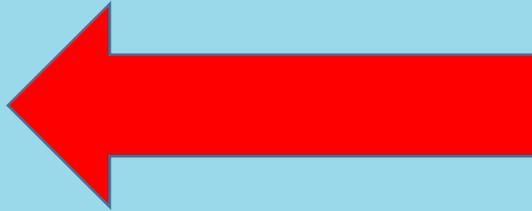


Guide to HRSPPro

Holder Reporting Software

Log on to HRSPRO



Click on Add New User

Welcome

Please Sign in by choosing your name from the list below:

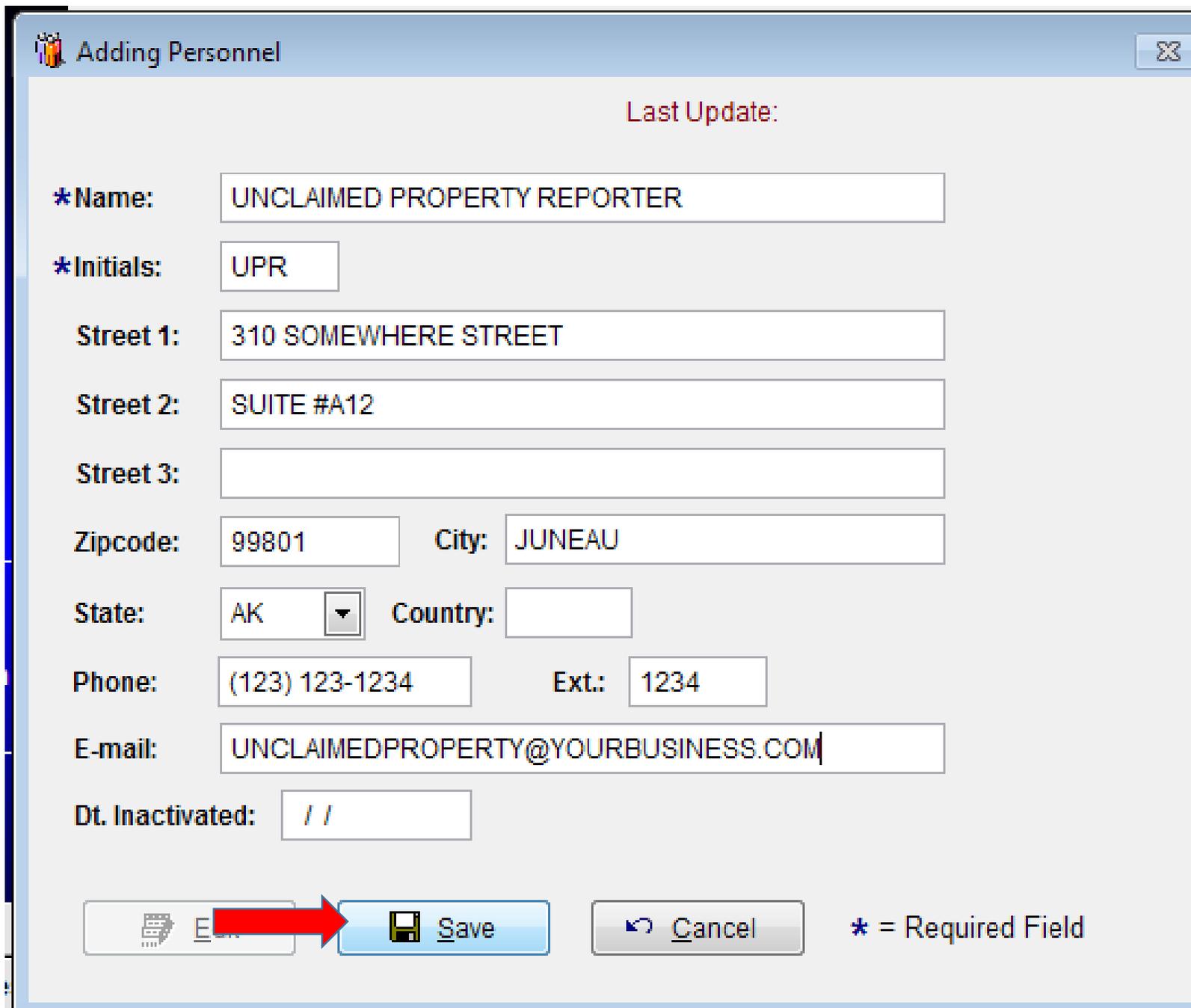
Hide Inactive Personnel

Fill in your personnel information and Save.

Please note that the fields with the * are mandatory.

Any button in this program can be used by clicking on them with a mouse click or by using ALT+ the underlined letter of the button.

For example, to save it would be ALT+S.



Adding Personnel

Last Update:

*Name: UNCLAIMED PROPERTY REPORTER

*Initials: UPR

Street 1: 310 SOMEWHERE STREET

Street 2: SUITE #A12

Street 3:

Zipcode: 99801 City: JUNEAU

State: AK Country:

Phone: (123) 123-1234 Ext.: 1234

E-mail: UNCLAIMEDPROPERTY@YOURBUSINESS.COM

Dt. Inactivated: //

Buttons: E... Save Cancel

* = Required Field



Click the Close button.

Last Update: 03/18/2016 - UPR

*Name: UNCLAIMED PROPERTY REPORTER

*Initials: UPR

Street 1: 310 SOMEWHERE STREET

Street 2: SUITE #A12

Street 3:

Zipcode: 99801 City: JUNEAU

State: AK Country:

Phone: (123) 123-1234 Ext: 1234

E-mail: UNCLAIMEDPROPERTY@YOURBUSINESS.COM

Dt. Inactivated: //

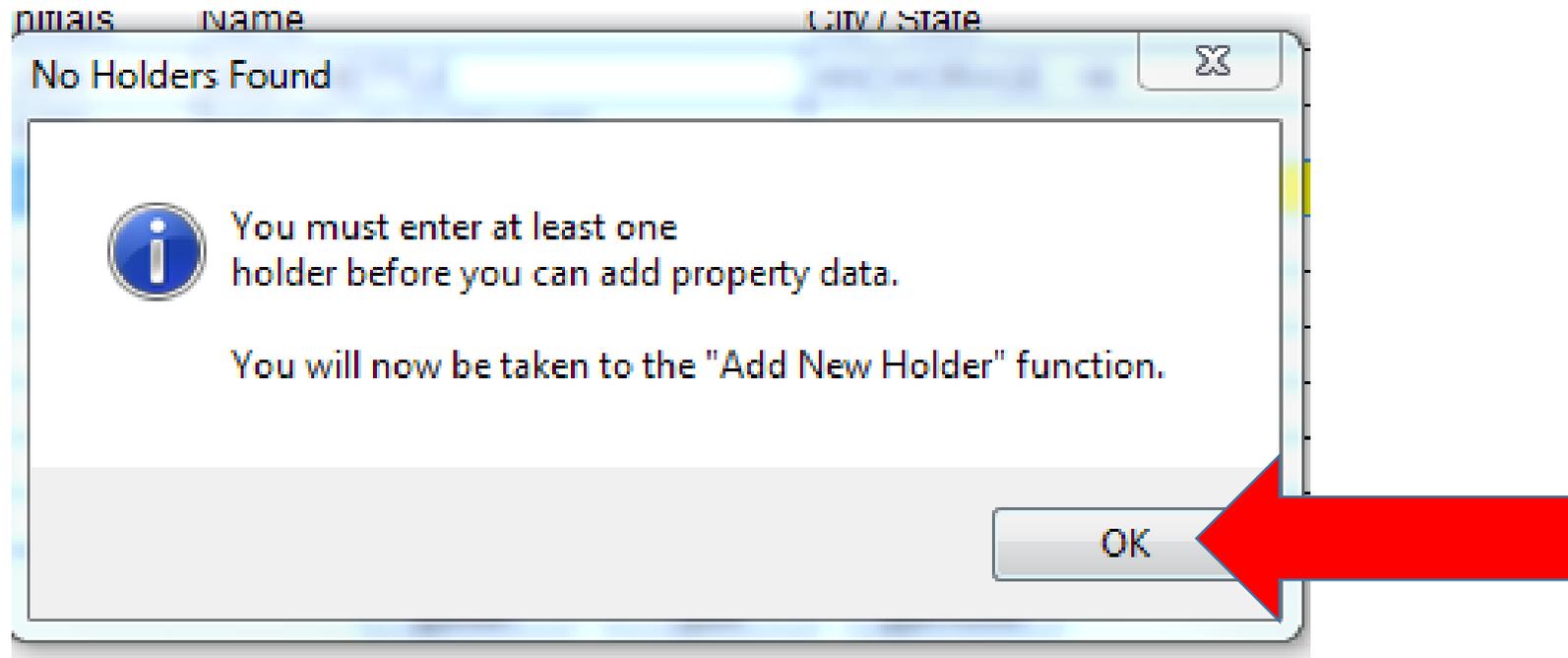
Edit

Save

Close



Required Field



If this is the first use of HRSPPro, you will be guided to the "Add New Holder" Function. Click OK.

Adding Holder ✕

Last Update:

* Tax ID Number: 12-3456879 -

NAICS Code:

State of Incorp.: AK Date of Incorp.: 01/01/1900

* Holder Name: UNCLAIMED PROPPROPERTY HOLDER

Holder City: JUNEAU

Holder State: AK County:

Holder Fax #: (123) 123-4321

 * = Required Field

Fill in the Holder information and save.

Click the Close Button

View / Modify Holder ✕

Last Update: 03/18/2016 - UPR

* Tax ID Number: 12-3456879 -

NAICS Code:

State of Incorp.: AK Date of Incorp.: 01/01/1900

* Holder Name: UNCLAIMED PROPPROPERTY HOLDER

Holder City: JUNEAU

Holder State: AK County:

Holder Fax #: (123) 123-4321

 Edit  Save  Close



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.

UNCLAIMED PROPPROPERTY HOLDER

 Add Remove Move

Now your Holder and Personnel information is entered, you can create a data set.

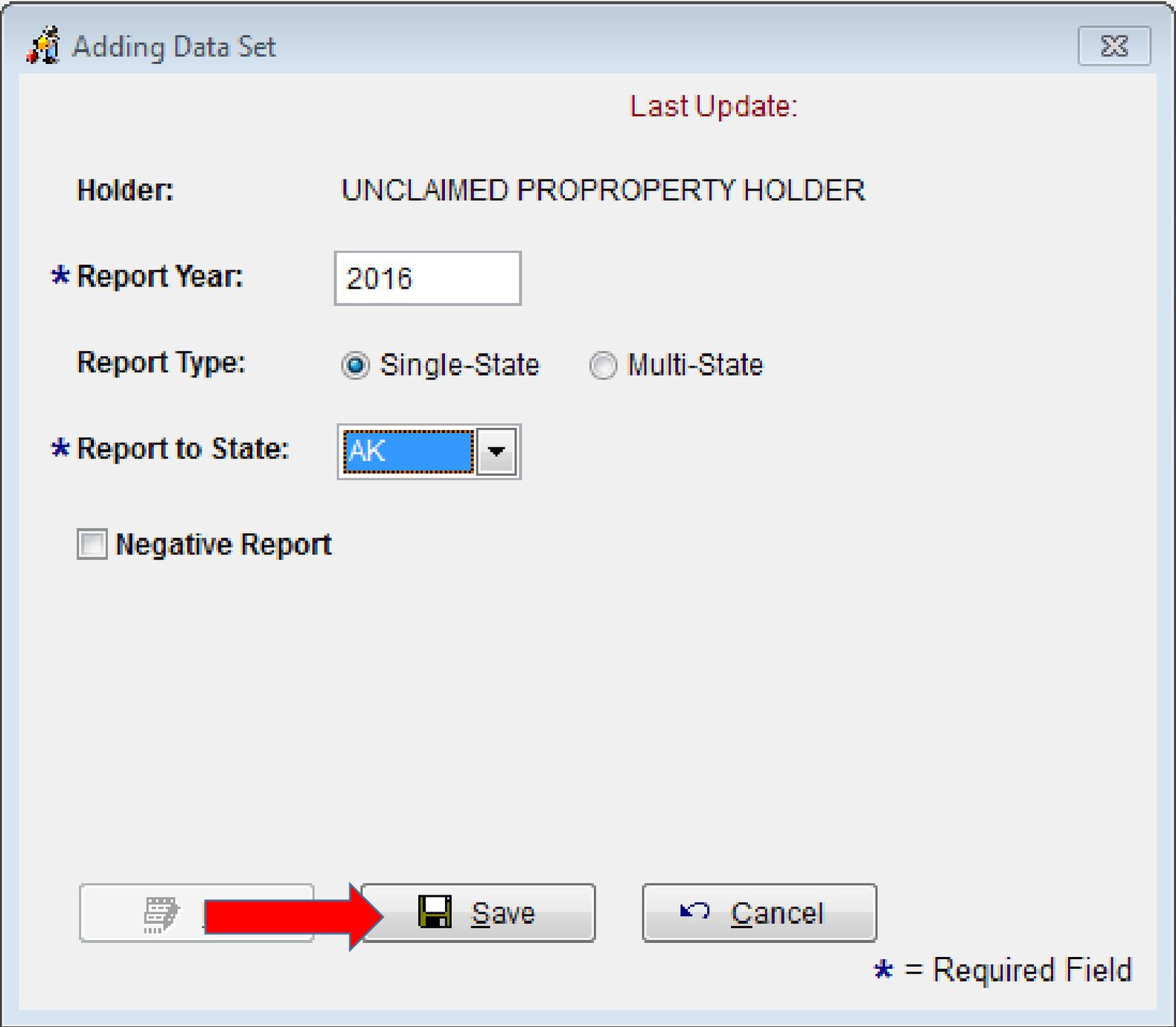
You will need to Add a dataset before you can import your file.

