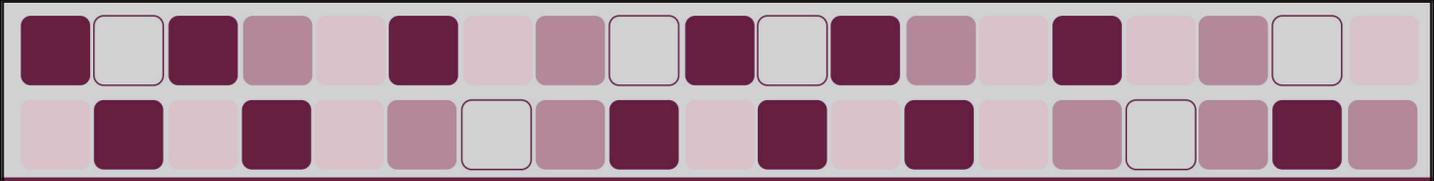
User Name

Password (Case-sensitive)

[Forgot Password?](#)

[Accessibility Policy](#) [Site Policies](#) [Contact Us](#)

Slide 2



**LOGIN** (Cont'd)

- (4) Enter Answer to Security Question(s)
- (5) CLICK **Submit**

**PROSPER** | Massachusetts Public Employee Retirement Administration Commission

**Security Question**

Question  
What is the street number of the house you grew up in?

Answer\*

Slide 3

**NOTES:**

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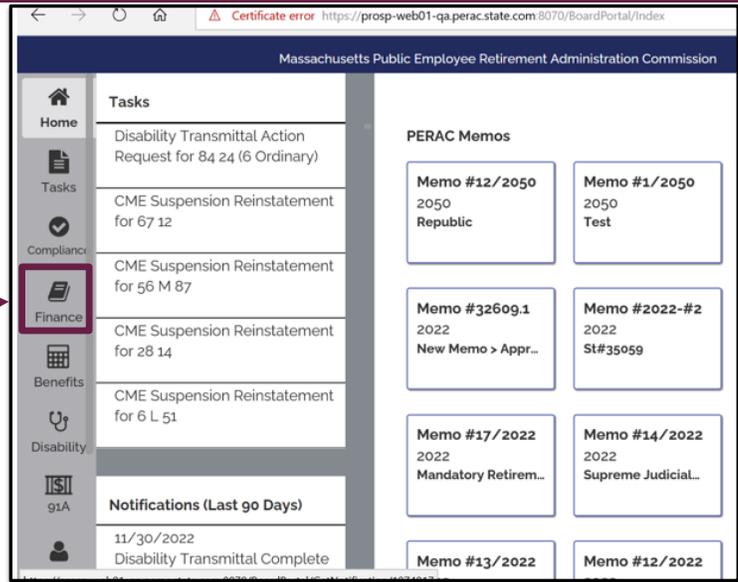
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**LAND ON "HOME" PAGE**

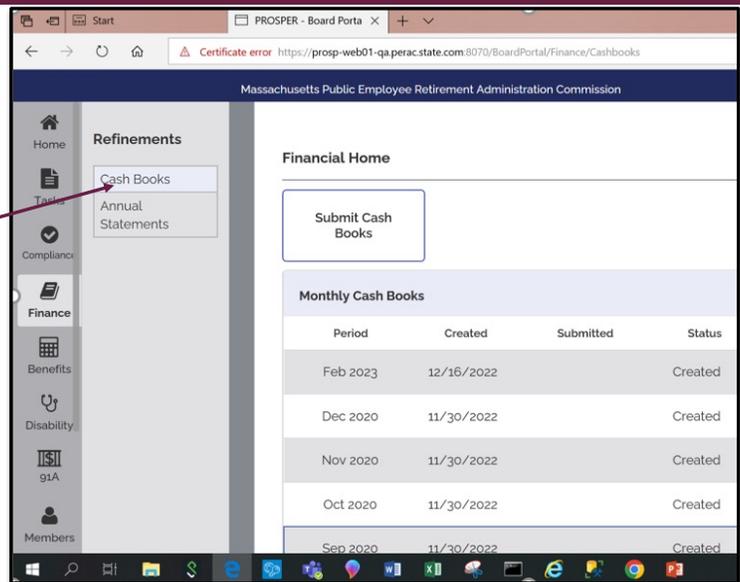
(1) CLICK Finance Tab



Slide 4

**LAND ON "FINANCIAL HOME" PAGE**

(1) CLICK Cash Books



Slide 5

**NOTES:**

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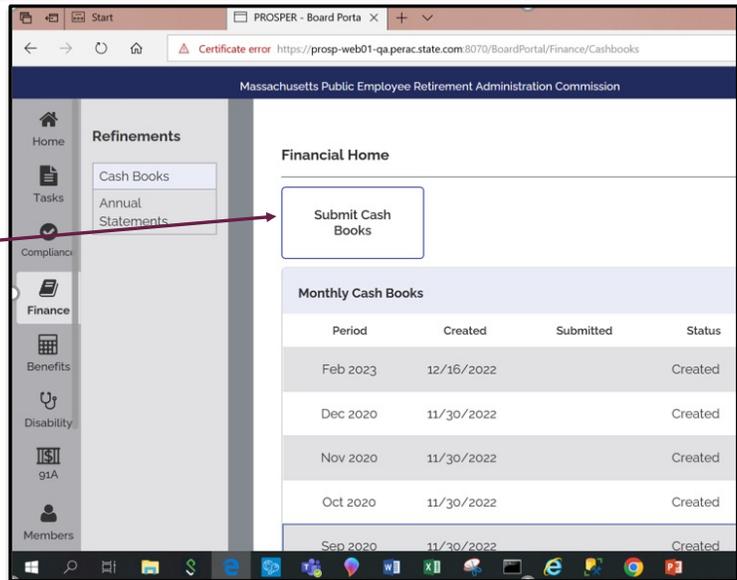
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## LAND ON "CASH BOOKS" PAGE

(1) CLICK on **Submit Cash Books**



Slide 6

## SUBMITTING CASH BOOKS

(1) Select Month

(2) Select Year

(3) CLICK **Next**

The screenshot shows a "Cash Books Submission" dialog box. The "Period Selection" section contains two dropdown menus: "Month\*" with "Jan" selected and "Year\*" with "2023" selected. At the bottom right, there are two buttons: "Cancel" and "Next". A red arrow points from the text "(1) Select Month" to the "Month\*" dropdown. Another red arrow points from "(2) Select Year" to the "Year\*" dropdown. A third red arrow points from "(3) CLICK Next" to the "Next" button.

Slide 7

## NOTES:

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## SUBMITTING CASH BOOKS (Cont'd)

(4) CLICK Trial Balances (TB) – Year to Date (YTD)

Forms	Complete	Attachments
Trial Balances (TB) – Year to Date (YTD)	–	
Adjusting Journal Entries (AJE)	–	
Cash Disbursements (CD)	–	
Cash Receipts (CR)	–	
General Ledger (GL)	–	
Additional Documents		Activate Windows Go to Settings to activate Windows

Withdraw Submit

Slide 8

## UPLOAD Doc(s)

(1) CLICK Add Attachment

Cashbooks

Trial Balances (TB) – Year to Date (YTD) (Please Attach)

No attachments uploaded.

