HRS PRO

HOW TO GUIDE

PURPOSE

The purpose of this document is to help new holders and their personnel to complete their unclaimed reporting process by utilizing HRS Pro.

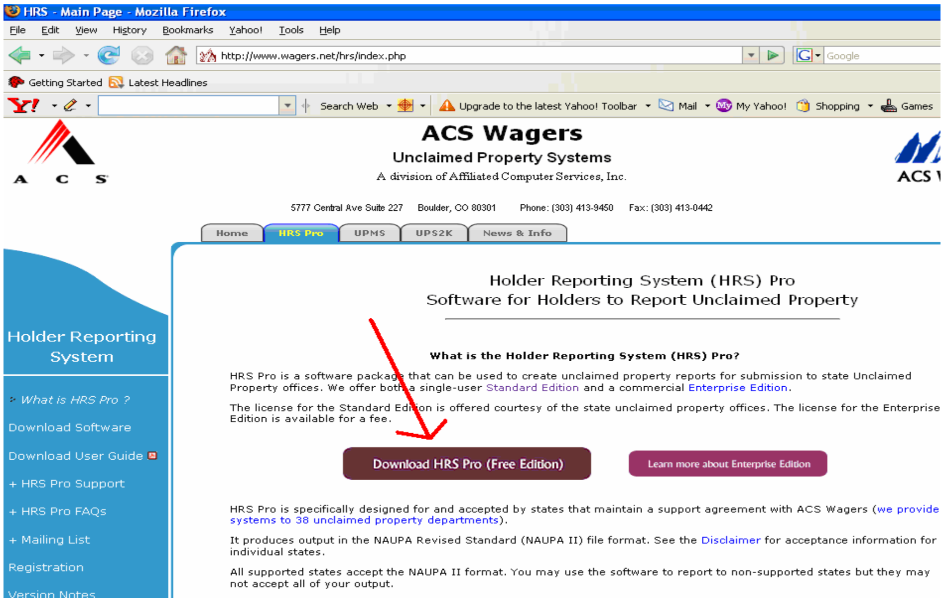
It is designed to be a step by step process for those who may not be as comfortable or familiar with computers or unclaimed property in general. For a more detailed explanation of fields, functions and or topics found in HRS Pro – please go to the Help section of HRS Pro or download the HRS Pro Users Guide from http://www.wagers.net/hrs/index.php.

The general flow of the instructions begins at downloading the software from www.wagers.net and ends after the creation of the NAUPA file. If you follow the PROCESS on page 3, you can easily jump to whatever topic you need more information about.

PROCESS

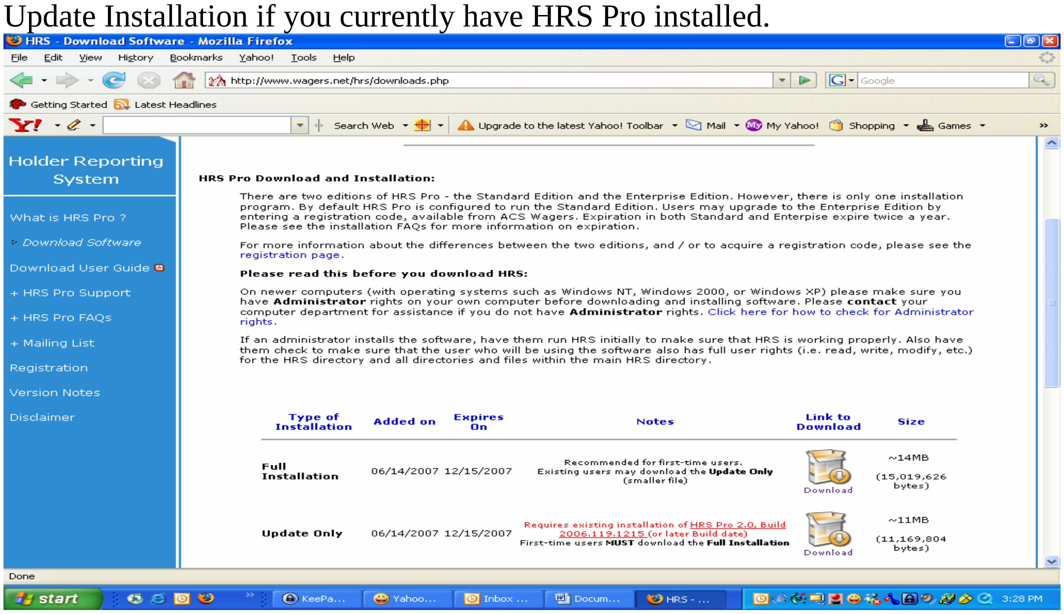
DOWNLOAD FROM WEBSITE:

Go to http://www.wagers.net/hrs/index.php
Click on the Download HRS Pro (Free Edition) button

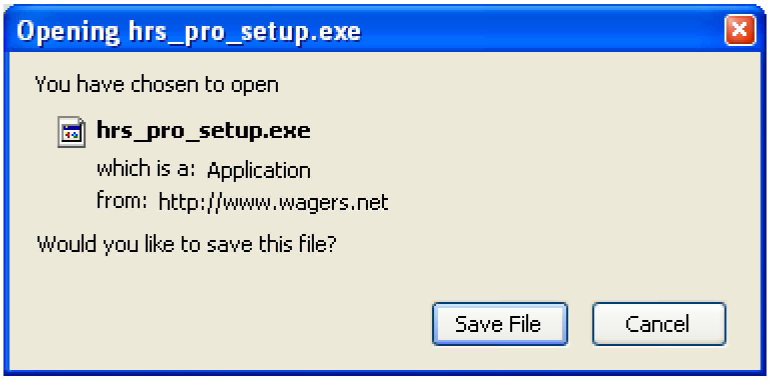


Please read this web page carefully!! Following the download instructions carefully will ensure the program will work as designed.

Click on the download for your current situation.
Full Installation if you have never installed HRS Pro before, or the Update Installation if you currently have HRS Pro installed.



After clicking on the appropriate installation icon, please save the executable file (hrs_pro.exe) to your computer, preferably on your desktop where it is easy to find.



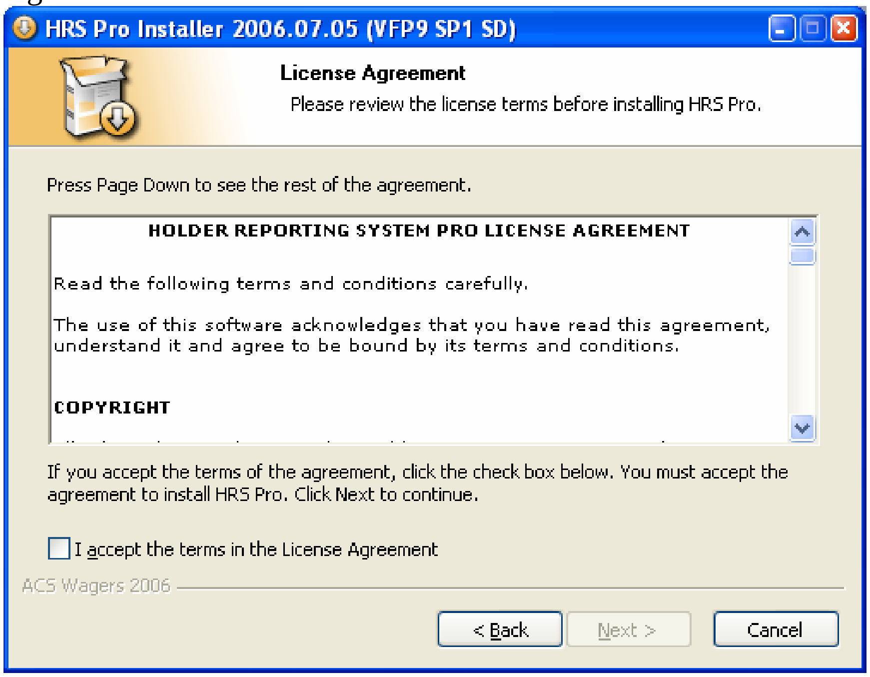
The next step will be to run the installation process.

INSTALL ON COMPUTER:

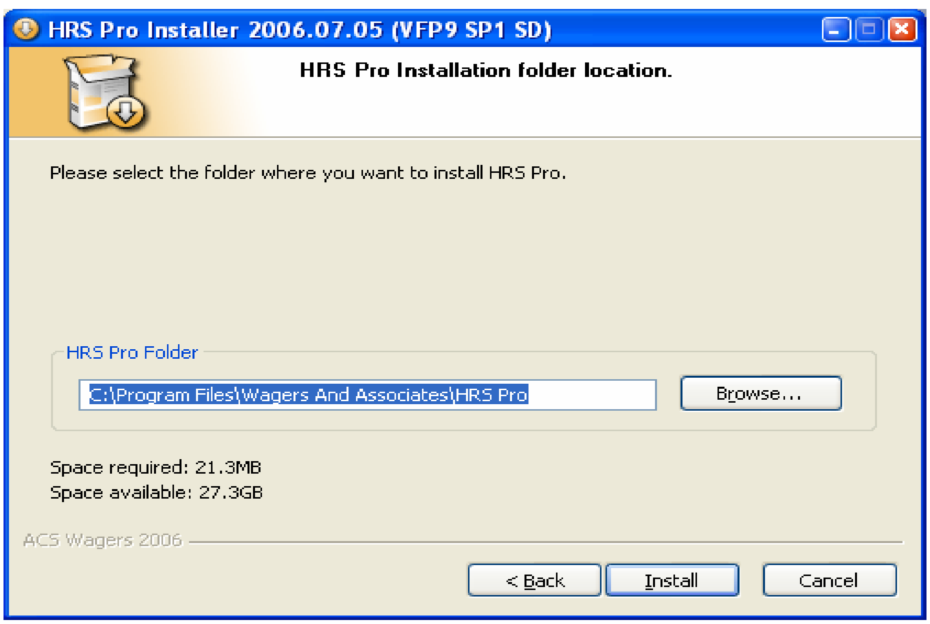
Look for the following icon on your desktop, or wherever you saved it, and double-click.

The following screen will come up: Click Next.

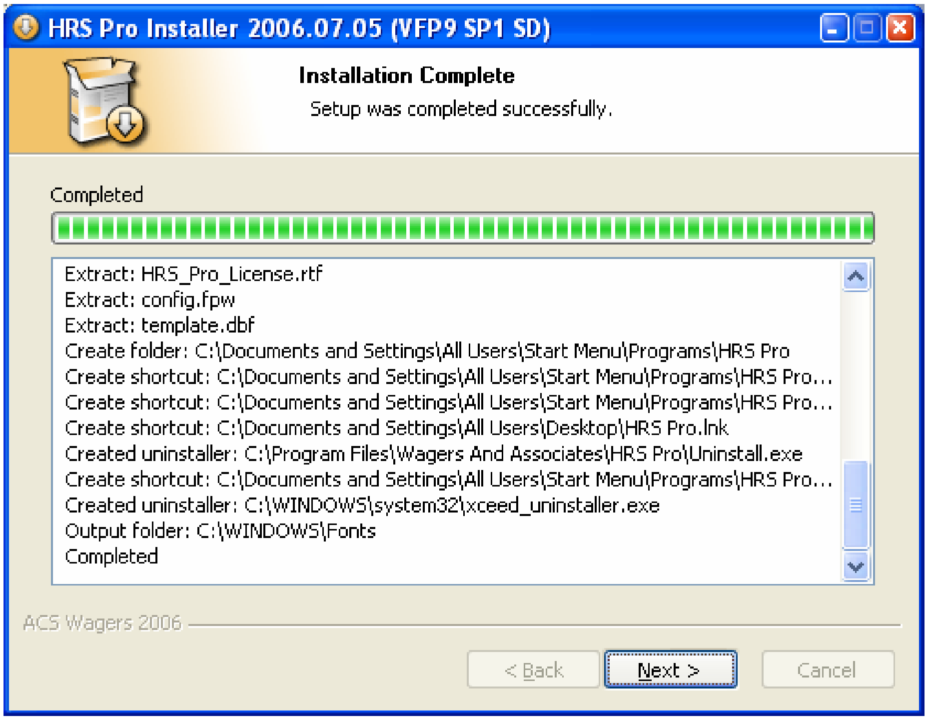
Read the License Agreement then if you agree, check the "I accept the terms in the License Agreement and then click Next



The next screen will pop up and show the default installation process. Do not change unless you are sure of where you are installing. Click Install.



It will then install the software and the following display window will display when completed. Click Next.



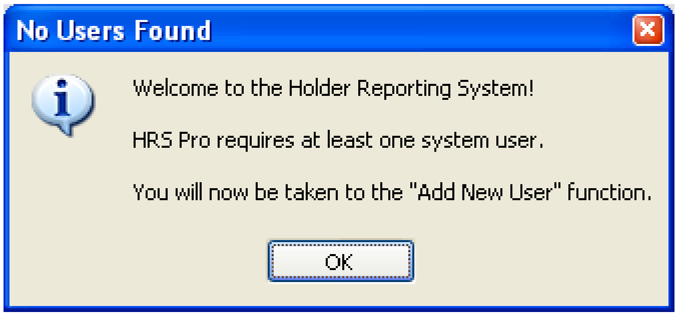
You will then have the option to Finish and close the installation process. By clicking, Run the HRS Pro now or Display HRS Pro Help for further assistance.

