



Vermont Unclaimed Property

ELECTRONIC REPORTING

Montpelier, Vermont

2014

Nancy Scribner, Compliance Officer



Electronic Reporting Options

- **UP Exchange**

- Begins With Next Slide



- **Wagers – HRS-Pro**

- Begins With Slide -82



UPExhchange Electronic Reporting



<http://www.unclaimed.org/reporting/>

<http://www.byetm.com/>

(319) 739-3557 x 1



What Is UPExchange

- A Free Software Program
- No software to install or maintain
- Software-as-a-Service offering (SaaS)
- Accessible from anywhere, with any standard Web browser
- Allows Holders to Create Electronic Unclaimed Property Reports in the Standard NAUPA Format.



UPExchange Tools

- User Guide, interactive tutorials, pre-recorded training videos on capabilities, overview modules, FAQ and answers, and training webinars.
- Access available at ETM (Eagle Technology Management, Inc.)

<http://www.byetm.com/>

- Offers on-going product support at

(319) 739-3557 x 1



UPExchange Website

www.byetm.com/

HOME STATUTORY REPORTING **UNCLAIMED PROPERTY** LIBRARY COMPANY INFO

UPExpress™

by ETM

The only system for submitting reports and remitting payments for unclaimed property online.

[Learn More](#)

3/3



UPEXchange Sign Up or Log In

e T m HOME STATUTORY REPORTING UNCLAIMED PROPERTY LIBRARY COMPANY INFO

UPEXchange™ : Unclaimed Property Reporting, Compliance, and Collaboration **Chat Online**
Need Help? Click here.

More Information

- [New User Signup](#)
- [Existing Users Login](#)
- [Training & Sales Webinars](#)
- [UPEXchange Brief](#)
- [Unclaimed Property Exchange Blog](#)
- [Unclaimed Property Outsourcing](#)

Reporting, Compliance, and Collaboration

UPEXchange™ is a web application that makes unclaimed property compliance simple. To meet end-user requirements, it's accessible from anywhere with just a browser, and sends reports and payments to multiple states entirely online. To To meet IT requirements, it's delivered as software-as-a-service (SaaS). To meet security requirements, it

NAUPA

Sign Up or Log In

UPEXpress White Paper

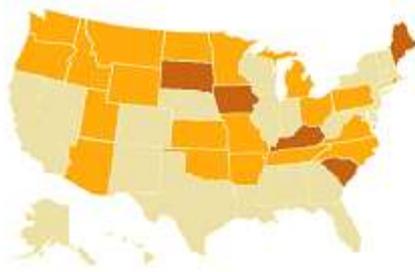


UPExchange

Sign Up – Step 1

 **UPExchange:**
Unclaimed Property Reporting, Compliance, and Collaboration

UPExchange now offers
online  filing



[click for more information](#)

Create Account - Step 1 of 3

Your First Name *

Your Last Name *

Your Phone Number * () - ext:

Your Email Address *

Estimated Number of Property Records * ▼



UPExchange

Sign Up – Step 2



UPExchange:

Unclaimed Property Reporting, Compliance, and Collaboration

UPExchange now offers
online filing



[click for more information](#)

Create Account - Step 2 of 3

Company Name *

Abi's Closet

Holder Type *

Corporation

State of Incorporation *

Vermont

Report Signer Name *

Nancy Scribner

Report Signer Title *

Owner

Report Signer Phone *

802 426 2222

Report Signer Email *

nscrib@fairpoint.net

[Previous](#)

[Next](#)



UPExchange

Sign Up – Step 3



UPExchange:
Unclaimed Property Reporting, Compliance, and Collaboration

UPExchange now offers
online  filing



[click for more information](#)

Create Account - Step 3 of 3

User Name *

Password *

Confirm Password *

Security Question *

Security Answer *



UPEXchange

Sign Up – Successful

eom UPEXchange:
Unclaimed Property Reporting, Compliance, and Collaboration

UPEXchange now offers
online filing

Registration Complete!

Congratulations and welcome aboard!

You have successfully completed your registration. To get started:

1. [Print](#) the step-by-step guide.
2. [View](#) this 3-minute video.
3. [Proceed](#) to UPEXchange.



UPExchange

Log In



UPExchange:

Unclaimed Property Reporting, Compliance, and Collaboration

UPExchange now offers
online ⚡ **filing**



click for more information

Email Address:

Password:

agree with the terms of the
[Software License Agreement](#)

IMPORTANT! You must accept the terms of the Software License Agreement before signing in.



UPEXchange

FREE VERSION



TRAINING: Recorded Webinar for new UPEXchange subscribers (Dec 12, 2013). -- [Watch Now.](#)

Live Chat

Self Service	Full Service	Free Edition
		
Starting at \$49 / Year	Starting at \$199 / Year	



UPEXchange – Videos - Helps

UPEXchange
Holder: Unclaimed Property SOV (switch) Help | Chat | Logout

Home Holder Property Reporting System Resources

Welcome to UPEXchange

The video below gives a quick overview of the UPEXchange application.

HELP RESOURCES

Other helpful resources:

- A [Step by Step](#) guide
- An online [user's guide](#)
- Our unclaimed property [blog](#)
- Free training and sales [webinars](#)
- A [knowledge base](#) of frequently asked questions
- Live support using [internet chat](#)



UPEXchange – Add Holder



UPEXchange

Holder: Unclaimed Property SOV (switch) Help | Chat | Logout

Home **Holder** Property Reporting System Resources

Holder Home **Add Holder** Edit Holder

Holder Home

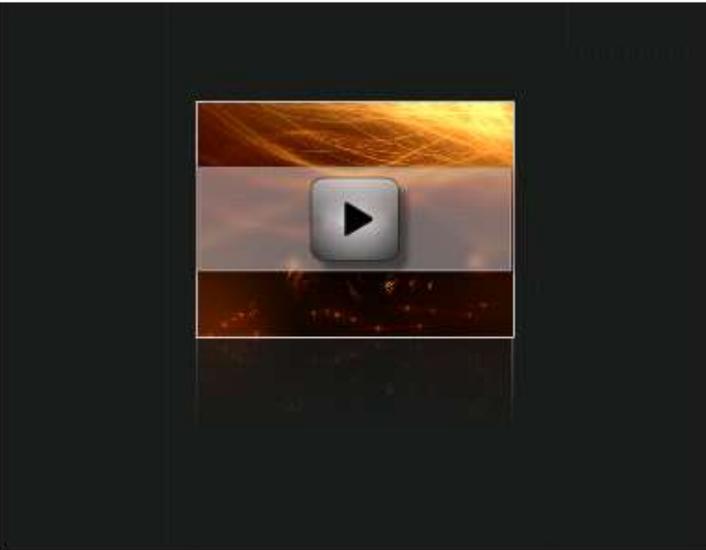
A holder is a company in possession of unclaimed property. Holder information is used on state reports to identify which company is reporting the unclaimed property records.

Add Holder begins a wizard that walks you through the process of setting up a holder.

Edit Holder allows you to to view, edit, and manage holders.

[Upgrade Info](#)

The video below gives a quick tutorial of how to add and edit your holder information.



Other helpful resources:

- A [Step by Step](#) guide
- An online [user's guide](#)
- A [knowledge base](#) of frequently asked questions
- Live support using [internet chat](#)



UPExchange

Add a New Holder – Step 1

Home	Holder	Property	Reporting	System	Resources
Holder Home	Add Holder	Edit Holder			

Add Holder

Add Holder - Step 1: General Information

Complete all required fields then click next to move to the next step. Required fields are marked with an asterisk (*)

Federal ID (FEIN) *	<input type="text" value="03 - 1234567"/>	Holder Type *	<input type="text" value="Corporation"/>
Name Line 1 *	<input type="text" value="Abi's Closet"/>	State of Incorporation *	<input type="text" value="Vermont"/>
Name Line 2	<input type="text"/>	State of Business	<input type="text" value="Vermont"/>
Display Name *	<input type="text" value="Abi's Clos"/>	Business Start Date *	<input type="text" value="01/0012012"/>
Address Line 1 *	<input type="text" value="2 Pearl Street"/>	Demutualization Date	<input type="text"/>
Address Line 2	<input type="text"/>	NAICS	<input type="text" value="315212"/> Look Up
Address Line 3	<input type="text"/>	Report Signer Name *	<input type="text" value="Nancy Scribner"/>
City *	<input type="text" value="Marshfield"/>	Report Signer Title *	<input type="text" value="Owner"/>
State *	<input type="text" value="Vermont"/>	Report Signer Phone *	<input type="text" value="802 426-1234"/>
Zip *	<input type="text" value="05658"/>	Report Signer Email *	<input type="text" value="nscrib@fairpoint.net"/>
County	<input type="text" value="Washington"/>	Name of Notary	<input type="text"/>
Country *	<input type="text" value="United States"/>	Notary Title	<input type="text"/>
Fax Number	<input type="text" value="() -"/>	Notary Expiration	<input type="text"/>

Previous



UPEXchange

Add a New Holder

Contact – Step 2

Home | **Holder** | Property | Reporting | System | Resources

Holder Home | Add Holder | Edit Holder

Add Holder - Step 2: Contact Information

The **Report Contact** is the person responsible for answering questions about the content of your state report. The **Claim Contact** is the person that property owners should contact in response to a due diligence letter.

Report Contact	Claim Contact
Contact Name * <input type="text" value="Nancy Scribner"/>	Contact Name * <input type="text" value="Nancy Scribner"/>
Address Line 1 * <input type="text" value="2 Pearl Street"/>	Address Line 1 * <input type="text" value="2 Pearl Street"/>
Address Line 2 <input type="text"/>	Address Line 2 <input type="text"/>
Address Line 3 <input type="text"/>	Address Line 3 <input type="text"/>
City * <input type="text" value="Marshfield"/>	City * <input type="text" value="Marshfield"/>
State * <input type="text" value="Vermont"/>	State * <input type="text" value="Vermont"/>
Zip * <input type="text" value="05658"/>	Zip * <input type="text" value="05658"/>
Country * <input type="text" value="United States"/>	Country * <input type="text" value="United States"/>
Phone * (<input type="text" value="802"/>) <input type="text" value="426"/> - <input type="text" value="1234"/>	Phone * (<input type="text" value="802"/>) <input type="text" value="426"/> - <input type="text" value="1234"/>
Fax (<input type="text"/>) <input type="text"/> - <input type="text"/>	Fax (<input type="text"/>) <input type="text"/> - <input type="text"/>
Email * <input type="text" value="nscrib@fairpoint.net"/>	Email * <input type="text" value="nscrib@fairpoint.net"/>

Use Same For Claim Contact

Previous | Next





UPExchange

Add a New Holder

Contact – Step 3 - SKIP

Home	Holder	Property	Reporting	System	Resources
Holder Home	Add Holder	Edit Holder			
Add Holder	Add Holder - Step 3: Colorado Deduction and State IDs				
<input checked="" type="checkbox"/> General Information	<p>Colorado Standard Deduction is available to all holders who file property records with the State of Colorado. See the Colorado web site for more information about this deduction.</p> <p><input type="checkbox"/> I take the Colorado standard deduction</p>				
<input checked="" type="checkbox"/> Contact Information	<p>State IDs are identification numbers or 'Holder Number' assigned to your company by a state after you have filed an unclaimed property report with that state. Most states use your FEIN so no other number is assigned. Contact the state(s) if you are unsure of your state identifier or whether one has been assigned to you.</p> <p><input type="checkbox"/> I have state-assigned IDs to enter</p>				
State Specific Data					
Finished					
		Previous	Finish		



UPEXchange

Holder Setup is Complete

Home Holder Property Reporting System Resources

Holder Home Add Holder Edit Holder

Add Holder

- ✓ General Information
- ✓ Contact Information
- ✓ State Specific Data
- ✓ Finished

Holder Setup Complete

Next Steps

Your holder has been successfully created.