Click Add.

Creating A Dataset

You will need to add which year and state you are reporting to.

Click Save



The screenshot shows a dialog box titled "Adding Data Set" with a close button in the top right corner. The dialog contains the following fields and options:

- Holder:** UNCLAIMED PROPPROPERTY HOLDER
- * Report Year:** 2016 (text input field)
- Report Type:** Single-State Multi-State
- * Report to State:** AK (dropdown menu)
- Negative Report

At the bottom of the dialog, there are three buttons: a button with a document icon, a "Save" button with a floppy disk icon, and a "Cancel" button with a circular arrow icon. A large red arrow points from the document icon button to the "Save" button. A legend at the bottom right states "* = Required Field".



Last Update: 03/18/2016 - UPR

Holder: UNCLAIMED PROPPROPERTY HOLDER

*** Report Year:** 2016

Report Type: Single-State Multi-State

*** Report to State:** AK

Negative Report

Edit

Save

Close

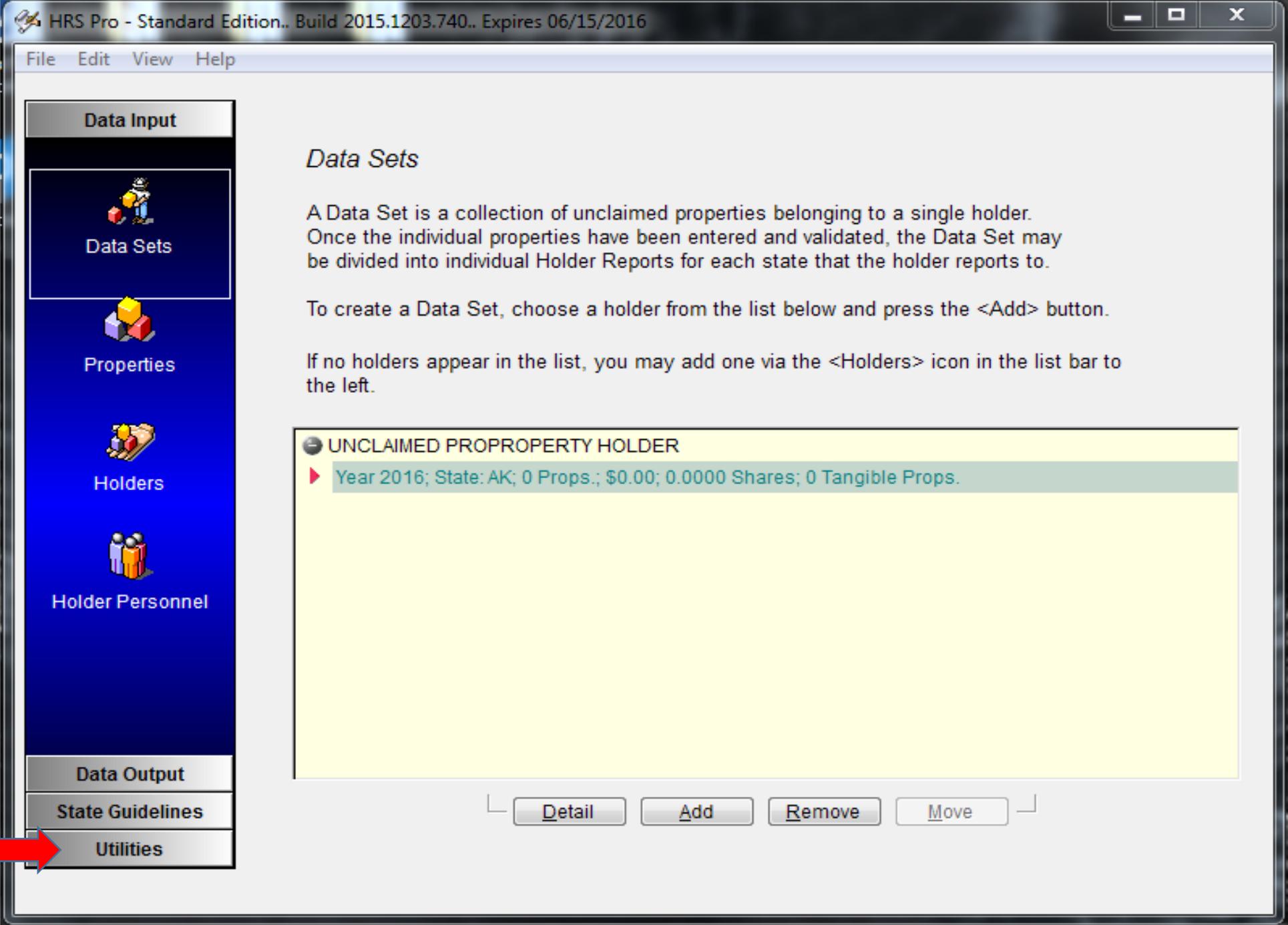


* = Required Field

Click the Close button

Now that your dataset has been created. You can begin to upload your data.