If you click Finish you could then go to your desktop and look for the following icon:

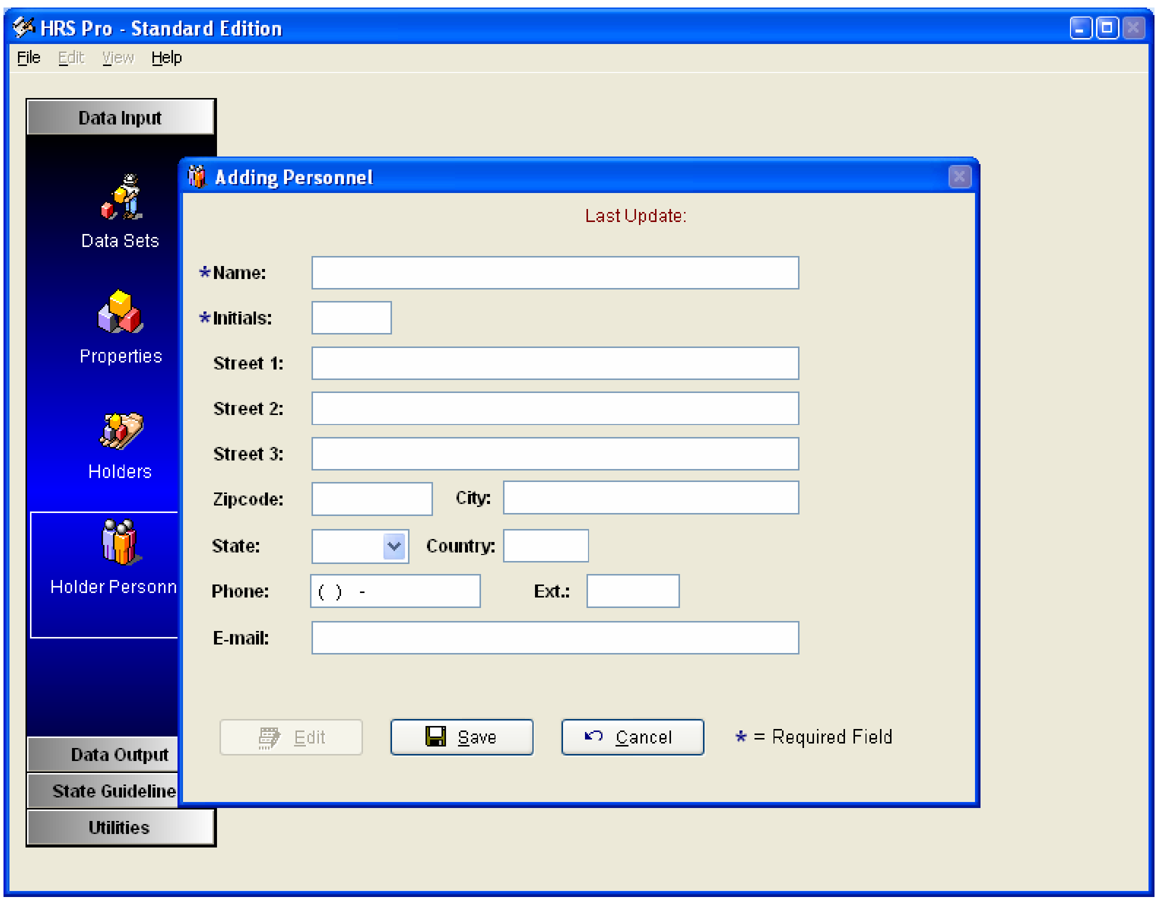
To open, double click and you are ready to go.

USING HRS PRO:

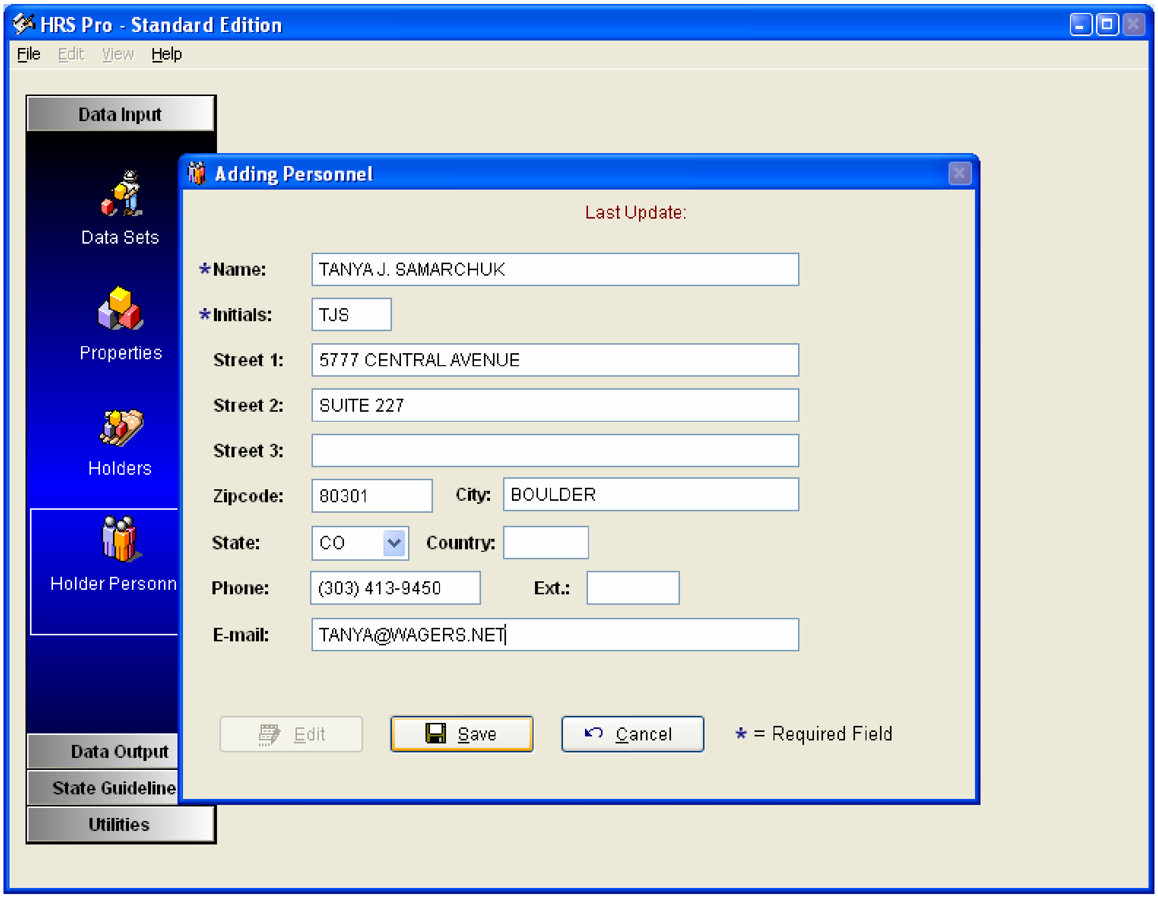
Adding a user/holder personnel



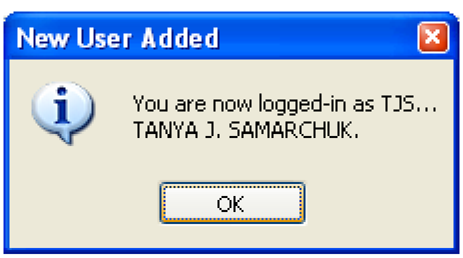
Add yourself as one of the Holder Personnel. The Asterisk fields are the only fields that are required, but the more information you fill in the better. This information gets transmitted to the state you are reporting to on the output.



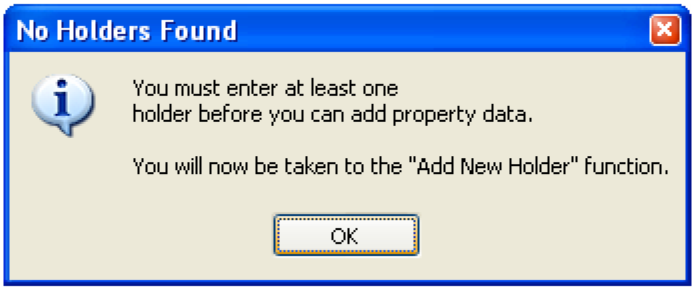
Once you have completed this section, click on save, and then close to proceed.



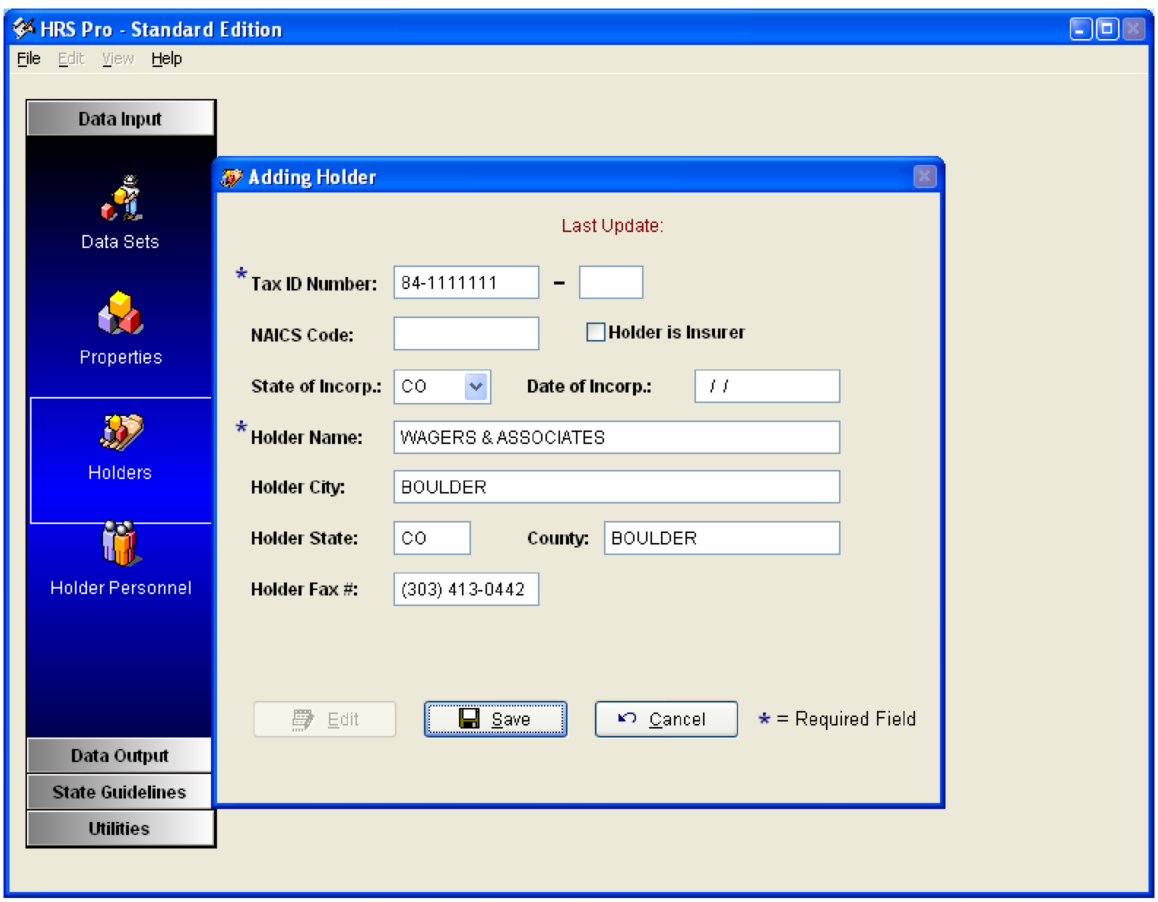
(The Cancel button changes to the Close button after hitting Save)



Adding the holder or company that is reporting



Adding the Holder or Company that is reporting its unclaimed property. The Asterisk fields are the only fields that are required, but the more information you provide the better. Again, this information gets transmitted to the state you are reporting to on the output. Once you have completed this section, click on save, and then close to proceed.