NEXT STEPS

↓

- To view a Step by Step guide for next steps, click [here](#).
- To edit this or an existing Holder, use the Edit Holder menu or click [here](#).
- To create another Holder, use the Add Holder menu or click [here](#).
- To enter property records for this Holder, use the Property tab or click [here](#).



UPEExchange

MANUAL REPORTING



UPExchange

Add Owner & Property

Add New Property

Help | Chat

Property Owner Information

OwnerID Type OwnerID Business Owner Relationship Code Email

Business Name City
County
State

Address

Country Zip RPO

Date Loaded
Last Modified
Due Diligence Sent

Property Comments Custom Fields

Property Code Status

Check# or Unique ID Last Activity Date Initial Amount Interest Rate

Policy Number Maturity Date Add'l Amount Code

Account Number Ending Tran Date Deduct Amount Code

Description Amount Due Date Paid

Amount Paid State Paid

WARNING: Property Code and Check# are required fields! This record cannot be saved until both fields are completed!

[Help me complete this form.](#)



UPEXchange Holder /

Add Another Holder - or - New Property – Same Owner

Add New Property

| Add New Property Record To This Owner | Add Additional Owner To This Property Record

Property Owner Information _____

OwnerID Type OwnerID Business Owner Relationship Code Email

Business Name City
County



UPEXchange

View Records



Home Holder **Property** Reporting System Resources

Property Home **View Records** Add Record Import Records Download Mass Update \$

State: All Status: Show All Property Type: Show All Property Types **Advanced Search** Go >>



Home Holder **Property** Reporting System Resources

Property Home View Records Add Record Import Records Download Mass Update Ⓜ

State: All Status: Show All Property Type: Show All Property Types **Advanced Search** Go >>

	Full Name	Owner ID	City	State	Code	Property ID	Amount	Status
Edit	ABC Company,	U000000001	Montpelier	VT	CK13	1223	325.0000	0
Edit	Drew, Alice	U000000003	Marshfield	VT	MS09	6789	55.0000	0
Edit	Smith, Susan	U000000002	Montpelier	VT	MS01	5678	55.0000	0

Edit Mode Ⓜ |< < Page 1 of 1 > >|

3 primary owner records found. (\$435.00 total amount due, 0 outstanding shares)



UPExchange

Download – Select Filters

Home Holder **Property** Reporting **System** Resources

Property Home View Records Add Record Import Records **Download** Mass Update

Download

Generate reports that can be downloaded for analysis or reconciliation purposes. These reports are for your internal use only and are not intended to be sent to the state.

Upgrade Info

INTERNAL REPORT ONLY

Select All Clear All

State Selection

- South Carolina
- South Dakota
- Tennessee
- Texas
- Utah
- Vermont
- Virginia
- Washington
- West Virginia
- Wisconsin
- Wyoming
- Unknown or Foreign
- Alberta
- Quebec
- Virgin Islands
- American Samoa

Data Filters

- Current Data Archive Data
- Open For Reporting
- Paid To Owner
- Remitted To State
- Reported On Preliminary
- Force On Report
- Hold From Reporting
- Exempt From Reporting

- 00 ALL PROPERTY CODES
- AC01 CHECKING ACCOUNTS
- AC02 SAVINGS ACCOUNTS
- AC03 MATURED CD OR SAVINGS CERTIFICATE
- AC04 CHRISTMAS CLUB ACCOUNTS
- AC05 MONEY ON DEP TO SECURE FUND
- AC06 SECURITY DEPOSITS
- AC07 UNIDENTIFIED DEPOSITS
- AC08 SUSPENSE ACCOUNTS
- AC09 IRA, KEOGH

Include Amounts: All Select All Clear All

Date Ranges

Last Activity Date Last Modified Date Date Loaded Due Diligence Sent

Process >>



UPEXchange

Download – Summary Report

Internal Report Only

Home	Holder	Property	Reporting	System	Resources
Property Home	View Records	Add Record	Import Records	Download	Mass Update

Download Results

Summary reports are static documents available for download in Adobe PDF or Microsoft Word formats.

Detail reports are available for download in various formats that allow you to analyze and manipulate your data.

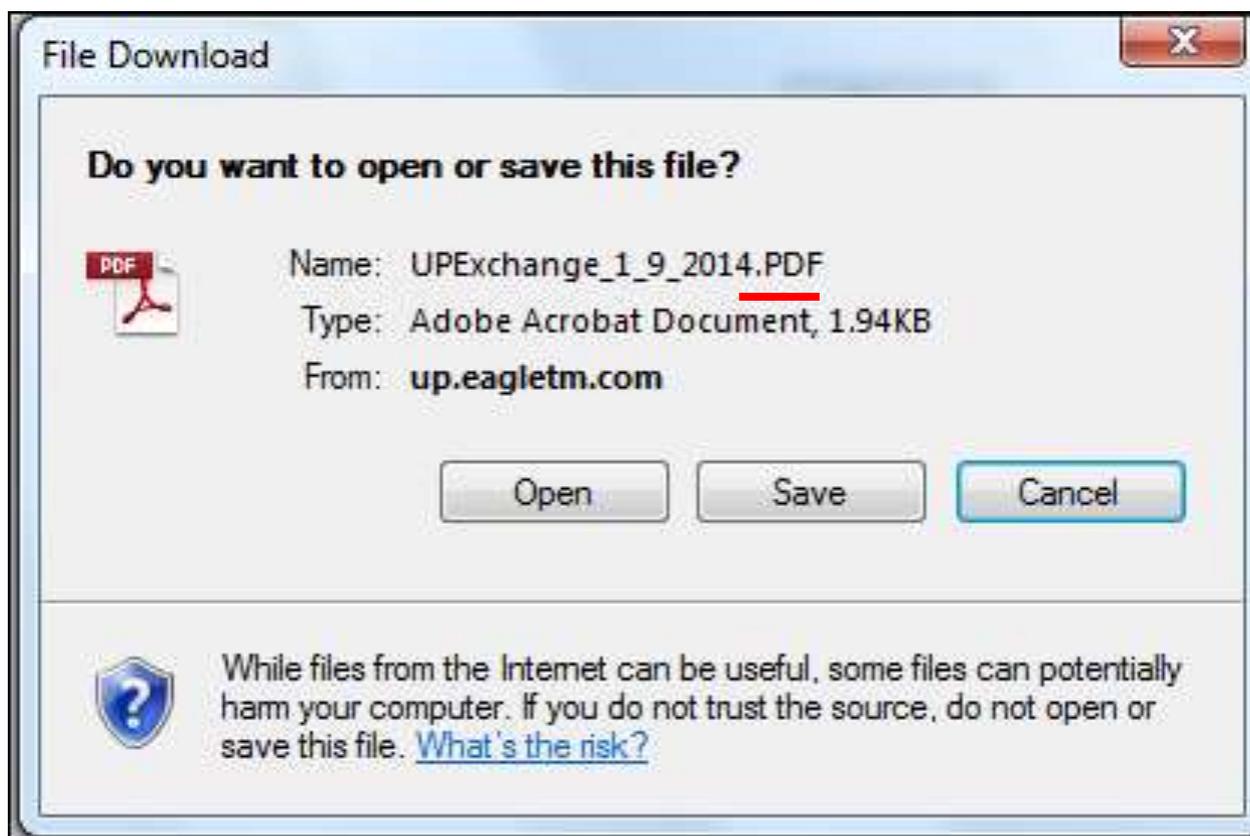
Your property records are ready for download.

Adobe PDF

Microsoft Excel



UPEXchange Reporting Property Report





UPEXchange Reporting Property Report

Internal Report Only

Property Records Summary Report

1/3/2014 1:32:53 PM

Owner ID	Name	Address	Prop Code	Unique ID	Amount	Shares
U000000003	Drew, Alice	Plane Road Marshfield VT 05658	MS09	6789	\$55.00	0
U000000002	Smith, Susan	West Street Montpelier VT 05602	MS01	5678	\$55.00	0
U812977399	ABC Company,	Main Street USA Montpelier VT 05602	CK13	1223	\$325.00	0



UPEXchange Reporting

Due Diligence – Select Filters

Home	Holder	Property	Reporting	System
Reporting Home	Due Diligence	State Reports	Library	

Due Diligence

Generate letters you wish to send to owners in an attempt to reunite them with their property.

[Upgrade Info](#)

Choose your state and letter format:

Your letters have been downloaded. Look for the following to retrieve your file:

[Done](#)



UPEXchange Reporting

Due Diligence Ltr - Download

Home Holder Property **Reporting** System Resources

Reporting Home Due Diligence State Reports Library

Due Diligence

Generate letters you wish to send to owners in an attempt to reunite them with their property.

[Upgrade Info](#)

Choose your state and letter format:

Vermont Format: Universal Letter with Notary

Your letters have been downloaded. Look for the following to retrieve your file:

Do you want to open or save **CompanyName_AL_DueDil.PDF** from 139.146.161.245?

