



## 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?

**Sign In**

[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\*

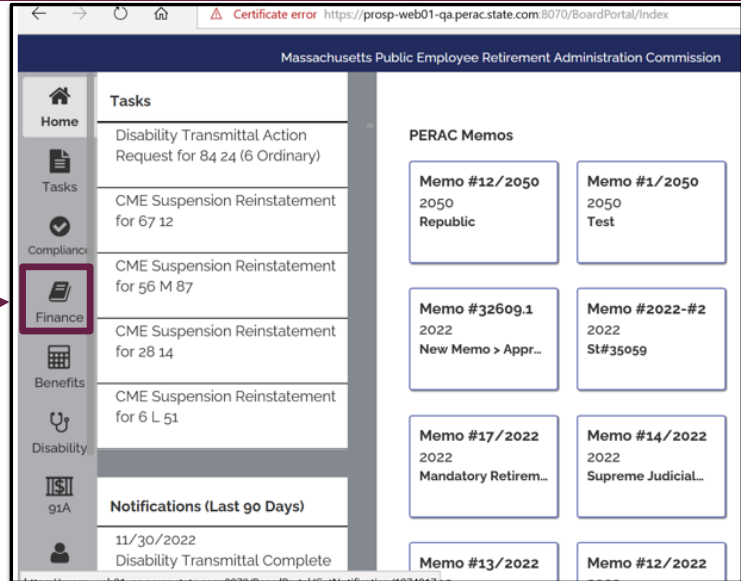
**Submit**

Slide 3

## NOTES:

## LAND ON "HOME" PAGE

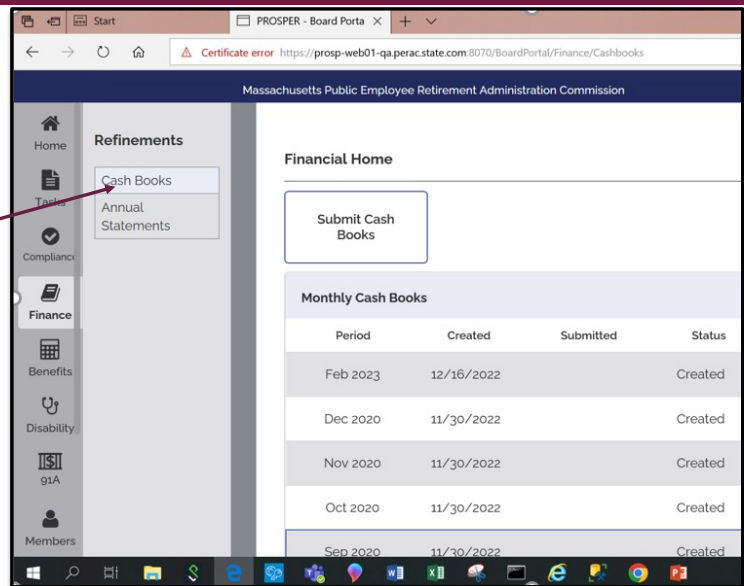
(1) CLICK **Finance** Tab



Slide 4

## LAND ON "FINANCIAL HOME" PAGE

(1) CLICK **Cash Books**

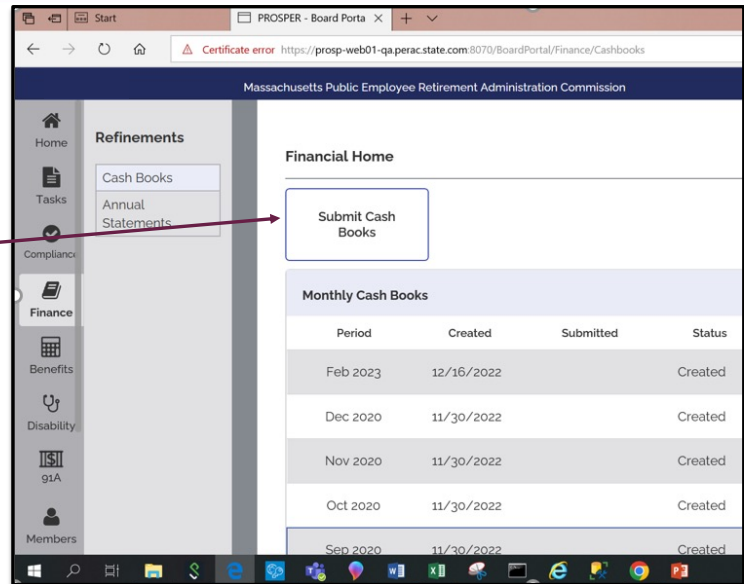


Slide 5

## NOTES:

## 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**

Cash Books Submission

Period Selection

Month\* Jan

Year\* 2023

Cancel Next

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## NOTES:

## **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

[Withdraw](#) [Submit](#)

[Activate Windows](#)  
Go to Settings to activate Windows

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## **UPLOAD Doc(s)**

(1) CLICK Add Attachment

Cashbooks

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

No attachments uploaded.

