

CASH BOOK SUBMISSION TRAINING (Non PTG)



PERAC
PROSPER

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

Book 5 (Non 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? **Sign In**

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

Slide 2

LOGIN (Cont'd)

(4) Enter Answer to Security Question(s)

(5) CLICK **Submit**

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Security Question

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

Answer*

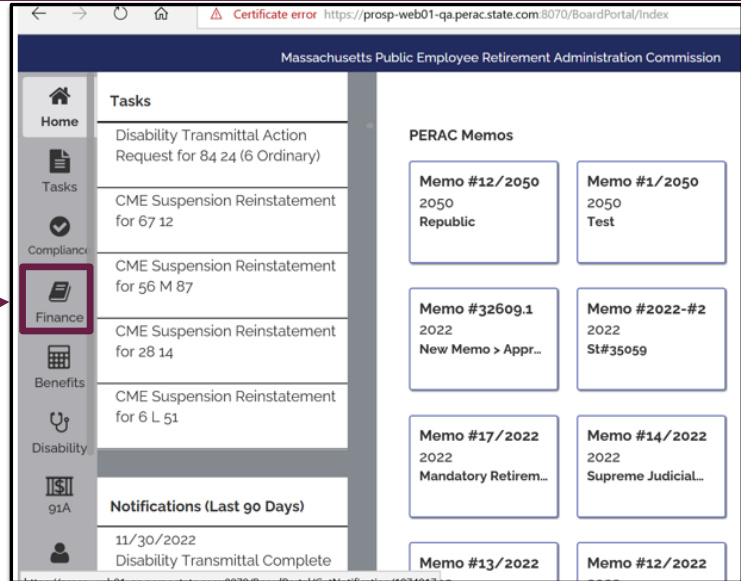
Submit

Slide 3

NOTES:

LAND ON "HOME" PAGE

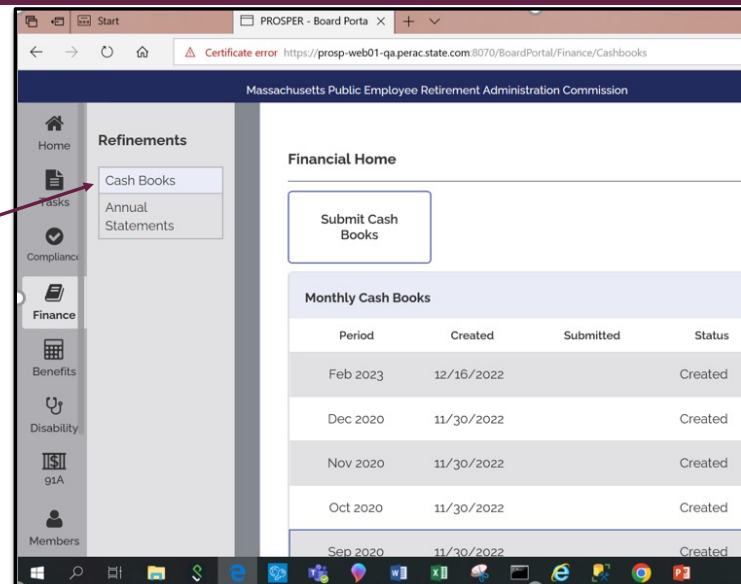
(1) CLICK Finance Tab



Slide 4

LAND ON "FINANCE" PAGE

(1) CLICK Cash Books

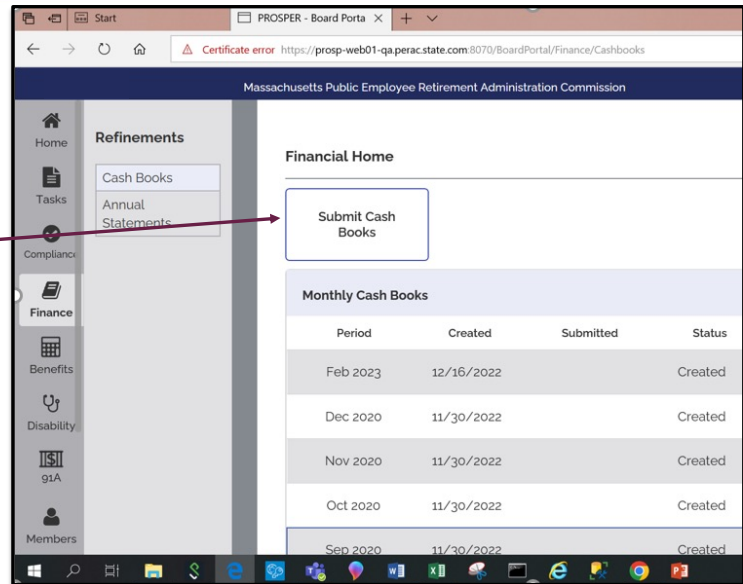


Slide 5

NOTES:

LAND ON "CASH BOOKS" PAGE

(1) CLICK **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

Slide 7

NOTES:

SUBMITTING CASH BOOKS (Cont'd)

(4) CLICK **Cash Book Documents**

Submission Information

| | |
|---------------|----------|
| Period: | Jan 2023 |
| Submitted: | |
| Rejected: | |
| Approved: | |
| Submission #: | 1 |

Cash Books Submission

| Forms | Complete | Attachments |
|----------------------|----------|--|
| Cash Books Documents | | Activate Windows <small>Go to Settings to activate Windows.</small> |

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

Slide 8

UPLOAD Doc(s)

(1) CLICK **Add Attachment**

Cashbooks

Cash Books Documents (Please Attach)

No attachments uploaded.