Add Attachment

Cancel Save

Slide 9

## NOTES:

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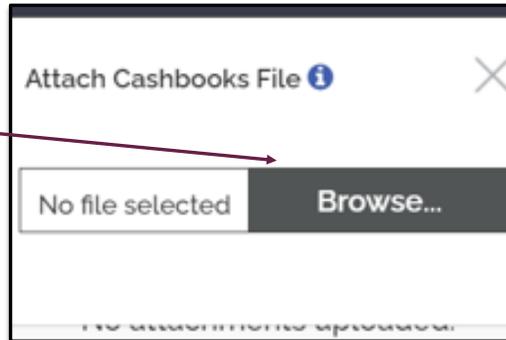
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**UPLOAD Doc(s)** (Cont'd)

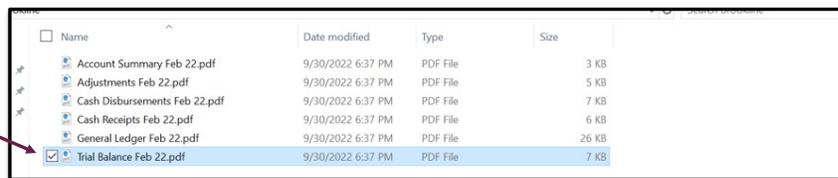
(2) CLICK **Browse**



Slide 10

**UPLOAD Doc(s)** (Cont'd)

(3) SELECT correct file



Slide 11

**NOTES:**

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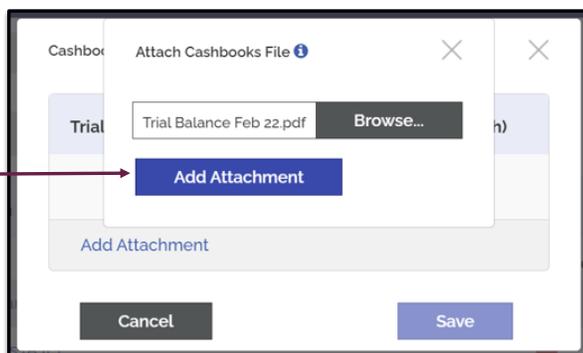
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## UPLOAD Doc(s) (Cont'd)

(4) CLICK **Add Attachment**

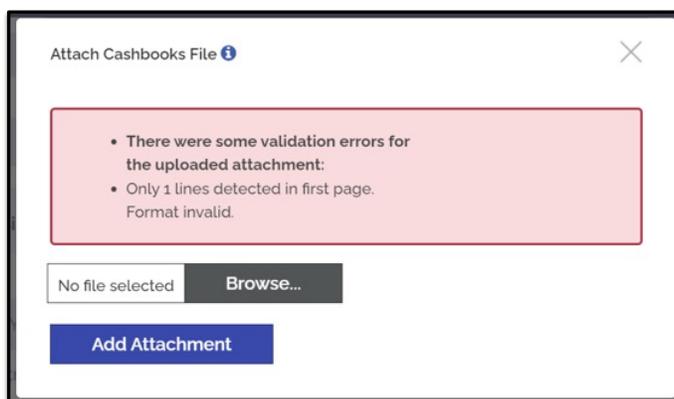


Slide 12

## PROSPER will do Validation for PTG with **READABLE PDFs**:

- Upload should have File NAME in first row.  
EX: Trial Balance should have "Trial Balance" in first row.
- Board Name
- Period submitting

IF File does NOT pass validation, you should receive **ERROR** message indicating what needs to be changed.



### **EXAMPLE:**

BOARD NAME	<b>Trial Balance</b> For Period 02/01/2022 Through 02/28/2022	04/26/2022 08:50:59 Page: 1
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Slide 13

## NOTES:

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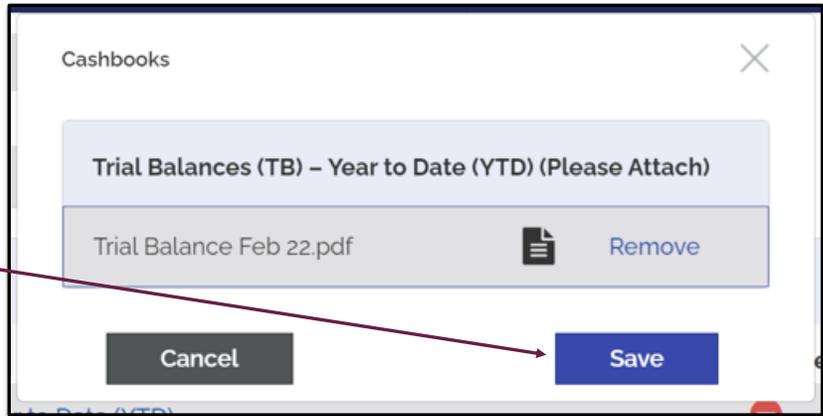
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**UPLOAD Doc(s)** (Cont'd)

(5) CLICK **Save**



Slide 14

- You will now see the **Complete** is a **Green** Check and the **Attachment** is there
- Repeat same 5 STEPS for Other Uploads:
  - Trial Balance
  - Adjustment Reports
  - Cash Disbursements Reports
  - Cash Receipts Upload
  - General Ledge Upload
  - Other Docs (IF APPLICABLE)



Slide 15

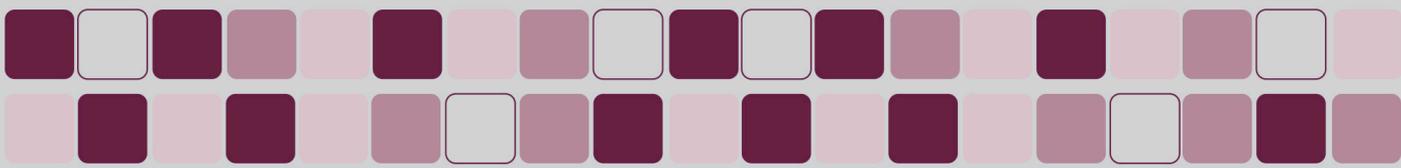
**NOTES:**

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# Upload Rules

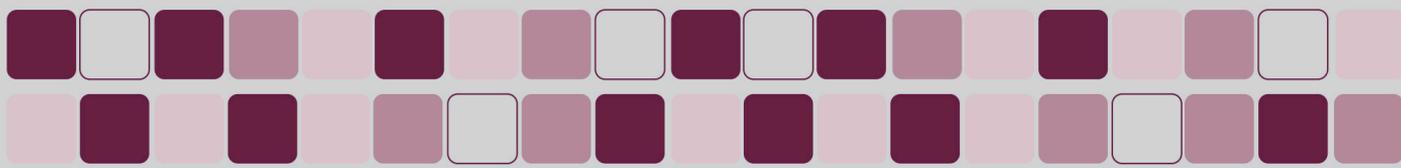
## REQUIRED DOCS

- Trial Balance (must be READABLE PDF format)
- Adjustment Reports (must be READABLE PDF format)
- Cash Disbursements Reports (must be READABLE PDF format)
- Cash Receipts Upload (must be READABLE PDF format)
- General Ledger Upload (must be READABLE PDF format)

## ONLY IF APPLICABLE

- Other Docs

Slide 16



Once ALL Required Documents are uploaded, documents can now be **Submitted**

Forms	Complete	Attachments
Trial Balances (TB) - Year to Date (YTD)	✓	📄 1
Adjusting Journal Entries (AJE)	✓	📄 1
Cash Disbursements (CD)	✓	📄 1
Cash Receipts (CR)	✓	📄 1
General Ledger (GL)	✓	📄 1

Additional Documents

Withdraw Submit

Slide 17

### NOTES:

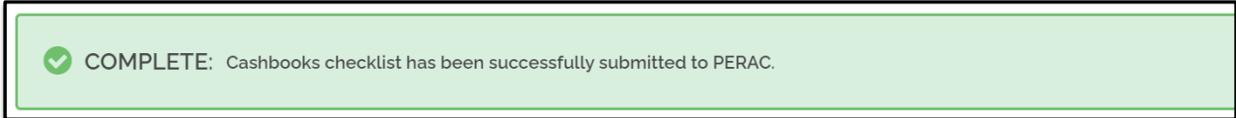
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- Once **Submitted**, you will receive a Message of Completion



Slide 18

- You can go back to the **Financial Home Page** and see that the CashBook Docs have been Submitted.