(The Cancel button changes to the Close button after hitting Save)

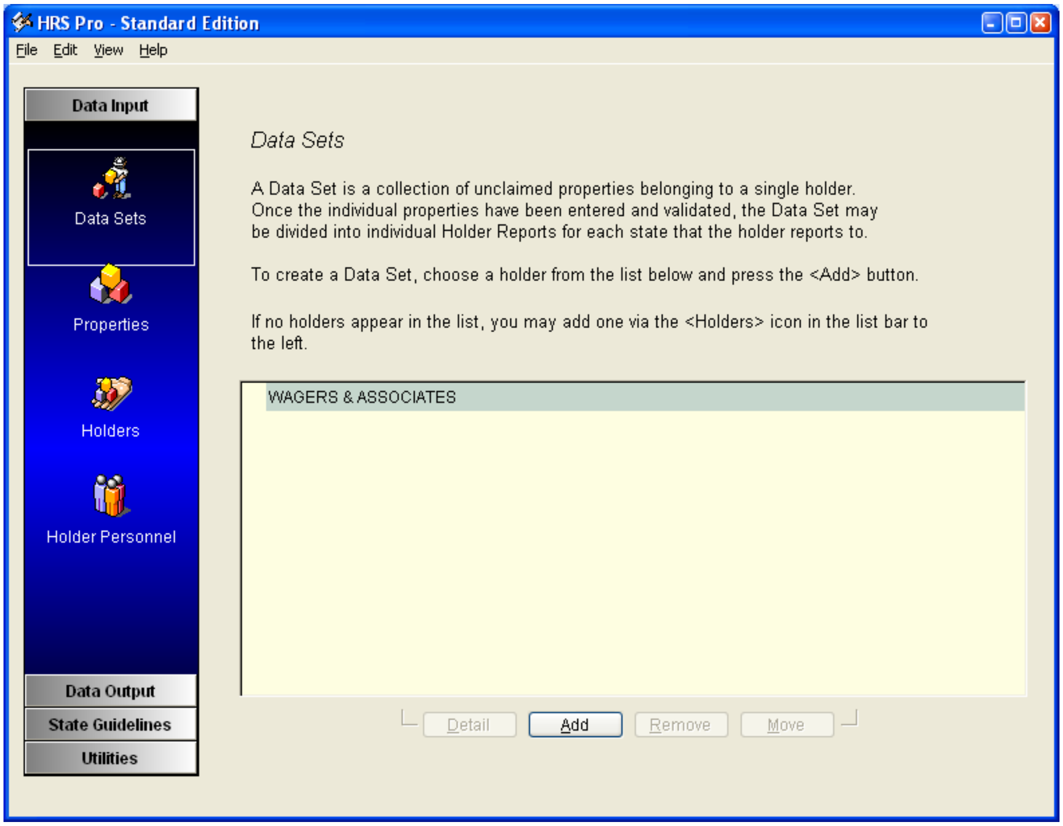
Adding a Data Set

Before you can add your Data into HRS Pro, you must create a Data Set. Many ask what year to use; typically you'll want to use the year in which you are reporting.

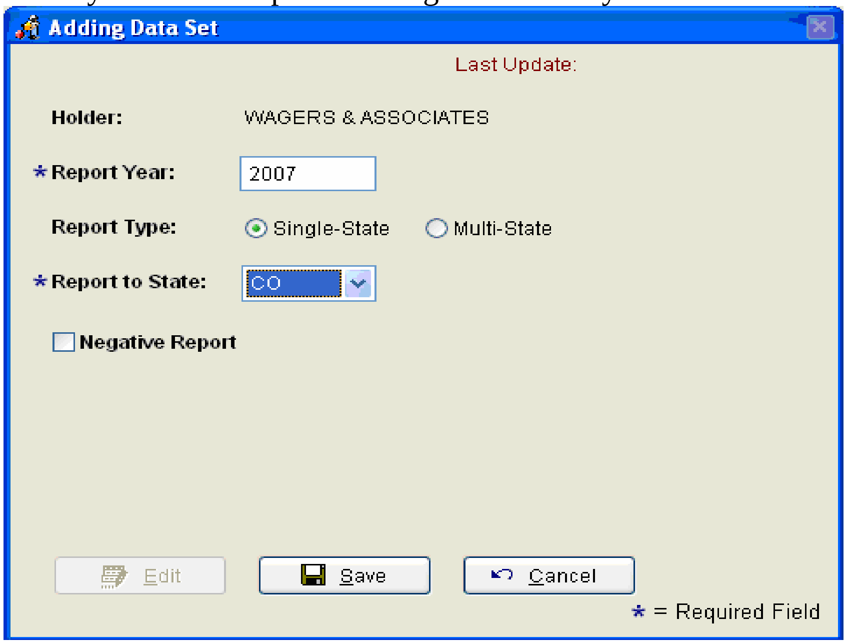
The Data Set can be designated as either Single-State or Multi-State. Choose Single-State if all or most of the owners of the property being reported reside in one state. Choose Multi-State if the owners reside in multiple states. HRS Pro will break the Data Set into multiple Holder Reports (based on the state field of the owner address) when you are ready to submit the properties.

Check the Negative Report checkbox if you have no unclaimed property to report. HRS Pro will prohibit you from adding any properties to the Data Set. However, you may still create a NAUPA file for the state you are reporting to. This is important in some states to ensure that you stay in compliance. Note that the Negative Report checkbox will only appear for a Single-State Data Set.

Highlight the Holder that you are working on. Click on Add.



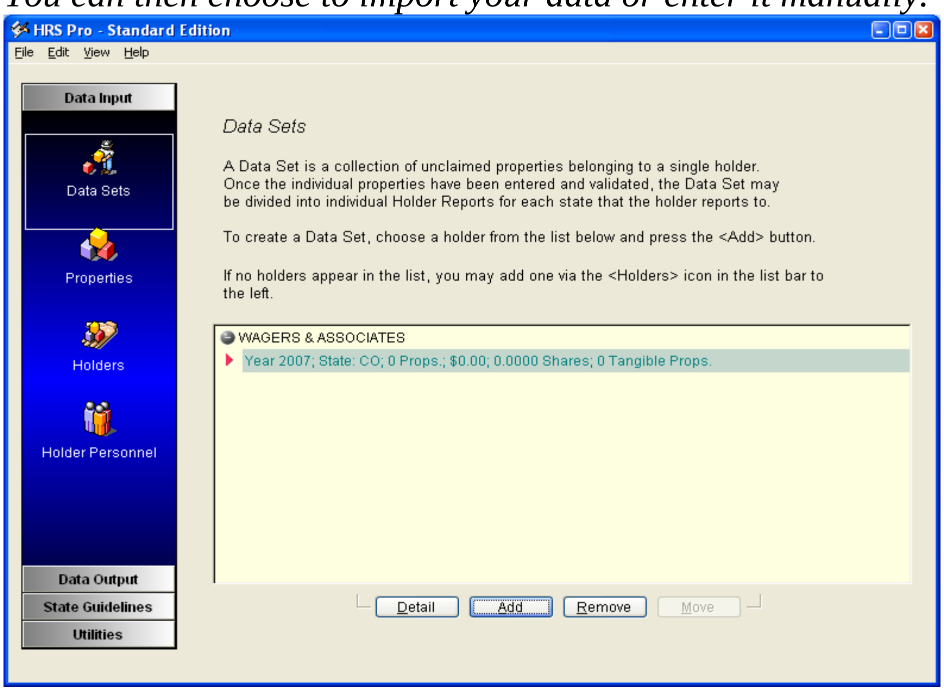
Once you add your Data, click on Save and then Close.
Notice below the example shows the report as a single-state. You must determine here whether or not you want to report to a single-state or if you want to utilize the Multi-state report ability.



(The Cancel button changes to the Close button after hitting Save)

In the box below, this is what an Empty Data Set looks like. You will notice that everything is zero; zero Props, Shares and Tangible Props.
Once you have created this, you are ready to put your data into this Data Set.

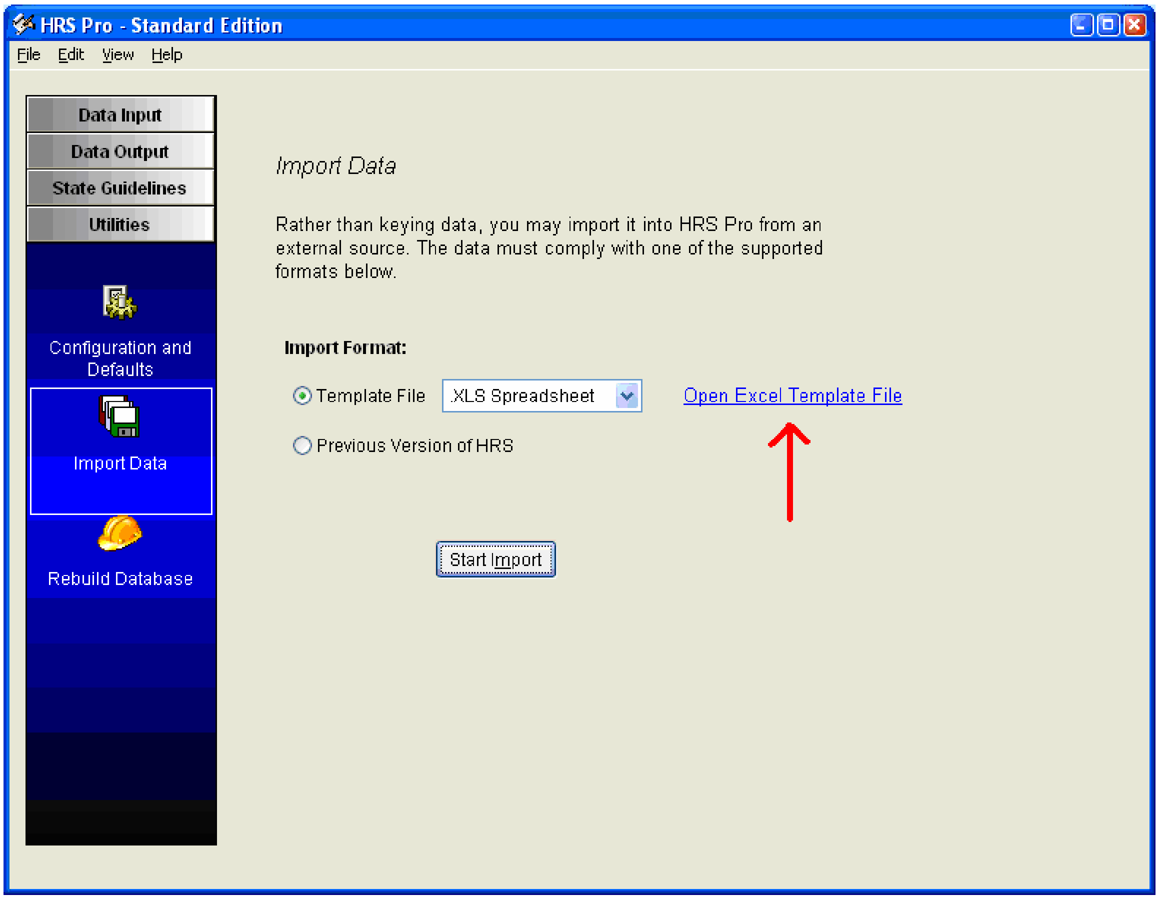
You can then choose to import your data or enter it manually.



Choosing the method that you will input your data into HRS Pro

Importing with the Excel Template Spreadsheet

To import your Data you must first get the Template file that is provided in HRS Pro. You can find it by Clicking on the Utilities Bar and then clicking on the Import Icon.

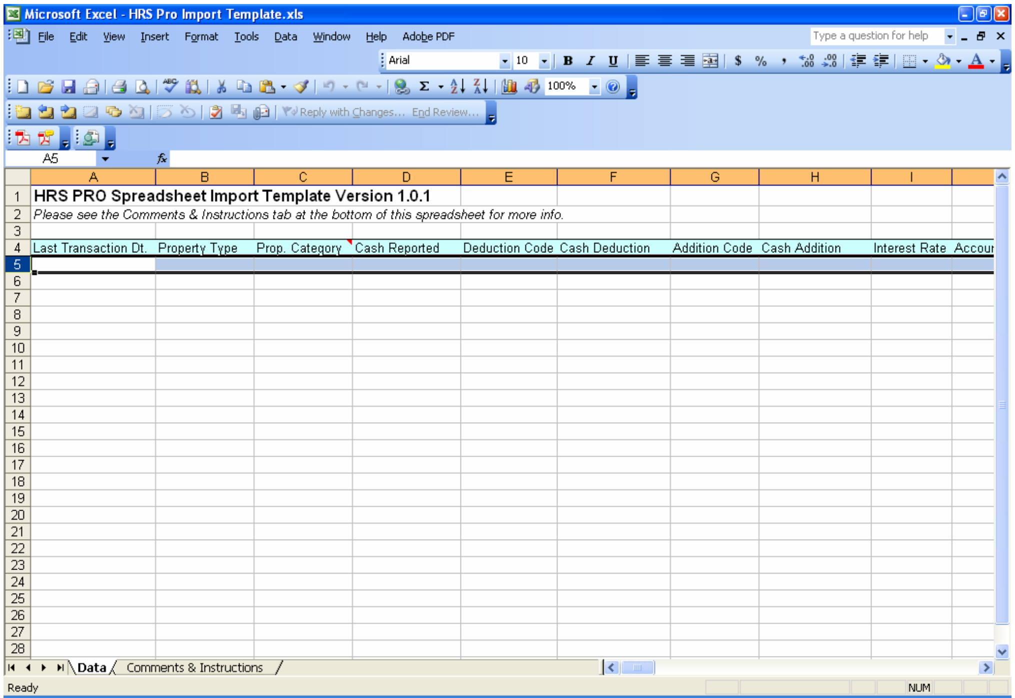


Once you are in this section you will see: Open Excel Template File

When you click on this it will open the Import File in Excel. As shown on the next page.

You will notice that there are two worksheets in this Excel file.

The first worksheet is where you will input your data. You can cut and paste your data from an existing spreadsheet into the Template Spreadsheet.