[Add Attachment](#)

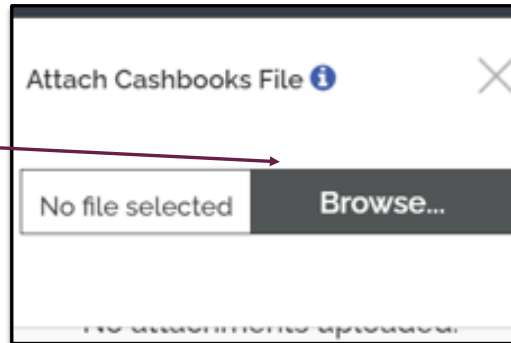
[Cancel](#) [Save](#)

Slide 9

NOTES:

UPLOAD Doc(s) (Cont'd)

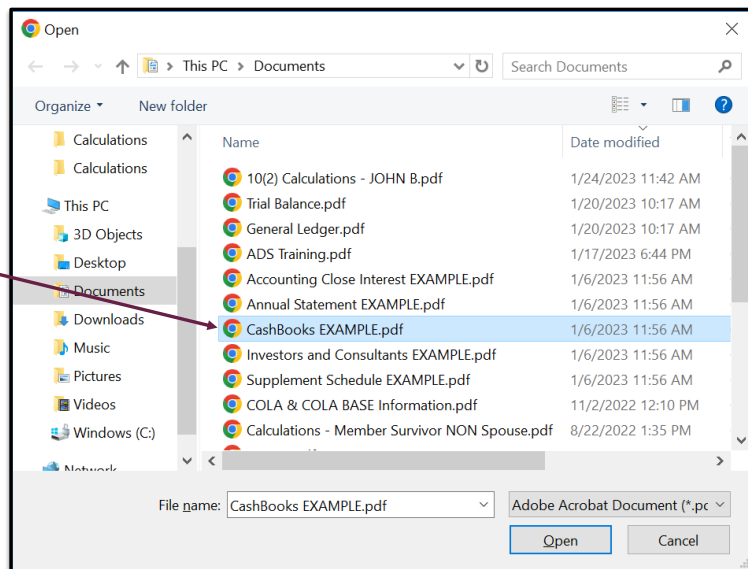
(2) CLICK **Browse**



Slide 10

UPLOAD Doc(s) (Cont'd)

(3) SELECT correct file

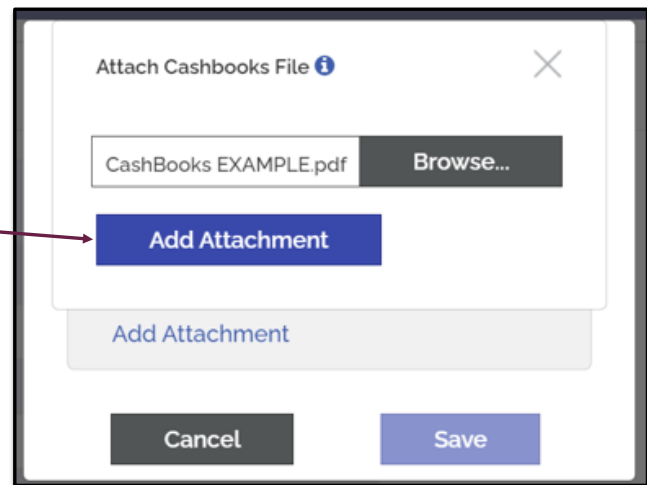


Slide 11

NOTES:

UPLOAD Doc(s) (Cont'd)

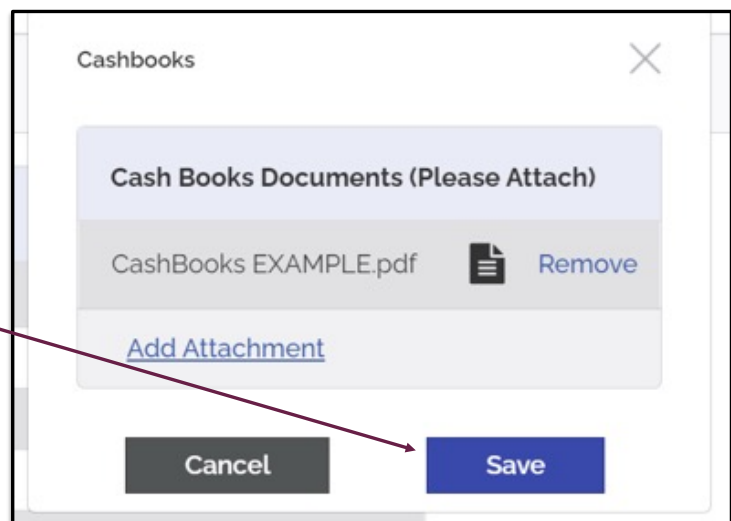
(4) CLICK **Add Attachment**



Slide 12

UPLOAD Doc(s) (Cont'd)