Submit Cash Books					
Monthly Cash Books					History
Period	Created	Submitted	Status	Completed	Submission #
Feb 2023	02/08/2023		Created		1
Jan 2023	01/25/2023	02/07/2023	Rejected		1
Jan 2023	02/07/2023	02/07/2023	Submitted		2
Feb 2022	02/08/2023	02/08/2023	Submitted		1

Slide 19

**NOTES:**

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PERAC can either APPROVE or REJECT the submission.

Once the person logs in and goes to the Finance Tab and Click CashBooks, they will be able to see the STATUS.

Period	Created	Submitted	Status	Completed	Submission #
Jan 2023	01/25/2023	02/07/2023	Rejected		1

Slide 20

IF REJECTED, they will be able to click on the submission and they will see an **ALERT** as to why.

**ALERT** - This Cashbooks Submission has been rejected with the following comment:

- Testing - rejected for test - Dan M Boyle on 2/8/2023

**Cash Books Submission Checklist**

Comments	Date	Updated By	Document	Internal
	Not found			

**Submission Information**

Period:	Feb 2022
Submitted:	02/08/2023

Slide 21

**NOTES:**

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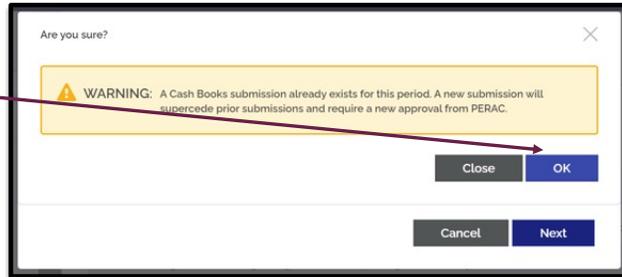
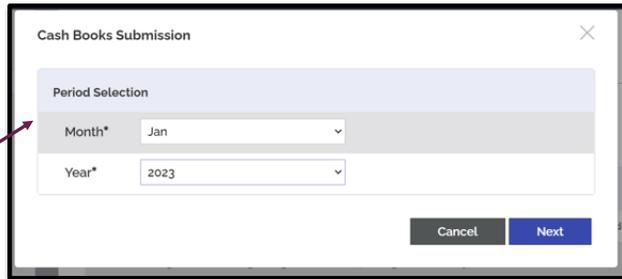
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They will need to create a new submission.

This time, they will get a warning about there being another submission. Just click **OK** and proceed with the uploading of docs and **SUBMIT**.



Slide 22

The user will now see the 2<sup>nd</sup> submission.

Monthly Cash Books					History	
Period	Created	Submitted	Status	Completed	Submission #	
Feb 2023	02/08/2023		Created		1	
Jan 2023	01/25/2023	02/07/2023	Rejected		1	
Jan 2023	02/07/2023	02/07/2023	Submitted		2	
Feb 2022	02/08/2023	02/08/2023	Rejected		1	
Feb 2022	02/08/2023	02/08/2023	Submitted		2	

Slide 23

## NOTES:

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For assistance with **PROSPER**, please contact us at:  
617-591-8983 or [PER-ProsperHelp@mass.gov](mailto:PER-ProsperHelp@mass.gov)

Slide 24

## Screen Shots

Slide 25

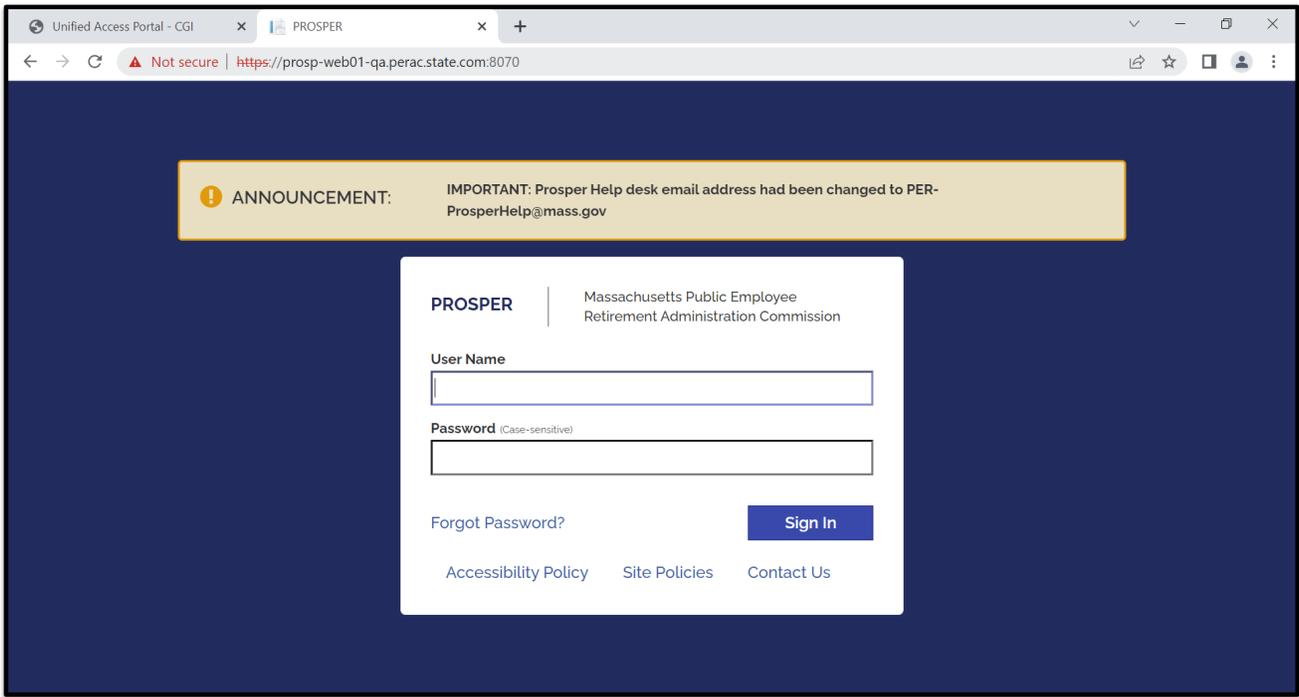
### NOTES:

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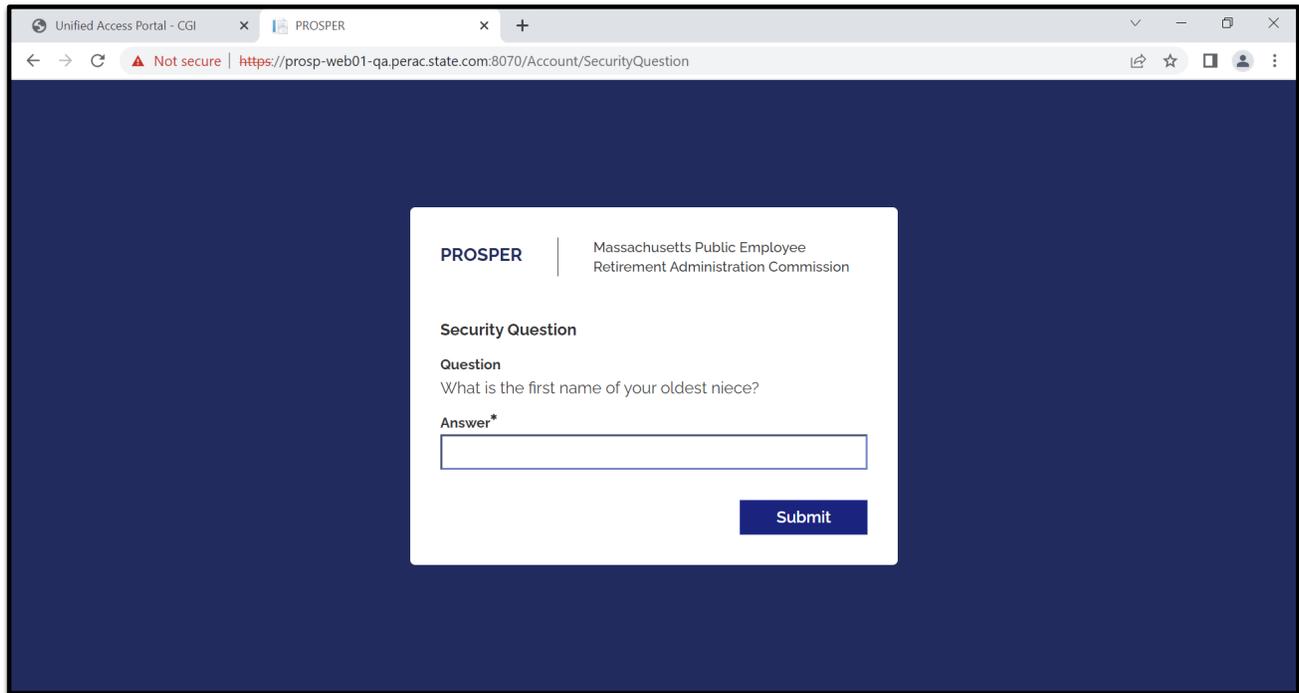
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Slide 26



Slide 27

**NOTES:**

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PROSPER - Board Portal

Not secure | https://prosp-web01-qa.perac.state.com:8070/BoardPortal/Index

Massachusetts Public Employee Retirement Administration Commission

Hello, Board Member20127 Sign Out

Tasks

Home

Tasks

Notifications (Last 90 Days)

Compliance

Finance

Benefits

Disability

91A

Members

PERAC Memos

MEMO #12/2050  
2050  
Republic

MEMO #1/2050  
2050  
Test

MEMO #ST35103  
2022  
Re\_test

MEMO #35059-1  
2022  
Testing 35059

MEMO #32609.1  
2022  
New Memo > Appro...

MEMO #2022-#2  
2022  
St#35059

MEMO #2022-#2  
2022  
St#35059

MEMO #2022-#2  
2022  
St#35059

MEMO #17/2022  
2022  
Mandatory Retirem...

MEMO #14/2022  
2022  
Supreme Judicial C...

MEMO #14/2022  
2022  
Supreme Judicial C...

MEMO #13/2022  
2022  
2021 Salary Verifica...

MEMO #13/2022  
2022

MEMO #12/2022  
2022

MEMO #12/2022  
2022

MEMO #QA#1  
2022

Slide 28

PROSPER - Board Portal

Not secure | https://prosp-web01-qa.perac.state.com:8070/BoardPortal/Finance/Cashbooks

Massachusetts Public Employee Retirement Administration Commission

Hello, Board Member20127 Sign Out

Home

Tasks

Compliance

Finance

Benefits

Disability

91A

Members

Refinements

Cash Books

Annual Statements

Financial Home

Submit Cash Books

Monthly Cash Books [History](#)

Period	Created	Submitted	Status	Completed	Submission #
Jan 2023	01/25/2023	02/07/2023	Rejected		1
Jan 2023	02/07/2023	02/07/2023	Submitted		2

Withdrawn Monthly Cash Books

Period	Created	Submitted	Submission #
Not found			

Slide 29

NOTES:

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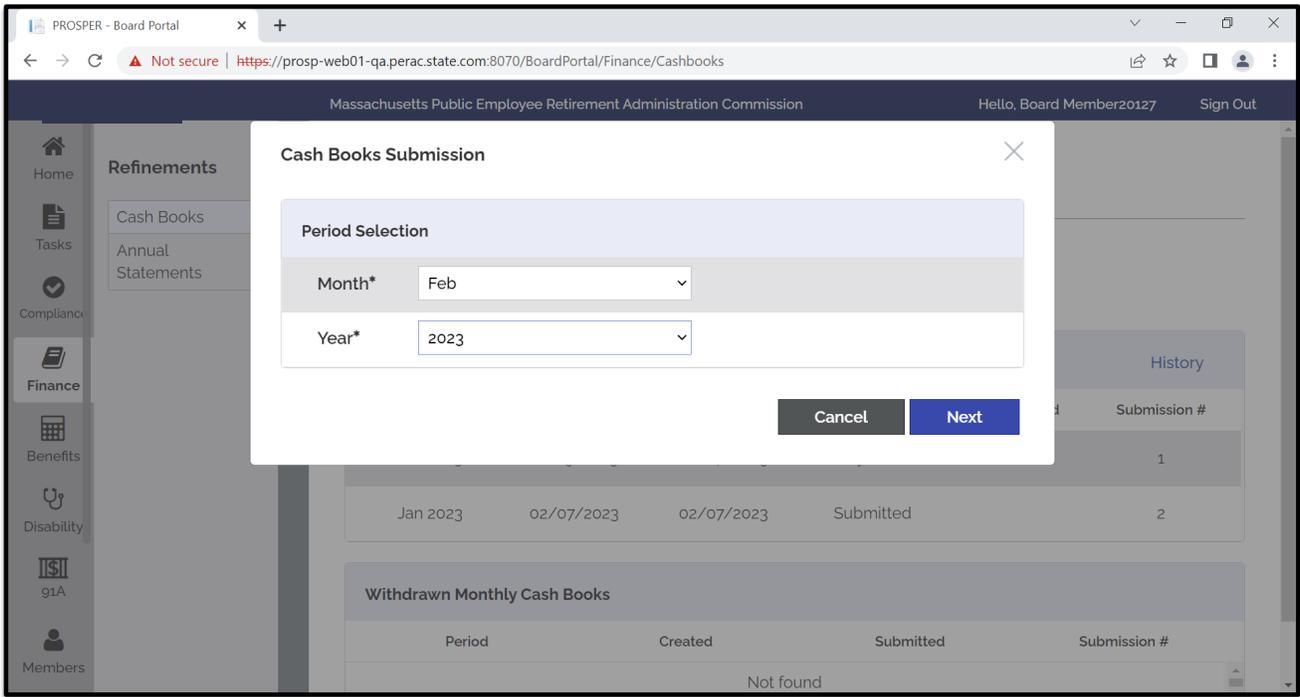
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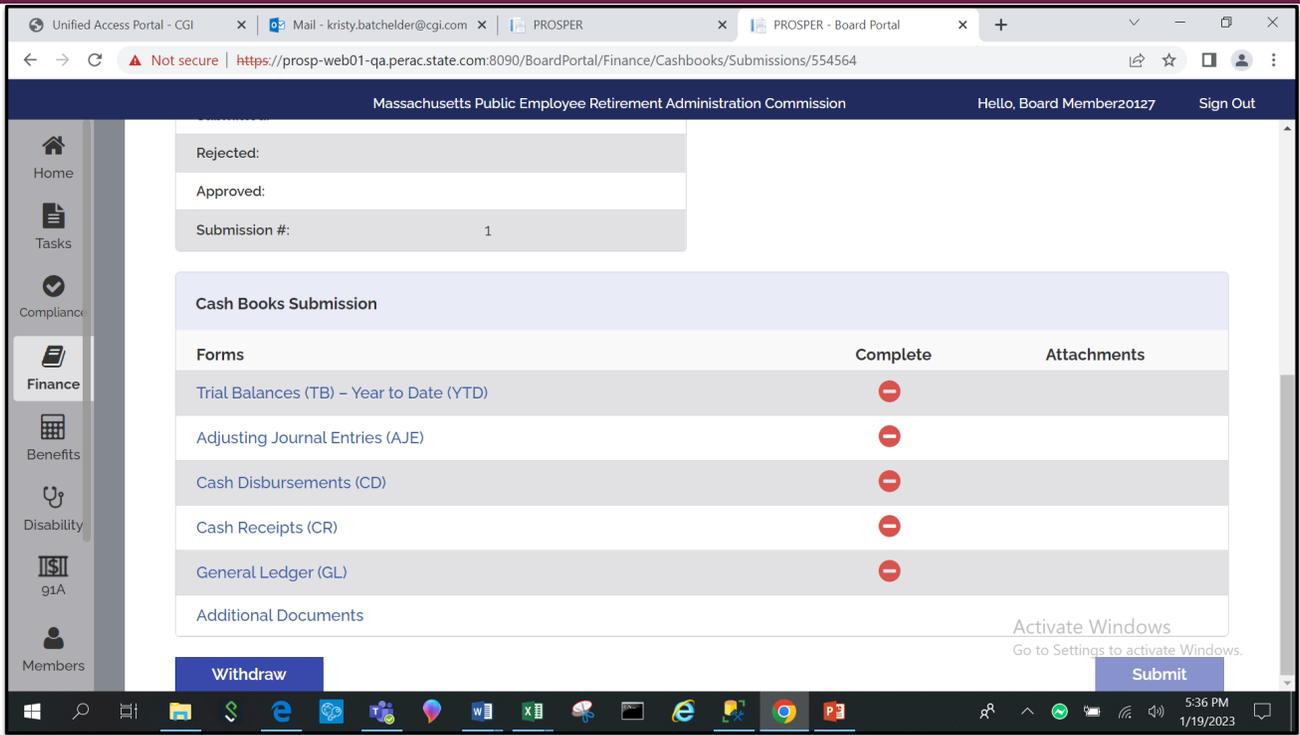
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Slide 30