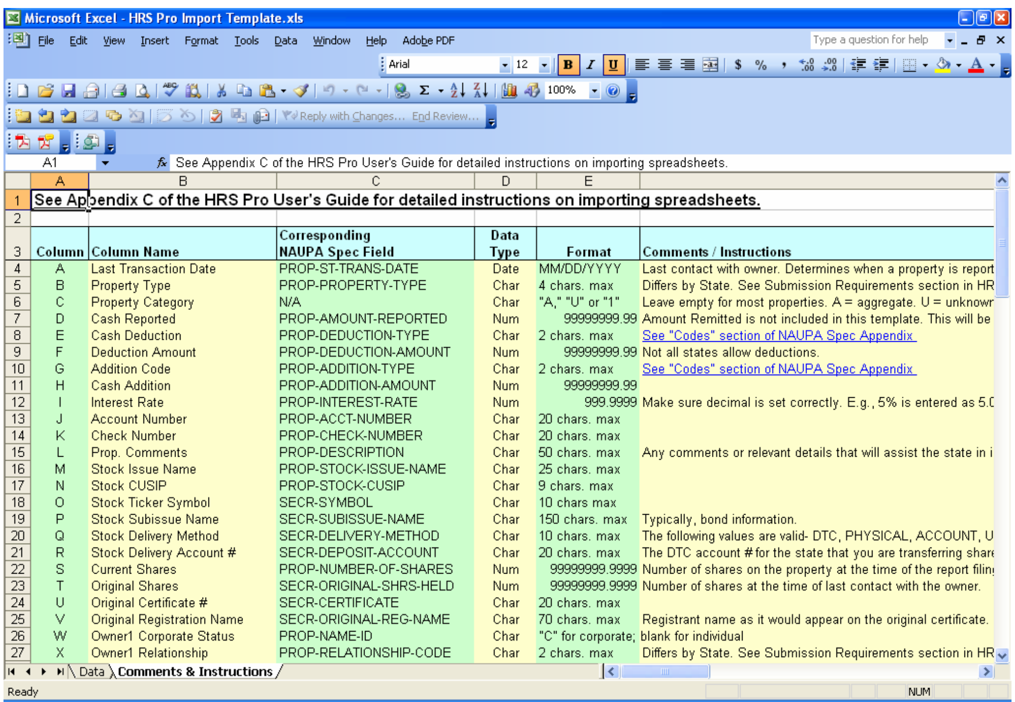


HRS PRO Spreadsheet Import Template Version 1.0.1

Please see the Comments & Instructions tab at the bottom of this spreadsheet for more info.

A	B	C	D	E	F	G	H	I	
Last Transaction Dt.	Property Type	Prop. Category	Cash Reported	Deduction Code	Cash Deduction	Addition Code	Cash Addition	Interest Rate	Accour

The second worksheet has Comments and Instructions for the Data worksheet.



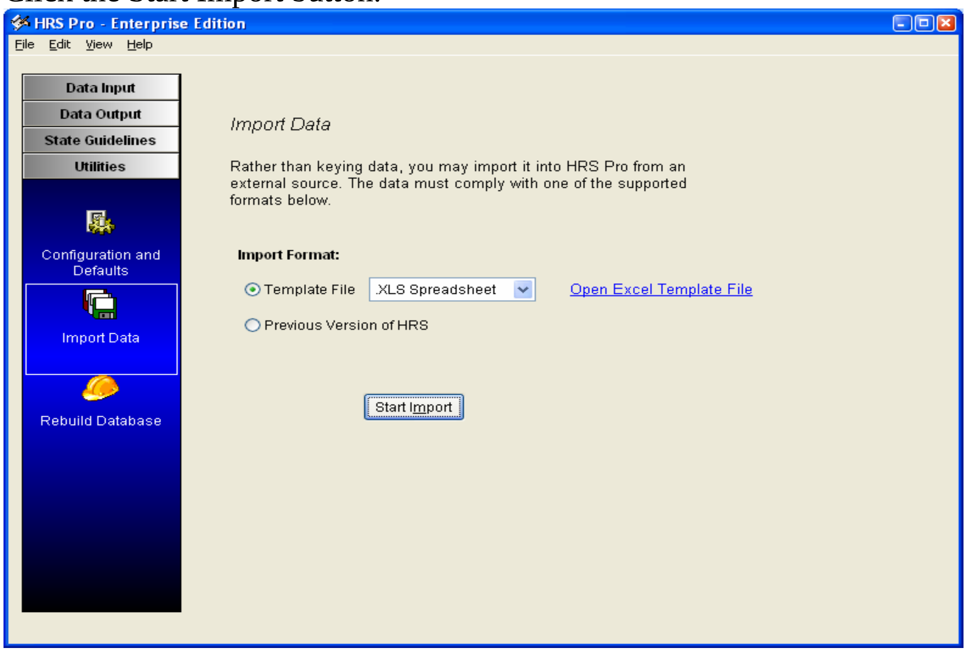
See Appendix C of the HRS Pro User's Guide for detailed instructions on importing spreadsheets.

Column	Column Name	Corresponding NAUPA Spec Field	Data Type	Format	Comments / Instructions
A	Last Transaction Date	PROP-ST-TRANS-DATE	Date	MM/DD/YYYY	Last contact with owner. Determines when a property is report
B	Property Type	PROP-PROPERTY-TYPE	Char	4 chars. max	Differs by State. See Submission Requirements section in HR
C	Property Category	N/A	Char	"A," "U" or "1"	Leave empty for most properties. A = aggregate. U = unknowr
D	Cash Reported	PROP-AMOUNT-REPORTED	Num	99999999.99	Amount Remitted is not included in this template. This will be
E	Cash Deduction	PROP-DEDUCTION-TYPE	Char	2 chars. max	See "Codes" section of NAUPA Spec Appendix
F	Deduction Amount	PROP-DEDUCTION-AMOUNT	Num	99999999.99	Not all states allow deductions.
G	Addition Code	PROP-ADDITION-TYPE	Char	2 chars. max	See "Codes" section of NAUPA Spec Appendix
H	Cash Addition	PROP-ADDITION-AMOUNT	Num	99999999.99	
I	Interest Rate	PROP-INTEREST-RATE	Num	999.9999	Make sure decimal is set correctly. E.g., 5% is entered as 5.0
J	Account Number	PROP-ACCT-NUMBER	Char	20 chars. max	
K	Check Number	PROP-CHECK-NUMBER	Char	20 chars. max	
L	Prop. Comments	PROP-DESCRIPTION	Char	50 chars. max	Any comments or relevant details that will assist the state in i
M	Stock Issue Name	PROP-STOCK-ISSUE-NAME	Char	25 chars. max	
N	Stock CUSIP	PROP-STOCK-CUSIP	Char	9 chars. max	
O	Stock Ticker Symbol	SECR-SYMBOL	Char	10 chars max	
P	Stock Subissue Name	SECR-SUBISSUE-NAME	Char	150 chars. max	Typically, bond information.
Q	Stock Delivery Method	SECR-DELIVERY-METHOD	Char	10 chars. max	The following values are valid- DTC, PHYSICAL, ACCOUNT, U
R	Stock Delivery Account #	SECR-DEPOSIT-ACCOUNT	Char	20 chars. max	The DTC account # for the state that you are transferring share
S	Current Shares	PROP-NUMBER-OF-SHARES	Num	99999999.9999	Number of shares on the property at the time of the report filin
T	Original Shares	SECR-ORIGINAL-SHRS-HELD	Num	99999999.9999	Number of shares at the time of last contact with the owner.
U	Original Certificate #	SECR-CERTIFICATE	Char	20 chars. max	
V	Original Registration Name	SECR-ORIGINAL-REG-NAME	Char	70 chars. max	Registrant name as it would appear on the original certificate.
W	Owner1 Corporate Status	PROP-NAME-ID	Char	"C" for corporate;	blank for individual
X	Owner1 Relationship	PROP-RELATIONSHIP-CODE	Char	2 chars. max	Differs by State. See Submission Requirements section in HR

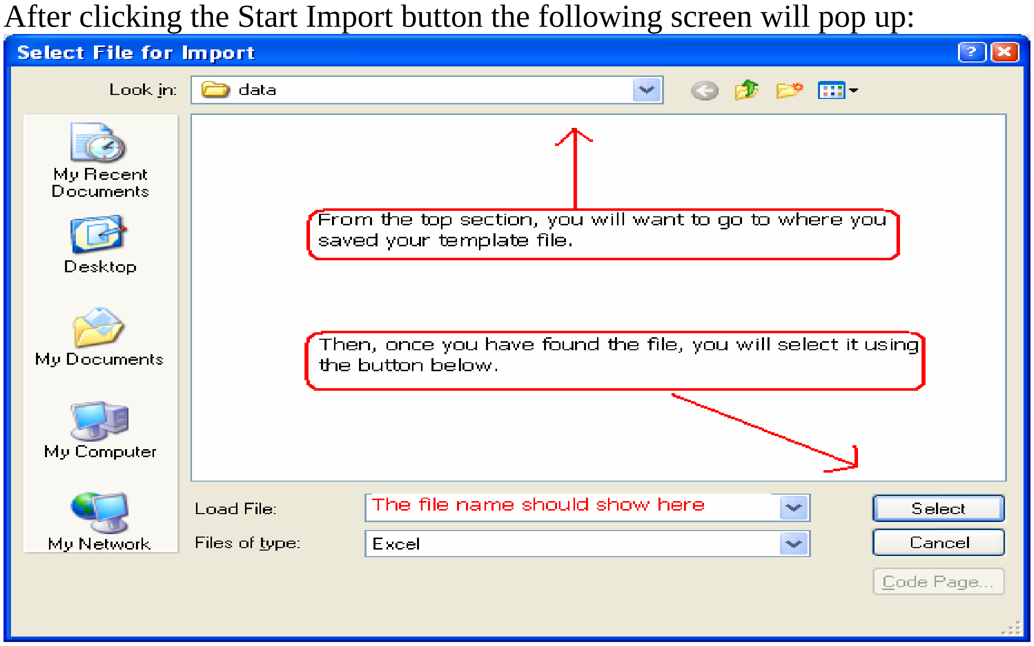
Important information regarding the use of MS Excel in conjunction with the HRS Pro Import Spreadsheet is found in Appendix B of our HRS Pro User's Guide.

After filling in the template spreadsheet you will save it and close it and go back into HRS Pro. Go to Utilities, Import Data. The default for importing the Template File is the new version of the HRS Pro Template Spreadsheet 1.0.1. There are other options that support previous versions of import, but for this example we will stick with the newest template.

Click the Start Import button.



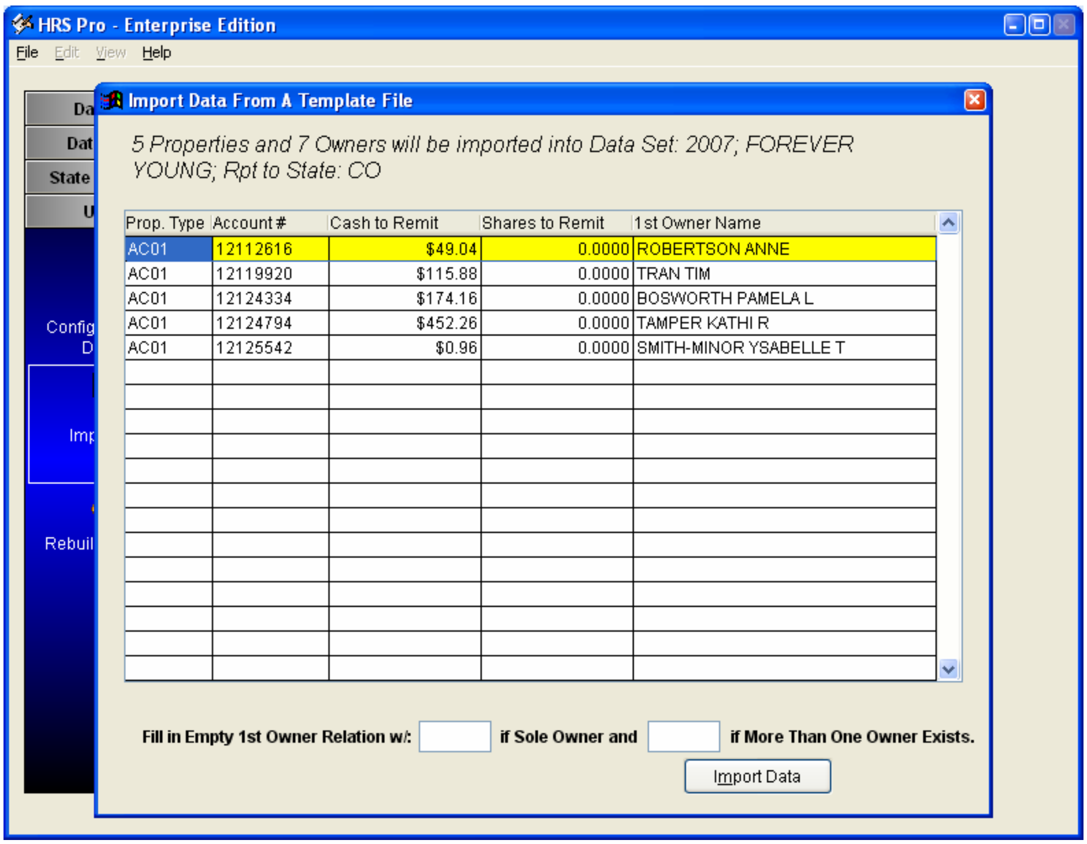
After clicking the Start Import button the following screen will pop up:



After following the directions in the previous screen shot the Import Data From A Template File screen will show up. At this time it will give you a quick list of everything that is in your template file.