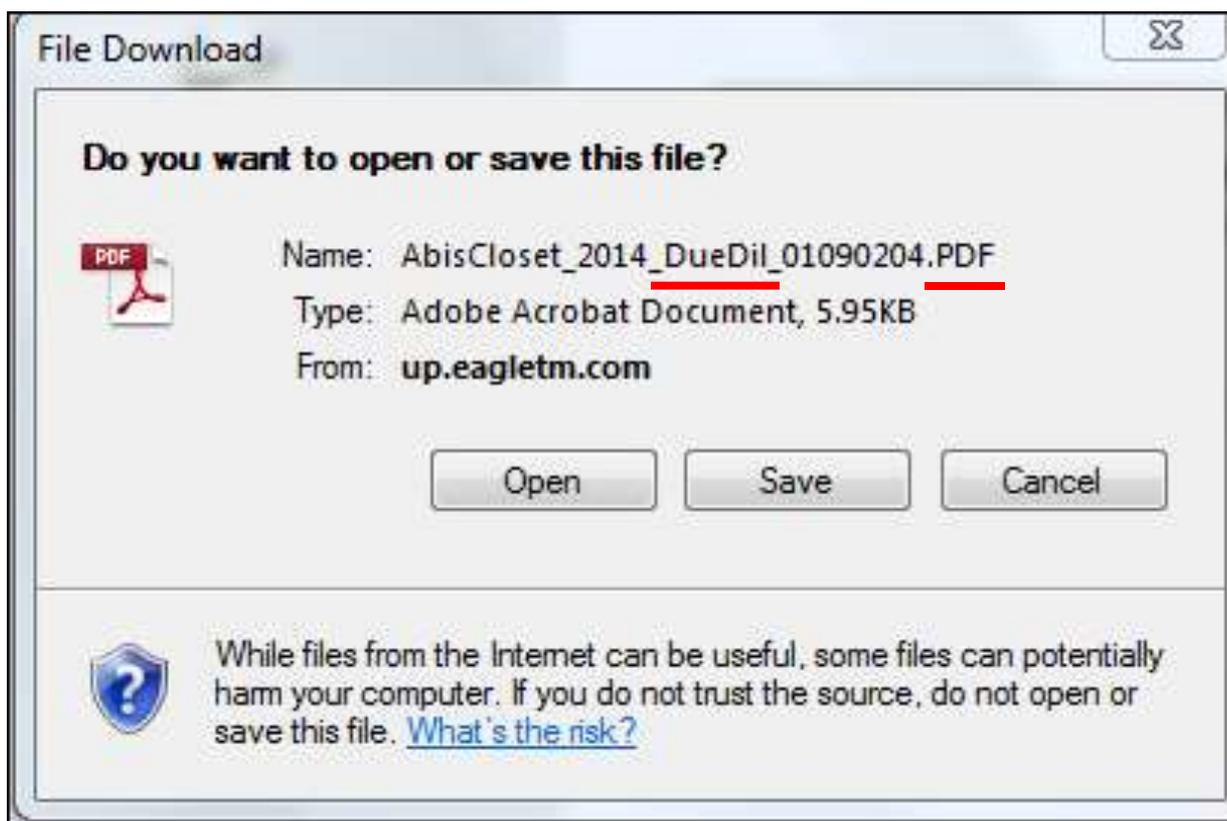
To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...

If you see this message above – your system has blocked the download.

Done



UPEXchange Reporting Due Diligence Letter - PDF





UPExchange Reporting

Due Diligence Letter

RE: Dormant Accounts

According to our records, you appear to be the owner of funds or have an interest in the monies, rights to monies, or intangible property summarized below. No transaction or other activity has been noted for a significant period of time. If you have an interest in these funds and wish to prevent such funds from being reported as unclaimed funds to the state, please so indicate by signing below and returning this notice to the address indicated below.

The total amount of the unclaimed items is \$325.00 and/or 0 shares of stock.

If a response is not received within 30 days after the mailing of this notice, these funds will be reported as unclaimed funds and transferred to the State, to whom all further claims must be directed.

Please complete the information below and sign and date this notice to acknowledge ownership of the above described property. Then mail to:

Abi's Closet
Nancy Scribner
2 Pearl Street
Marshfield, VT 05658

I certify that I am either the person specified above or represent the entity addressed in this letter.

Full Name: _____

Street Address: _____

City, State Zip: _____ Phone: _____

Signed: _____ Date: _____

Subscribed to and sworn before me on this _____ day of _____ 20 _____

Notary Public _____

(SEAL)



UPEXchange Reporting

State Report – Select Filters

Home Holder Property **Reporting** System Resources

Reporting Home Due Diligence **State Reports** Library

State Reports
Generate the cover sheets and electronic state files to send to the states.

The system does not automatically submit your files. The cover sheets and electronic state files must be saved to your computer so you can submit them to the states.

Please check the Resources menu for a state's ability to accept online filings, email filings, and CD filings.

online filing
click for details

- Report your NAUPA II file via US mail or courier service.
- Report **online** or via US mail or courier service.
- Report **and** pay **online** or via US mail or courier service.

Choose your state and filing year:

Vermont Filing Year: 2013

YEAR Defaults To Current Reporting Year

Next >>



UPEXchange Reporting

State Report – Verify Total

Create HDE Report

Home	Holder	Property	Reporting	System	Resources
Reporting Home	Due Diligence	State Reports	Library		

State Reports

Generate the cover sheets and electronic state files to send to the states.

The system does not automatically submit your files. The cover sheets and electronic state files must be saved to your computer so you can submit them to the states.

Please check the Resources menu for a state's ability to accept online filings, email filings, and CD filings.

Report your NAUPA II file via US mail or courier service.

Report **online** or via US mail or courier service.

Report **and** pay **online** or via US mail or courier service.

[<< back](#)

Vermont State File

Total amount: \$435.00 Total shares: 0

?

Yes, these numbers are right!

No, these numbers are wrong.

Generate My State File >> =

NAUPA
HDE
Report



UPExchange Reporting

State Report – HDE File

Home	Holder	Property	Reporting	System	Resources
Reporting Home	Due Diligence	State Reports	Library		

State Reports

Generate the cover sheets and electronic state files to send to the states.

The system does not automatically submit your files. The cover sheets and electronic state files must be

Your state file has been downloaded. Look for the following to retrieve your file:

May Get This Error Message

Internet Explorer blocked this site from downloading files to your computer. Click here for options...

Please check the Resources menu for a state's ability to accept online filings, email filings, and CD filings.

Select - Download File

Select - Retry

[Get My Coversheet >>](#)



UPExchange Reporting State Report – HDE File

File Download

Do you want to save this file, or find a program online to open it?

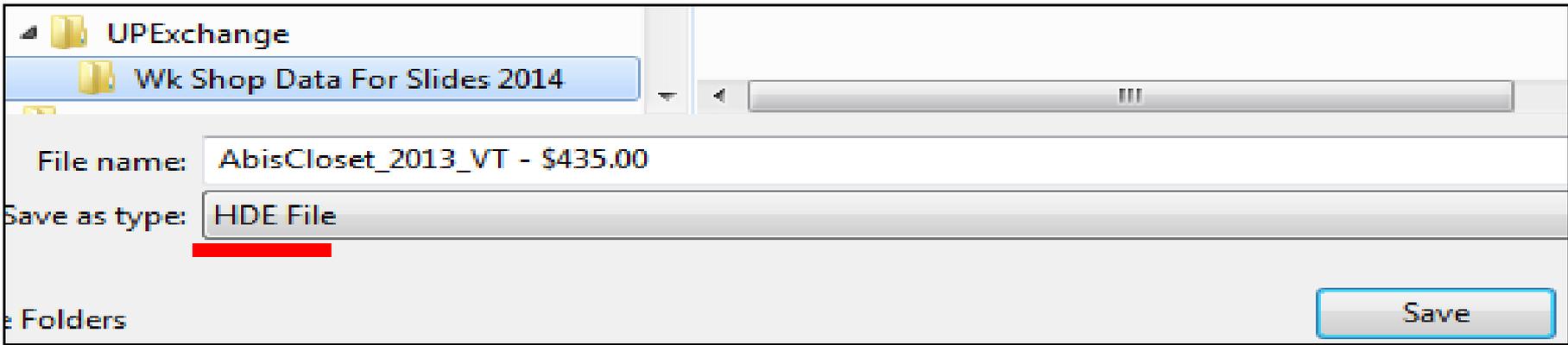
 Name: AbisCloset_2013_VT.HDE
Type: Unknown File Type, 1.31KB
From: **up.eagle1tm.com**

 While files from the Internet can be useful, some files can potentially ham your computer. If you do not trust the source, do not find a program to open this file or save this file. [What's the risk?](#)



UPEXchange Reporting State Report – HDE File **DO NOT OPEN FILE**

- Select Folder to Save File To



- Save to “Desk Top”





UPEXchange Reporting State Report – Cover Sheet

Home	Holder	Property	Reporting	System
Reporting Home	Due Diligence	State Reports	Library 	

State Reports

Generate the cover sheets and electronic state files to send to the states.

The system does not automatically submit your files. The cover sheets and electronic state files must be saved to your computer so you can submit them to the states.

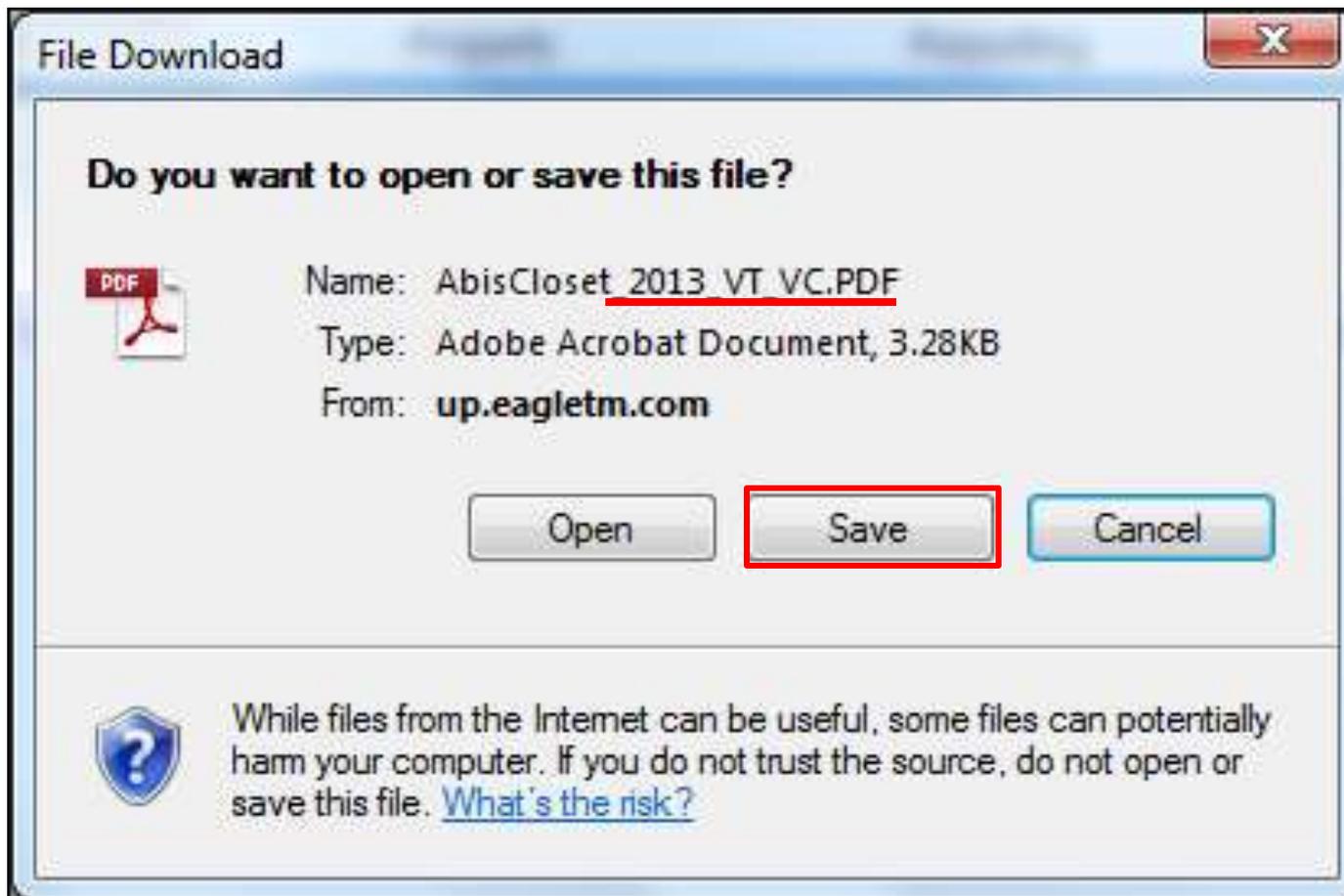
Your state file has been downloaded. Look for the following to retrieve your file:

[Get My Coversheet >>](#)

May get Error Message Again
Select - Download File
Select - Retry



UPExchange Reporting State Report – Cover Sheet





UPEXchange State Report COVER SHEET

NOTARIZE

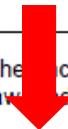


VT Verification and Checklist 2013 Final Report

Holder Name	Abi's Closet	Contact Name	Nancy Scribner
Address	2 Pearl Street	Address	2 Pearl Street
	Marshfield, VT 05658		Marshfield, VT 05658
Federal ID	03-1234567	Phone	8024261234
Incorp. Date	01/00/1201	Incorp. State	VT
		Email	nscrib@fairpoint.net

Prop. Code	Property Code Description	Count	Total Amount	Total Shares
CK13	VENDOR CHECKS	1	\$325.00	0.0000
MS01	WAGES, PAYROLL, OR SALARY	1	\$55.00	0.0000
MS09	CREDIT BALANCES / ACCOUNTS RECEIVABLE	1	\$55.00	0.0000
	GRAND TOTAL	3	\$435.00	0.0000

AFFIDAVIT



I Nancy Scribner, certify that I have caused to be prepared and examined the enclosed reports as to property presumed abandoned, that I am duly authorized to execute this verification by the holder and by law and that to the best of my information and belief that said reports are true, correct, and complete.

Affidavit of Due Diligence

The undersigned, (print name) _____ declares that the Due Diligence mailing has been performed in accordance with section 1247 (g) V.S.A. Title 27, Chapter 14 on (indicate number) **3** accounts.

Signature: _____

Title: Owner Date: _____

Subscribed to and sworn before me on this _____ day of _____ 20 _____

Notary Public _____

(SEAL)



UPExchange Reporting

State Report – Detail Report

Home Holder Property **Reporting** System Resources

Reporting Home Due Diligence **State Reports** Library

State Reports

Generate the cover sheets and electronic state files to send to the states.

The system does not automatically submit your files. The cover sheets and electronic state files must be saved to your computer. You can submit the files to the states.

Please check the Reporting menu for a state's ability to accept online filings. email

Your coversheet has been downloaded. Look for the following to retrieve your file:

IMPORTANT: The State of VT requires you to include your Detail Report with your state filing.

Download My Detail Report ←

Done

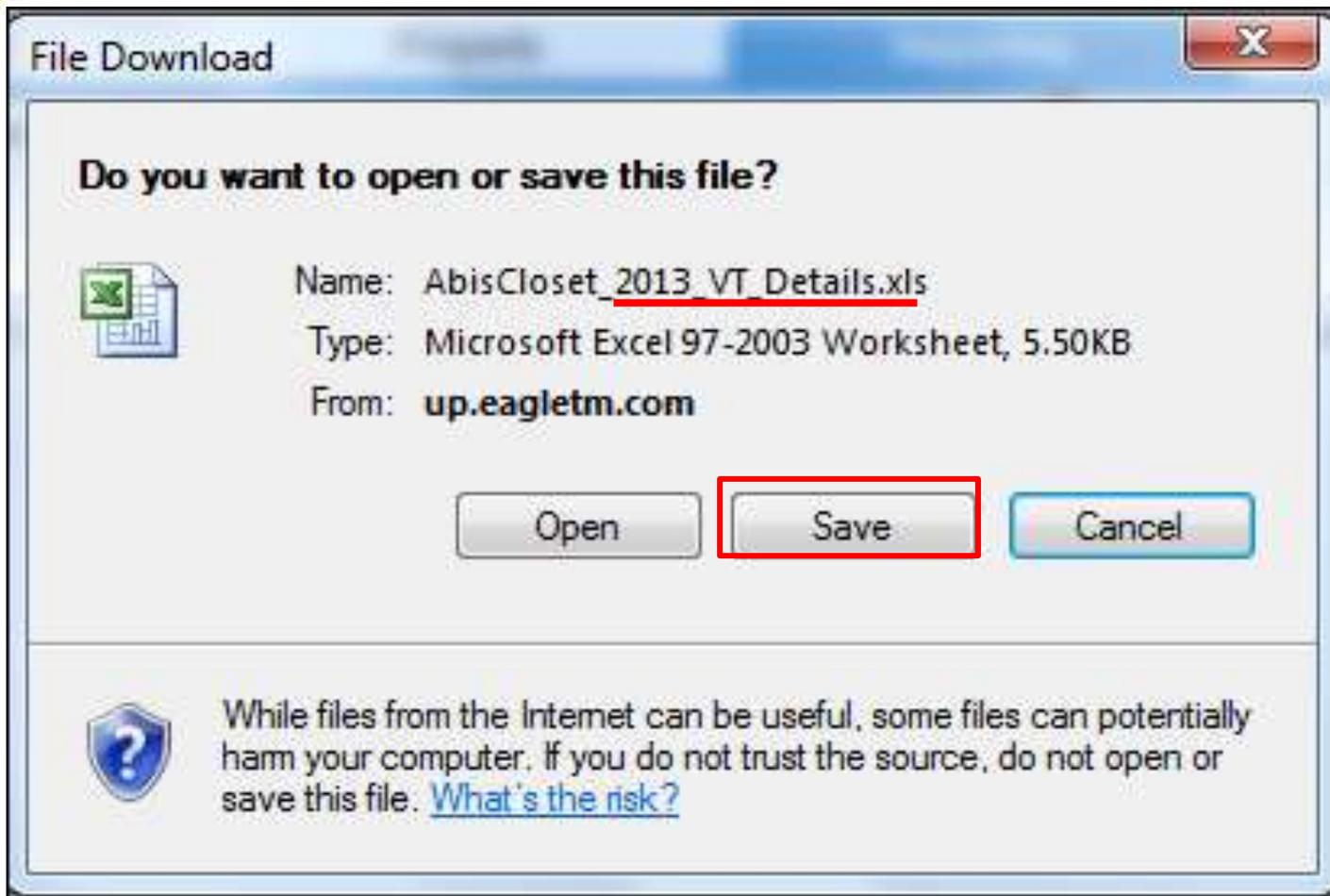
**PRINT EXCEL
DETAIL SHEET**

May get Error Message Again
Select - Download File
Select - Retry



UPExchange Reporting

State Report – Detail Report





UPExchange Reporting

State Report – Detail Report

Owner Name	Owner Address	Property ID	Property Code	Last Transaction	Amount	Deduction	Remitted	Shares
ABC Company	Main Street USA Montpelier,VT 05602	1223	CK13	09/10/2010	\$325.00	\$0.00	\$325.00	0
Smith, Susan	West Street Montpllier,VT 05602	5678	MS01	10/01/2012	\$55.00	\$0.00	\$55.00	0
Drew, Alice	Plane Road Marshfield,VT 05658	6789	MS09	10/01/2010	\$55.00	\$0.00	\$55.00	0
GRAND TOTAL					\$435.00	\$0.00	\$435.00	0



UPEXchange

System – Data Utilities

“Used to Perform Data Corrections”

Home Holder Property Reporting **System** Resources

System Home Manage Users **Data Utilities** My Profile

Data Utilities

- Archive
- Rollback**
- Refile

[Upgrade Info](#)

Rollback

Imported Records

Date and Time of Import: 01/10/2014 @ 13:37

Archived Records

Date and Time of Archive:

State Reports

State: Vermont Date: 01/10/14 For Filing Year: 2013



UPEExchange

IMPORT REPORTING



UPEXchange

Import Records

UPEXchange
Holder: Abi's Closet (switch) Help | Chat | Logout

Home	Holder	Property	Reporting	System	Resources
Property Home	View Records	Add Record	Import Records	Download	Mass Update



UPEXchange Import Records

Home Holder **Property** Reporting System Resources

Import Records

- Choose Template
- Validate Data
- Import Records
- Finished

Import Records - Step 1: Choose Template

The Import process requires that your property records are first loaded into an ETM Import Template. Once your records are loaded into the template, you can proceed to the next step.

- The ETM Fields Template is **highly recommended** and can be [downloaded here](#).
- The ETM Block Template can be [downloaded here](#).



I have entered my property records into an ETM Template.

Blank Form



ETM Import Template_Fields [Read-Only] [Compatibility Mode]

	A	B	C	D	E	F	G	H
1	See Instructions tab for more information (v 2.0)				Property Owner Name			
2	Property Type Code	Owner Tax ID	Business Indicator	Relationship Code	Prefix	Last Name / Business Name	First Name	Middle Name
3								
4								
5								



UPEXchange

Import Records – Data Entry

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>See Instructions tab for more information (v 2.1)</i>				Property Owner Name						Prop	
2	Property Type Code	Owner Tax ID	Business Indicator	Relationship Code	Prefix	Last Name / Business Name	First Name	Middle Name	Suffix	Address 1	Address 2	Address
3	AC01			SO		HAWLEY	MARIETTA			4810 GEORGE STREET		
4	CK13		B	SO		SIMPSON SNOW REMOVAL				3088 CRIM LANE		
5	IN04			SO		BLAGG	DAVID			2591 DUCK DODGER DRIVE		
6	IN05			SO		PARKER	GENE			4093 BROAD STREET		
7	MS01		B	SO		AREA BETTER BUSINESS BUREAU				1207 YORKSHIRE CIRCLE		
8	MS08			SO		CAMPBELL	DARREN			3886 WASHBURN STREET		
9	SC01			SO		BURRIS	MICHAEL			3984 COLUMBIA MINE ROAD		
10	SC12			SO		SABIA	RUTH			1069 CAMERON ROAD		
11	SD01			SO		KARR	SCOTT			3581 SOLSTICE WAY		
12												

Format Instructions



UPEXchange

Import Records – Upload

Home	Holder	Property	Reporting	System	Resources
Property Home	View Records	Add Record	Import Records	Download	Mass Update

Import Records

- Choose Template
- Validate Data
- Import Records
- Finished

[Upgrade Info](#)

Import Records - Step 1: Choose Template

The Import process requires that your property records are first loaded into an ETM Import Template. Once your records are loaded into the template, you can proceed to the next step.