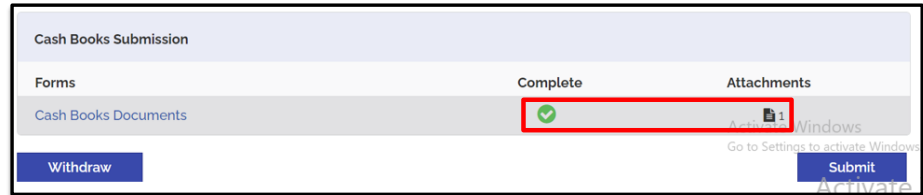
(5) CLICK **Save**





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NOTES:

- You will now see the **Complete** is a **Green** check and the **Attachment** is there



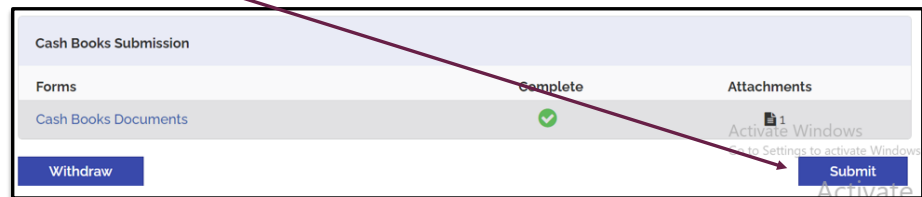
Cash Books Submission

| Forms | Complete | Attachments |
|----------------------|---|---|
| Cash Books Documents |  |  |



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

Slide 14

- Once Required Document is uploaded, documents can now be **Submitted**



Cash Books Submission

| Forms | Complete | Attachments |
|----------------------|---|---|
| Cash Books Documents |  |  |

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

Slide 15

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 # |
| Jan 2023 | 02/08/2023 | 02/08/2023 | Submitted | | 1 |
| Feb 2022 | 02/08/2023 | | Created | | 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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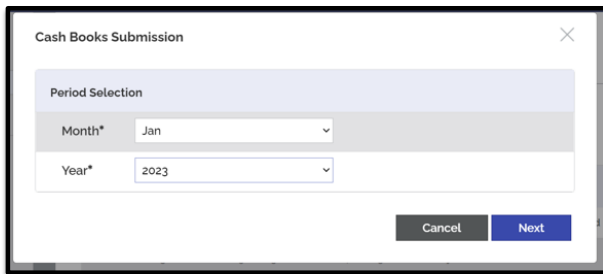
- IF REJECTED, they will be able to CLICK on the submission and they will see an **ALERT** as to why.

The screenshot shows the PERAC Board Portal interface. At the top, there is a navigation bar with the PERAC logo and user information. Below the navigation bar, a sidebar on the left contains icons for Home, Tasks, Compliance, Finance, Benefits, Disability, GSA, and Members. The main content area displays a yellow alert box with the message: "ALERT - This Cashbooks Submission has been rejected with the following comment: Testing - rejecting for testing - Dan M Boyle on 2/8/2023". Below the alert, there is a section titled "Cash Books Submission Checklist" which includes a "Notes" table with columns for Comments, Date, Updated By, Document, and Internal. The table currently shows "Not found" and an "Add New" button. Below the checklist, there is a "Submission Information" section with fields for Period (Jan 2023) and 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**.



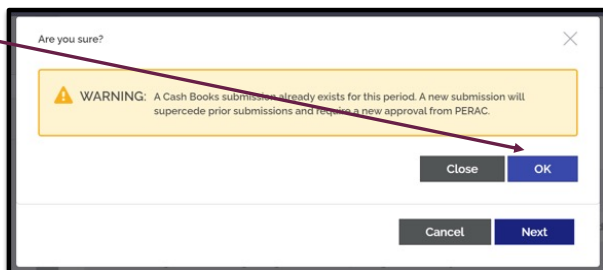
Cash Books Submission

Period Selection

Month* Jan

Year* 2023

Cancel Next



Are you sure?

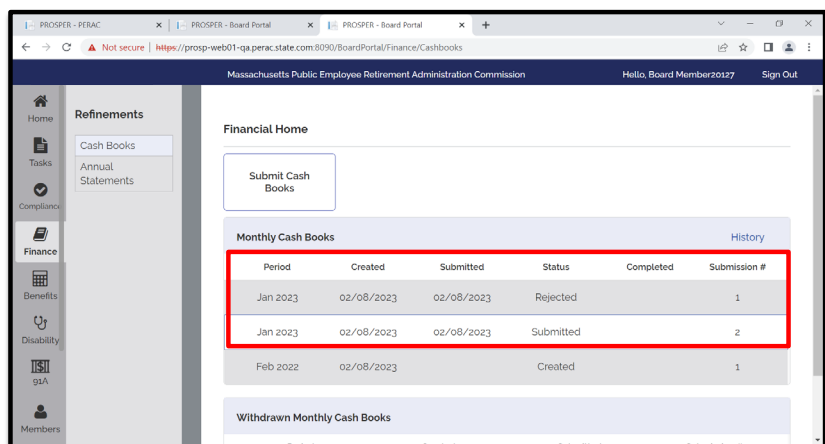
WARNING: A Cash Books submission already exists for this period. A new submission will supercede prior submissions and require a new approval from PERAC.

Close OK

Cancel Next

Slide 20

- The user will now see the 2nd submission.