[Add Attachment](#)

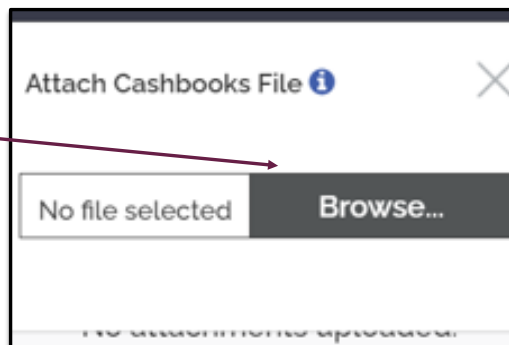
[Cancel](#) [Save](#)

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## **NOTES:**

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

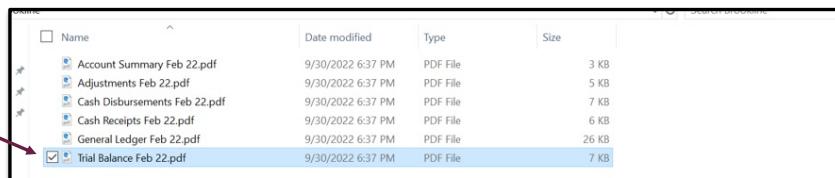
(2) CLICK **Browse**



Slide 10

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

(3) SELECT correct file



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**NOTES:**

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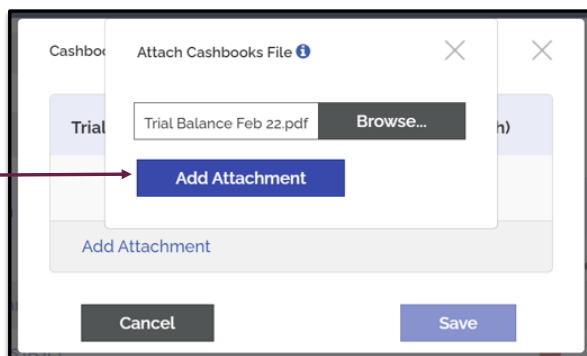
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## UPLOAD Doc(s) (Cont'd)

(4) CLICK Add Attachment



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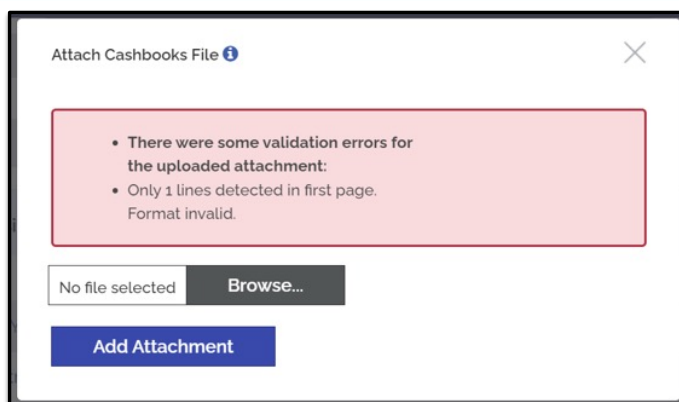
## PROSPER will do Validation for PTG with READABLE PDFs:

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

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

### EXAMPLE:

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



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## NOTES:

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

(5) CLICK **Save**

Cashbooks

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

Trial Balance Feb 22.pdf Remove

Cancel Save

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- 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 Ledger Upload
  - Other Docs (IF APPLICABLE)

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

Withdraw Submit

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## NOTES:



## 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

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- 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

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## NOTES:

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

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

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- 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

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## NOTES:

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.

Submit Cash Books

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

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

The screenshot shows the PERAC Board Portal interface. At the top, there's a navigation bar with 'Home', 'Tasks', 'Compliance', 'Finance', 'Benefits', 'Disability', 'ISA', and 'Members'. The 'Finance' tab is selected. Below the navigation bar, there's a header for 'BROOKLINE Massachusetts Public Employee Retirement Administration Commission' and a user greeting 'Hello, Board Member20127 Sign Out'.

A yellow alert box is displayed with the message: 'ALERT - This Cashbooks Submission has been rejected with the following comment: Testing - rejected for test - Dan M Boyle on 2/8/2023'.

Below the alert, there's a 'Cash Books Submission Checklist' section. It includes a 'Notes' table with columns: 'Comments', 'Date', 'Updated By', 'Document', and 'Internal'. The table shows one entry with 'Not found' in the 'Comments' column. There's an 'Add New' button at the bottom right of the table.

Below the checklist, there's a 'Submission Information' section with a table showing:
 

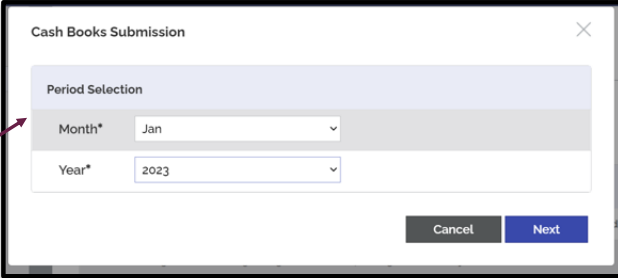
Period:	Feb 2022
Submitted:	02/08/2023

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## NOTES:

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**.



