

Electronic Reporting

HRS Pro

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October 14, 2011



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HRS Pro

- A software package to prepare unclaimed property reports

Electronic Format	Hardcopy Format
NAUPA standard	Holder Report Cover Sheet
Encrypted .HDE file for client states	Property Listing <ul style="list-style-type: none">• Summary• Detailed
Unencrypted .HRS file for non-client states	Owner Letters and Owner Labels

- Accepted by 45 unclaimed property programs

HRS Pro

- Available in two Versions

Standard Edition	Enterprise Edition
No Fee	<ul style="list-style-type: none">• \$295 annual basis for 3 users• \$95 each addition user
Single user database access	Multi-user capability
Data in local drive	Back up of data in network

- Download from <http://wagers.net/hrs/index.php>
- Types of Installation

Full Installation	Update Only
First-time users	Existing user

HRS Pro

- Expiration

Standard Edition	Enterprise Edition
Twice a year	Once a year
<ul style="list-style-type: none">• December 15th• June 15th	<ul style="list-style-type: none">• Either December 15th, or• June 15th Depending on date of purchase

- Primary Support

Standard Edition	Enterprise Edition
Through the state	Through HRS Pro Support

HRS Pro

HRS Pro - Enterprise Edition

File Edit View Help

Data Input

Data Sets

Properties

Holders

Holder Personnel

Data Output

State Guidelines

Utilities

Data Sets

A Data Set is a collection of unclaimed properties belonging to a single holder. Once the individual properties have been entered and validated, the Data Set may be divided into individual Holder Reports for each state that the holder reports to.

To create a Data Set, choose a holder from the list below and press the <Add> button.

If no holders appear in the list, you may add one via the <Holders> icon in the list bar to the left.

ABC CORP CHANGED

- Year 2011; State: CO; 11 Props.; \$66.00; 0.0000 Shares; 0 Tangible Props.
- Year 2011; State: CT; 1 Props.; \$0.00; 0.0000 Shares; 0 Tangible Props.
- Year 2011; State: WY; 1 Props.; \$0.00; 0.0000 Shares; 1 Tangible Props.
- Year 2010; State: MN; 0 Props.; \$0.00; 0.0000 Shares; 0 Tangible Props.
- Year 2010; State: KY; 4 Props.; \$40.00; 0.0000 Shares; 0 Tangible Props.
- Year 2010; State: DE; 0 Props.; \$0.00; 0.0000 Shares; 0 Tangible Props.
- Year 2010; State: CO; Negative Report
- Year 2010; State: OK; 4 Props.; \$458.95; 0.0000 Shares; 0 Tangible Props.
- Year 2010; State: CA; 2 Props.; \$201,211.00; 0.0000 Shares; 0 Tangible Props.
- Year 2010; State: PA; 0 Props.; \$0.00; 0.0000 Shares; 0 Tangible Props.

Detail Add Remove Move

Data Input

Data Sets

Properties

Data Input

- Data Sets
- Properties
- Holders
- Holder Personnel

ABC CORP CHANGED

- Year 2011; State: ME; 2 Props.; \$106.45; 0.0000 Shares; 0 Tangible Props.
- Year 2011; State: CO; 11 Props.; \$66.00; 0.0000 Shares; 0 Tangible Props.
- Year 2011; State: CT; 1 Props.
- Year 2011; State: WY; 1 Props.
- Year 2010; State: MN; 0 Props.
- Year 2010; State: KY; 4 Props.
- Year 2010; State: DE; 0 Props.
- Year 2010; State: CO; Negative
- Year 2010; State: OK; 4 Props.
- Year 2010; State: ...