Massachusetts Public Employee Retirement Administration Commission

Hello, Board Member2017 Sign Out

Financial Home

Submit Cash Books

Monthly Cash Books History

| Period | Created | Submitted | Status | Completed | Submission # |
|----------|------------|------------|-----------|-----------|--------------|
| Jan 2023 | 02/08/2023 | 02/08/2023 | Rejected | | 1 |
| Jan 2023 | 02/08/2023 | 02/08/2023 | Submitted | | 2 |
| Feb 2022 | 02/08/2023 | | Created | | 1 |

Withdrawn Monthly Cash Books

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NOTES:



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

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Screen Shots

Slide 23

NOTES:

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:

PROSPER - Board Portal x PROSPER - Board Portal x +

Not secure | https://prosp-web01-qa.perac.state.com:8090/BoardPortal/Index

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

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

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PROSPER - Board Portal x PROSPER - Board Portal x +

Not secure | https://prosp-web01-qa.perac.state.com:8090/BoardPortal/Finance/Cashbooks

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

Home Refinements Cash Books Annual Statements Compliance Finance Benefits Disability 91A Members

Financial Home

Submit Cash Books

Monthly Cash Books History

| Period | Created | Submitted | Status | Completed | Submission # |
|----------|------------|-----------|---------|-----------|--------------|
| Feb 2022 | 02/08/2023 | | Created | | 1 |

Withdrawn Monthly Cash Books

| Period | Created | Submitted | Submission # |
|-----------|---------|-----------|--------------|
| Not found | | | |

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NOTES:

PROSPER - Board Portal

Not secure | https://prosp-web01-qa.perac.state.com:8090/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

Cash Books Submission

Period Selection

Month* Jan

Year* 2023

Cancel Next

History

Submission #

1

Withdrawn Monthly Cash Books

| Period | Created | Submitted | Submission # |
|-----------|---------|-----------|--------------|
| Not found | | | |

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PROSPER - Board Portal

Not secure | https://prosp-web01-qa.perac.state.com:8090/BoardPortal/Finance/Cashbooks/Submissions/569361

Massachusetts Public Employee Retirement Administration Commission

Hello, Board Member20127 Sign Out

Home Tasks Compliance Finance Benefits Disability 91A Members

Add New

Submission Information

Period: Jan 2023

Submitted:

Rejected:

Approved:

Submission #: 1

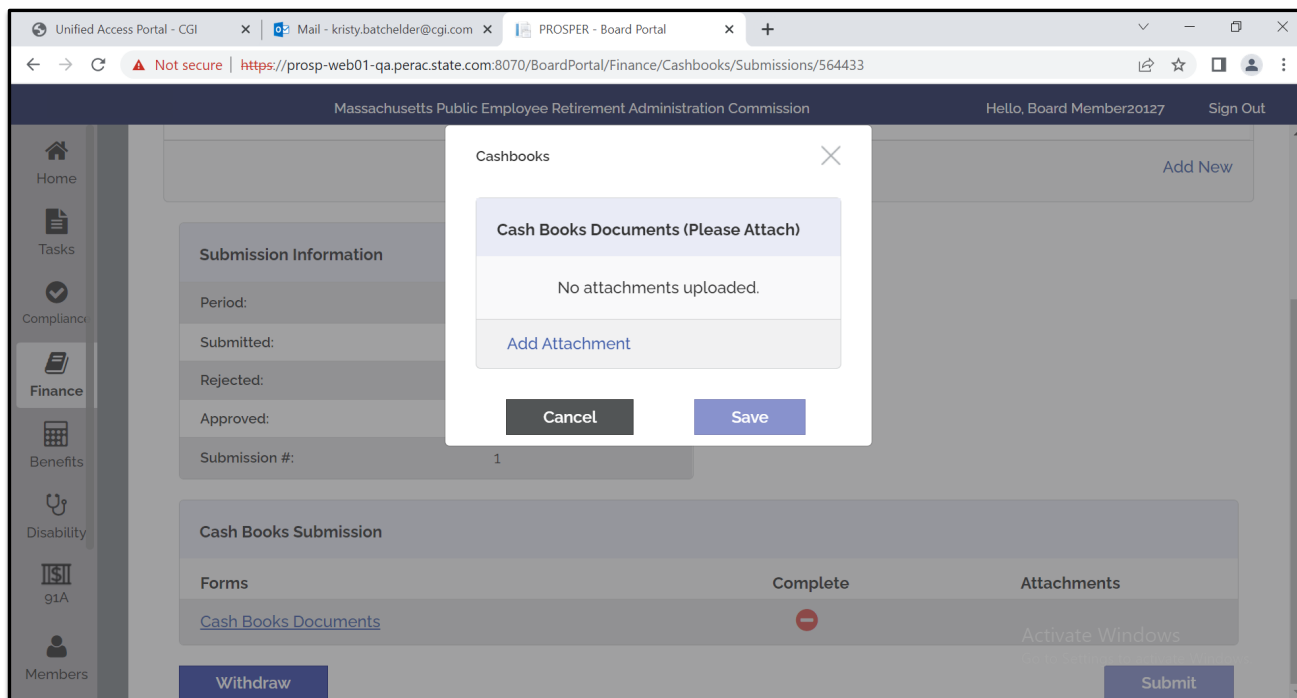
Cash Books Submission

| Forms | Complete | Attachments |
|----------------------|----------|-------------|
| Cash Books Documents | | |