Click the Utilities bar



HRS Pro - Standard Edition.. Build 2015.1203.740.. Expires 06/15/2016

File Edit View Help

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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.

UNCLAIMED PROPPROPERTY HOLDER

▶ Year 2016; State: AK; 0 Props.; \$0.00; 0.0000 Shares; 0 Tangible Props.

Detail Add Remove Move

A red arrow points to the Utilities button in the left-hand navigation bar.

Now Click on Import Data

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File Edit View Help

Data Input
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Configuration and Defaults

 **Import Data**


Rebuild Database

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.

UNCLAIMED PROPPROPERTY HOLDER

- ▶ Year 2016; State: AK; 0 Props.; \$0.00; 0.0000 Shares; 0 Tangible Props.

Detail Add Remove Move

File Edit View Help

Data Input
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Configuration and Defaults
Import Data
Rebuild Database

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 .XLS Spreadsheet

[Open Excel Template File](#)

Start Import

To be able to upload your information from an excel format, you will need to use the HRSPRO Template.

Click on the link to Open Excel Template File

The HRSPRO Template will automatically open; this is where you will cut and paste your data to.

The screenshot displays the Microsoft Excel interface for the 'HRS Pro Import Template.xls' file. The ribbon is set to the 'HOME' tab, showing options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The spreadsheet grid shows columns labeled CG through CW and rows 1 through 43. Row 4 is highlighted in light blue and contains the following headers: Owner3 Address line 3, Owner3 City, Owner3 County, Owner3 State, Owner3 Zipcode, Owner3 Country, Owner3 Email, Owner3 Driver License, Owner3 Driver License State, Owner3 Date of Death, County Name, Section, Township, Range, Supplemental Description, Pooling Order, Pooling Order Date, and We. The status bar at the bottom indicates the current cell is in the 'Data' tab and contains 'Comments & Instructions'.

*You will want to copy and paste your data, values only, in the correct columns from your original excel sheet to the HRSPRO template.

*It is very important that you do not paste the formatting.

*This template has many columns and covers many different business types. Leave cells or columns empty if they do not apply.

*If you delete columns or insert formatting your import will error.

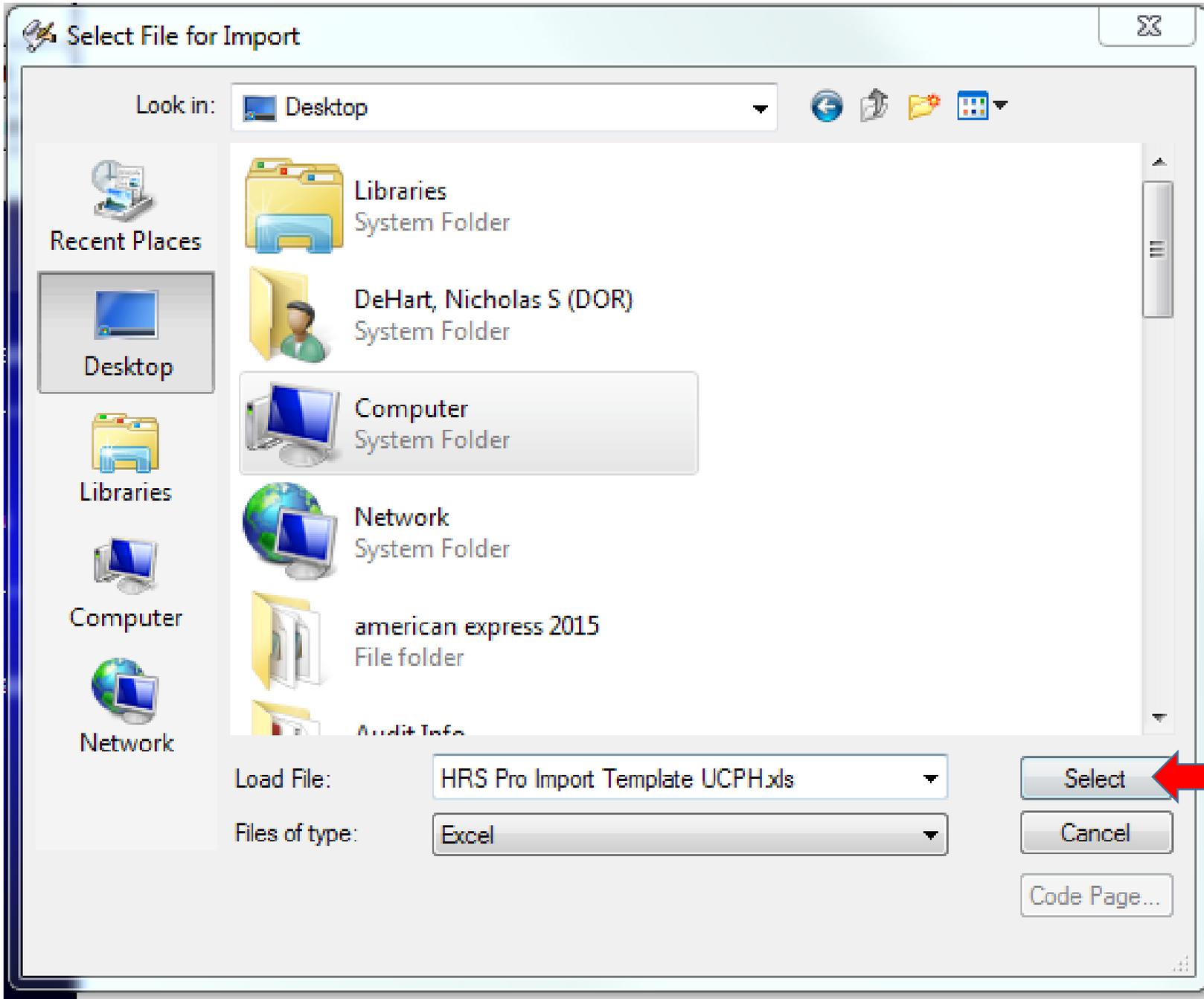
Once you have filled in all applicable columns, save this file somewhere accessible.