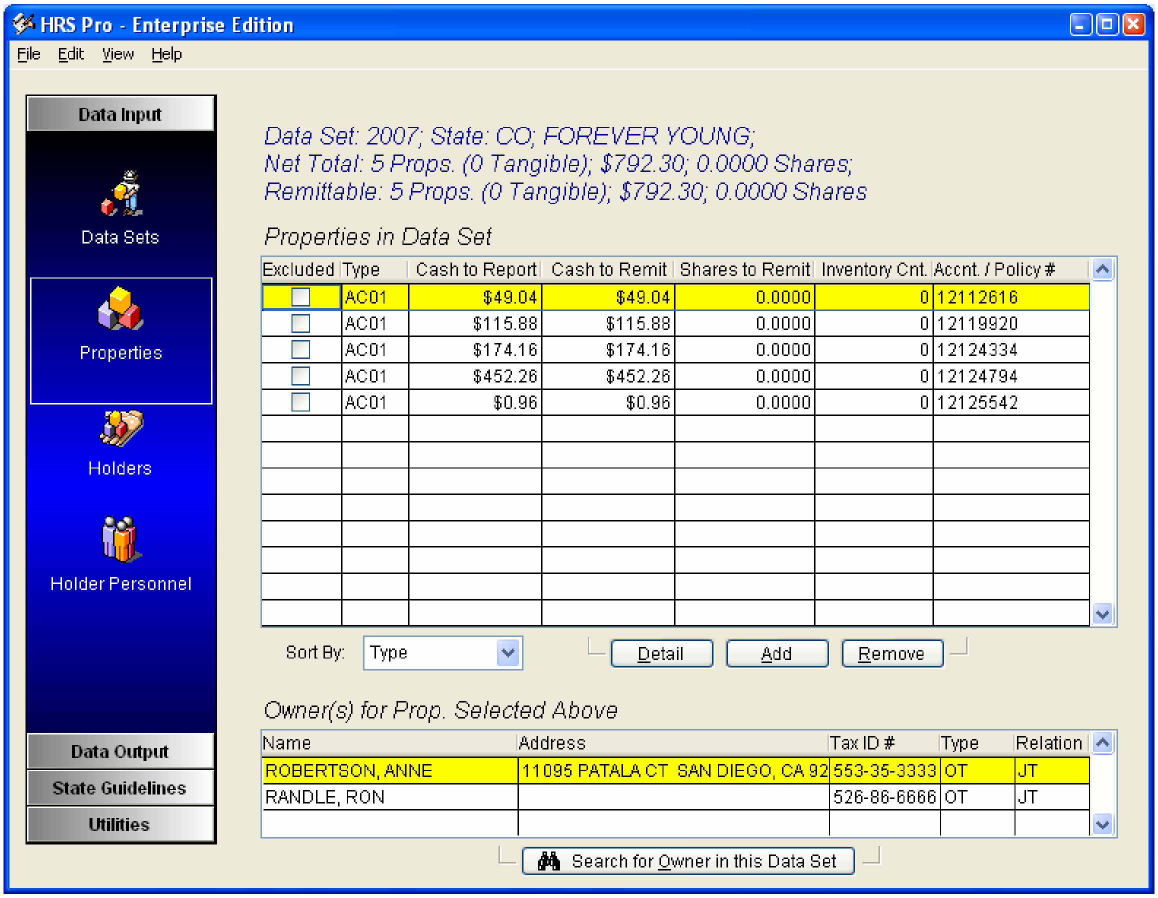
The lower portion of the screen gives you an option to auto-populate the Owner Relation field if you did not populate it on the template. This would give you the ability to designate one owner relation code for a sole owner and an additional owner relation code for a second owner if they exist. You are not required to fill in these fields. If your spreadsheet has this information, leave this blank.

After making this determination, you will click on the Import Data button.



If there are no problem found the following message will show:

You would then go to Data Input, and click on Properties to see the following screen:



If everything looks good and if there are no further edits that need to be made you can go directly to Data Output and proceed with the validation process.

Go to the Section Titled: The Validation Process—DATA OUTPUT, page 24

If you are unsure how to maneuver through the Properties in Data Set or how to add or edit the information, please go to the section titled: Manually Entering your Data.

This area will give you detailed screen shots so you can understand how to move through HRS Pro and to add properties and owners, also how to edit this information in the same manner.

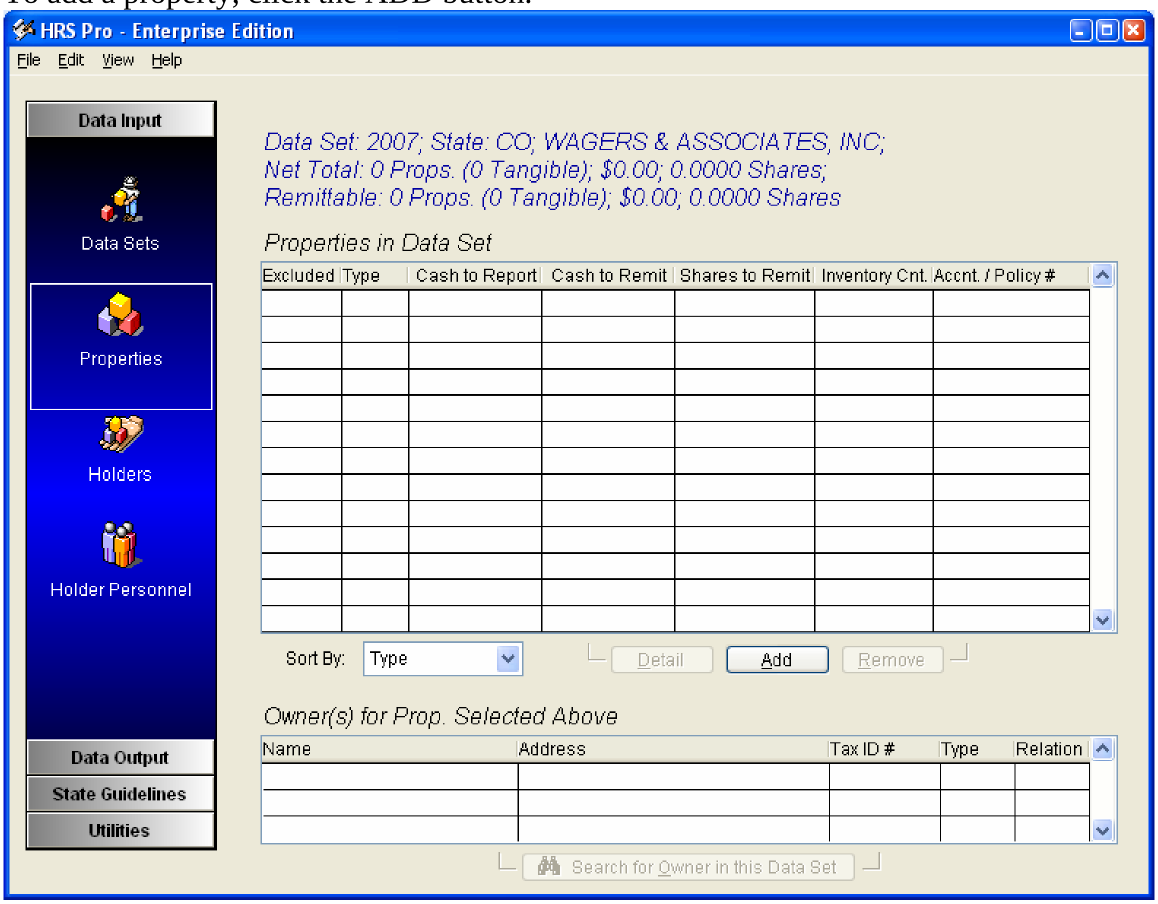
Manually Entering Your data

To manually enter your data into HRS Pro, you would begin with an empty Data Set as discussed previously.

In the Examples to follow, you will learn the basic flow process and functionality for reporting to a single state. The following example shows a basic process for reporting cash. It should help the holder to understand the basics. If you are reporting to Multiple State, Reporting Shares, Tangible Inventory or Mineral Interests you may find the HRS Pro User's Guide helpful in answering any additional questions you might have.

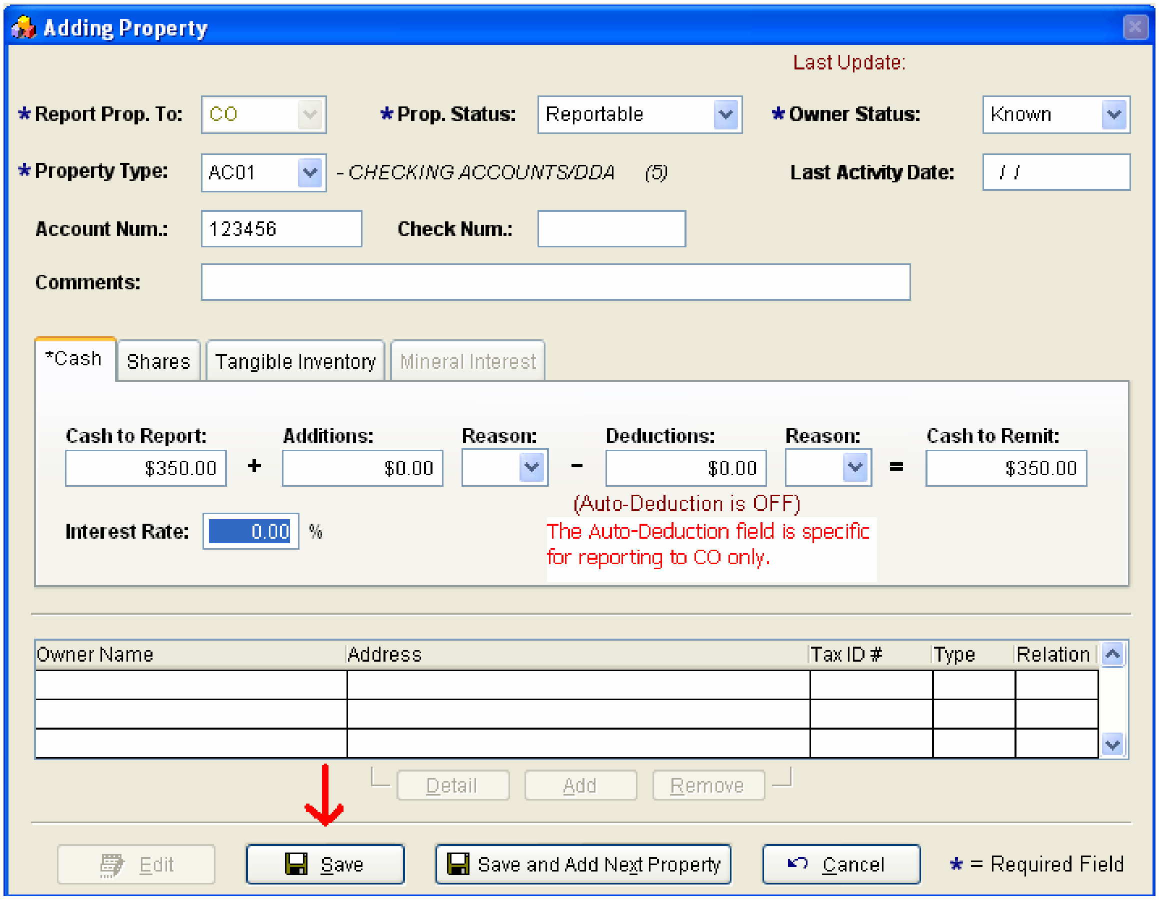
Go to Data Input and click on the Properties Icon.

To add a property, click the ADD button.



The Adding Property Screen will then come up. You can TAB through each field and populate all the fields you have information for. All fields with (*) Asterisks are required fields. Other fields about the property may or may not apply depending on what type of property you are reporting. Fill in the information about the property as complete as possible.