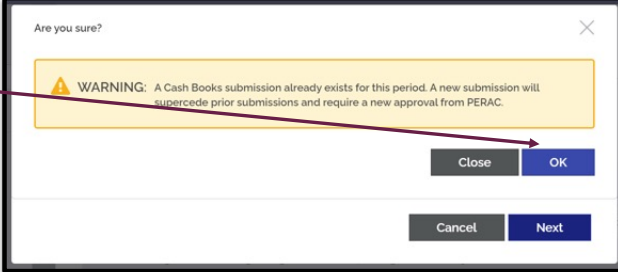
Cash Books Submission

Period Selection

Month\* Jan

Year\* 2023

Cancel Next



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

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

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## NOTES:



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

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## Screen Shots

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### NOTES:

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Unified Access Portal - CGI x PROSPER x +

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

**ANNOUNCEMENT:** IMPORTANT: Prosper Help desk email address had been changed to PER-ProsperHelp@mass.gov

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

User Name

Password (Case-sensitive)

[Forgot Password?](#) [Sign In](#)

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

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Unified Access Portal - CGI x PROSPER x +

Not secure | https://prosp-web01-qa.perac.state.com:8070/Account/SecurityQuestion

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

**Security Question**

Question  
 What is the first name of your oldest niece?

Answer\*

[Submit](#)

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## 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

Home Tasks

Notifications (Last 90 Days)

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

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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 Refinements

Cash Books

Annual Statements

Finance

Financial Home

Submit Cash Books

Monthly Cash Books

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			

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## NOTES:

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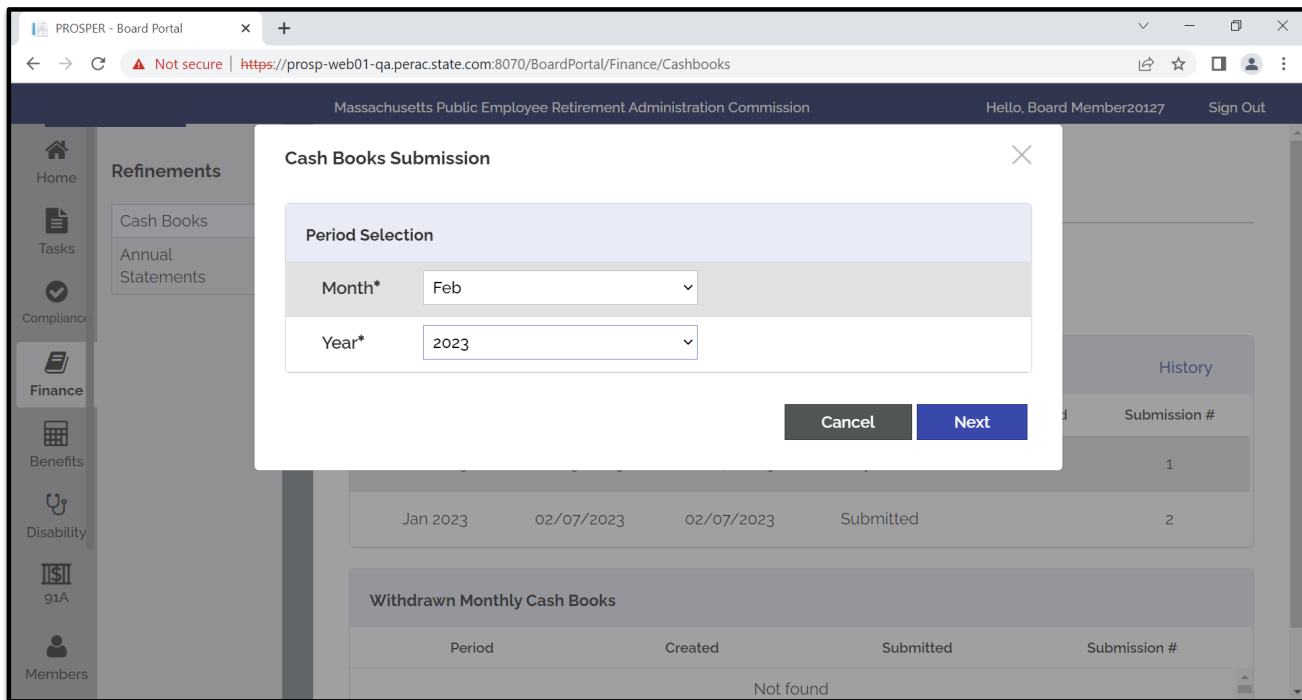
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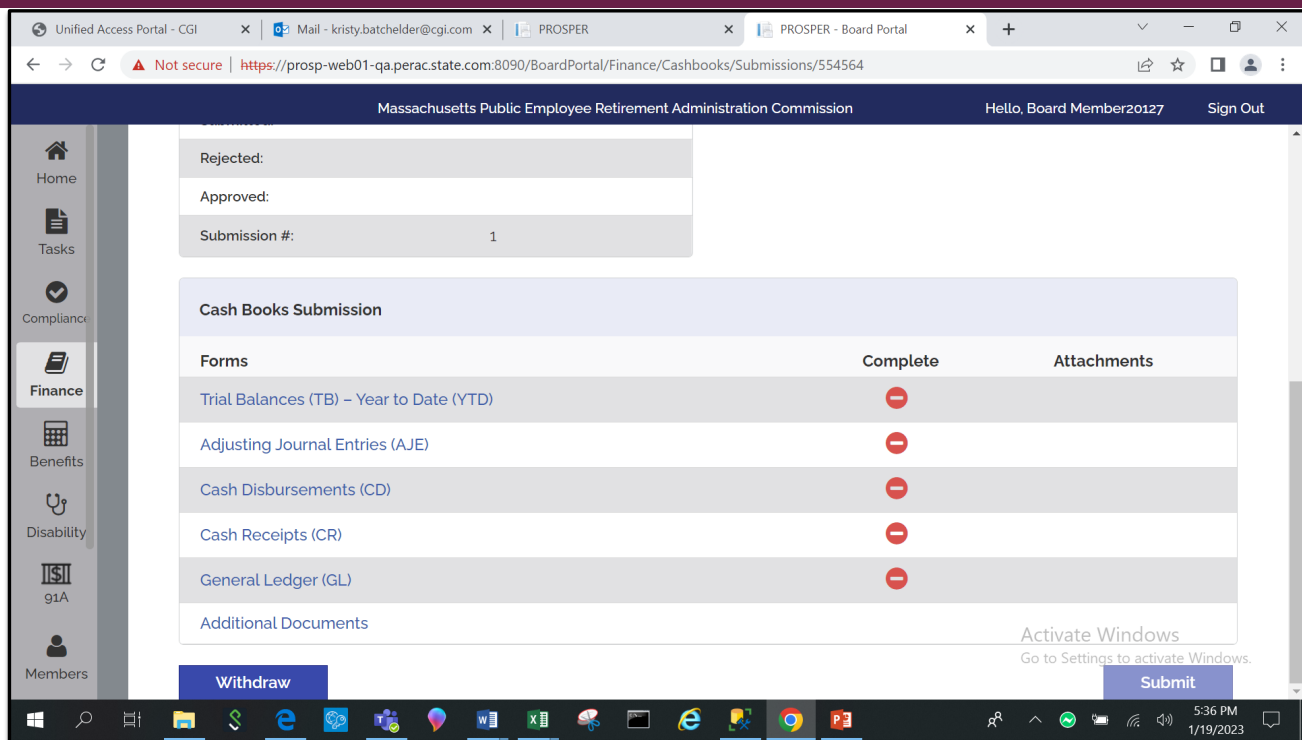