This will be the file that you upload into the HRS Pro Program.



Back in the Utilities, Import Data area you are now ready to start your import.

Click on the Start Import button.



Select your completed HRS Pro template to upload.

10 Properties and 10 Owners will be imported into Data Set: 2016; UNCLAIMED
PROPPROPERTY HOLDER; Rpt to State: AK

Prop. Type	Account #	Cash to Remit	Shares to Remit	1st Owner Name
MS01		\$0.50	0.0000	SMITH JOHN I
MS01		\$11.72	0.0000	DOE JANE B
MS01		\$33.00	0.0000	LALA LARRY
MS01		\$5.00	0.0000	ELLIOT MISSY
MS01		\$17.00	0.0000	SEA BERING
MS01		\$12.00	0.0000	PETAL FLOWER
MS01		\$33.25	0.0000	MAE DAISY
MS01		\$15.00	0.0000	PICKLE DILL
MS01		\$15.00	0.0000	123 COMPANY ATTN: LEEROY
MS01		\$11.00	0.0000	PERSON RANDOM

Fill in Empty 1st Owner Relation w: if Sole Owner and if More Than One Owner Exists.

Import Data

This screen should open up after you have loaded your file.

You will not be able to complete the import without filling in these boxes referring to Owner Relationship types.

This will need to be a number 1,2,3,4,5, or 7. Please refer to the Owner Types under the Codes section of the State Guidelines.

10 Properties and 10 Owners will be imported into Data Set: 2016; UNCLAIMED PROPPROPERTY HOLDER; Rpt to State: AK

Prop. Type	Account #	Cash to Remit	Shares to Remit	1st Owner Name
MS01		\$0.50	0.0000	SMITH JOHN I
MS01		\$11.72	0.0000	DOE JANE B
MS01		\$33.00	0.0000	LALA LARRY
MS01		\$5.00	0.0000	ELLIOT MISSY
MS01		\$17.00	0.0000	SEA BERING
MS01		\$12.00	0.0000	PETAL FLOWER
MS01		\$33.25	0.0000	MAE DAISY
MS01		\$15.00	0.0000	PICKLE DILL
MS01		\$15.00	0.0000	123 COMPANY ATTN: LEEROY
MS01		\$11.00	0.0000	PERSON RANDOM

Fill in Empty 1st Owner Relation w/: if Sole Owner and if More Than One Owner Exists.

Import Data

In this instance I chose 3 for Individual and 7 for Unknown.

*10 Properties and 10 Owners will be imported into Data Set: 2016; UNCLAIMED
PROPPROPERTY HOLDER; Rpt to State: AK*

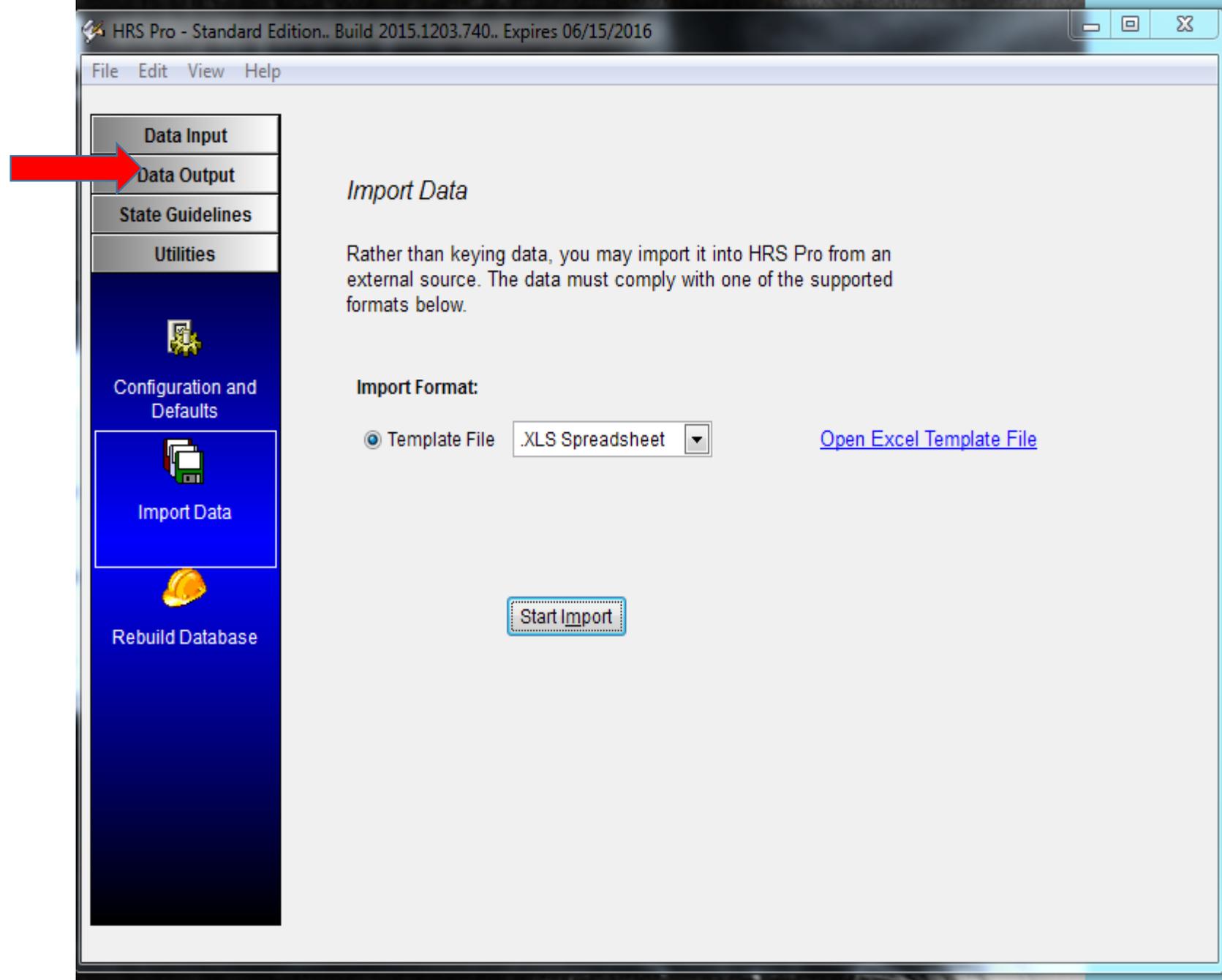
Prop. Type	Account #	Cash to Remit	Shares to Remit	1st Owner Name
MS01		\$0.50	0.0000	SMITH JOHN I
MS01		\$11.72	0.0000	DOE JANE B
MS01		\$33.00	0.0000	LALA LARRY
MS01		\$5.00	0.0000	ELLIOT MISSY
MS01		\$17.00	0.0000	SEA BERING
MS01		\$12.00	0.0000	PETAL FLOWER
MS01		\$33.25	0.0000	MAE DAISY
MS01		\$15.00	0.0000	PICKLE DILL
MS01		\$15.00	0.0000	123 COMPANY ATTN: LEEROY
MS01		\$11.00	0.0000	PERSON RANDOM

