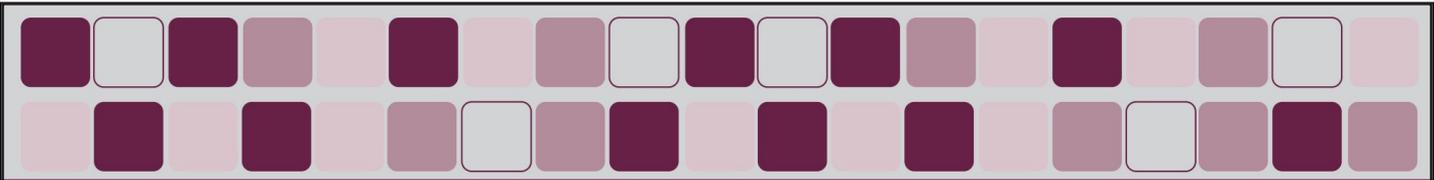


CASH BOOK SUBMISSION TRAINING (Non PTG)



PROSPER PERAC

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



LOGIN

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

PROSPER | Massachusetts Public Employee Retirement Administration Commission

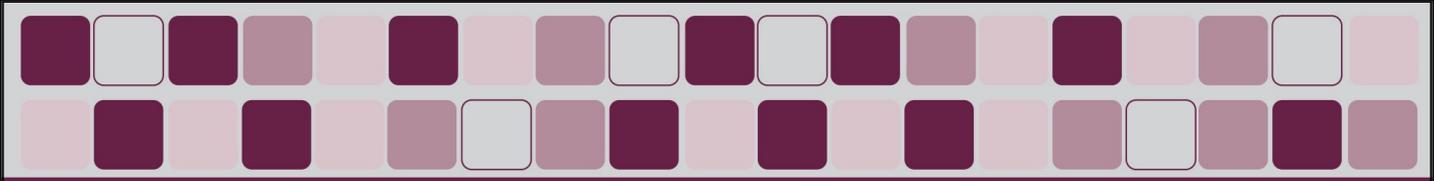
User Name

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**

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Security Question

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

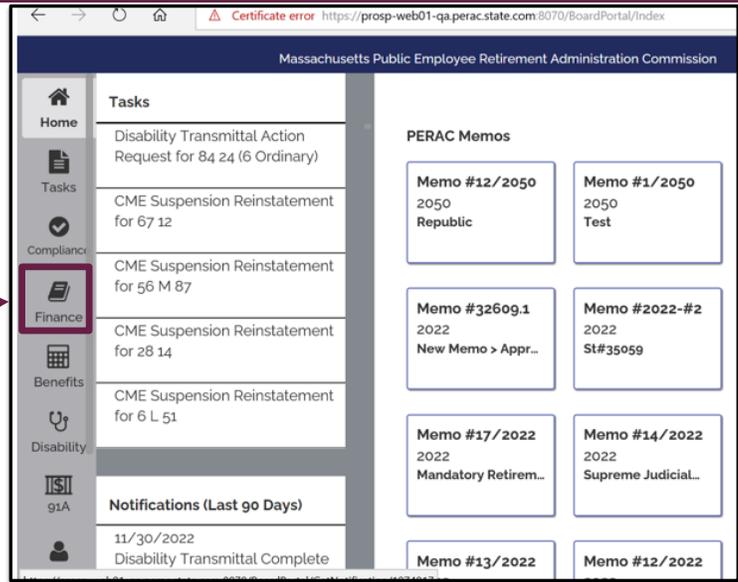
Answer*

Slide 3

NOTES:

LAND ON "HOME" PAGE

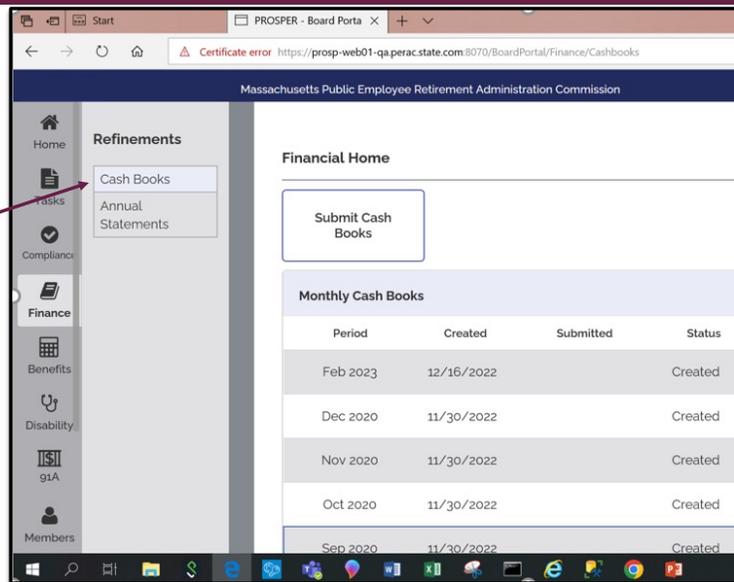
(1) CLICK Finance Tab



Slide 4

LAND ON "FINANCE" PAGE

(1) CLICK Cash Books

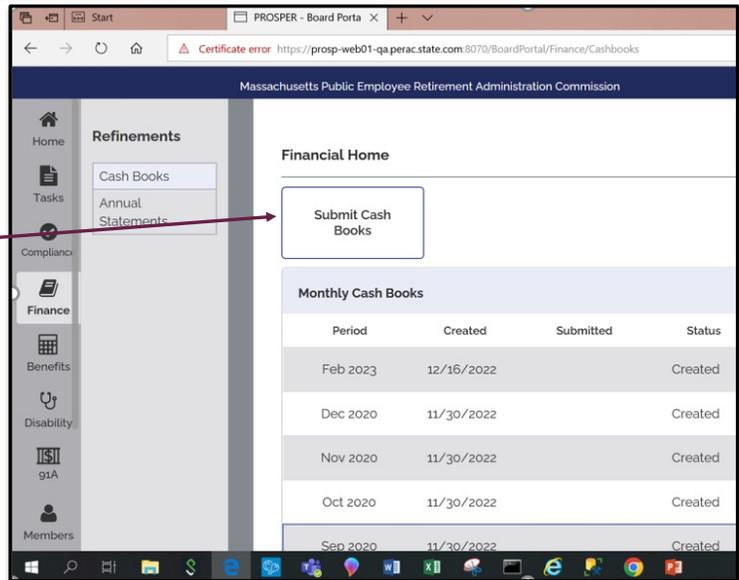


Slide 5

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**

The screenshot shows a "Cash Books Submission" dialog box. It has a "Period Selection" section with two dropdown menus: "Month*" (set to "Jan") and "Year*" (set to "2023"). At the bottom right, there are two buttons: "Cancel" and "Next". Red arrows point from the text on the left to the "Month*" dropdown, the "Year*" dropdown, and the "Next" button.

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	-	

Withdraw Submit

Slide 8

UPLOAD Doc(s)

(1) CLICK **Add Attachment**

Cashbooks

Cash Books Documents (Please Attach)

No attachments uploaded.

Add Attachment

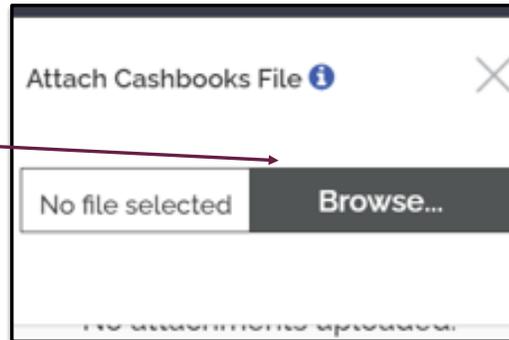
Cancel Save

Slide 9

NOTES:

UPLOAD Doc(s) (Cont'd)

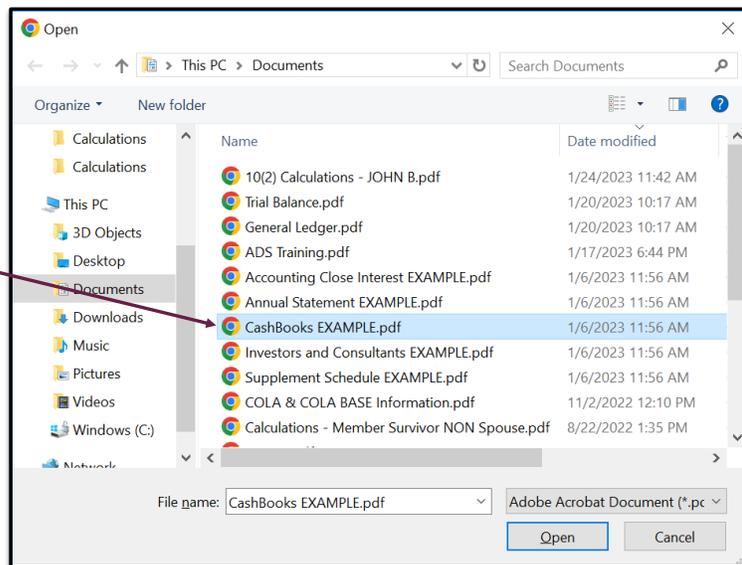
(2) CLICK **Browse**



Slide 10

UPLOAD Doc(s) (Cont'd)