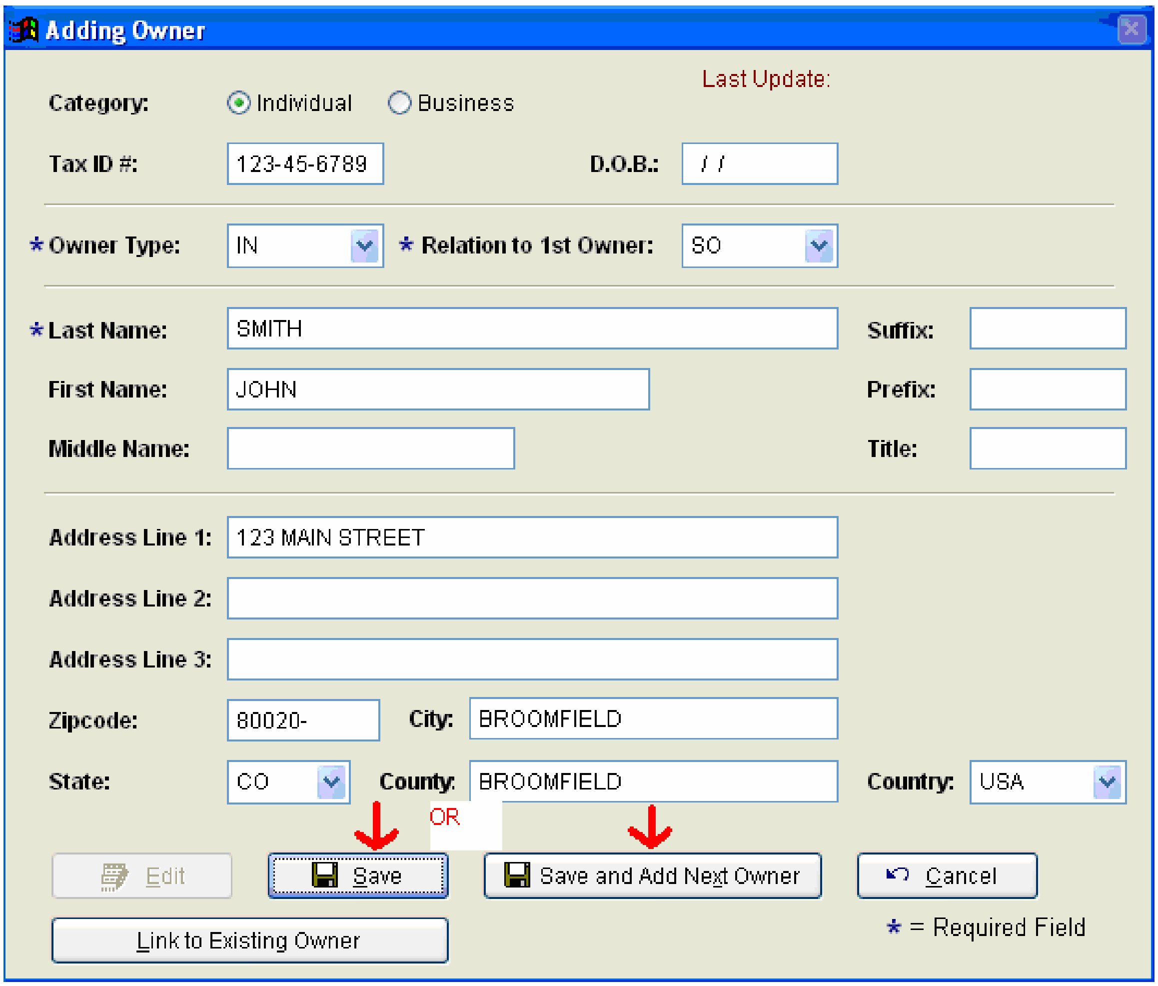
After you have completed the information about the property click on the SAVE button.



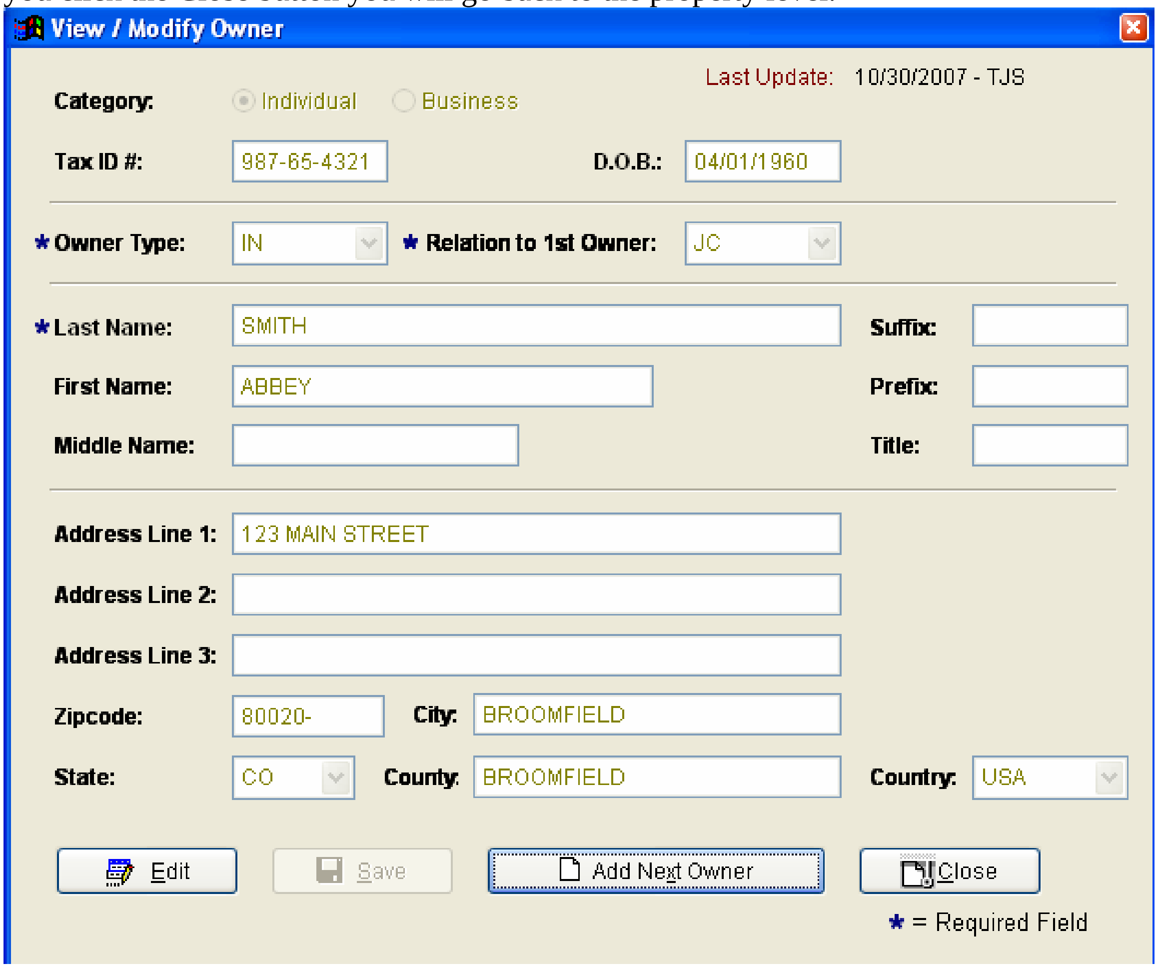
The Adding Owner Screen will then come up. You can tab through each field and populate all the fields you have information for. All fields with Asterisks (*) are required fields. Other fields about the owner, you may or may not have, fill in as much information about the owner as you can.

This first screen would be filled in for the first owner.

After you have completed the information about the owner click on the SAVE button, unless you have a second owner, you would then click on the Add Next Owner button.

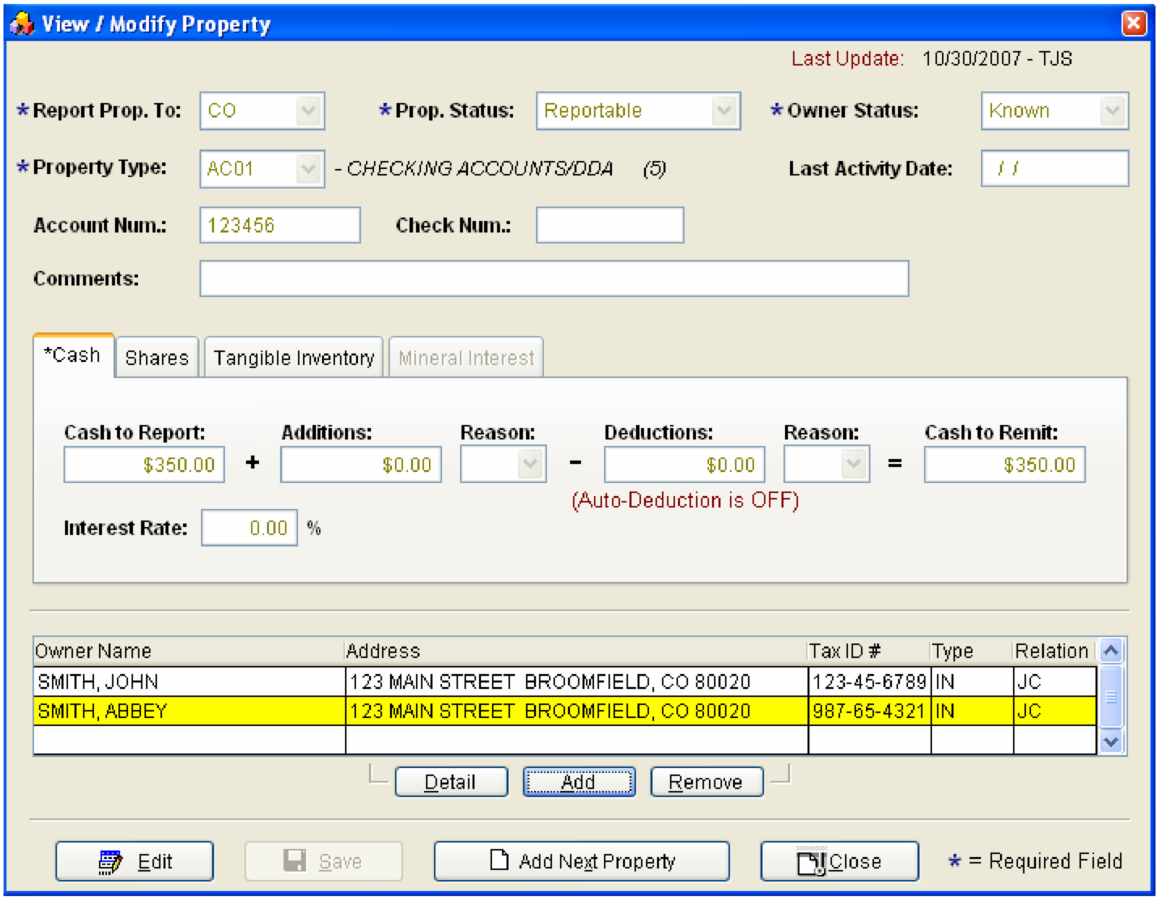


The screen shot below illustrates what it may look like if you have entered a second owner. I have already hit the Save button. Once the Save button has been used, the Edit button becomes enabled. Also, after hitting the Save button the Cancel button becomes the Close button. Once you click the Close button you will go back to the property level.



In the illustration below you can see that there are now two owners. If you had to go back into the owner screen to change any of the information, you would highlight the owner, click the Detail button and then edit once you got to the View / Modify Owner screen. Once completed with any changes always hit save and close.

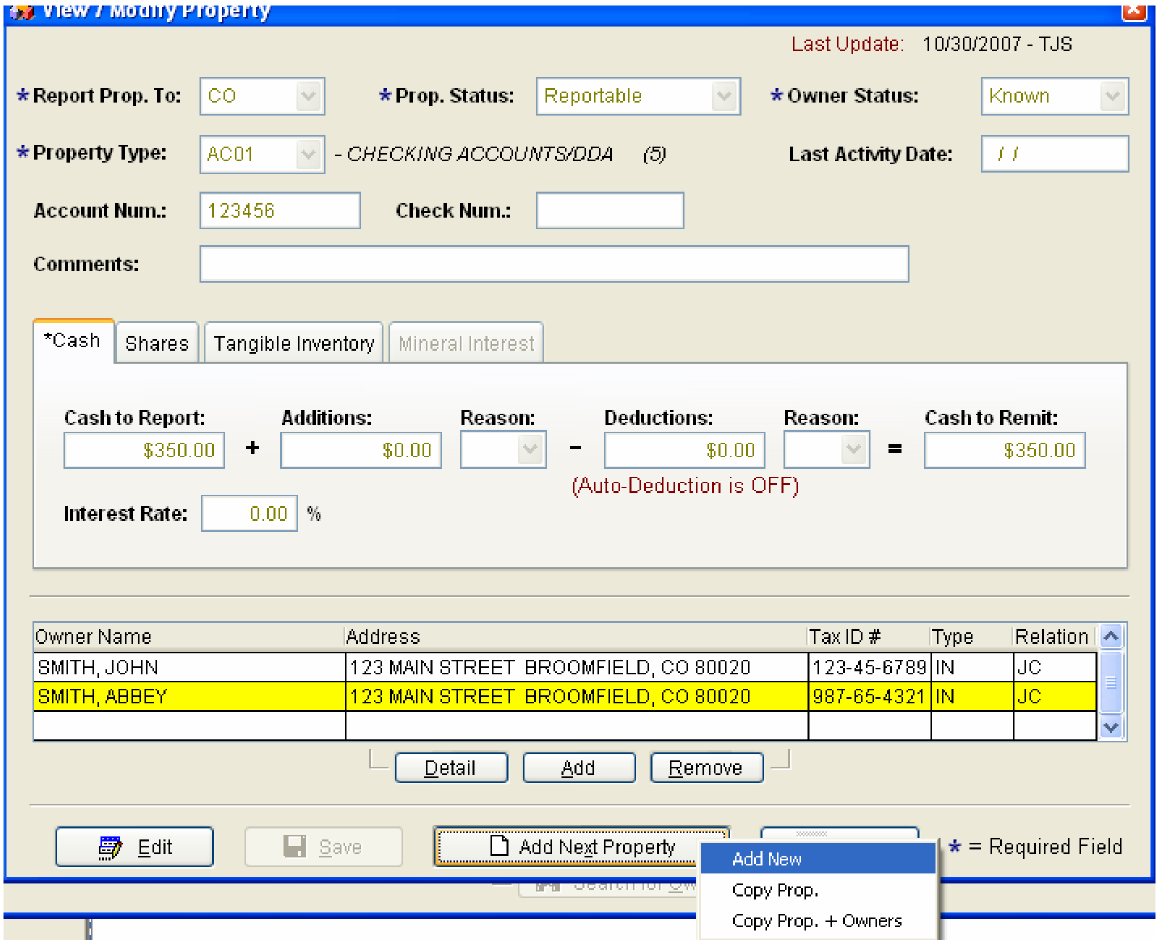
Now, you can Add Next Property.