- The ETM Fields Template is **highly recommended** and can be [downloaded here](#).
- The ETM Block Template can be [downloaded here](#).

I have entered my property records into an ETM Template.

Template File: [Browse...](#)

[Upload My Template](#)

You must select a file before performing this action.



UPEXchange

Import Records – NEXT

Home	Holder	Property	Reporting	System	Resources
Property Home	View Records	Add Record	Import Records	Download	Mass Update S

Import Records - Step 1: Choose Template

The Import process requires that your property records are first loaded into an ETM Import Template. Once your records are loaded into the template, you can proceed to the next step.

- The ETM Fields Template is **highly recommended** and can be [downloaded here](#).
- The ETM Block Template can be [downloaded here](#).

I have entered my property records into an ETM Template.

Template File:

Your file has been uploaded. Click Next to move to the next step.



UPEXchange

Import Records – Validate

Holder: Unclaimed Property SOV (switch)

Home Holder **Property** Reporting System

Import Records

- Choose Template
- Validate Data**
- Import Records
- Finished

Import Records - Step 2: Validate Data

Click 'Validate My Data' to have your property records validated and see the results.

←

→



UPEXchange

Import Records – Errors

Home Holder **Property** Reporting System Resources

Property Home View Records Add Record Import Records Download Mass Update

Import Records

- Choose Template
- Validate Data**
- Import Records
- Finished

[Upgrade Info](#)

Import Records - Step 2: Validate Data

Click 'Validate My Data' to have your property records validated and see the results.

[Validate My Data](#)

Errors have been identified that are stopping your import.
Please fix the errors marked as Critical below before retrying your import.

Error Message	Records	Type
Missing Property Code -	2	Critical

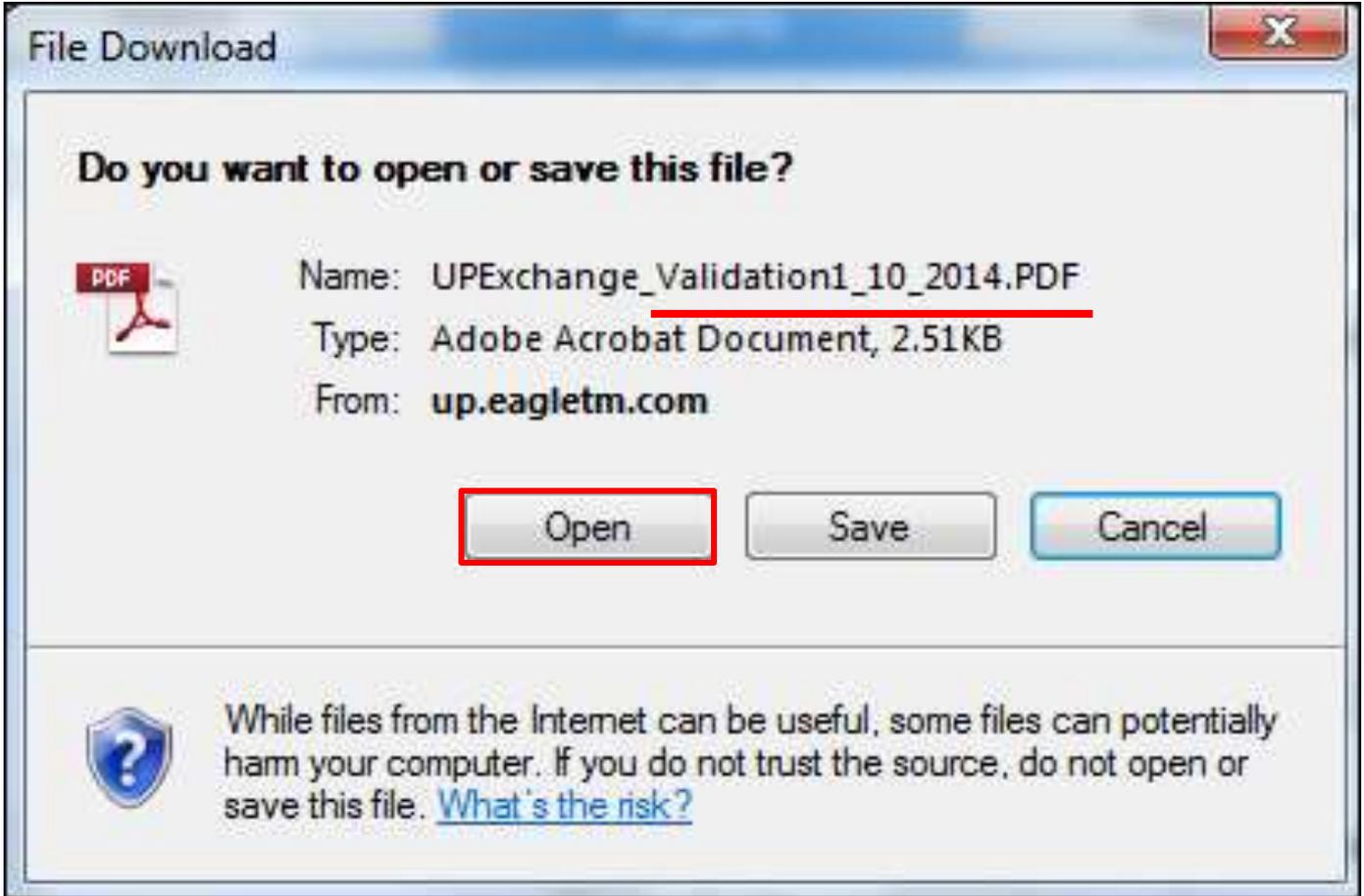
[Validation Summary Report](#)

[Start Over](#)



UPEXchange

Import Records – Errors





UPEXchange

Import Records – Errors

Import Validation Report

1/10/2014 11:42:47 AM

Line	Name	Code	Unique ID	Amount	Result	Message
3	HAWLEY MARIETTA			\$515.00	Fail	Missing Property Code
4	SIMPSON SNOW REMOVAL			\$10.00	Fail	Missing Property Code
5	BLAGG DAVID	IN04		\$798.00	Pass	
6	PARKER GENE	IN05		\$32.00	Pass	
7	AREA BETTER BUSINESS BUREAU	MS01		\$4.15	Pass	
8	CAMPBELL DARREN	MS08		\$100.00	Pass	
9	BURRIS MICHAEL	SC01		\$260.00	Pass	
10	SABIA RUTH	SC12		\$10.00	Pass	
11	KARR SCOTT	SD01		\$10.00	Pass	

- * Duplicate Property Entry: The row was determined to be a duplicate and will not be imported.
- * Field Truncated - Character Limit Exceeded: One or more fields contains data exceeding the NAUPA II character limit and will be truncated.
- * Field Cleared - Invalid Number Format: One or more fields contains invalid numeric input and will be set to zero.
- * Field Cleared - Invalid Date Format: One or more fields contains an invalid date format and will be cleared.
- * Field Warning - Invalid Relationship Code: The relationship code entered is not valid for the state.



UPExchange

Import Records – Start Over

Home Holder **Property** Reporting System Resources

Property Home View Records Add Record Import Records Download Mass Update

Import Records

- Choose Template
- Validate Data**
- Import Records
- Finished

[Upgrade Info](#)

Import Records - Step 2: Validate Data

Click 'Validate My Data' to have your property records validated and see the results.

[Validate My Data](#)

Errors have been identified that are stopping your import.
Please fix the errors marked as Critical below before retrying your import.

Error Message	Records	Type
Missing Property Code -	2	Critical

Validation Summary Report



[Start Over](#)



UPEXchange

Import Records – Validated

Home Holder **Property** Reporting System Resources

Property Home View Records Add Record **Import Records** Download Mass Update

Import Records

- Choose Template
- Validate Data**
- Import Records
- Finished

[Upgrade Info](#)

Import Records - Step 2: Validate Data

Click 'Validate My Data' to have your property records validated and see the results.

[Validate My Data](#)

9 records successfully validated totaling \$1,719.15 dollars and 1.0 shares.

Click Next to move to the next step.

Validation Summary Report

[Start Over](#) [Next](#)



UPExchange Import Records

Home	Holder	Property	Reporting	System	Resources
Property Home	View Records	Add Record	Import Records	Download	Mass Update
Import Records - Step 3: Import Records					
Click 'Import My Records' to import your property records into the system.					
Import Records				Import My Records	
Finished					



UPEXchange

Import Records – Successful

Home Holder **Property** Reporting System Resources

Property Home View Records Add Record Import Records Download Mass Update

Import Records - Step 3: Import Records

Click 'Import My Records' to import your property records into the system.

[Import My Records](#)

9 records successfully imported totaling \$1,719.15 dollars and 1.0 shares.

Click Finish to finalize your import or click the link below to view a summary report.

[View Import Summary Report](#)



[Start Over](#) [Finish](#)

Import Records

- Choose Template
- Validate Data
- Import Records**
- Finished

[Upgrade Info](#)





UPExchange

Import Validated Records

Home	Holder	Property	Reporting
Property Home	View Records	Add Record	Import Records
Import Records - Step 3: Import Records			
Click 'Import My Records' to import your property records into the system.			
Import Records			
Choose Template			<input type="button" value="Import My Records"/>
Validate Data			
Finished			



UPEXchange

Import Records – Completed

Internal Report Only

Home	Holder	Property	Reporting	System
Property Home	View Records	Add Record	Import Records	Download
Import Complete Your property records have been imported successfully.				
<ul style="list-style-type: none">To view your property records, use the View Records menu or click here.To manually add more records, use the Add Record menu or click here.To import another file, use the Import Records menu or click here.				
To view a copy of your import summary report, click here .				