(3) SELECT correct file

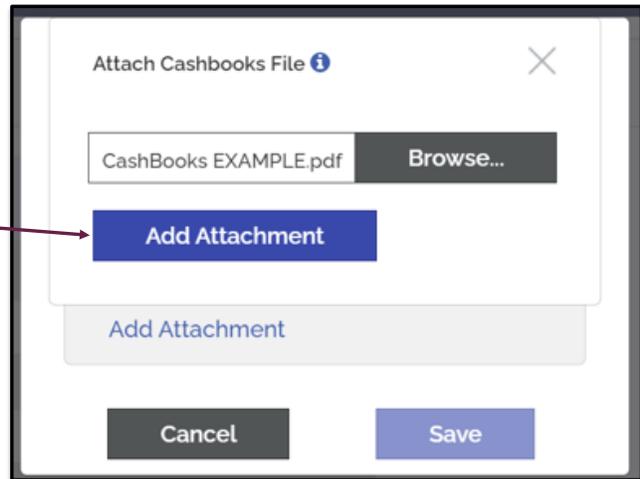


Slide 11

NOTES:

UPLOAD Doc(s) (Cont'd)

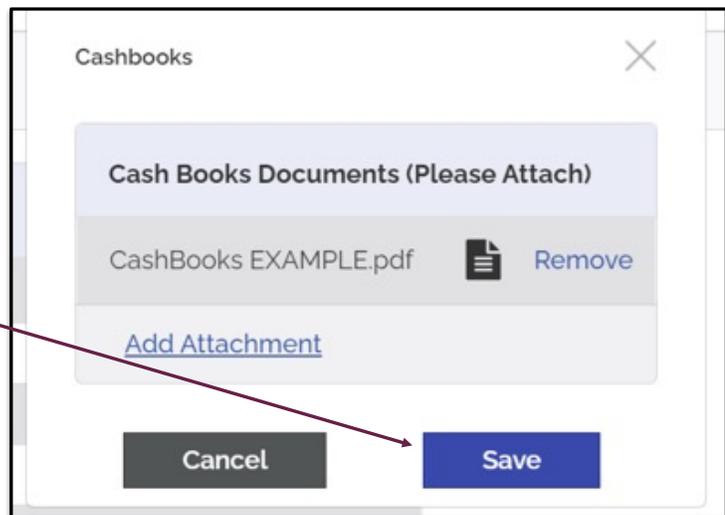
(4) CLICK **Add Attachment**



Slide 12

UPLOAD Doc(s) (Cont'd)

(5) CLICK **Save**



Slide 13

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 1

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

Slide 14

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

Cash Books Submission

Forms Complete Attachments

Cash Books Documents 1

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

Slide 15

NOTES:

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



- 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

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**.

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

Slide 18

- 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 - 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

Slide 19

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**.

Slide 20

- The user will now see the 2nd submission.

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

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NOTES:



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

Slide 22

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?](#)

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

Slide 24

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*

Slide 25

NOTES:

PROSPER - Board Portal | PROSPER - Board Portal | +

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

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

Tasks

Home

Tasks

Notifications (Last go 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 | 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](#)