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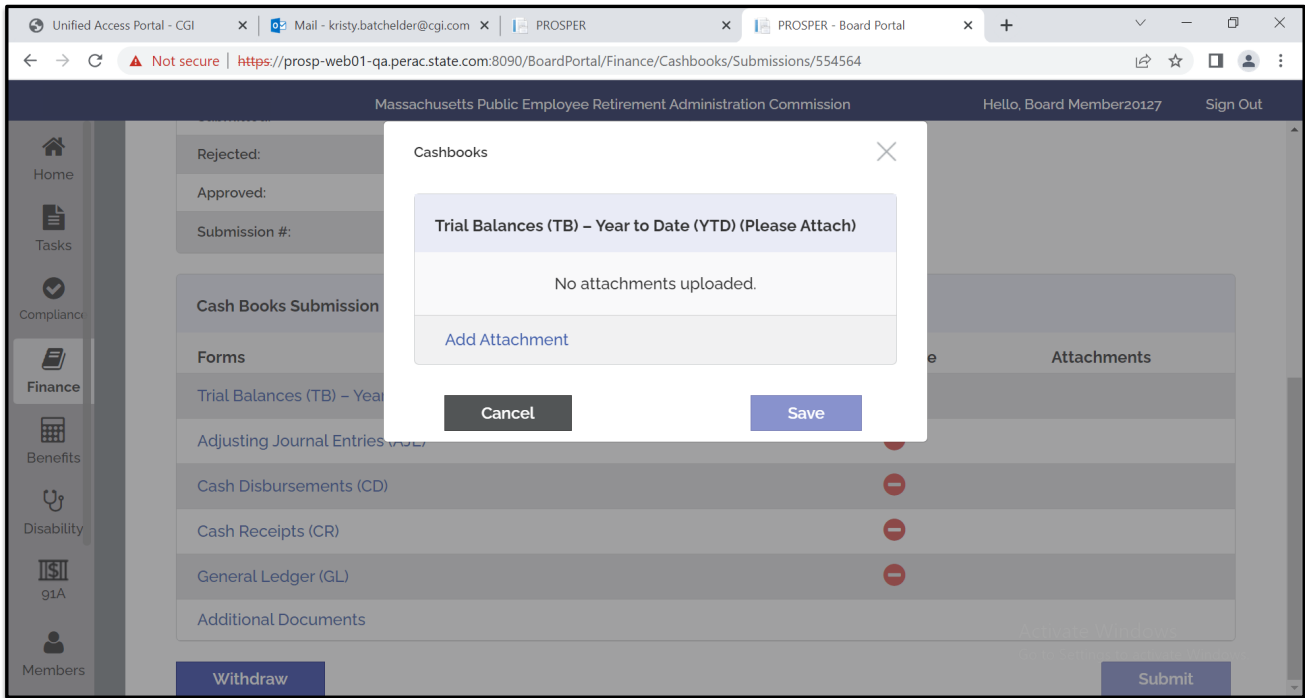
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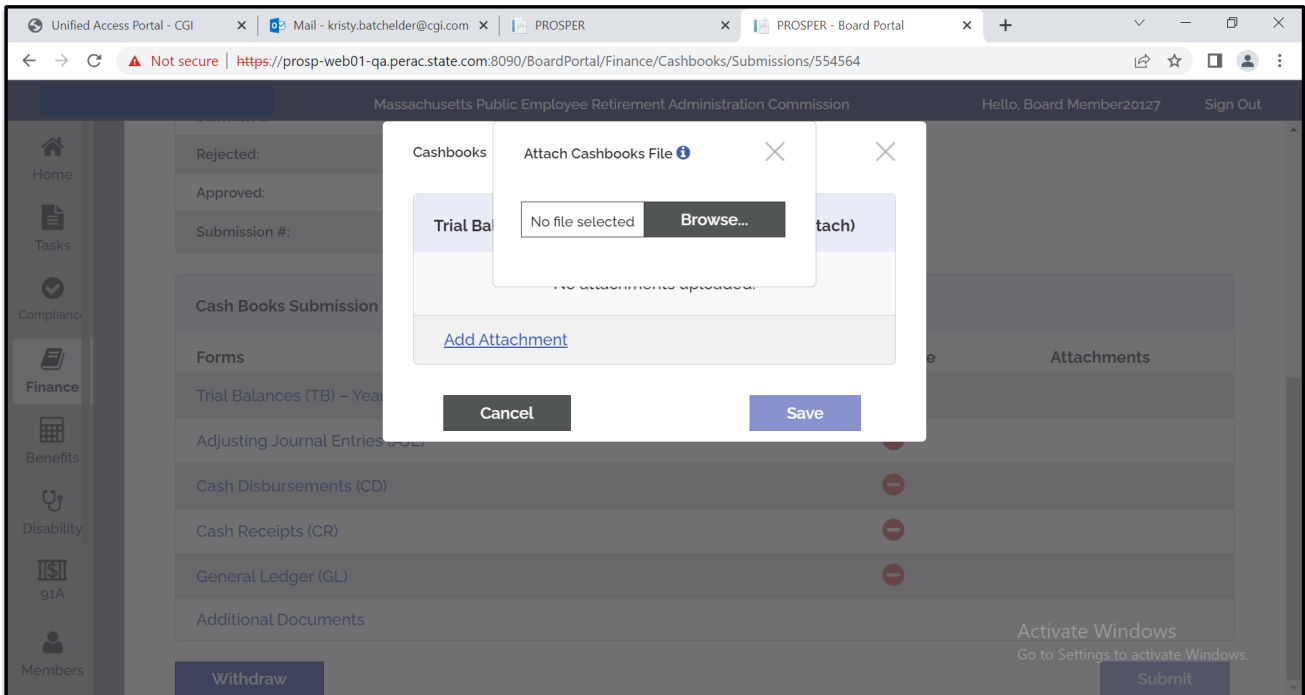
Slide 31