Click on Import Data

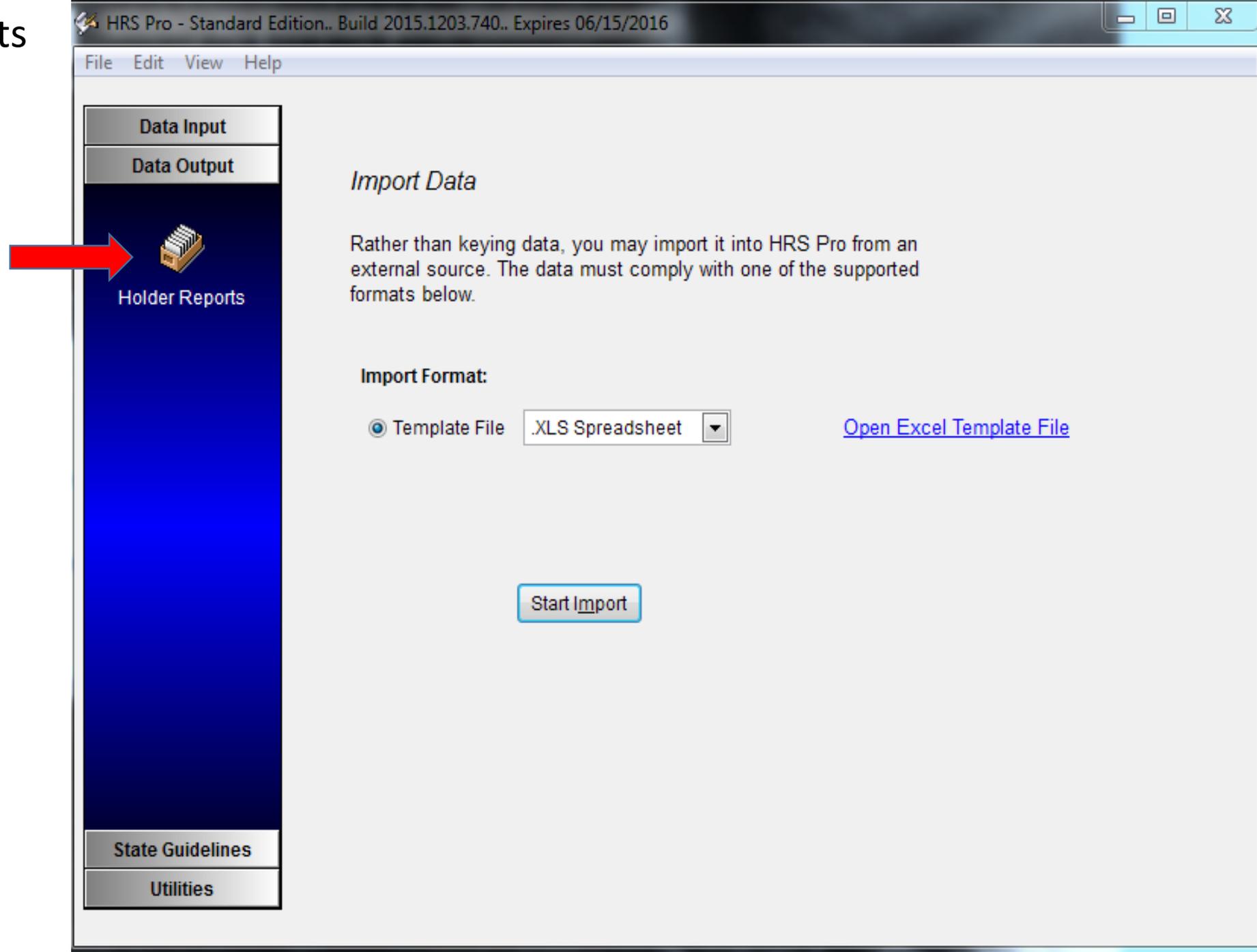
Fill in Empty 1st Owner Relation w/: if Sole Owner and if More Than One Owner Exists.



Back in the main HRS Pro screen,
Navigate to the Data Output
bar.



Click on the Holder Reports icon.



You should now be in the Holder Reports Output Screen.

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File Edit View Help

Data Input

Data Output

 Holder Reports

State Guidelines

Utilities

Data Set: 2016; State: AK; UNCLAIMED PROPPROPERTY HOLDER; Net Total: 10 Props. (0 Tangible); \$153.47; 0.0000 Shares; Remittable: 10 Props. (0 Tangible); \$153.47; 0.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
AK	10	Pending	\$ 153.47	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 <<<< Final format to send to the state

Generate Output

Please note in the top of the area it notes the Holder Dataset, total properties and amounts to be reported.

Before you can generate the .HDE file you will need to add personnel contacts to your report.

HRS Pro - Standard Edition.. Build 2015.1203.740.. Expires 06/15/2016

File Edit View Help

Data Input
Data Output
Holder Reports
State Guidelines
Utilities

*Data Set: 2016; State: AK; UNCLAIMED PROPPROPERTY HOLDER;
Net Total: 10 Props. (0 Tangible); \$153.47; 0.0000 Shares;
Remittable: 10 Props. (0 Tangible); \$153.47; 0.0000 Shares*

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
AK	10	Pending	\$ 153.47	0.0000	0



Printed Output

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

Preview

Disk Output

- NAUPA File <<<<<< Final format to send to the state

Check the proper person to be the report and claim contact.