Slide 31

**NOTES:**

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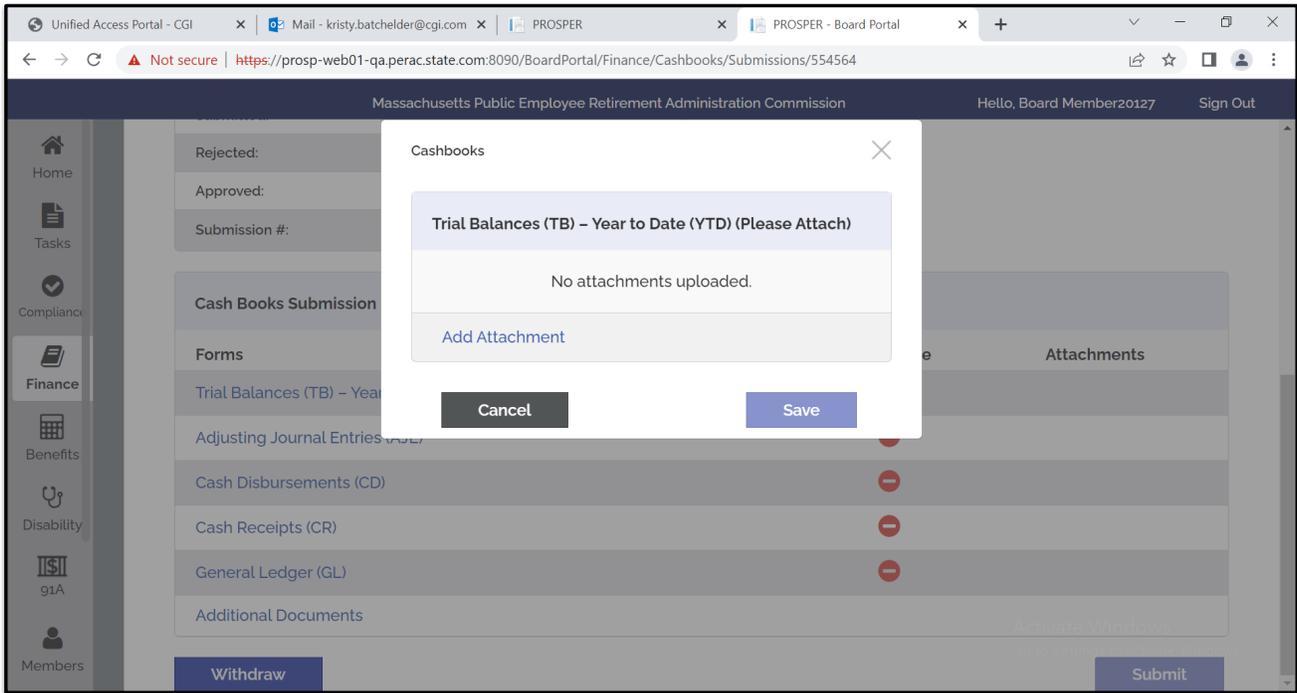
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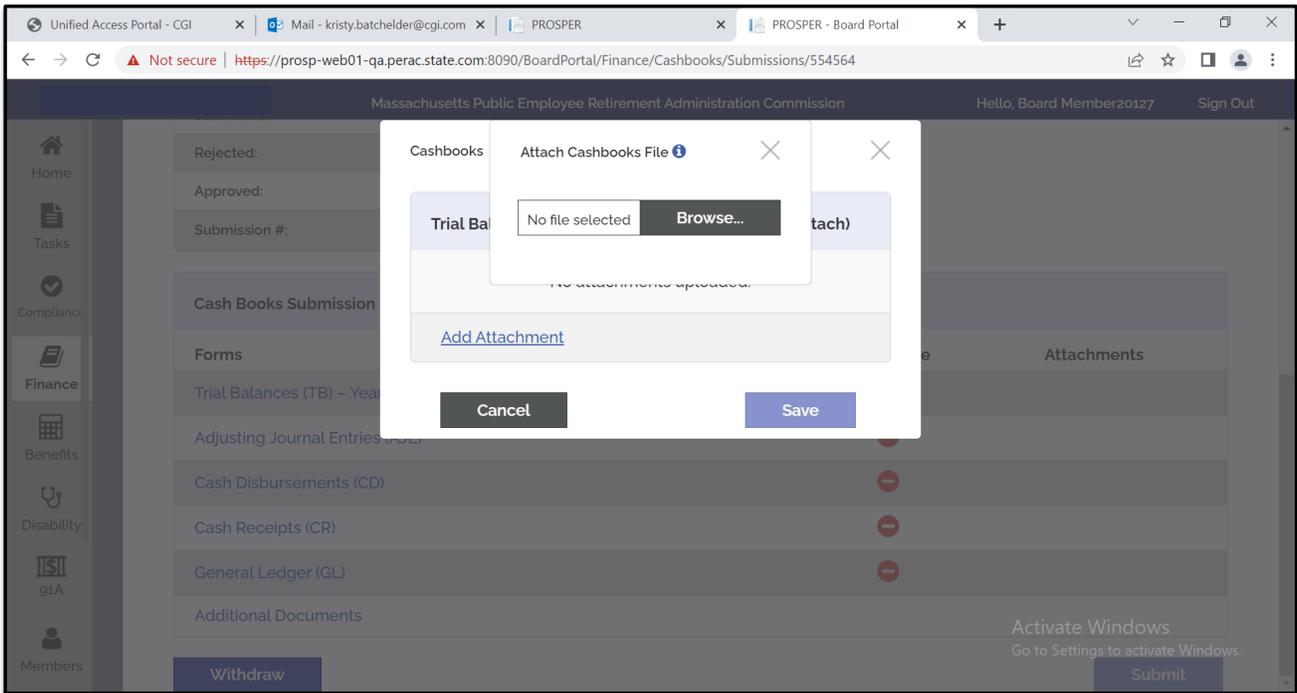
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Slide 32