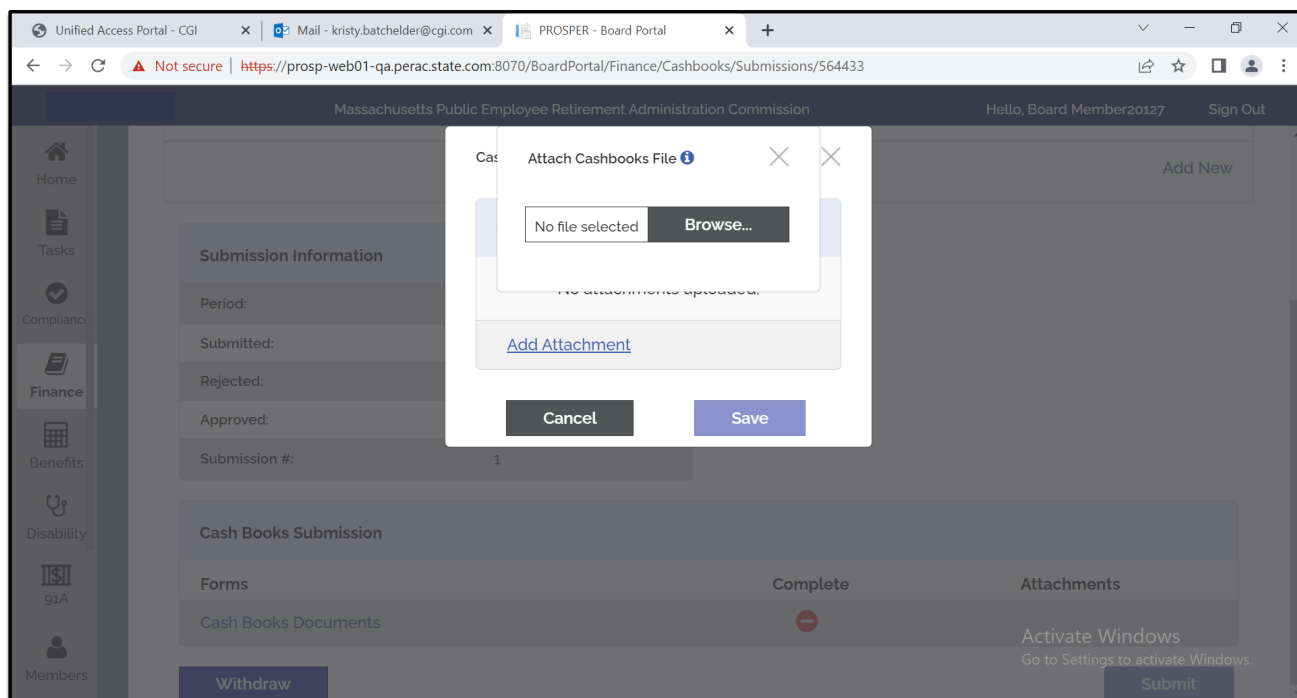
Withdraw Submit

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NOTES:

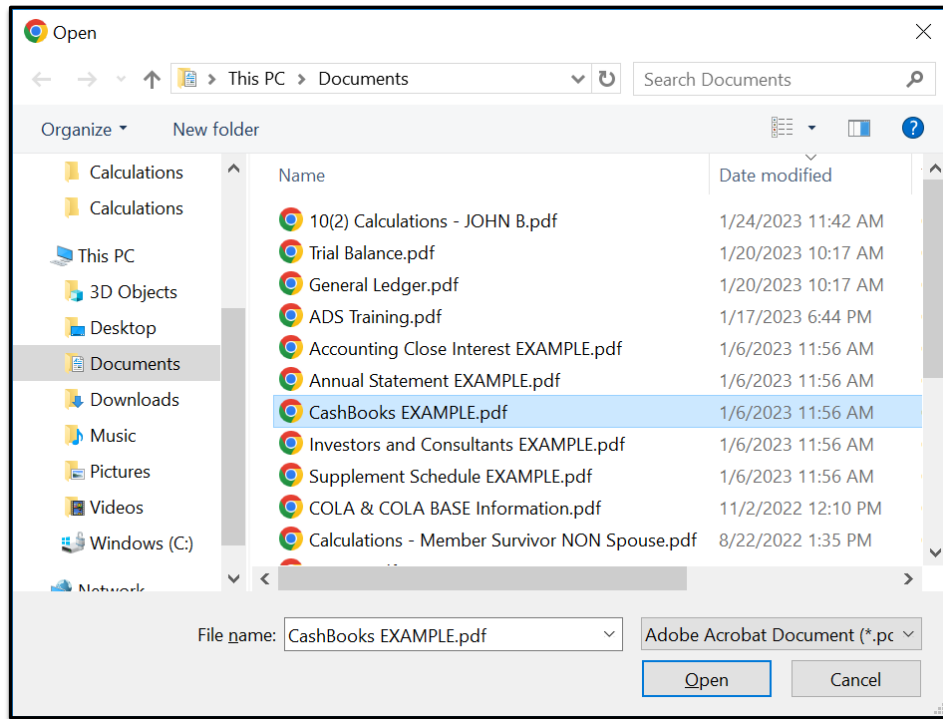


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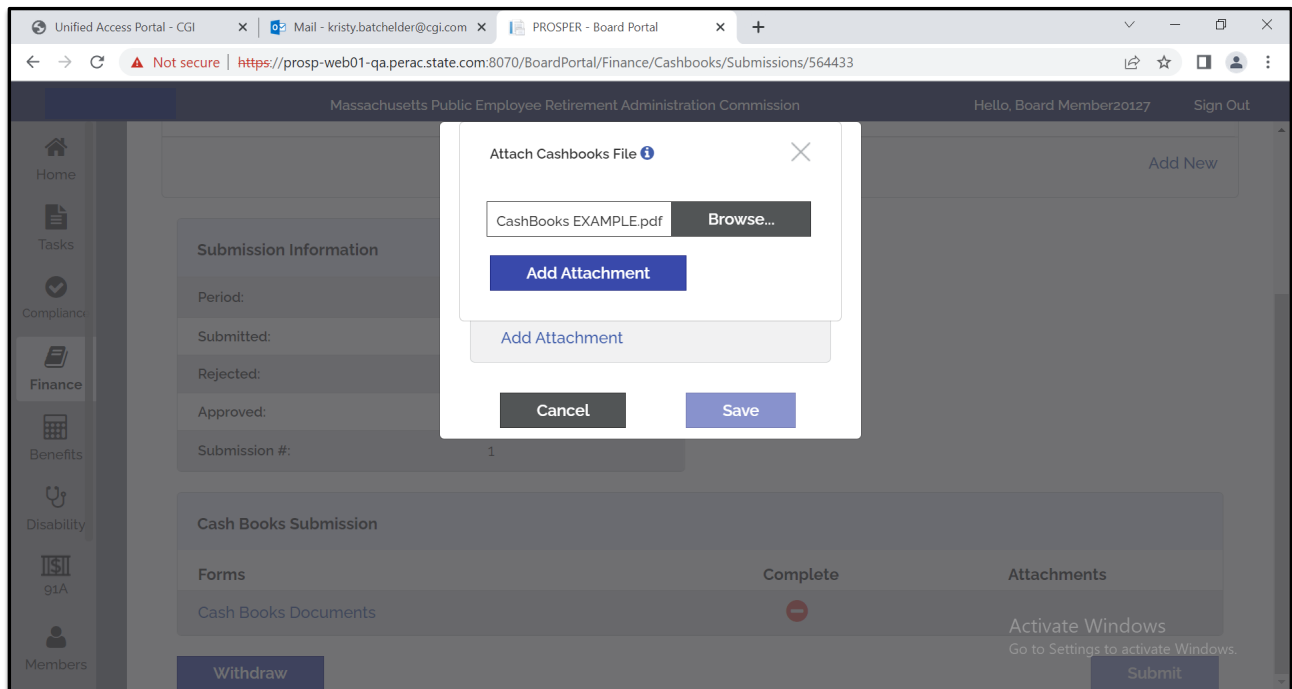


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NOTES:

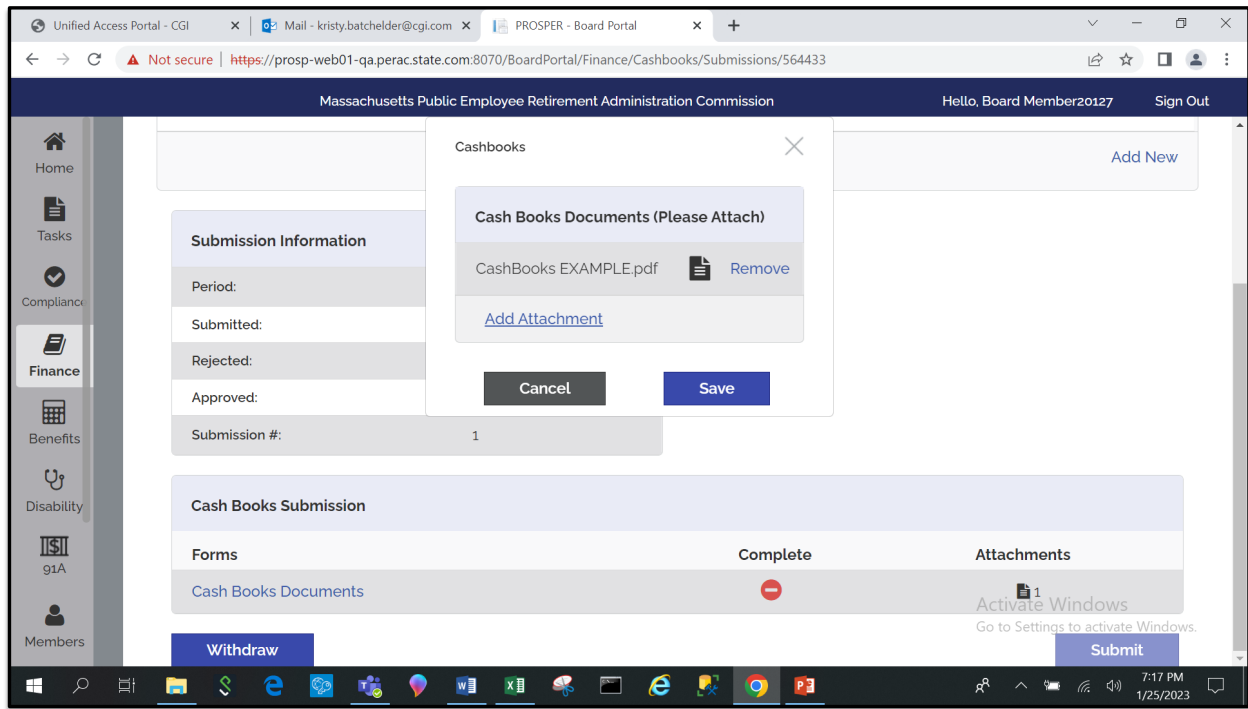


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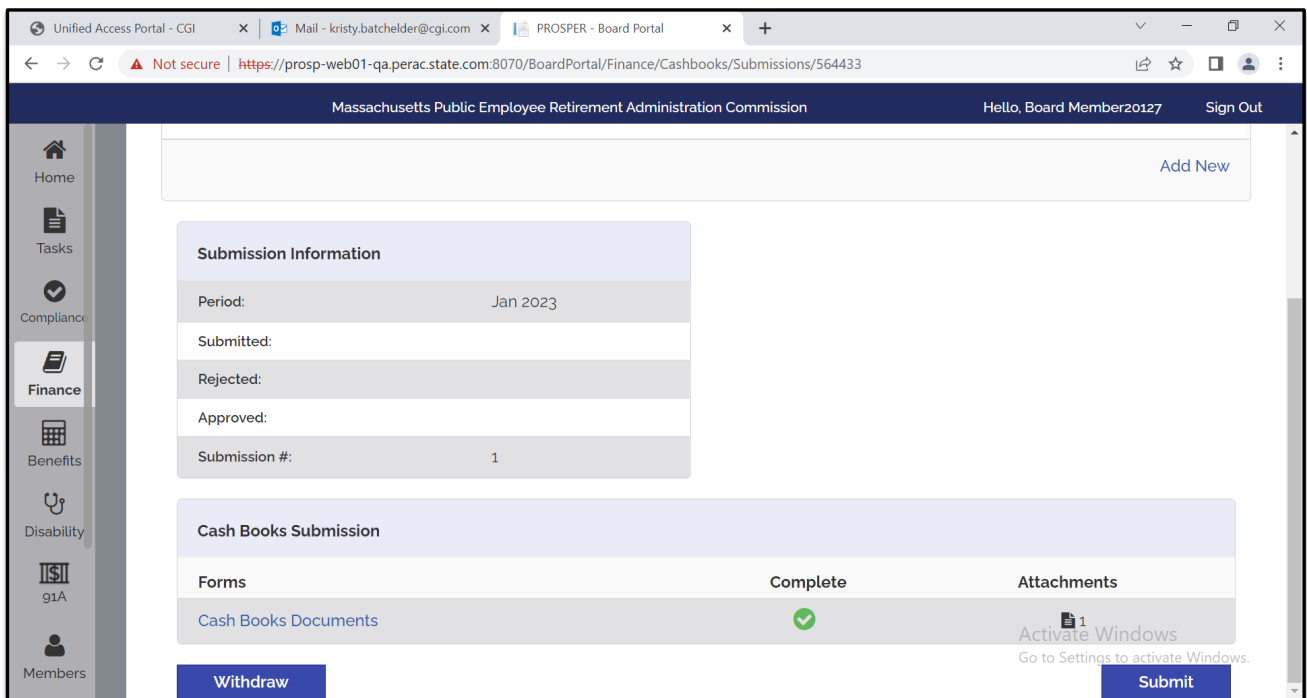


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NOTES:



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NOTES:

PROSPER - Board Portal

Not secure | https://prosp-web01-qa.perac.state.com:8090/BoardPortal/Finance/Cashbooks/Submissions/569361

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: | Jan 2023 |
| Submitted: | 02/08/2023 |
| Rejected: | |

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PROSPER - Board Portal

Not secure | https://prosp-web01-qa.perac.state.com:8090/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 | 02/08/2023 | 02/08/2023 | Submitted | | 1 |
| Feb 2022 | 02/08/2023 | | Created | | 1 |

Withdrawn Monthly Cash Books

| Period | Created | Submitted | Submission # |
|-----------|---------|-----------|--------------|
| Not found | | | |

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NOTES:

PROSPER - PERAC x PROSPER - Board Portal x +

Not secure | https://prosp-web01-qa.perac.state.com:8090/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 | 02/08/2023 | 02/08/2023 | Rejected | | 1 |
| Feb 2022 | 02/08/2023 | | Created | | 1 |

Withdrawn Monthly Cash Books

| Period | Created | Submitted | Submission # |
|-----------|---------|-----------|--------------|
| Not found | | | |

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

Not secure | https://prosp-web01-qa.perac.state.com:8090/BoardPortal/Finance/Cashbooks/Submissions/569361

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

Home Tasks Compliance Finance Benefits Disability 91A Members

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

- Testing - rejecting for testing - Dan M Boyle on 2/8/2023

Cash Books Submission Checklist

Notes

| Comments | Date | Updated By | Document | Internal |
|-----------|------|------------|----------|----------|
| Not found | | | | |