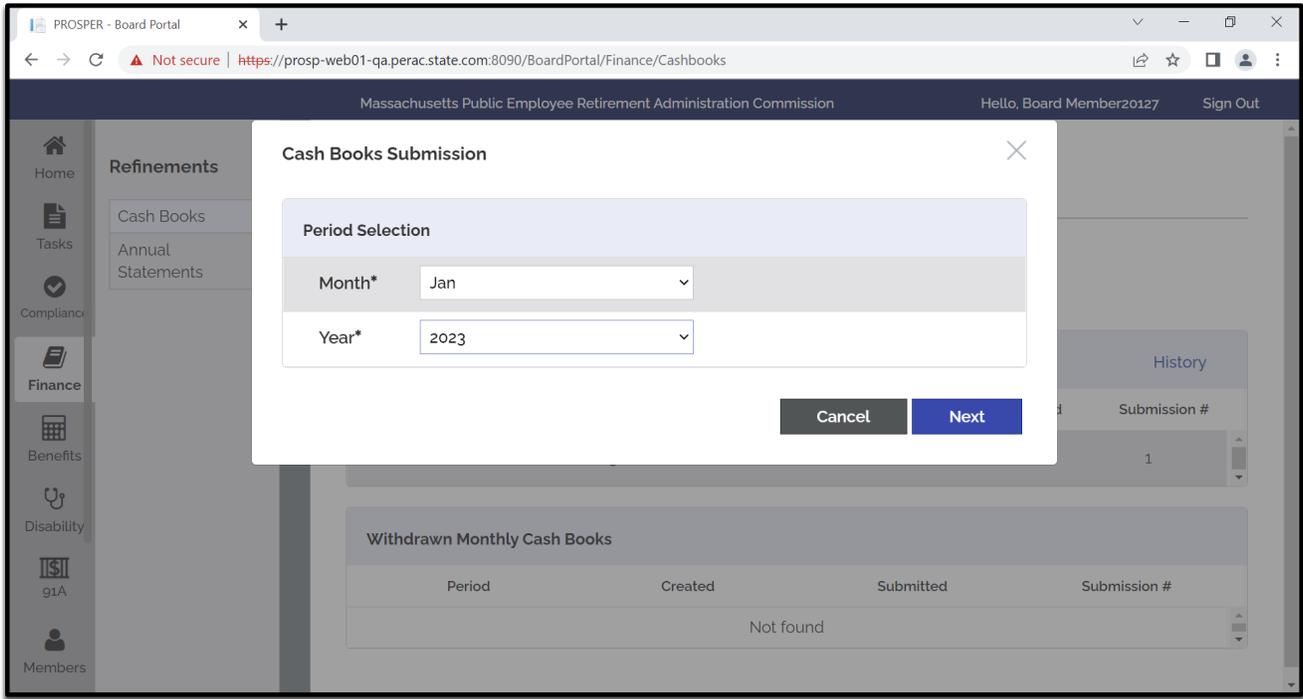
Period	Created	Submitted	Status	Completed	Submission #
Feb 2022	02/08/2023		Created		1