*Often this will be the same person.

The state will use this information to contact holders if there are questions regarding the report.

Link Contacts to Holder Report

Choose up to two persons who will represent this holder as contacts for AK:

Report Contact	Claims Contact	Name	City / State
<input type="checkbox"/>	<input type="checkbox"/>	JUDY NETTLE	ANCHORAGE / AK
<input type="checkbox"/>	<input type="checkbox"/>	NICHOLAS S DEHART	
<input type="checkbox"/>	<input type="checkbox"/>	UNCLAIMED PROPERTY REPORT	JUNEAU / AK

Enter CheckMark to choose both:

- Report Contact - Who the State can contact with questions regarding the report
- Claims Contact - Who the state can contact with questions regarding the property

You may designate the same person as both the Report Contact and the Claims Contact.



Data Input

Data Output



Holder Reports

*Data Set: 2016; State: AK; UNCLAIMED PROPPROPERTY HOLDER;
Net Total: 10 Props. (0 Tangible); \$153.47; 0.0000 Shares;
Remittable: 10 Props. (0 Tangible); \$153.47; 0.0000 Shares*

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
AK	10	Pending	\$ 153.47	0.0000	0

Contacts

Stk. Delivery

Validate

Printed Output

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

 Preview

Disk Output

- NAUPA File <<<<< Final format to send to the state

Generate Output

State Guidelines

Utilities

Now that contacts have been added you can validate your report.

Click on the Validate button.

- Data Input
- Data Output
- Holder Reports**
- State Guidelines
- Utilities

*Data Set: 2016; State: AK; UNCLAIMED PROPPROPERTY HOLDER;
Net Total: 10 Props. (0 Tangible); \$153.47; 0.0000 Shares;
Remittable: 10 Props. (0 Tangible); \$153.47; 0.0000 Shares*

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
AK	10	Validated	\$ 153.47	0.0000	0

Validated!

 Holder Report contains zero validation errors.

OK



Printed Out

- Owner Letters
- Owner Labels
- Property Listing (detailed)
- Property Listing (summary)
- Holder Report Cover Sheet
- NAUPA File <<<< Final format to send to the state

Preview

If there are no validation errors you should see a Validated! Prompt.

Click OK

Data Input

Data Output


Holder Reports

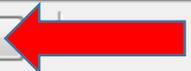
State Guidelines

Utilities

*Data Set: 2016; State: AK; UNCLAIMED PROPPROPERTY HOLDER;
Net Total: 10 Props. (0 Tangible); \$153.47; 0.0000 Shares;
Remittable: 10 Props. (0 Tangible); \$153.47; 0.0000 Shares*

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
AK	10	Validated	\$ 153.47	0.0000	0



Printed Output

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

Preview

Disk Output

- NAUPA File <<<< Final format to send to the state

Now that you have successfully validated your report you can finalize by clicking on the Finalize button.

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File Edit View Help

Data Input
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Holder Reports
State Guidelines
Utilities

*Data Set: 2016; State: AK; UNCLAIMED PROPPROPERTY HOLDER;
Net Total: 10 Props. (0 Tangible); \$153.47; 0.0000 Shares;
Remittable: 10 Props. (0 Tangible); \$153.47; 0.0000 Shares*

Holder Re

Report To	Tangible Props.
AK	0

Printed O

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

Preview

Generate Output

Format to send to the state

Finalize

 Finalizing this holder report will prohibit further editing of associated properties, owners, etc. (You may Un-Finalize it any time).

You should Finalize only if you are ready to submit this holder report to the state.

Do you wish to Finalize the report?



A warning will open up. You should only finalize if you are ready to submit your report.

Click on the Yes Button.

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File Edit View Help

Data Input
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*Data Set: 2016; State: AK; UNCLAIMED PROPPROPERTY HOLDER;
Net Total: 10 Props. (0 Tangible); \$153.47; 0.0000 Shares;
Remittable: 10 Props. (0 Tangible); \$153.47; 0.0000 Shares*

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
AK	10	Finalized	\$ 153.47	0.0000	0

Contacts Stk. Delivery Validate **Un-finalize**

Printed Output

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

Preview

Disk Output

- NAUPA File <<<< Final format to send to the state

Generate Output

The Finalize button has now changed to Un-Finalize.

The information in your report has now been locked for changes and will require you to un-finalize to make any further changes.

File Edit View Help

Data Input

Data Output

Holder Reports

Data Set: 2016; State: AK; UNCLAIMED PROPPROPERTY HOLDER;
Net Total: 10 Props. (0 Tangible); \$153.47; 0.0000 Shares;
Remittable: 10 Props. (0 Tangible); \$153.47; 0.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
AK	10	Finalized	\$ 153.47	0.0000	0

Contacts Stk. Delivery Validate Un-finalize

Printed Output

Disk Output

Owner Letters

Owner Labels

Property Listing (detailed)

Property Listing (summary)

Holder Report Cover Sheet

Preview

NAUPA File <<<< Final format to send to the state

Generate Output

From here you can print out your report coversheet to include with your remittance.

Mark the Holder Report Cover Sheet and click on the Generate Output button

This report coversheet should have all of your contact information, amount of properties and cash that is being reported.

This will need to be signed and dated by the person preparing the report.



ALASKA HOLDER VERIFICATION REPORT

REPORT YEAR: 2016 FOR THE PERIOD ENDING JUNE 30, _____

Remit to: Alaska Unclaimed Property, PO Box 110405, Juneau, AK 99811-0405

HOLDER INFORMATION:

NAME: UNCLAIMED PROPROPERTY HOLDER

ADDRESS: 310 SOMEWHERE STREET
SUITE #A12

CITY: JUNEAU STATE: AK ZIP: 99801

CONTACT 1: UNCLAIMED PROPERTY REPORTER

PHONE NUMBER: (123) 123-1234 EXT: 1234 FAX NUMBER: (123) 123-4321

E-mail: UNCLAIMEDPROPERTY@YOURBUSINESS.COM

CONTACT 2: UNCLAIMED PROPERTY REPORTER

PHONE NUMBER: (123) 123-1234 EXT: 1234

E-mail: UNCLAIMEDPROPERTY@YOURBUSINESS.COM

FED TAX ID#: 12-3456879 NAICS: HOLDER TYPE: _____

STATE OF INCORPORATION: AK DATE OF INCORPORATION: 01/01/1900

Did your company file an unclaimed property report last year with Alaska?