After hitting the Add Next Property button, you will have three choices:

For detailed information on these options please look in the HRS Pro User's Guide or in the Help Section of HRS Pro.

1) Add New
2) Copy Property
3) Copy Property + Owners



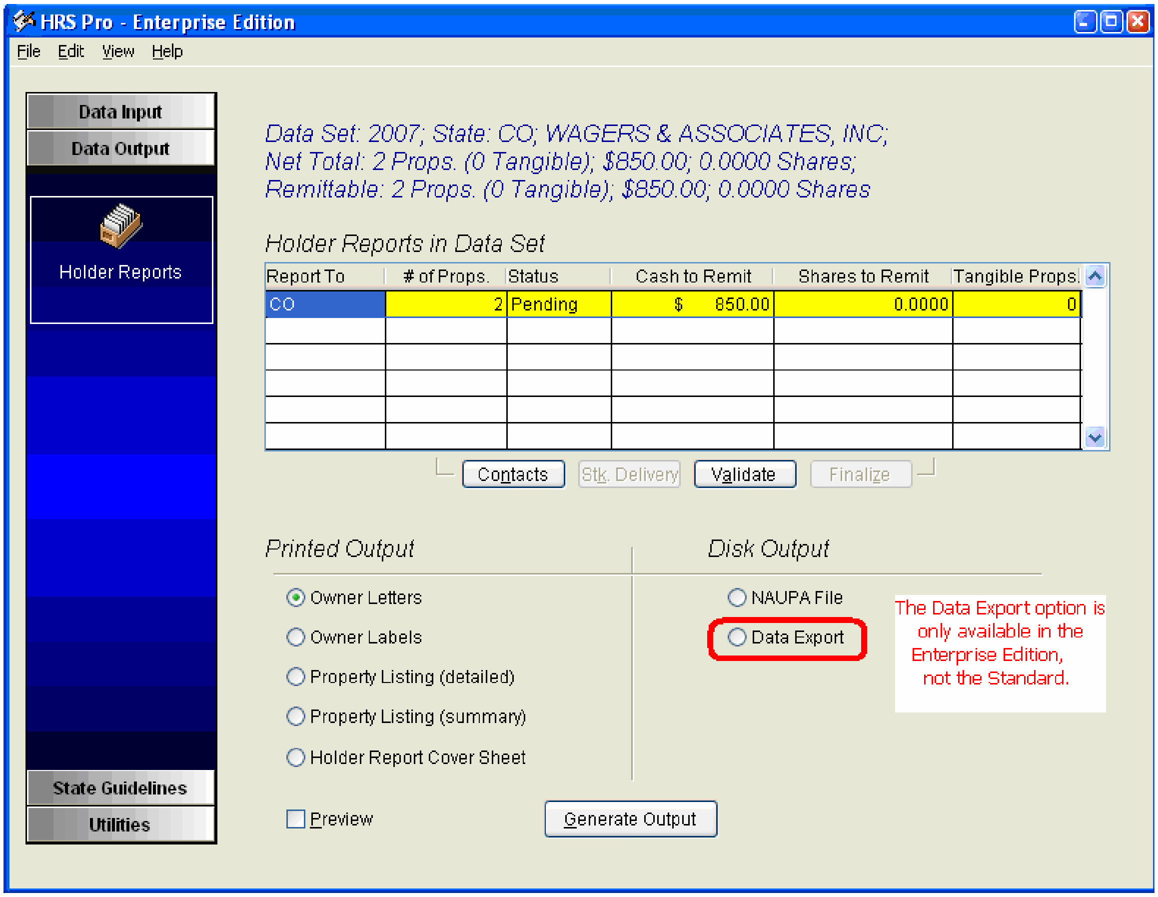
In many cases you can just click on Add New and then the next Adding Property screen will come up. Again Add Property, SAVE, and then add owner information.

Continue this process until all of your properties are input in HRS Pro. You may add, edit or delete information up until the time you are ready to report your unclaimed property to the state.

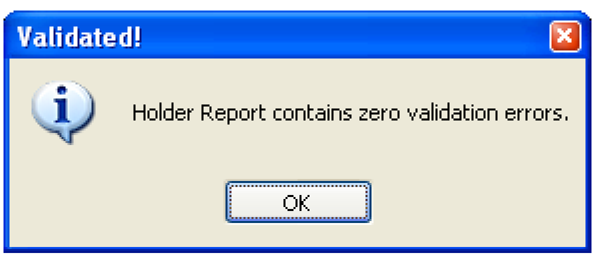
Now, proceed to The Validation Process—DATA OUTPUT

The Validation Process—DATA OUTPUT

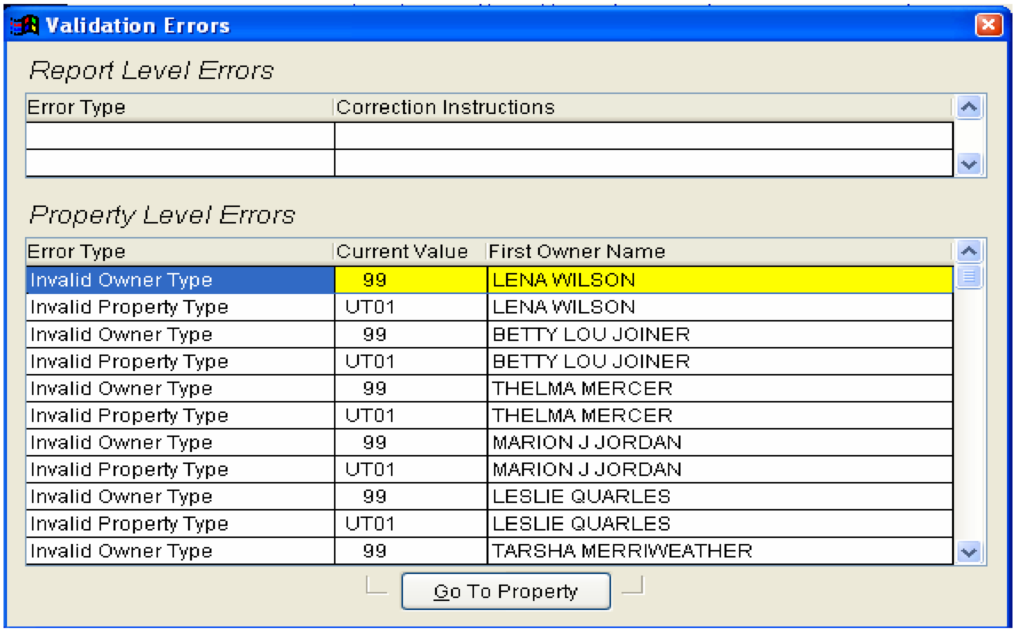
To get to the screen below, you will click Data Output and then the Holder Reports Icon.



To finish your reporting process you will click on the Contacts button and choose up to two people who will show up on the report for the state. Then Click the Validate button. If there are no errors you will get the following message:



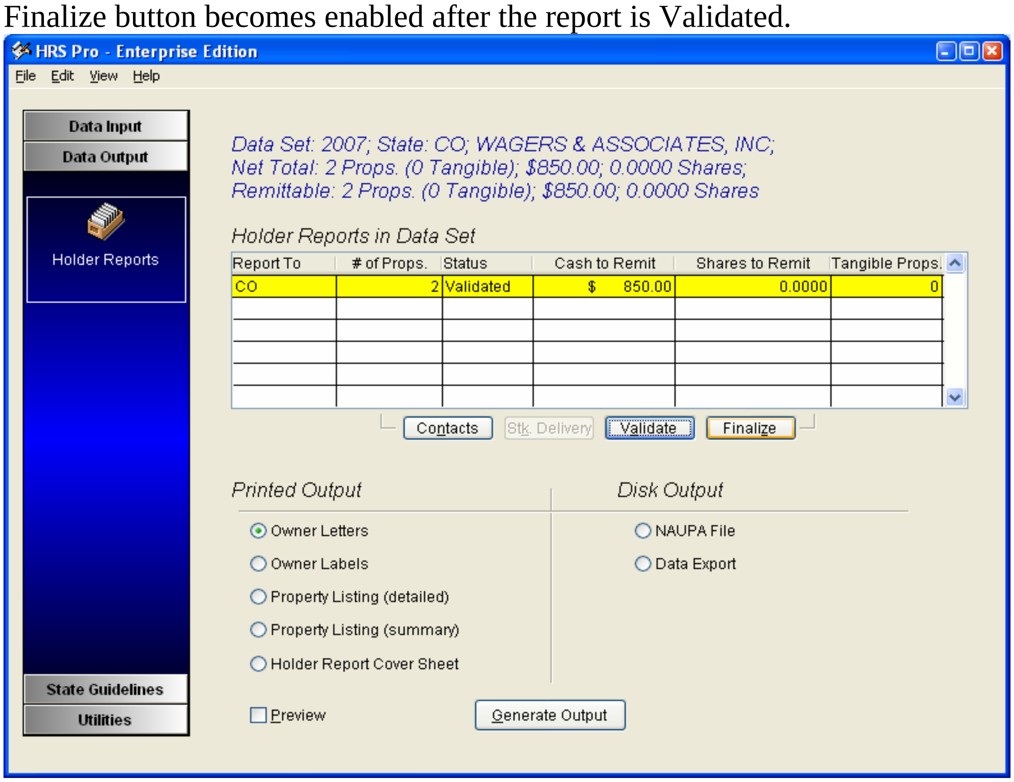
If there are errors from an imported spreadsheet, you will get a message similar to the next screen shot.



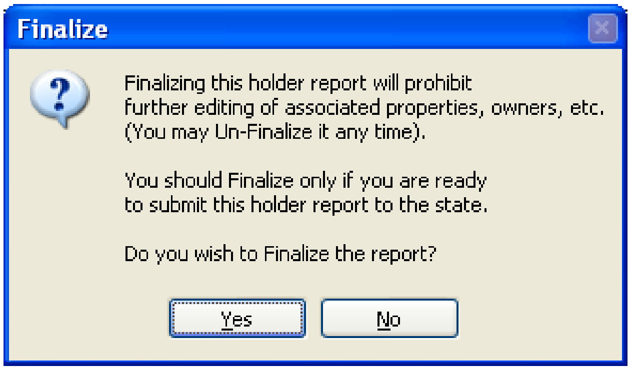
This would indicate the Owner Type codes or Property Type codes you utilized are invalid for the state you are reporting to. If you click on the Go To Property button, you will be taken to the Property Level where you can edit the Property Type Code, and proceed to the Owner Level where you can edit the Owner Type codes.

You can get current code information in HRS Pro under State Guidelines then, click the Codes Icon.

Once you clear all errors, you'll have to validate again. Once you get the "Holder Report contains zero validation errors" message, you can proceed with finalizing the report. The Finalize button becomes enabled after the report is Validated.