Slide 33

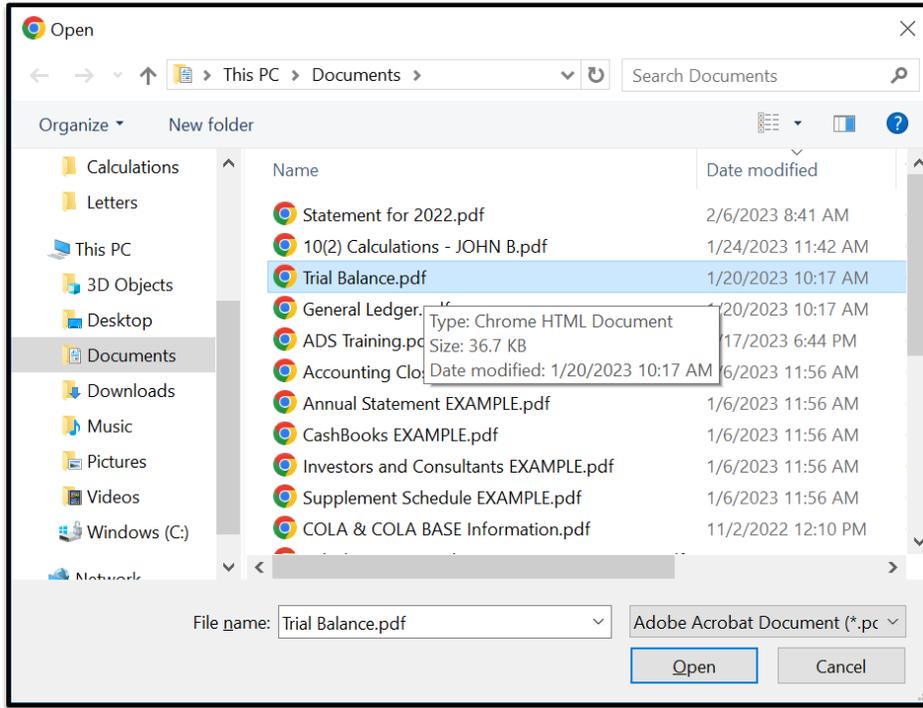
## NOTES:

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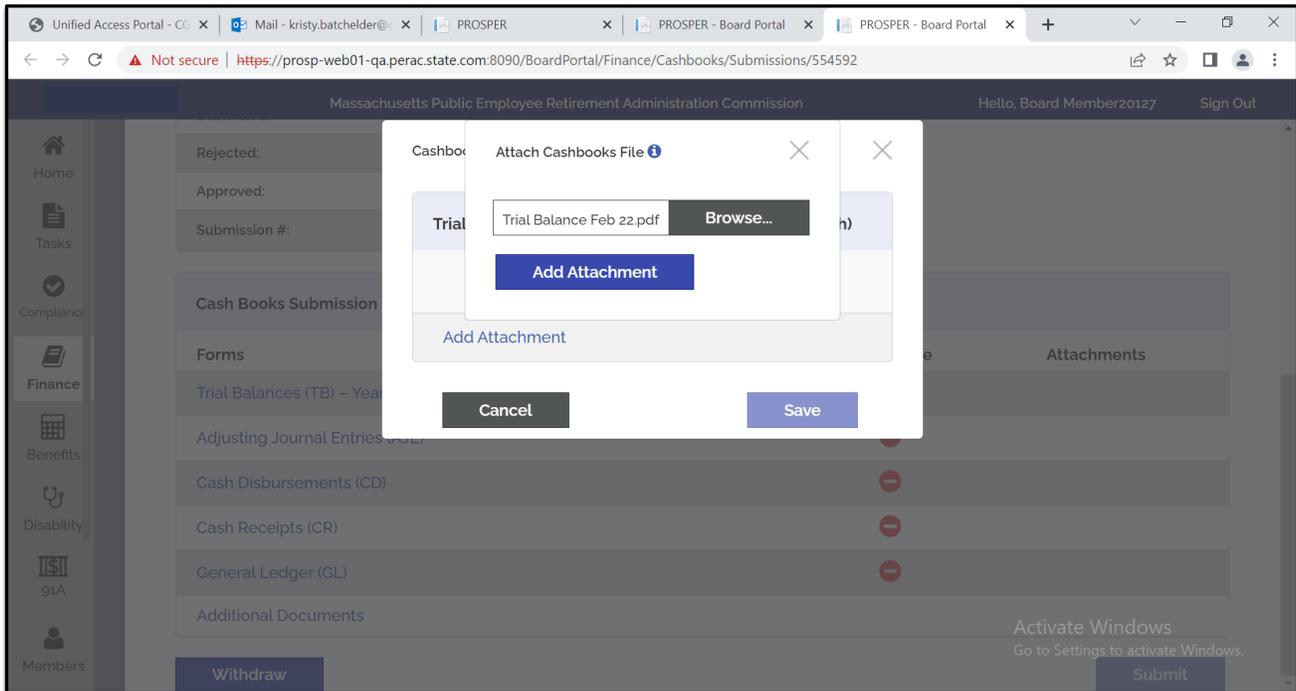
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Slide 34