Import Records

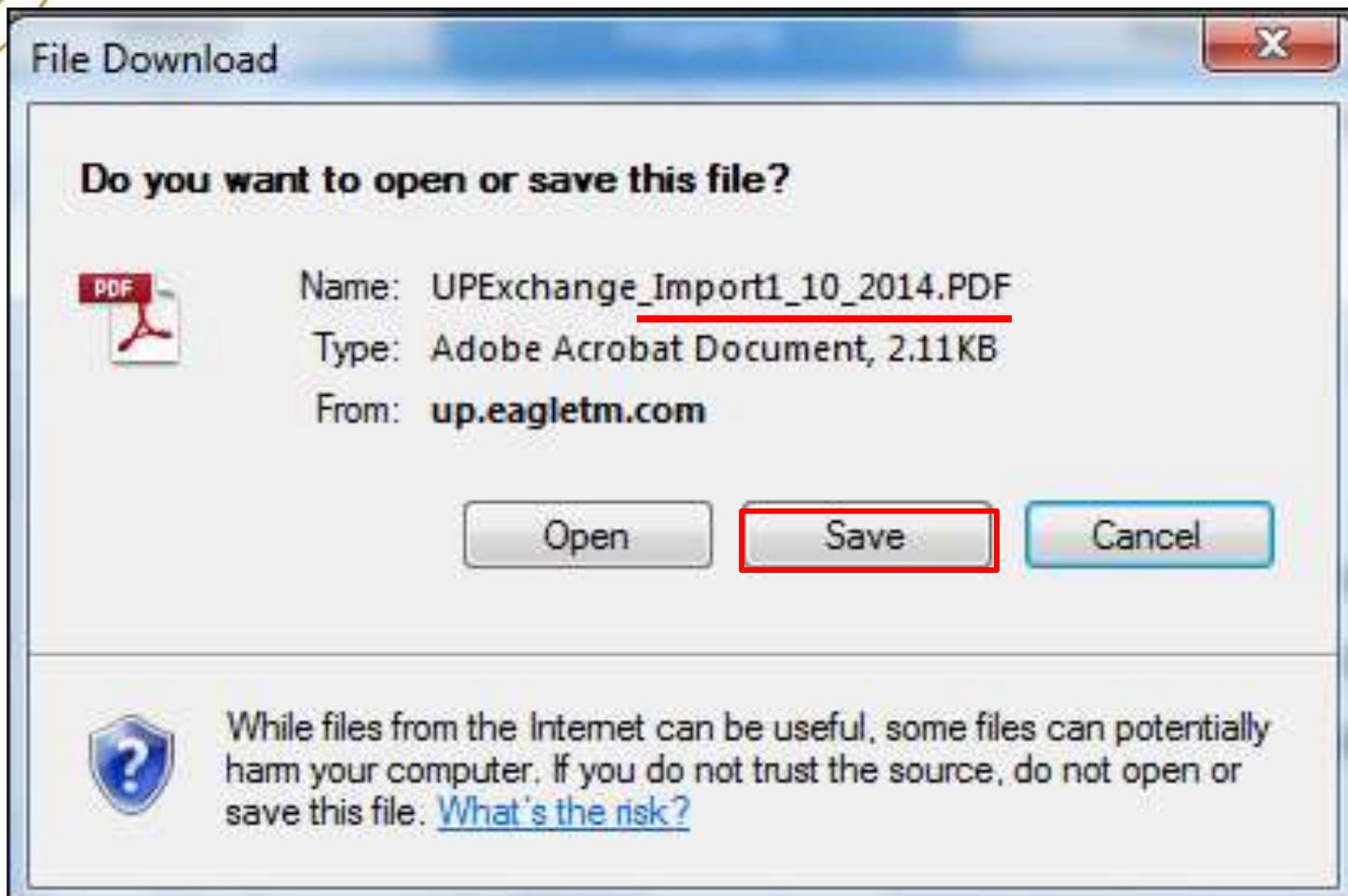
- ✓ Choose Template
- ✓ Validate Data
- ✓ Import Records

Finished



UPEXchange

Download - Summary





UPEXchange

Import Records – Summary

Internal Report Only

Import Report

1/10/2014 1:42:12 PM

Line No.	Name	Unique ID	Amount	Result	Result
3	HAWLEY MARIETTA		\$515.00	Pass	Record Added
4	SIMPSON SNOW REMOVAL		\$10.00	Pass	Record Added
5	BLAGG DAVID		\$798.00	Pass	Record Added
6	PARKER GENE		\$32.00	Pass	Record Added
7	AREA BETTER BUSINESS BUREAU		\$4.15	Pass	Record Added
8	CAMPBELL DARREN		\$100.00	Pass	Record Added
9	BURRIS MICHAEL		\$260.00	Pass	Record Added
10	SABIA RUTH		\$0.00	Pass	Record Added
11	KARR SCOTT		\$0.00	Pass	Record Added



UPExchange

Download – Select Filters



Home Holder **Property** Reporting System Resources

Property Home View Records Add Record Import Records **Download** Mass Update

Download

Generate reports that can be downloaded for analysis or reconciliation purposes. These reports are for your internal use only and are not intended to be sent to the state.

[Upgrade Info](#)

INTERNAL REPORT ONLY

State Selection

- South Carolina
- South Dakota
- Tennessee
- Texas
- Utah
- Vermont
- Virginia
- Washington
- West Virginia
- Wisconsin
- Wyoming
- Unknown or Foreign
- Alberta
- Quebec
- Virgin Islands
- American Samoa

[Select All](#) [Clear All](#)

Data Filters

Current Data Archive Data

00 ALL PROPERTY CODES

- AC01 CHECKING ACCOUNTS
- AC02 SAVINGS ACCOUNTS
- AC03 MATURED CD OR SAVINGS CERTIFICATE
- AC04 CHRISTMAS CLUB ACCOUNTS
- AC05 MONEY ON DEP TO SECURE FUND
- AC06 SECURITY DEPOSITS
- AC07 UNIDENTIFIED DEPOSITS
- AC08 SUSPENSE ACCOUNTS
- AC09 IRA, KEOGH

Include Amounts: All [Select All](#) [Clear All](#)

Date Ranges

Last Activity Date	<input type="text"/>	<input type="text"/>
Last Modified Date	<input type="text"/>	<input type="text"/>
Date Loaded	<input type="text"/>	<input type="text"/>
Due Diligence Sent	<input type="text"/>	<input type="text"/>

[Process >>](#)



UPEXchange

Download – Summary Report

Internal Report Only

Home	Holder	Property	Reporting	System	Resources
Property Home	View Records	Add Record	Import Records	Download	Mass Update

Download Results

Summary reports are static documents available for download in Adobe PDF or Microsoft Word formats.

Detail reports are available for download in various formats that allow you to analyze and manipulate your data.

Your property records are ready for download.

Adobe PDF

Microsoft Excel



UPEXchange

Download – Property Summary

Property Records Summary Report
1/10/2014 1:44:46 PM

**Internal
Report Only**

Owner ID	Name	Address	Prop Code	Unique ID	Amount	Shares
U688789768	HAWLEY, MARIETTA	4810 GEORGE STREET BURLINGTON VT 5402	AC01	U- 201401101337 2674	\$515.00	0
U650001894	SIMPSON SNOW REMOVAL,	3088 CRIM LANE MONTPELIER VT 5601	CK13	U- 201401101337 2325	\$10.00	0
U728880434	BLAGG, DAVID	2591 DUCK DODGER DRIVE RUTLAND VT 5702	IN04	U- 201401101337 9310	\$798.00	0
U823473062	PARKER, GENE	4093 BROAD STREET NORTH FERRISBURG VT 5456	IN05	U- 201401101337 4560	\$32.00	0
U458438269	AREA BETTER BUSINESS BUREAU,	1207 YORKSHIRE CIRCLE ST ALBANS VT 5478	MS01	U- 201401101337 7305	\$4.15	0
U786482255	CAMPBELL, DARREN	3886 WASHBURN STREET BARRE VT 5641	MS08	U- 201401101337 8496	\$100.00	0
U637890119	BURRIS, MICHAEL	3984 COLUMBIA MINE ROAD NEW HAVEN MILLS VT 5472	SC01	U- 201401101337 7520	\$260.00	0
U207839554	SABIA, RUTH	1069 CAMERON ROAD MONTPELIER VT 5602	SC12	U- 201401101337 4046	\$0.00	0
U778158782	KARR, SCOTT	3581 SOLSTICE WAY MIDDLEBURY VT 5753	SD01	U- 201401101337	\$0.00	0



UPEXchange Reporting

State Report – Select Filters



Home Holder Property **Reporting** System Resources

Reporting Home Due Diligence **State Reports** Library

State Reports

Generate the cover sheets and electronic state files to send to the states.

The system does not automatically submit your files. The cover sheets and electronic state files must be saved to your computer so you can submit them to the states.

Please check the Resources menu for a state's ability to accept online filings, email filings, and CD filings.

online filing
click for details

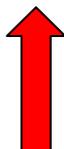
- Report your NAUPA II file via US mail or courier service.
- Report **online** or via US mail or courier service.
- Report **and** pay **online** or via US mail or courier service.

Choose your state and filing year:

Vermont Filing Year: 2013

YEAR Defaults To Current Reporting Year

Next >>





UPEXchange Reporting

State Report – Verify Total

Create HDE Report

Home	Holder	Property	Reporting	System	Resources
Reporting Home	Due Diligence	State Reports	Library		

State Reports

Generate the cover sheets and electronic state files to send to the states.

The system does not automatically submit your files. The cover sheets and electronic state files must be saved to your computer so you can submit them to the states.

Please check the Resources menu for a state's ability to accept online filings, email filings, and CD filings.

Report your NAUPA II file via US mail or courier service.

Report **online** or via US mail or courier service.

Report **and** pay **online** or via US mail or courier service.

[<< back](#)

Vermont State File

Total amount: \$1,719.15 Total shares: 1

?

Yes, these numbers are right!

No, these numbers are wrong.

➔

Generate My State File >>

=

HDE

NAUPA

HDE

Report



UPExchange Reporting

State Report – HDE File

Home	Holder	Property	Reporting	System	Resources
Reporting Home	Due Diligence	State Reports	Library		

State Reports

Generate the cover sheets and electronic state files to send to the states.

The system does not automatically submit your files. The cover sheets and electronic state files must be

Your state file has been downloaded. Look for the following to retrieve your file:

May Get This Error Message

Internet Explorer blocked this site from downloading files to your computer. Click here for options...

Please check the Resources menu for a state's ability to accept online filings, email filings, and CD filings.