Data Set: 2011; State: ME; ABC CORP CHANGED;
 Net Total: 2 Props. (0 Tangible); \$106.45; 0.0000 Shares;
 Remittable: 2 Props. (0 Tangible); \$106.45; 0.0000 Shares

Properties in Data Set

Excluded Type	Cash to Report	Cash to Remit	Shares to Remit	Inventory Cnt.	Acct. / Policy #
<input type="checkbox"/> AC01	\$101.00	\$101.00	0.0000	0	123456
<input type="checkbox"/> AC02	\$5.45	\$5.45	0.0000	0	CK1528

Holder Name	Tax ID #	City / State
ABC CORP CHANGED	12-3456789-0123	BOTSON / MA
GLASGOW MEDICAL CENTER	51-0320926	
HORIZON SETTLEMENT	99-9999999	
HRS PRO TESTING COMPANY	99-9999999	
REPORT IMPORT TESTING	87-8887778-1234	QUINCY / MA
SUPERVALU INC	41-0617000	
TESTING AGAIN	99-9999999	

Holders

Initials	Name	City / State
PXC	PANSY CHAN	BOSTON / MA

Holder Personnel

	Tax ID #	Type	Relation
REET ANDOVER, ME 0421	123-45-6789	1	AN
REET ANDOVER, ME 0421		1	AN


Detail Add Remove

Search for Owner in this Data Set

Data Output

Holder Reports

Data Output



Holder Reports

Data Set: 2011; State: ME; ABC CORP CHANGED;
Net Total: 2 Props. (0 Tangible); \$106.45; 0.0000 Shares;
Remittable: 2 Props. (0 Tangible); \$106.45; 0.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
ME	2	Pending	\$ 106.45	0.0000	0

Contacts

Stk. Delivery

Validate

Finalize

Printed Output

- Owner Letters
- Owner Labels
- Property Listing (detailed)
- Property Listing (summary)
- Holder Report Cover Sheet

Preview

Disk Output


- NAUPA File Unencrypted
- Data Export


Generate Output


State Guidelines

Contact Info.

State Guidelines

 Codes

 Submission Requirements

 Contact Info.

Codes

Property Types Owner Types Ow

Code	Description
AC01	CHECKING ACCOUNTS
AC02	SAVINGS ACCOUNTS
AC03	MATURED CD OR SA
AC05	MONEY ON DEPOSIT
AC06	SECURITY DEPOSIT
AC07	UNIDENTIFIED DEPO
AC21	OTHER ACCOUNTS
AC99	AGGREGATE - ACCO
CK01	CASHIER'S CHECKS
CK02	CERTIFIED CHECKS
CK03	REGISTERED CHECKS
CK04	TREASURER'S CHECKS
CK05	DRAFTS
CK06	WARRANTS
CK07	MONEY ORDERS
CK08	TRAVELER'S CHECKS

Print Property Types
 Preview All 4 Tables

Submission Requirements

In addition to electronic submission, a listing of properties and owners is required.

A signed cover sheet is: REQUIRED.
Submitted cover sheets: DO NOT REQUIRE NOTARIZATION.

The maximum number of properties in an electronic file is: 20

E-mail submissions are: NOT ACCEPTED.

Tangible Property is: ACCEPTED.

Property Deductions are: PERMITTED.

Acceptable Media: Paper = Yes; 3.5" Floppy Disk = Yes; CD-ROM = Yes

Address:
Alaska Department of Revenue
Treasury Division
Unclaimed Property Section
PO Box 110420
Juneau, AK 99811-0420

Contact: Unclaimed Property Office
E-Mail: ucproperty@alaska.gov
Phone: (907) 465-3726
Fax: (907) 465-2394
Web: <http://www.unclaimedproperty.alaska.gov>

Utilities

Utilities

- Configuration and Defaults
- Import Data
- Rebuild Database

Configuration and Defaults

Alternative Data Path (defaults to 'DATA if empty):

[Change](#) [Clear](#)

Securities Issues **Owner Letter Text**

Note: for Ohio reports, this text will be ignored. Ohio letters will print v
Please remember to include a return envelope with all Ohio owner lett

Dear Property Holder,

Our institution may be holding
been active for some time, a
this property over to the Stat

If you wish to return this acco

Sincerely,

Rebuild Database

If your HRS Pro database has become corrupt or the system is behaving strangely, you should rebuild the database. This function will rebuild and reindex all tables.

This utility is considered safe in general. However, it is highly
for to running it, in
sses are accessing
started after the rebuild.

Import Data

Rather than keying data, you may import it into HRS Pro from an external source. The data must comply with one of the supported formats below.

Import Format:

- Template File [Open Excel Template File](#)
- Previous Version of HRS

[Start Import](#)





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