Slide 35

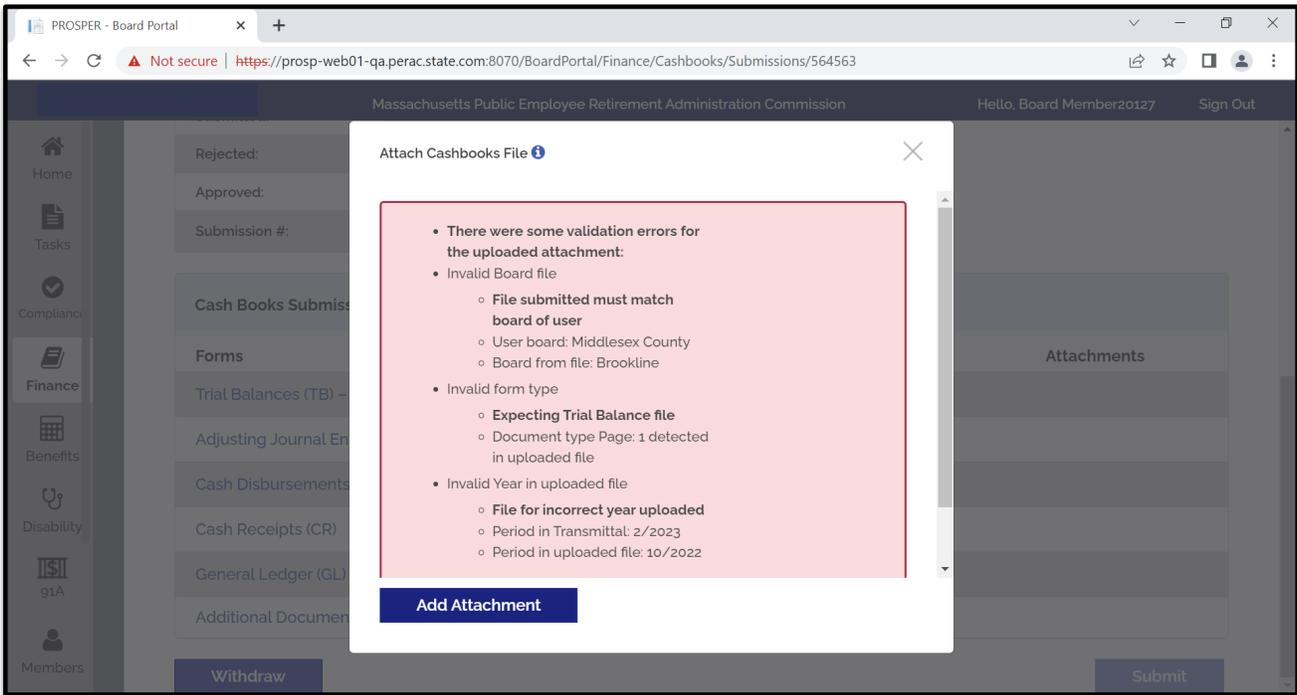
## NOTES:

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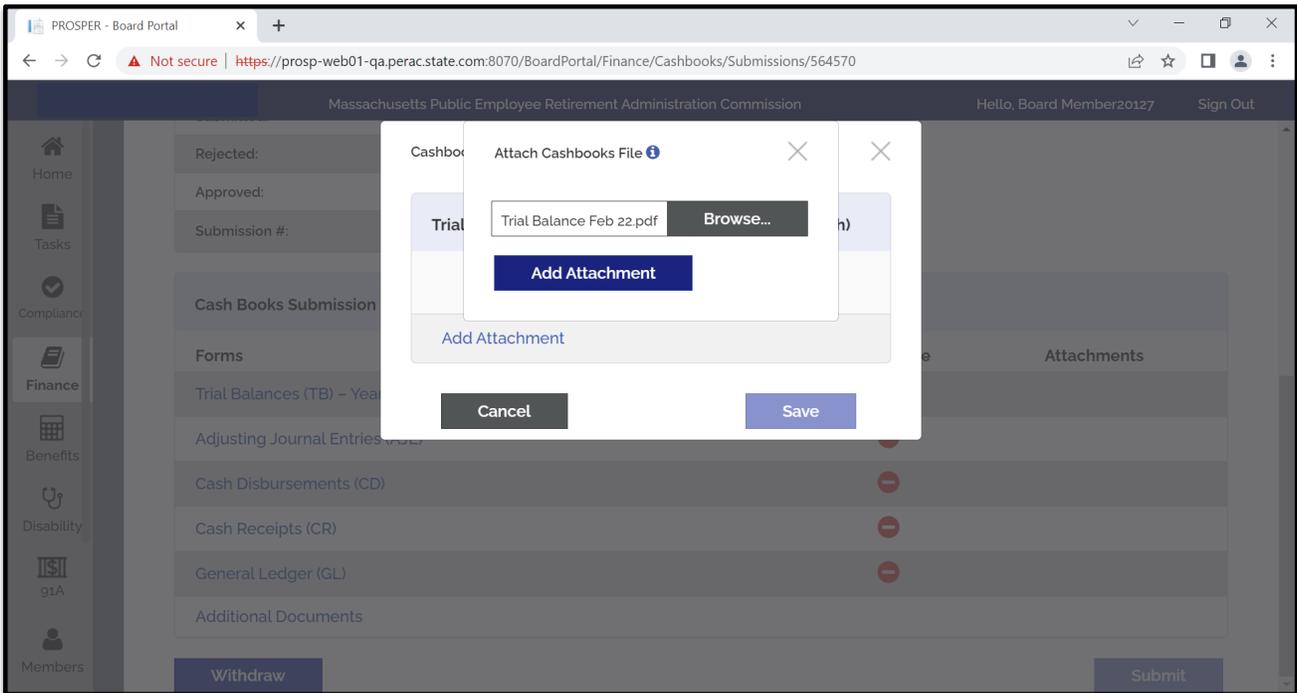
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Slide 37

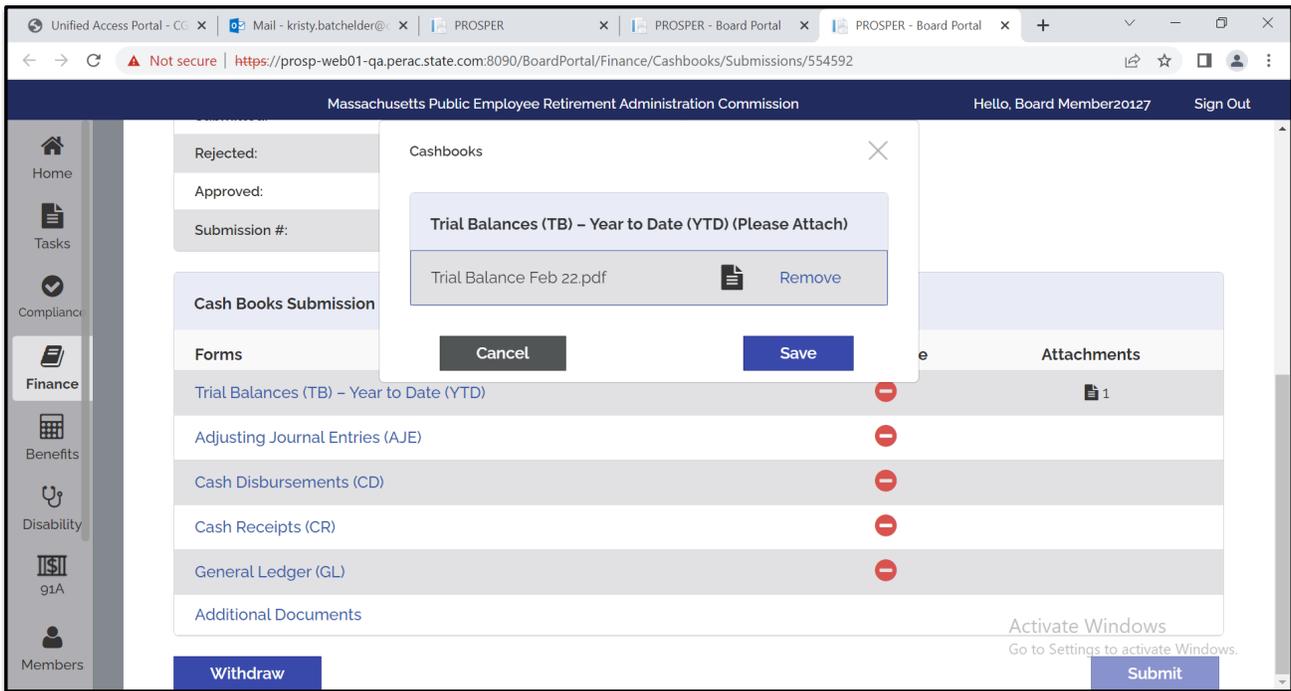
## NOTES:

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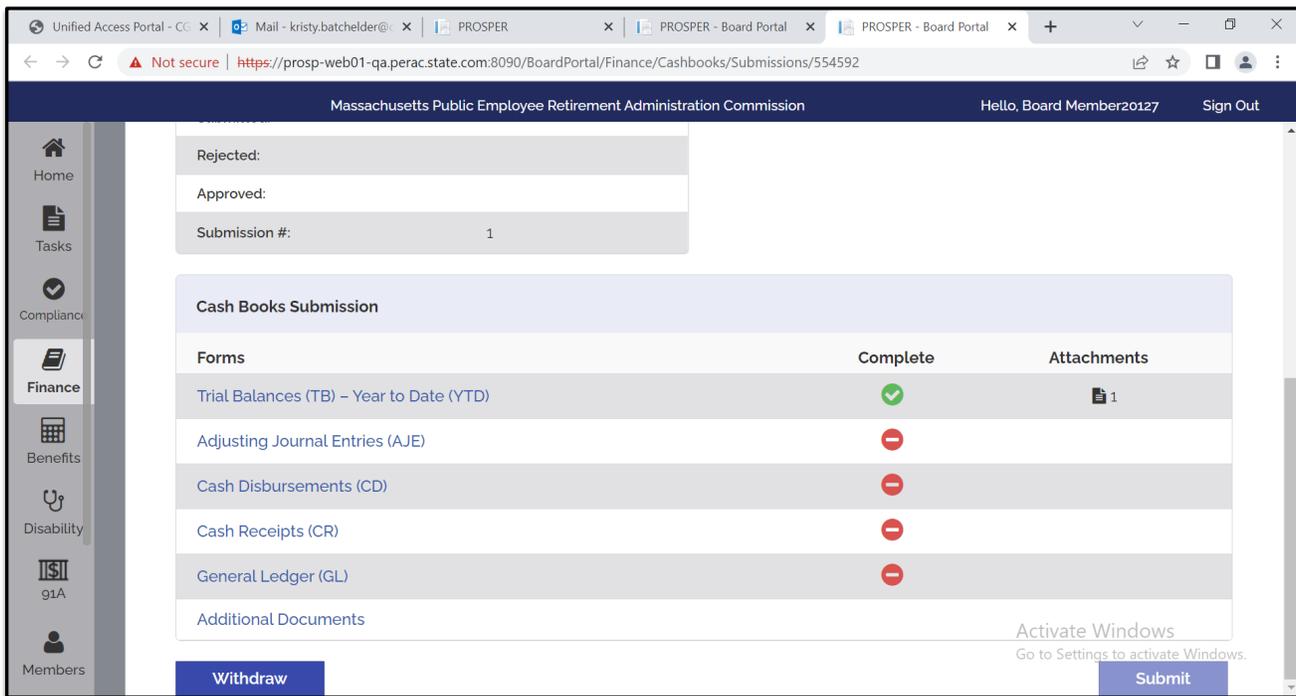
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**NOTES:**

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Massachusetts Public Employee Retirement Administration Commission

Hello, Board Member20127 Sign Out

Rejected:

Approved:

Submission #: 1

### Cash Books Submission

Forms	Complete	Attachments
Trial Balances (TB) - Year to Date (YTD)	✓	1
Adjusting Journal Entries (AJE)	✓	1
Cash Disbursements (CD)	✓	1
Cash Receipts (CR)	✓	1
General Ledger (GL)	✓	1
Additional Documents		

Withdraw Submit

Activate Windows  
Go to Settings to activate Windows.

Slide 40

Massachusetts Public Employee Retirement Administration Commission

Hello, Board Member20127 Sign Out

✓ COMPLETE: Cashbooks checklist has been successfully submitted to PERAC.

### Cash Books Submission Checklist

Notes

Comments	Date	Updated By	Document	Internal
Not found				
<a href="#">Add New</a>				

Submission Information

Period: Feb 2022

Submitted:

Rejected:

Activate Windows  
Go to Settings to activate Windows.

Slide 41

**NOTES:**

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Massachusetts Public Employee Retirement Administration Commission

Hello, Board Member20127 Sign Out

**Financial Home**

Submit Cash Books

**Monthly Cash Books** [History](#)

Period	Created	Submitted	Status	Completed	Submission #
Feb 2023	02/08/2023		Created		1
Jan 2023	01/25/2023	02/07/2023	Rejected		1
Jan 2023	02/07/2023	02/07/2023	Submitted		2
Feb 2022	02/08/2023	02/08/2023	Submitted		1

Slide 42

Massachusetts Public Employee Retirement Administration Commission

Hello, Board Member20127 Sign Out

**Financial Home**

Submit Cash Books

**Monthly Cash Books** [History](#)

Period	Created	Submitted	Status	Completed	Submission #
Feb 2023	02/08/2023		Created		1
Jan 2023	01/25/2023	02/07/2023	Rejected		1
Jan 2023	02/07/2023	02/07/2023	Submitted		2
Feb 2022	02/08/2023	02/08/2023	Rejected		1

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**NOTES:**

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Massachusetts Public Employee Retirement Administration Commission

Hello, Board Member20127 Sign Out

**ALERT - This Cashbooks Submission has been rejected with the following comment:**

- Testing - rejected for test - Dan M Boyle on 2/8/2023

**Cash Books Submission Checklist**

**Notes**

Comments	Date	Updated By	Document	Internal
Not found				

[Add New](#)

**Submission Information**

Period:	Feb 2022
Submitted:	02/08/2023

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Massachusetts Public Employee Retirement Administration Commission

Hello, Board Member20127 Sign Out

**Are you sure?**

**WARNING:** A Cash Books submission already exists for this period. A new submission will supersede prior submissions and require a new approval from PERAC.

Close OK

Cancel Next

Submission #	Period	Date	Status
1	Jan 2023	01/25/2023	Rejected
2	Jan 2023	02/07/2023	Submitted
1	Feb 2022	02/08/2023	Rejected

Slide 45

**NOTES:**

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PROSPER - PERAC x PROSPER - Board Portal x PROSPER - Board Portal x

Not secure | https://prosp-web01-qa.perac.state.com:8070/BoardPortal/Finance/Cashbooks

Massachusetts Public Employee Retirement Administration Commission Hello, Board Member20127 Sign Out

Home Refinements

Cash Books

Annual Statements

Tasks

Compliance

Finance

Benefits

Disability

91A

Members

### Monthly Cash Books [History](#)

Period	Created	Submitted	Status	Completed	Submission #
Feb 2023	02/08/2023		Created		1
Jan 2023	01/25/2023	02/07/2023	Rejected		1
Jan 2023	02/07/2023	02/07/2023	Submitted		2
Feb 2022	02/08/2023	02/08/2023	Rejected		1
Feb 2022	02/08/2023	02/08/2023	Submitted		2

### Withdrawn Monthly Cash Books

Period	Created	Submitted	Submission #
Not found			

**COMMONWEALTH OF MASSACHUSETTS**  
**Public Employee Retirement Administration Commission**  
 Five Middlesex Avenue, Suite 304 | Somerville, MA 02145  
 Phone: 617-666-4446 | Fax: 617-628-4002  
 TTY: 617-591-8917 | Web: www.mass.gov/perac