Withdrawn Monthly Cash Books

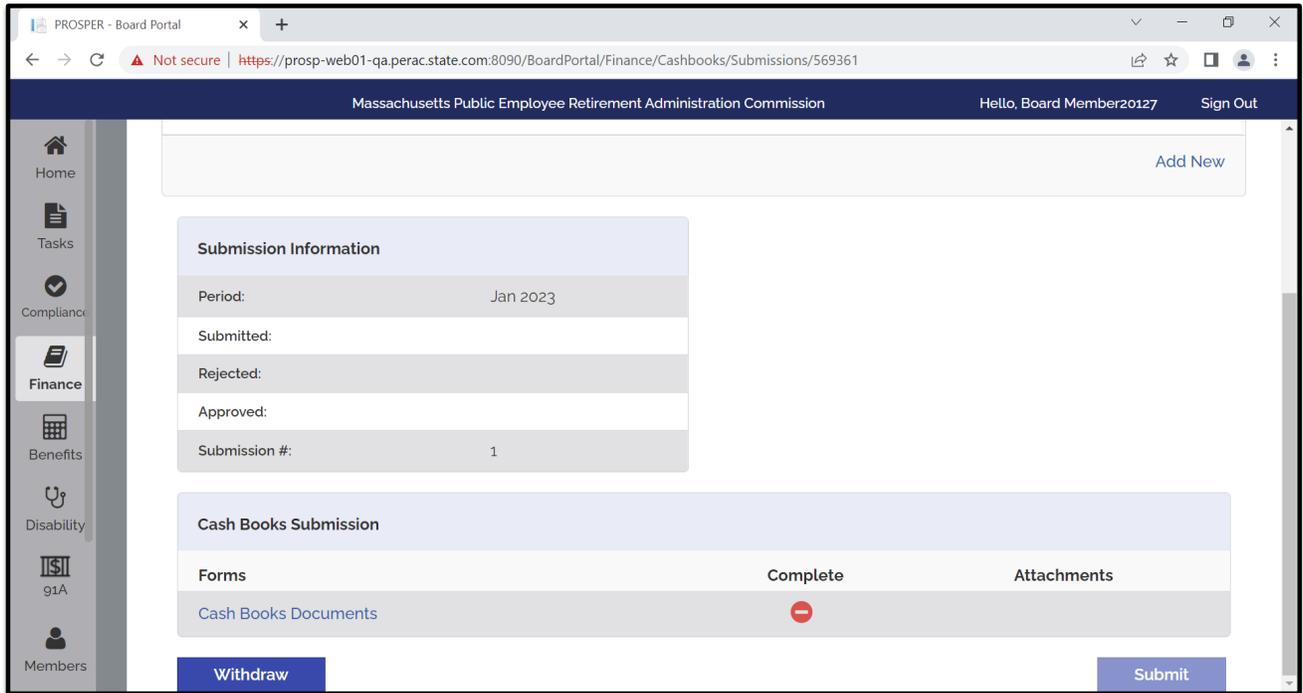
Period	Created	Submitted	Submission #
Not found			