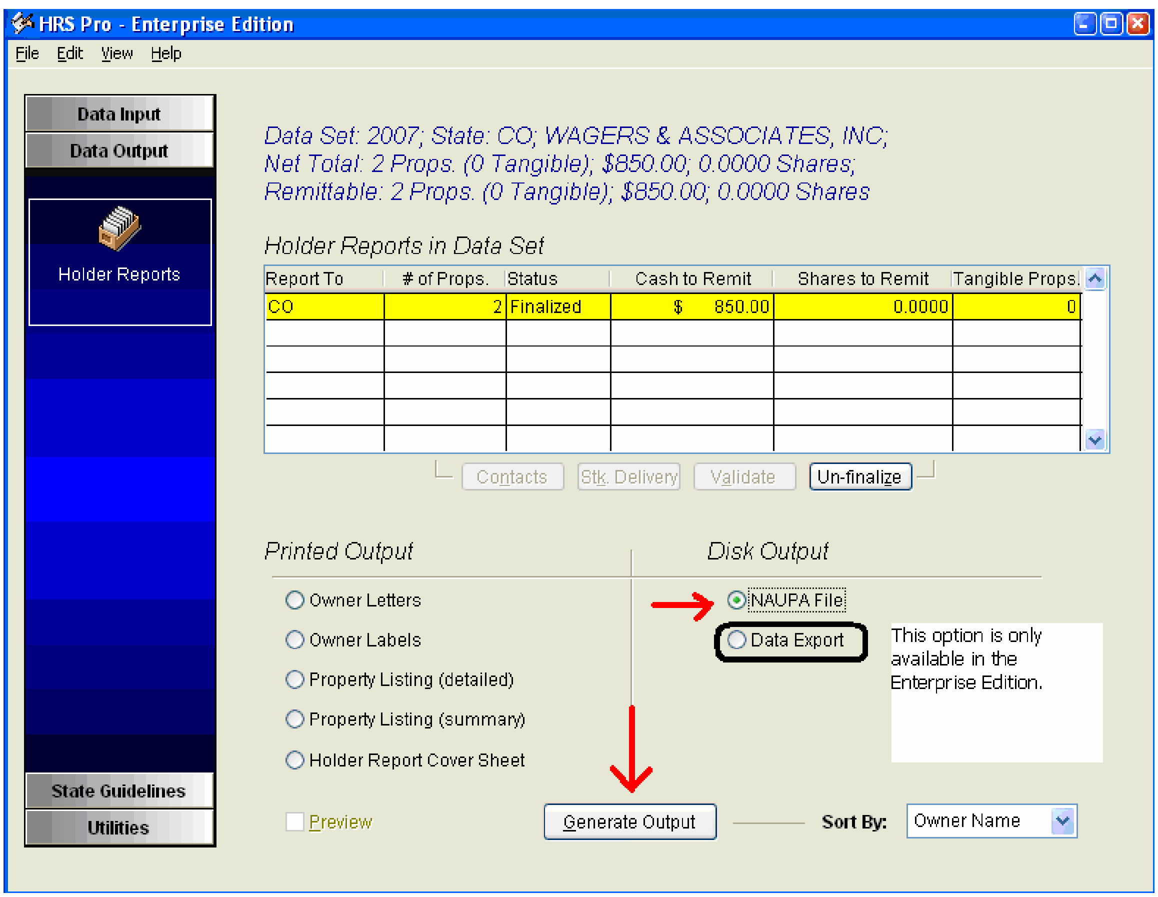
Click the Finalize button and the box below will come up, asking you to confirm your request to finalize



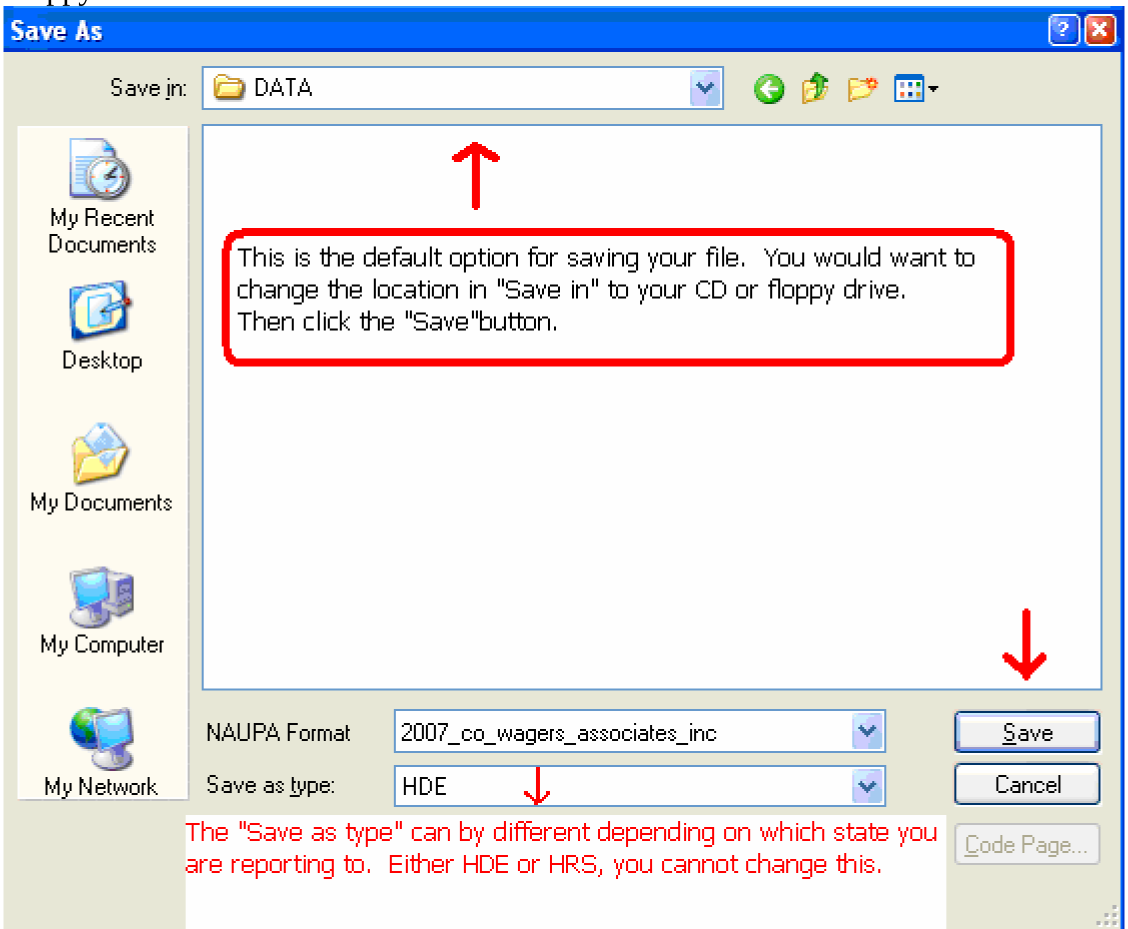
Once you click on the Yes button, the report is Finalized or locked to prevent editing. See screen shot below. The only choice under the Holder Reports in Data Set grid you will find is the Un-finalize button. This indicates you Finalized the report.

Generate Output

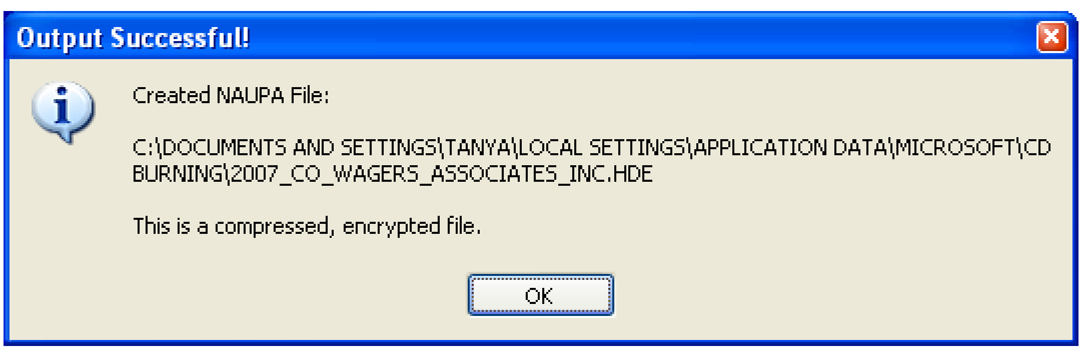
To complete the process and produce your NAUPA file, choose the NAUPA file under Disk Output, then click the Generate Output button.



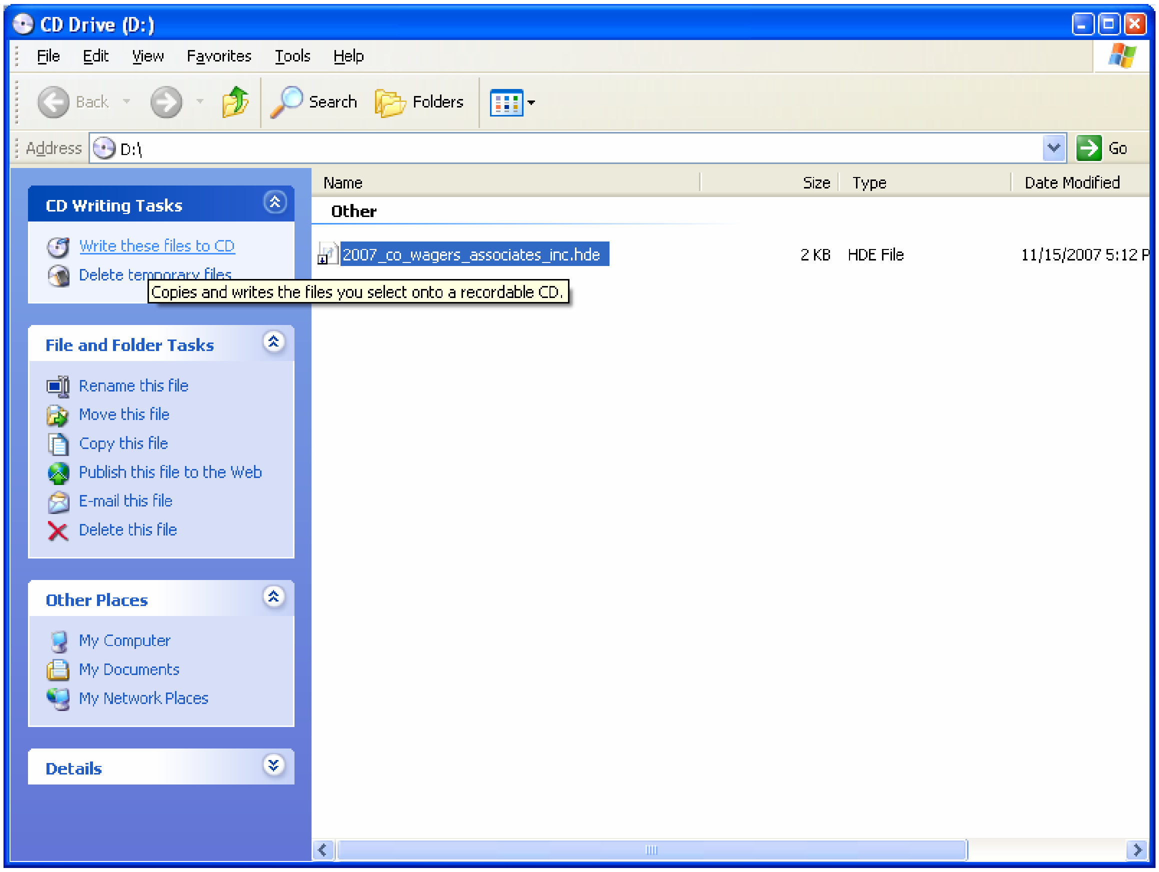
Once you click the Generate Output button, the box below will pop up. It gives you the opportunity to select where you want to save the file. Typically, you would choose your CD or Floppy drive.



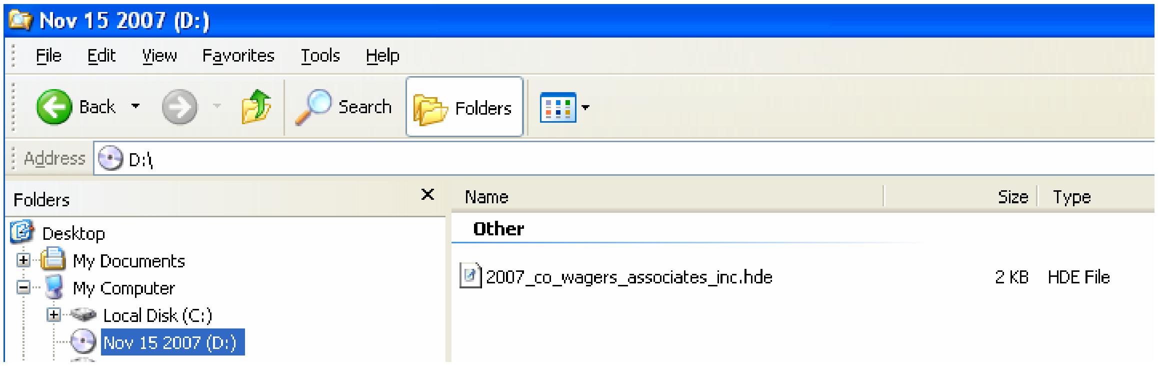
After clicking the Save button, the following box should appear:



You may need to follow through with the CD burning process. This could be different depending upon the configuration of your computer, or software that your computer is using to burn the CD.


CD Drive (D:)
File Edit View Favorites Tools Help
Back
Search
Folders
Address D:\
Go
CD Writing Tasks
Write these files to CD
Delete temporary files
Copies and writes the files you select onto a recordable CD.
File and Folder Tasks
Rename this file
Move this file
Copy this file
Publish this file to the Web
E-mail this file
Delete this file
Other Places
My Computer
My Documents
My Network Places
Details
Name
Size
Type
Date Modified
Other
2007_co_wagers_associates_inc.hde
2 KB
HDE File
11/15/2007 5:12 P


CD Writing Wizard
Welcome to the CD Writing Wizard
This wizard helps you write, or record, your files to a CD recording drive.
Type the name you want to give to this CD, or just click Next to use the name below.
CD name:
Nov 15 2007
New files being written to the CD will replace any files already on the CD if they have the same name.
Close the wizard after the files have been written
< Back
Next >
Cancel



This would complete the HRS Pro process. You should verify that the file you've created is on the CD or Floppy. You shouldn't try to open the file, just verify that it is there.

For further information regarding submitting your file to the state, you'll want to check out the State Guidelines section in HRS Pro, Submission Requirements, or contact the state you are reporting to. There is additional information to get to the States Websites at www.missingmoney.com.

THE END OF THE PROCESS