## NOTES:





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## NOTES:

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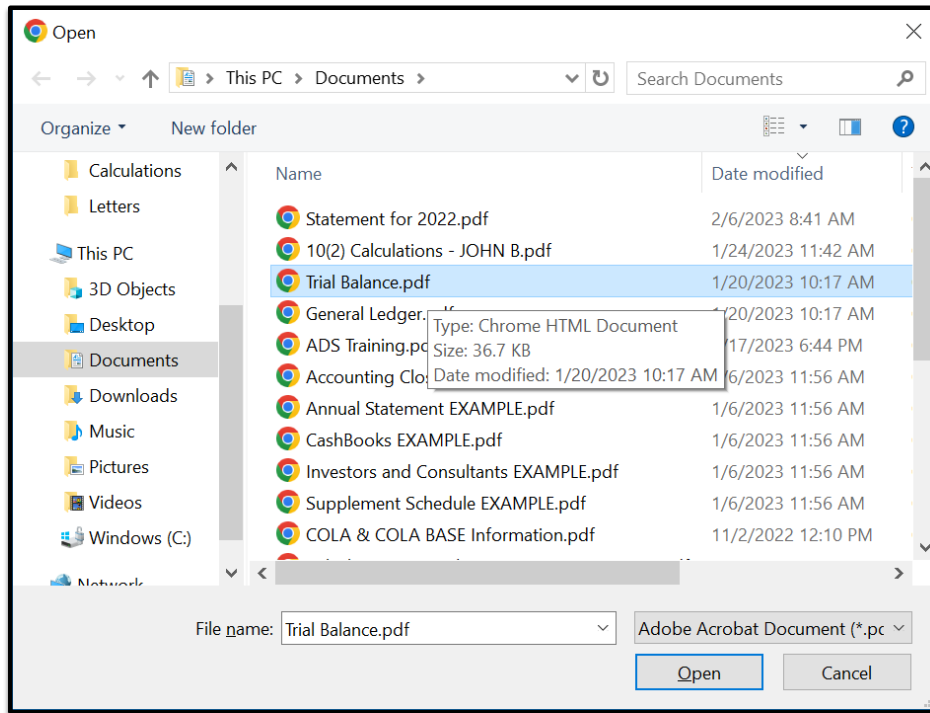
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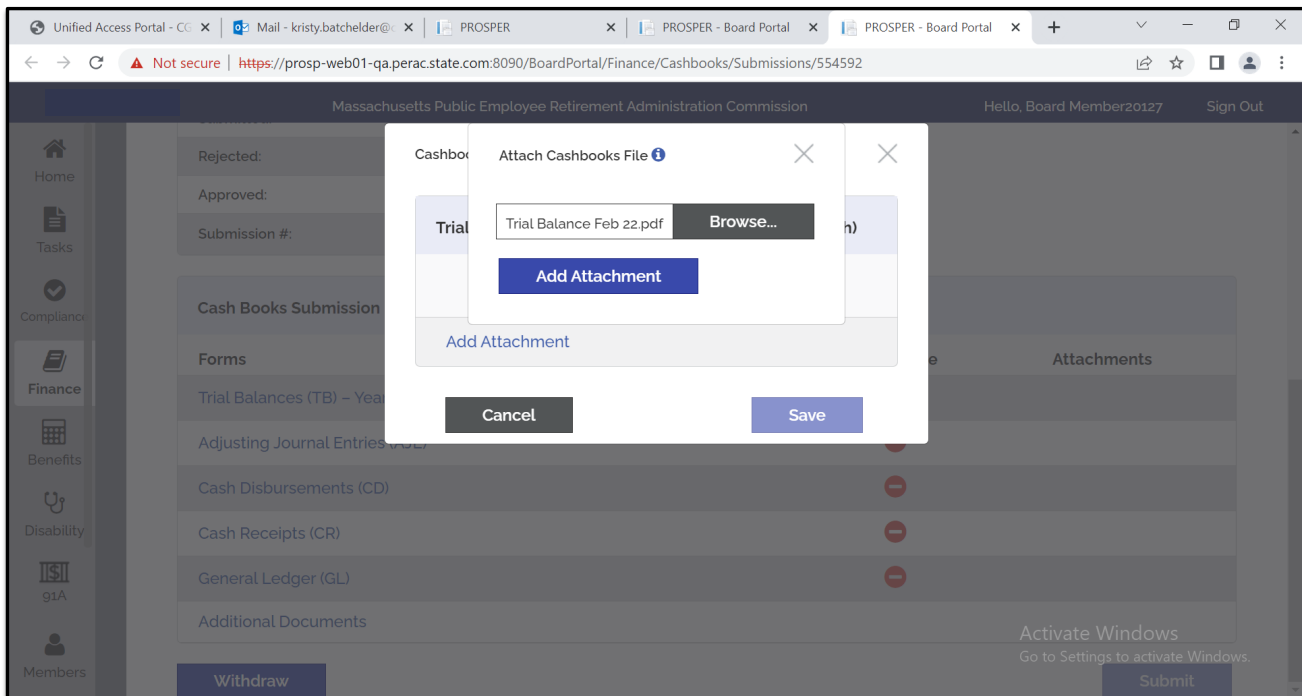
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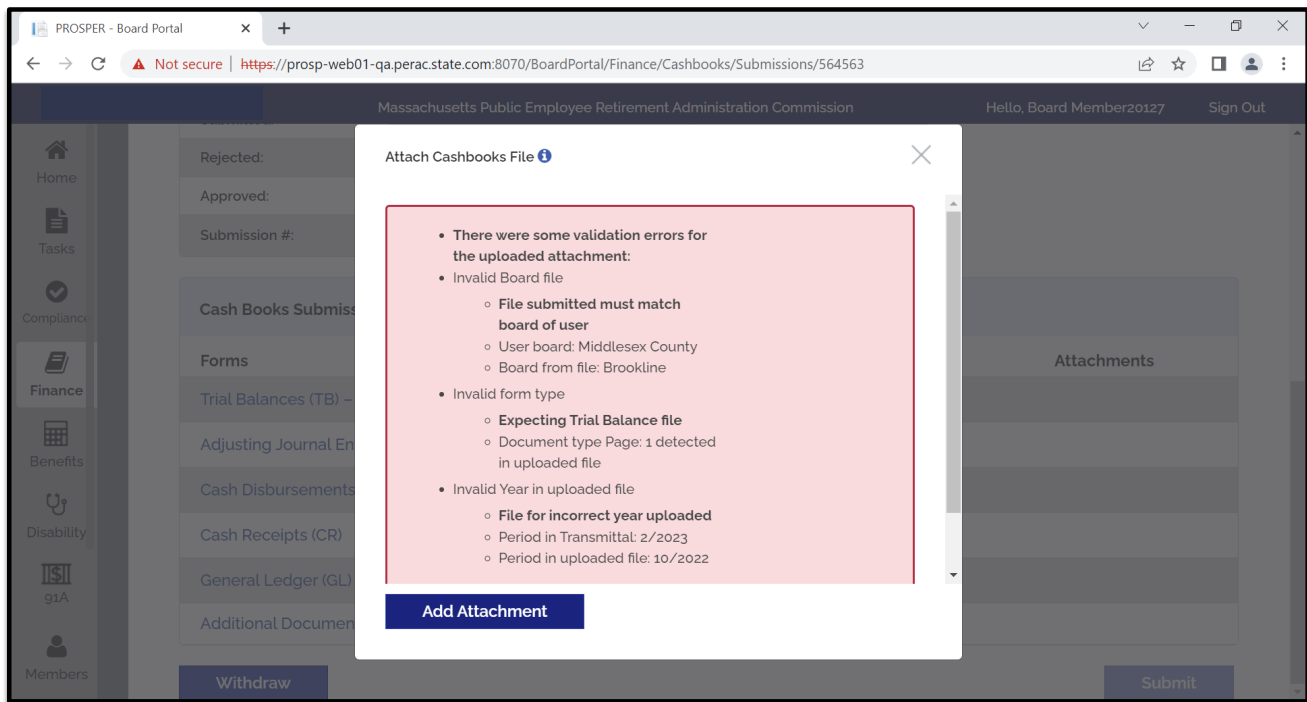