Slide 27

NOTES:

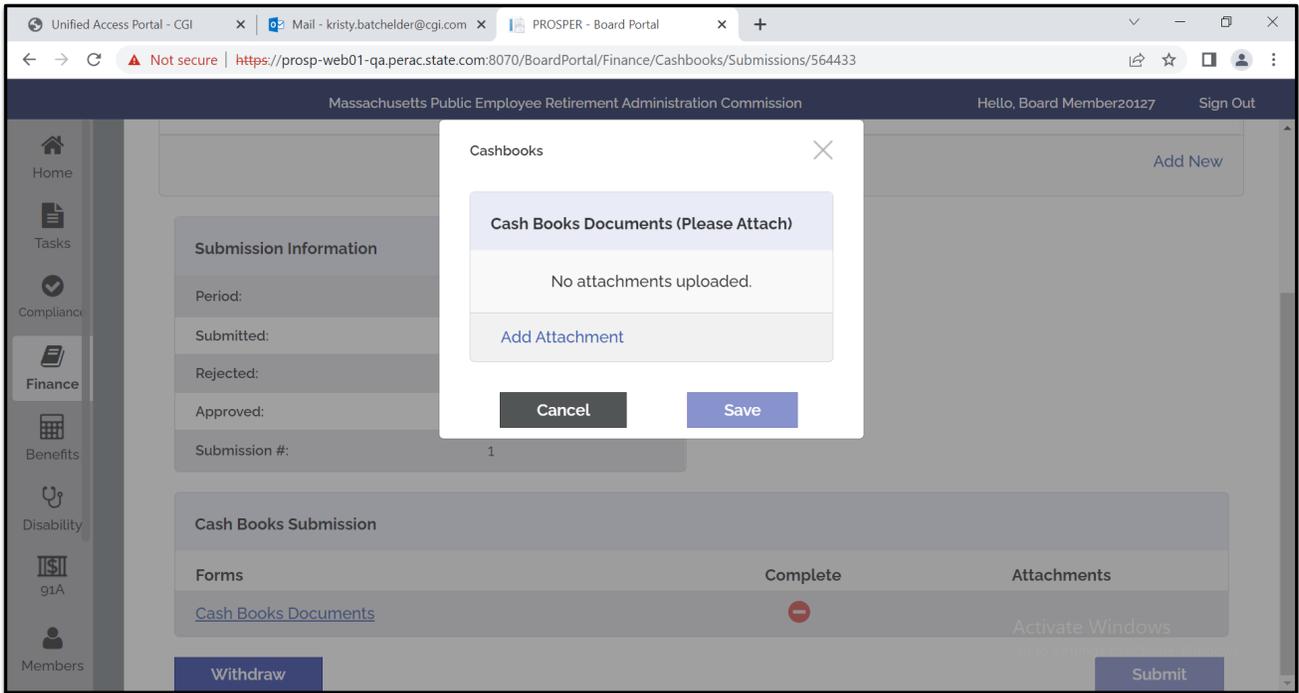


Slide 28

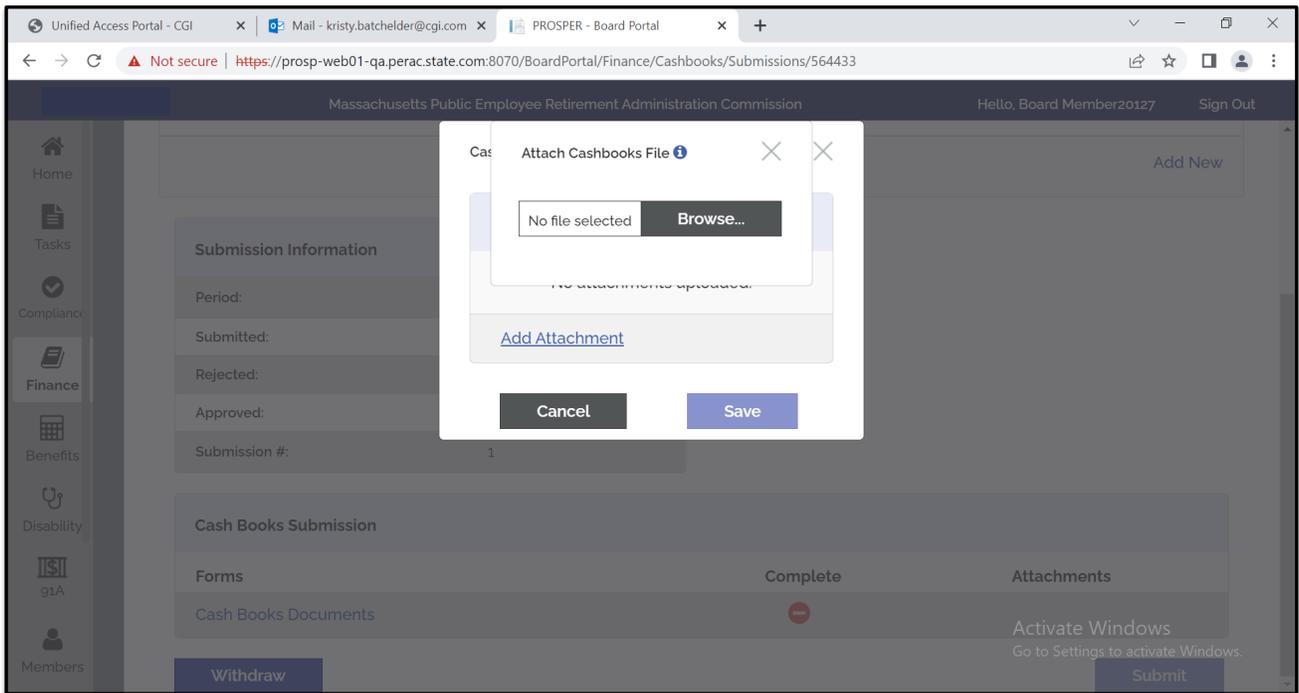


Slide 29

NOTES:

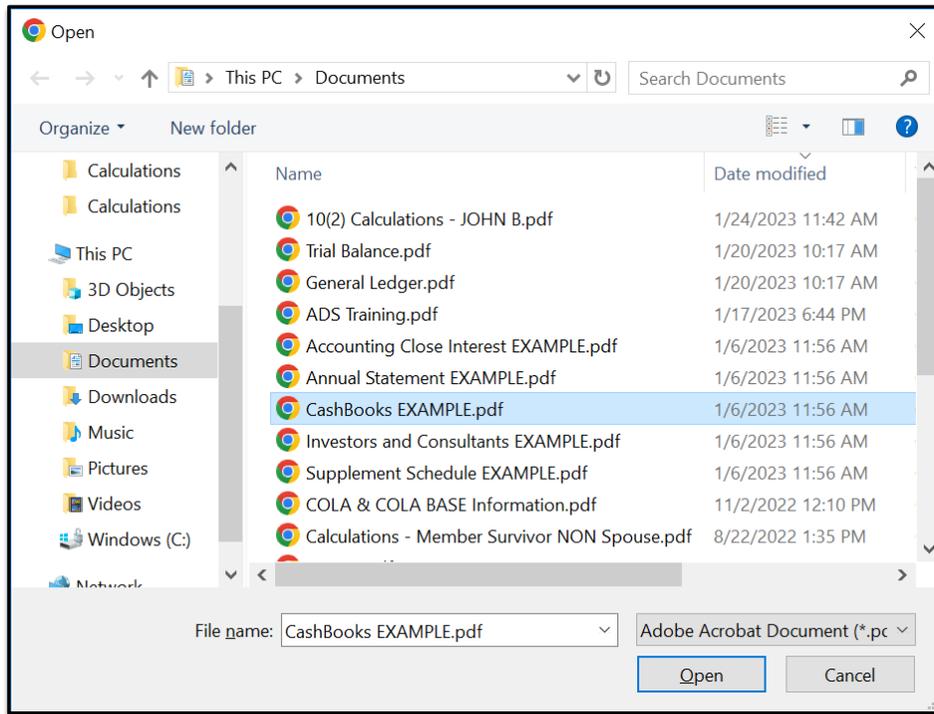


Slide 30

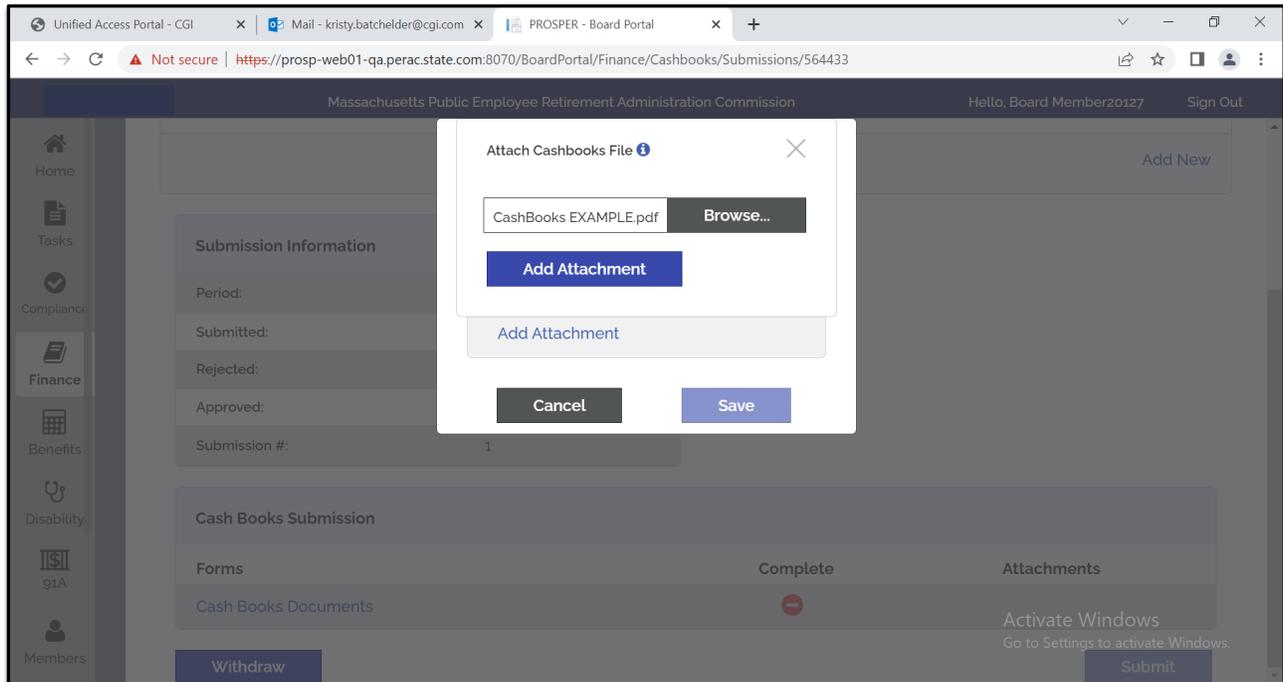


Slide 31

NOTES:

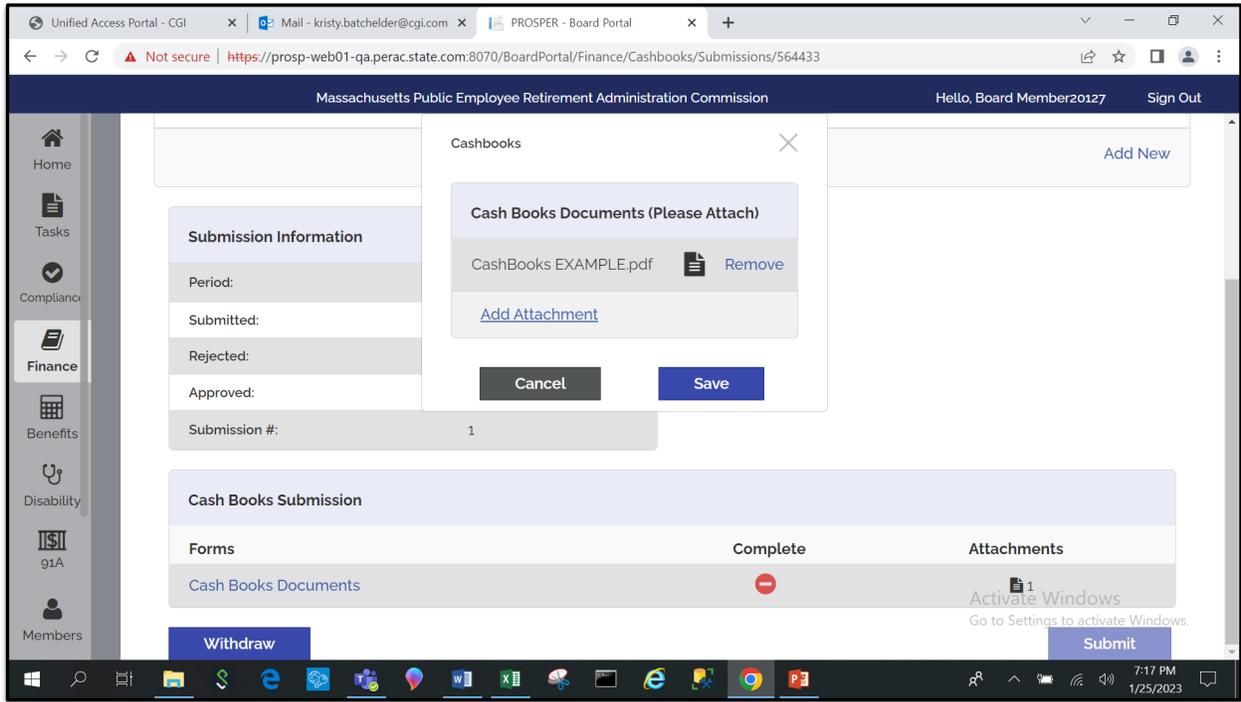


Slide 32

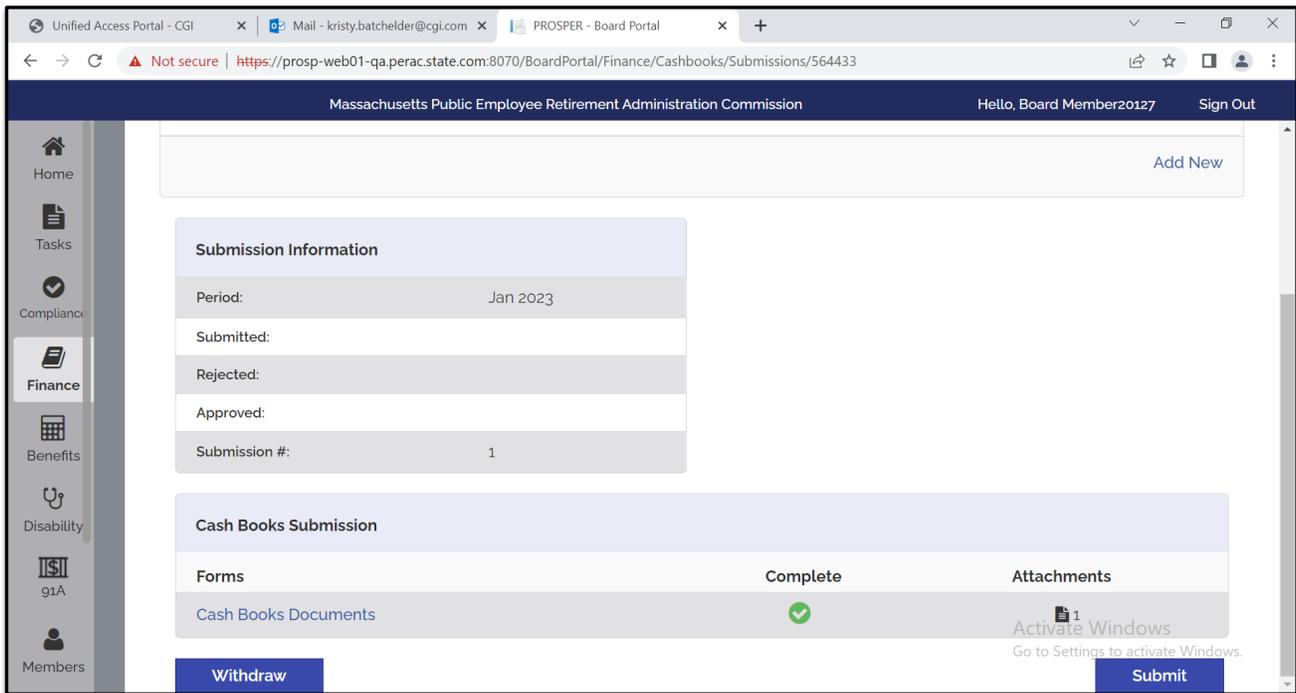


Slide 33

NOTES:



Slide 34



Slide 35

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:

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

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:

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 40

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:

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