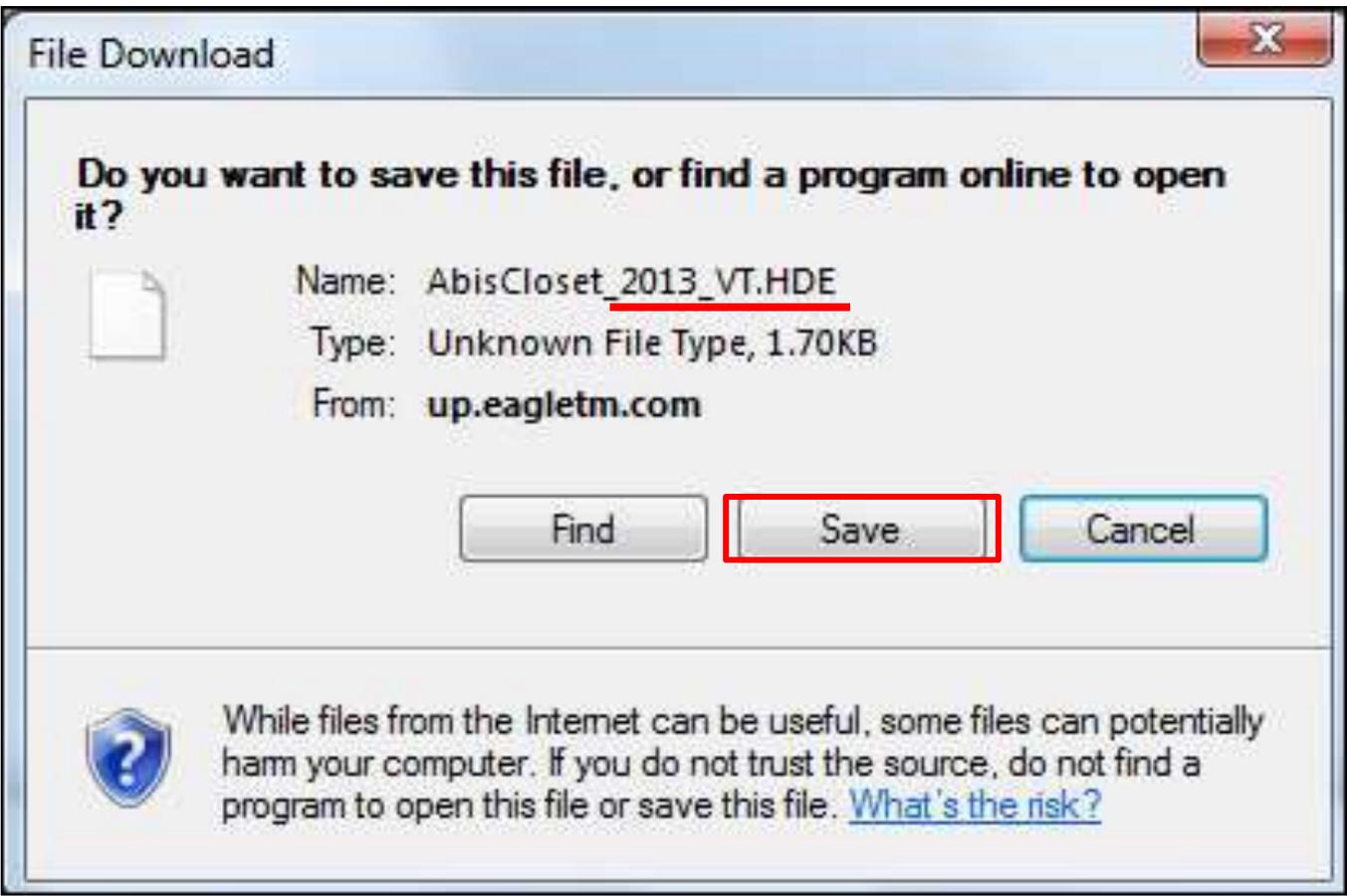
Select - Download File

Select - Retry

[Get My Coversheet >>](#)



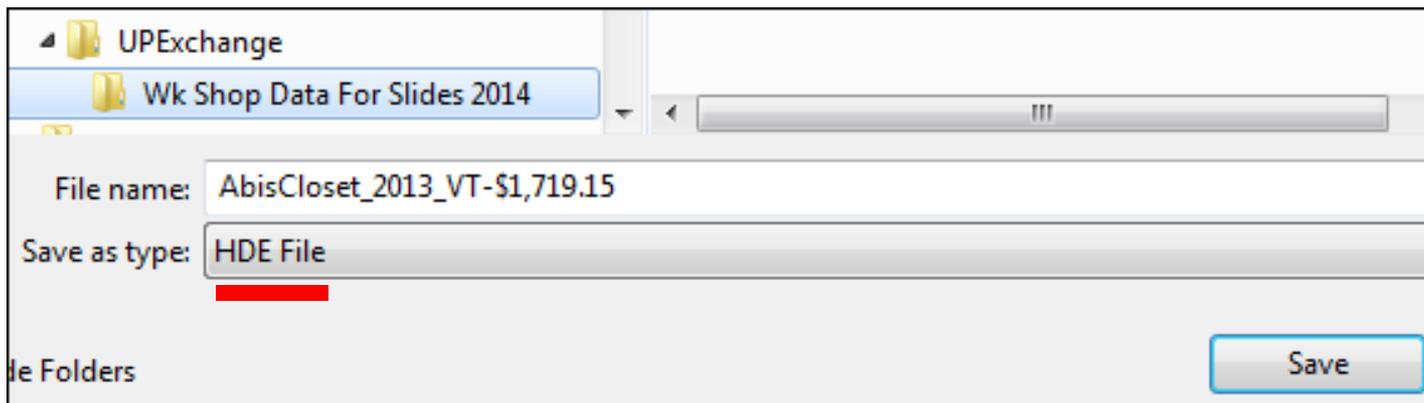
UPExchange Reporting State Report – HDE File





UPEXchange Reporting State Report – HDE File **DO NOT OPEN FILE**

- Select Folder to Save File To



- Save to “Desk Top”





UPEXchange Reporting State Report – Cover Sheet

Home	Holder	Property	Reporting	System
Reporting Home	Due Diligence	State Reports	Library	

State Reports

Generate the cover sheets and electronic state files to send to the states.

The system does not automatically submit your files. The cover sheets and electronic state files must be saved to your computer so you can submit them to the states.

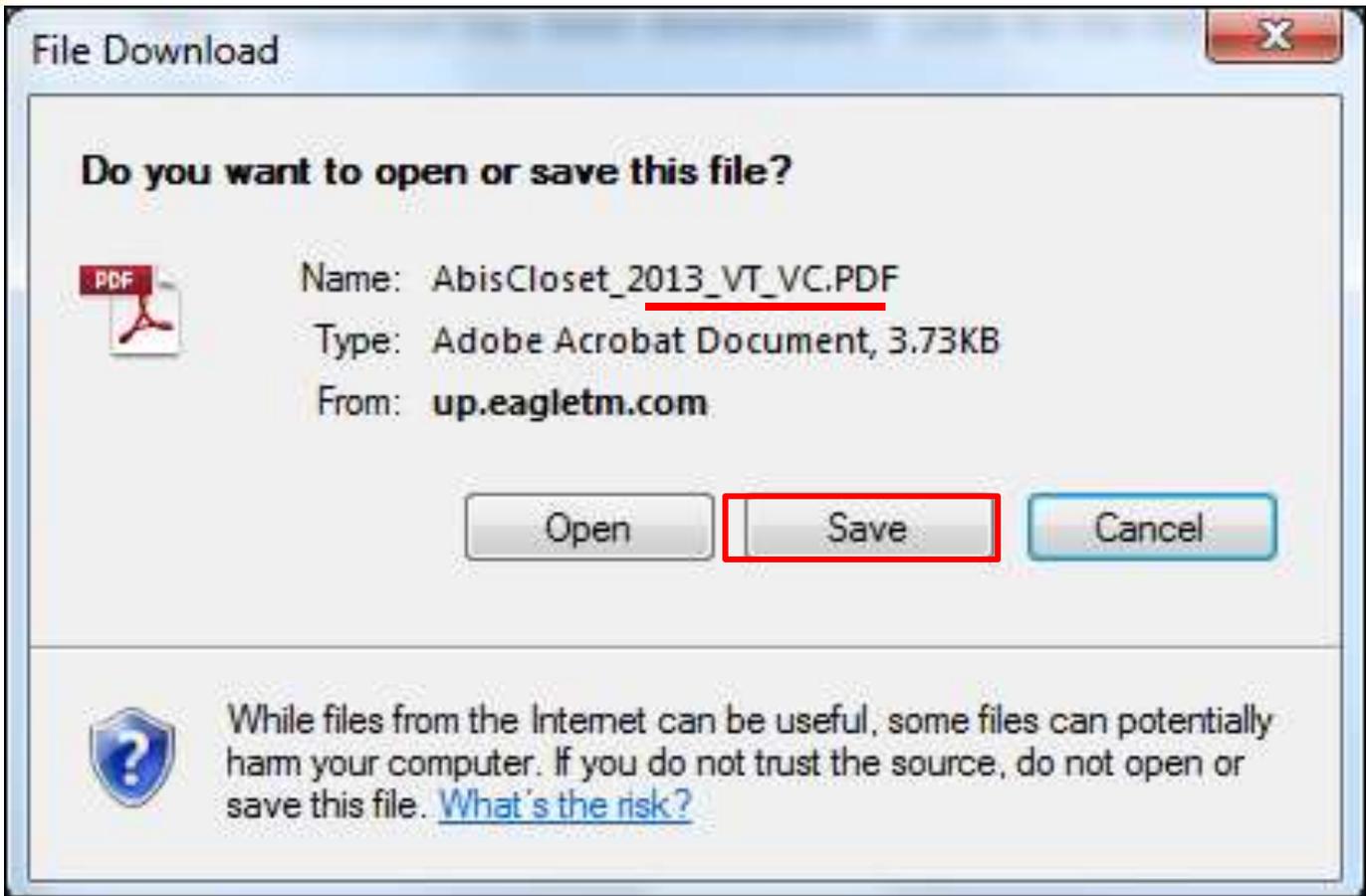
Your state file has been downloaded. Look for the following to retrieve your file:

 [Get My Coversheet >>](#)

May get Error Message Again
Select - Download File
Select - Retry



UPExchange Reporting State Report – Cover Sheet





UPExchange State Report COVER SHEET

VT Verification and Checklist 2013 Final Report

Holder Name Abi's Closet **Contact Name** Nancy Scribner
Address 2 Pearl Street **Address** 2 Pearl Street
Marshfield, VT 05658 Marshfield, VT 05658
Federal ID 03-1234567 **Phone** 8024261234
Incorp. Date 01/00/1201 **Incorp. State** VT **Email** nscrib@fairpoint.net

Prop. Code	Property Code Description	Count	Total Amount	Total Shares
AC01	CHECKING ACCOUNTS	1	\$515.00	0.0000
CK13	VENDOR CHECKS	1	\$10.00	0.0000
IN04	PROCEEDS FROM MATURED POLICIES, ENDOWMENTS, OR ANNUITIES	1	\$798.00	0.0000
IN05	PREMIUM REFUNDS ON INDIVIDUAL POLICIES	1	\$32.00	0.0000
MS01	WAGES, PAYROLL, OR SALARY	1	\$4.15	0.0000
MS08	ACCOUNTS PAYABLE	1	\$100.00	0.0000
SC01	DIVIDENDS	1	\$260.00	0.0000
SC12	UNDERLYING SHARES OR OUTSTANDING CERTIFICATES OF OWNERSHIP	1	\$0.00	1.0000
SD01	SAFE DEPOSIT BOX CONTENTS	1	\$0.00	0.0000
	GRAND TOTAL	9	\$1,719.15	1.0000

AFFIDAVIT



I Nancy Scribner, certify that I have caused to be prepared and examined the enclosed reports as to property presumed abandoned, that I am duly authorized to execute this verification by the holder and by law, and that to the best of my information and belief that said reports are true, correct, and complete.