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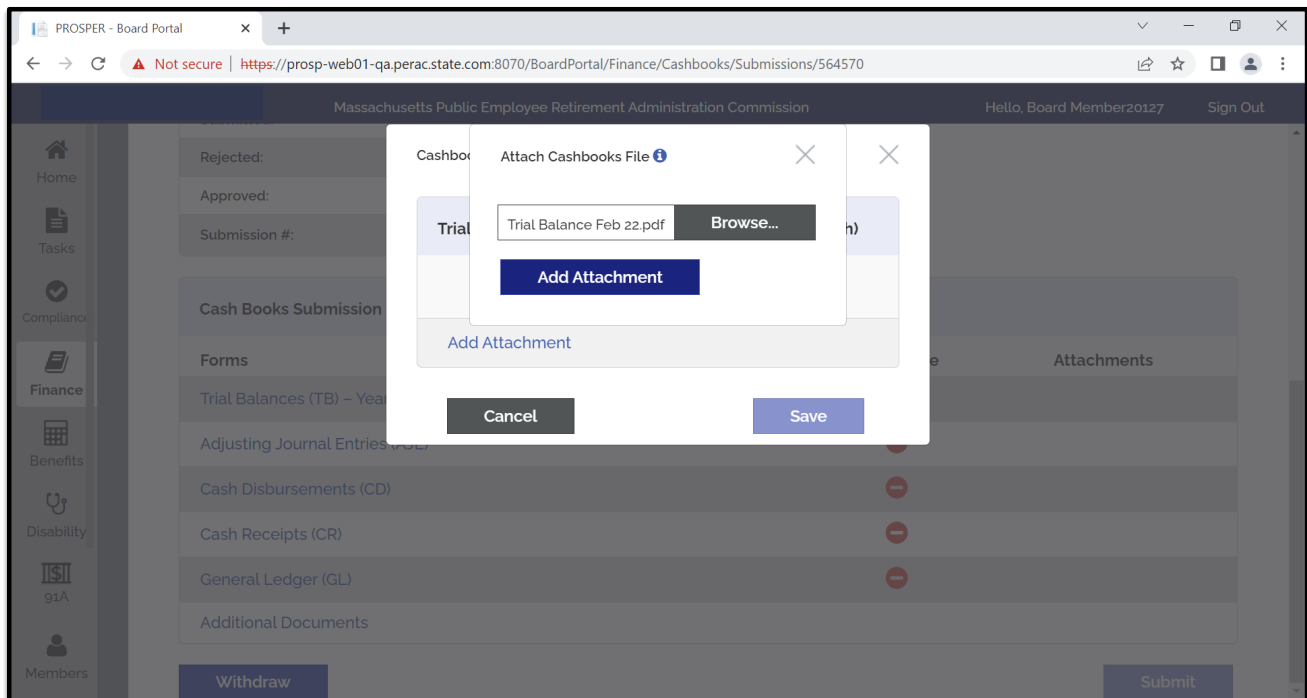


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## NOTES:



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## NOTES:

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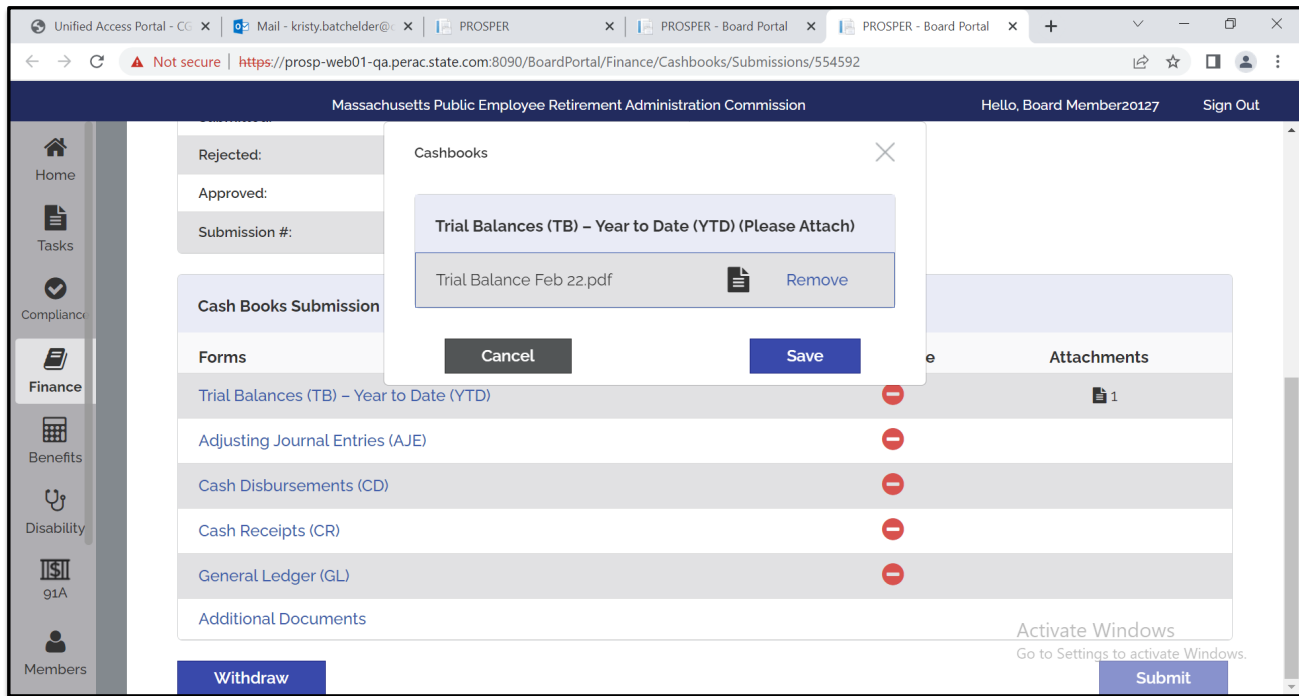
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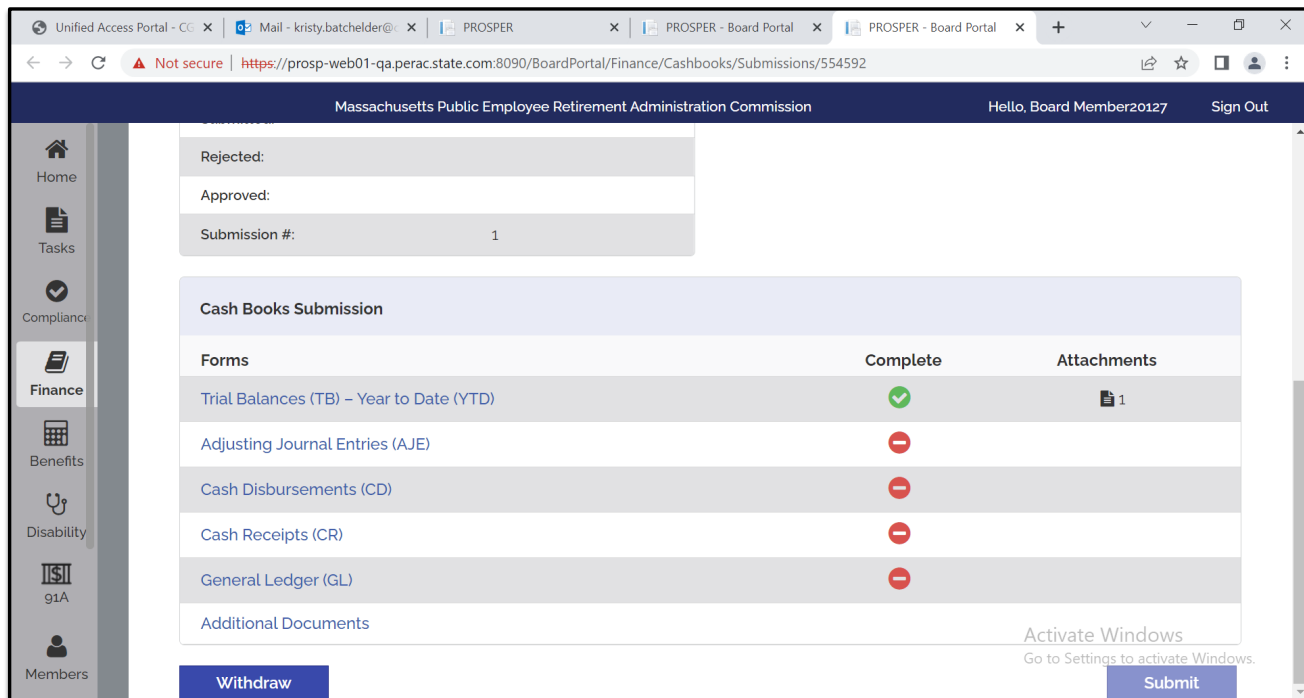
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## NOTES:

Massachusetts Public Employee Retirement Administration Commission

Hello, Board Member20127 Sign Out

Home Tasks Compliance Finance Benefits Disability 91A Members

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.

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Massachusetts Public Employee Retirement Administration Commission

Hello, Board Member20127 Sign Out

Home Tasks Compliance Finance Benefits Disability 91A Members

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

**Cash Books Submission Checklist**

Notes

Comments	Date	Updated By	Document	Internal
Not found				
Add New				

**Submission Information**

Period: Feb 2022

Submitted:

Rejected:

Activate Windows  
Go to Settings to activate Windows.

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## NOTES:

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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 #
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

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PROSPER - PERAC

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 #
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:

PROSPER - PERAC | PROSPER - Board Portal | PROSPER - Board Portal

Not secure | https://prosp-web01-qa.perac.state.com:8070/BoardPortal/Finance/Cashbooks/Submissions/564577

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

**Submission Information**

Period:	Feb 2022
Submitted:	02/08/2023

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PROSPER - PERAC | PROSPER - Board Portal | 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

**Are you sure?**

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

Close OK

Cancel Next

History	Submission #
Jan 2023	01/25/2023
Jan 2023	02/07/2023
Feb 2022	02/08/2023

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## NOTES:

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PROSPER - PERAC

PROSPER - Board Portal

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

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			

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## COMMONWEALTH OF MASSACHUSETTS

### Public Employee Retirement Administration Commission

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Phone: 617-666-4446 | Fax: 617-628-4002

TTY: 617-591-8917 | Web: [www.mass.gov/perac](http://www.mass.gov/perac)