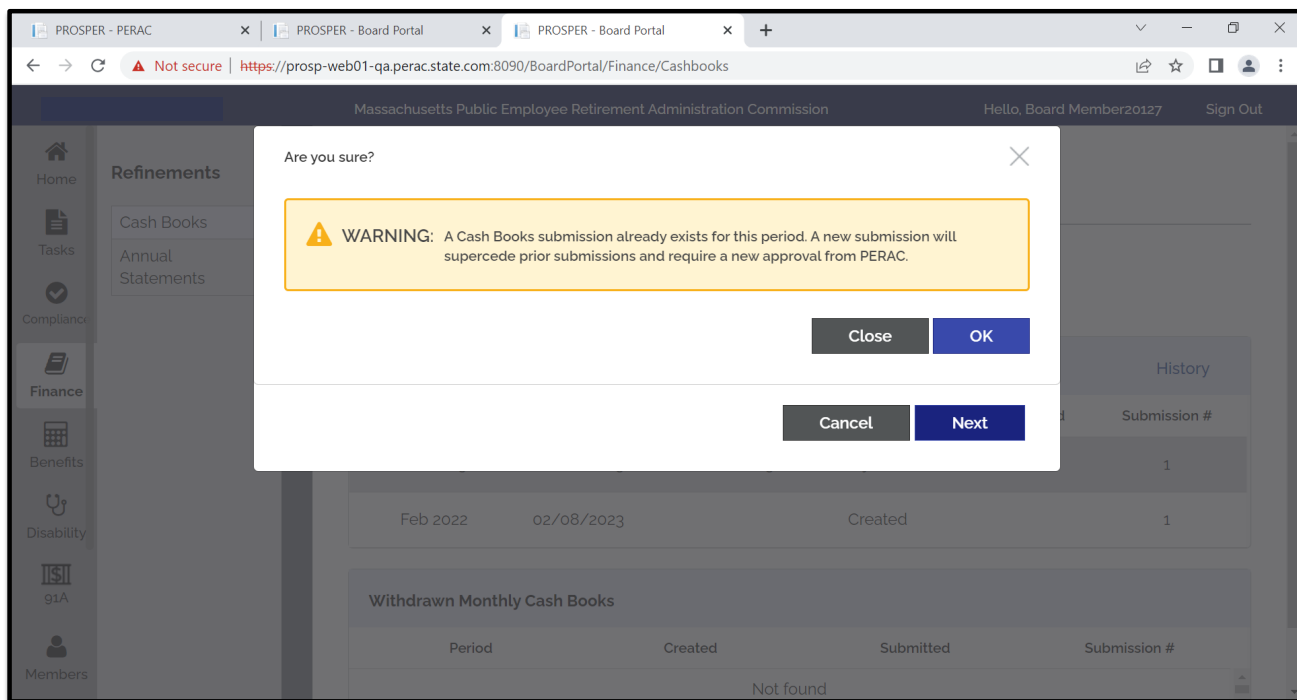
Add New

Submission Information

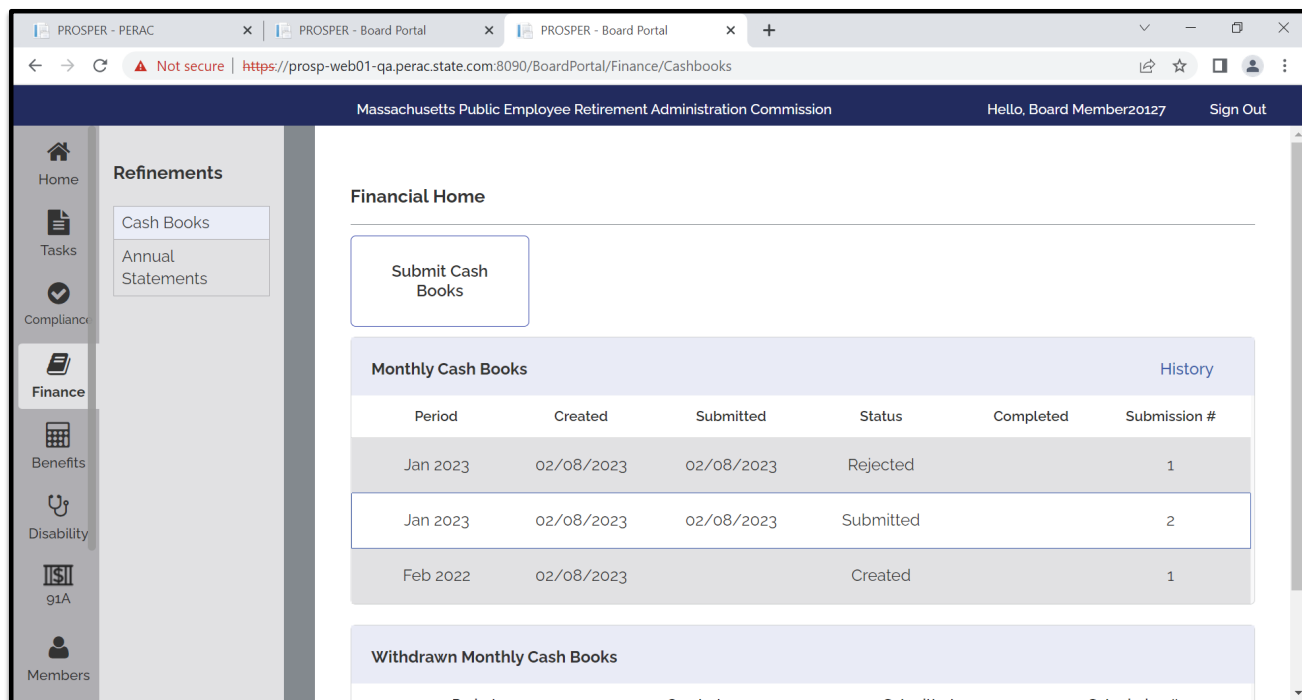
| | |
|------------|------------|
| Period: | Jan 2023 |
| Submitted: | 02/08/2023 |

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NOTES:



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NOTES:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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