YES _____ NO _____

If "Yes", and you filed under a different name, address or federal ID number, then please indicate the name, address and federal ID number you reported last year:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

FED TAX ID NUMBER: _____ DATE OF CHANGE: _____

REASON FOR CHANGE (e.g. acquisition, merger, name change etc.) _____

Remit to: Alaska Unclaimed Property Check EFT

Report Totals:

Properties	Cash	Securities	Tangibles
10	\$153.47	0.0000	0

I declare under penalty of perjury, that this report, including accompanying statements, has been examined by me; that I am duly authorized by the Holder herein to execute this report; and that I believe said report is true, correct and complete report of unclaimed property including any social security numbers or tax identification numbers of the owners, now in the possession or under the control of the holder, for the stated period.

Signature

Date

Type Name of Signor

Title of Signor

Now that the Holder Report Coversheet has been printed and signed. On to the electronic File.

Mark the NAUPA File and click on Generate Output.

HRS Pro - Standard Edition.. Build 2015.1203.740.. Expires 06/15/2016

File Edit View Help

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*Data Set: 2016; State: AK; UNCLAIMED PROPPROPERTY HOLDER;
Net Total: 10 Props. (0 Tangible); \$153.47; 0.0000 Shares;
Remittable: 10 Props. (0 Tangible); \$153.47; 0.0000 Shares*

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
AK	10	Finalized	\$ 153.47	0.0000	0

Contacts Stk. Delivery Validate Un-finalize

Printed Output

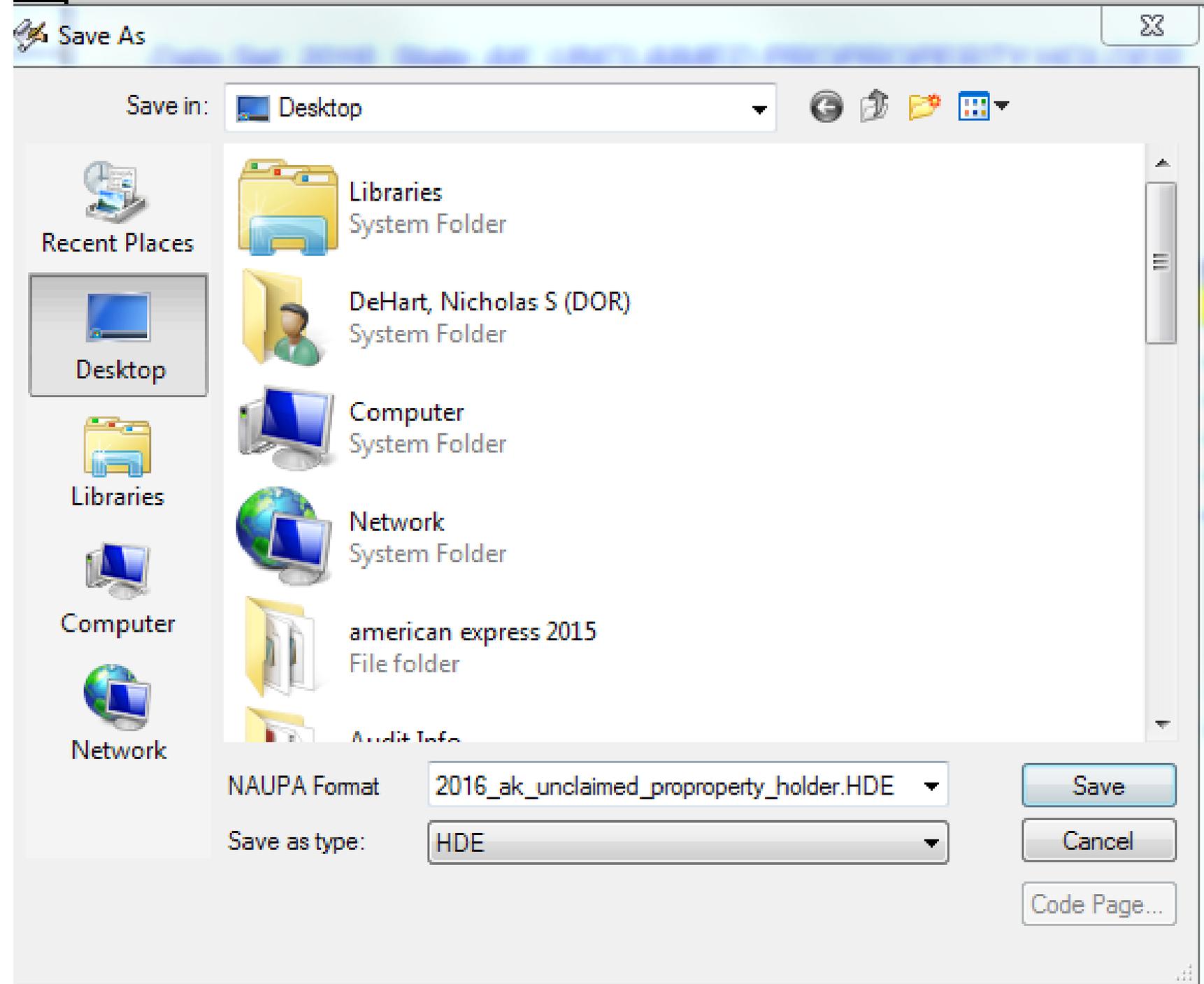
- Owner Letters
- Owner Labels
- Property Listing (detailed)
- Property Listing (summary)
- Holder Report Cover Sheet

Disk Output

- NAUPA File <<<< Final format to send to the state

Preview  Generate Output Sort By: Owner Name

Save your .HDE file
where you can access
it.



Output Successful! HRS has made a compressed, encrypted .HDE file.

Save this file to disk, or email along with the Holder Report Cover Sheet and remittance.

If emailing your report, please include a copy of the email with the Holder Report Cover sheet and the remittance.