Affidavit of Due Diligence

The undersigned, (print name) _____ declares that the Due Diligence mailing has been performed in accordance with section 1247 (g) V.S.A. Title 27, Chapter 14 on (indicate number) 4 accounts.

Signature: _____

Title: Owner Date: _____

NOTARIZE





UPEXchange

State Detail Report

- Does not produce a NAUPA II Detail Report
- Vermont will accept their Excel Report
- On-line wording will Alert you to send the Excel Report with your electronic file.



UPEXchange

State Report - Detail Report

Home Holder Property **Reporting** System Resources

Reporting Home Due Diligence State Reports Library

State Reports

Generate the cover sheets and electronic state files to send to the states.

The system does not automatically submit your files. The cover sheets and electronic state files are saved to your computer. You can submit them to the states.

Please check the Resources menu for a state's ability to accept online filings.

Your coversheet has been downloaded. Look for the following to retrieve your file:

IMPORTANT: The State of VT requires you to include your Detail Report with your state filing.

PRINT EXCEL DETAIL SHEET

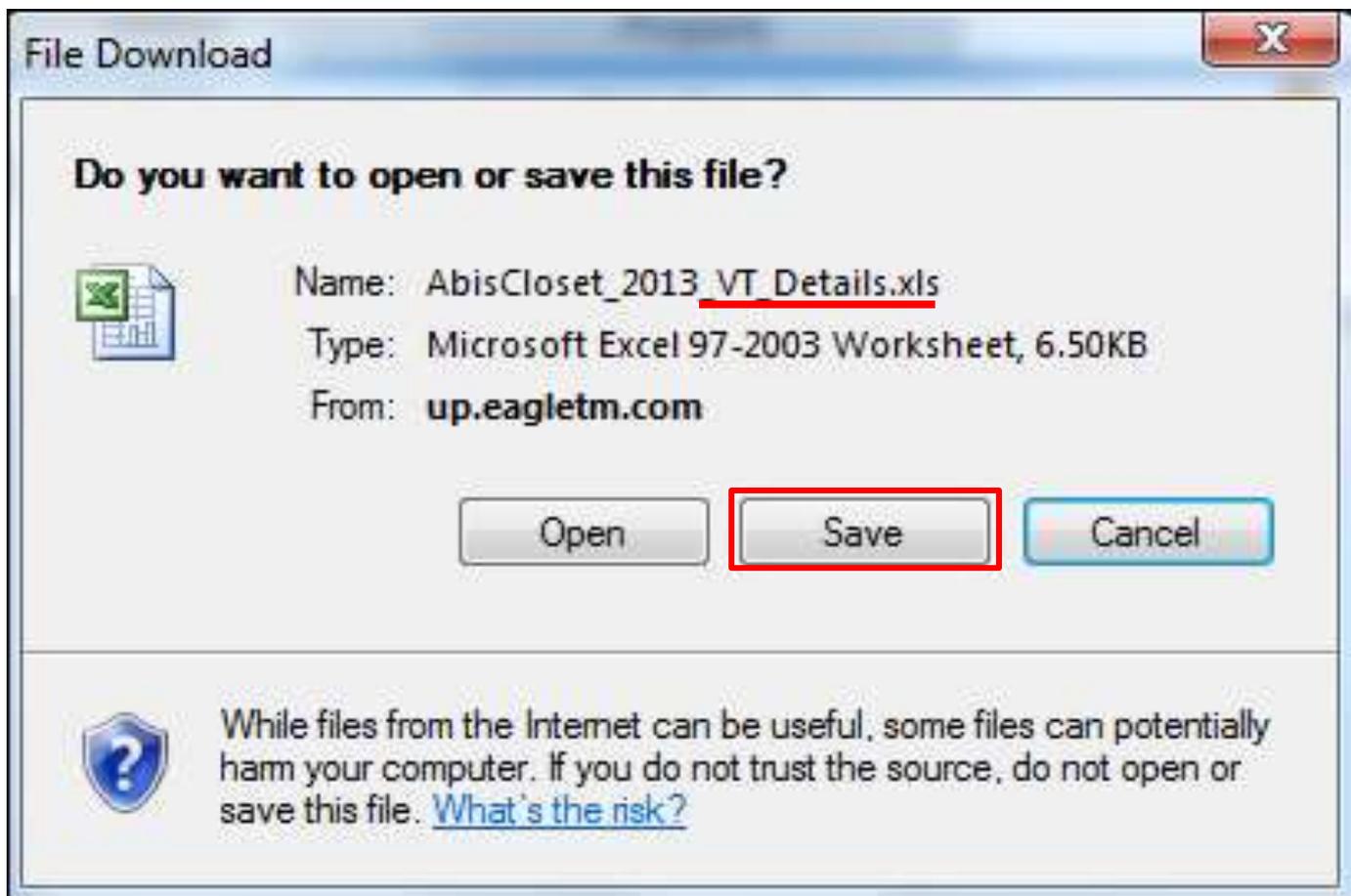
Download My Detail Report

Done



UPExchange

State Report - Detail Report





UPEXchange

State Report - Detail Report

Owner Name	Owner Address	Property ID	Property Code	Last Transaction	Amount	Deduction	Remitted	Shares
HAWLEY, MARIETTA	4810 GEORGE STREET BURLINGTON,VT 5402	U- 201401101337 2674	AC01	04/19/2005	\$515.00	\$0.00	\$515.00	0
SIMPSON SNOW REMOVAL	3088 CRIM LANE MONTPELIER,VT 5601	U- 201401101337 2325	CK13	03/14/2004	\$10.00	\$0.00	\$10.00	0
BLAGG, DAVID	2591 DUCK DODGER DRIVE RUTLAND,VT 5702	U- 201401101337 9310	IN04	04/13/2008	\$798.00	\$0.00	\$798.00	0
PARKER, GENE	4093 BROAD STREET NORTH FERRISBURG,VT 5456	U- 201401101337 4560	IN05	04/30/2002	\$32.00	\$0.00	\$32.00	0
AREA BETTER BUSINESS BUREAU	1207 YORKSHIRE CIRCLE ST ALBANS,VT 5478	U- 201401101337 7305	MS01	08/07/2005	\$4.15	\$0.00	\$4.15	0
CAMPBELL, DARREN	3886 WASHBURN STREET BARRE,VT 5641	U- 201401101337 8496	MS08	04/02/2007	\$100.00	\$0.00	\$100.00	0
BURRIS, MICHAEL	3984 COLUMBIA MINE ROAD NEW HAVEN MILLS,VT 5472	U- 201401101337 7520	SC01	06/13/2002	\$260.00	\$0.00	\$260.00	0
SABIA, RUTH	1069 CAMERON ROAD MONTPELIER,VT 5602	U- 201401101337 4046	SC12	11/06/2008	\$0.00	\$0.00	\$0.00	1
KARR, SCOTT	3581 SOLSTICE WAY MIDDLEBURY,VT 5753	U- 201401101337 4489	SD01	01/31/2000	\$0.00	\$0.00	\$0.00	0
GRAND TOTAL					\$1,719.15	\$0.00	\$1,719.15	1



UPEXchange

System – Data Utilities

“Used to Perform Data Corrections”

Home Holder Property Reporting **System** Resources

System Home Manage Users **Data Utilities** My Profile

Data Utilities

- Archive
- Rollback**
- Refile

[Upgrade Info](#)



Rollback

Imported Records

Date and Time of Import: ←

Archived Records

Date and Time of Archive:

State Reports

State: Date: For Filing Year:



BE AWARE

- UP stores your data **FREE** for “**ONE**” year.
- Charges Storage Fee After First Year
 - Amount Depends on Business Size
- UP Files Are Deleted After One Year
- **VT Requires 10 Year File Retention**



UPExchange Resources

Home Holder Property Reporting System **Resources**

Resources Home

FAQs & Knowledge Base
Live Webinars

Downloads

- ETM Fields Template
- ETM Block Template
- User's Manual

NAUPA Links

- States With Negative Filings
- Reciprocity Matrix

Websites

- NAUPA Website
- Social Security Death Index
- UPPO Website
- Texas Vs New Jersey

[Upgrade Info](#)



Click on a state below to view that state's contact and property code information.

Alabama	Louisiana	Ohio
Alaska	Maine	Oklahoma
Arizona	Maryland	Oregon
Arkansas	Massachusetts	Pennsylvania
California	Michigan	Puerto Rico
Colorado	Minnesota	Rhode Island
Connecticut	Mississippi	South Carolina
Delaware	Missouri	South Dakota
District of Columbia	Montana	Tennessee
Florida	Nebraska	Texas
Georgia	Nevada	Utah
Hawaii	New Hampshire	Vermont
Idaho	New Jersey	Virginia
Illinois	New Mexico	Washington
Indiana	New York	West Virginia
Iowa	North Carolina	Wisconsin
Kansas	North Dakota	Wyoming
Kentucky		



UPExchange Resources

Vermont

Phone 802-828-2407

Email UPCOMPLIANCE@state.vt.us

Website <http://www.vermonttreasurer.gov/unclaimed-property/information-for-holders>

[Relationship Codes](#)

Click to view Vermont property codes



UPExchange - QUESTIONS?

Vendor Contact

Eagle Technology Management (ETM)

Customer Support (319) 739-3557 x 1

<http://www.unclaimed.org/reporting/>

<http://www.byetm.com>

State Contact

Email: UPCompliance@state.vt.us

Nancy.Scribner@state.vt.us

(802) 828-1490 – Nancy Scribner



Wagers – HRS-Pro Electronic Reporting



Wagers & Associates, Inc.

<http://www.wagers.net/hrs/downloads.php>

Email: hrspro support@wagers.net



What is HRS-Pro

- A Free Software Program
- Allows Holders to Create Electronic Unclaimed Property Reports in the Standard NAUPA Format.



HRS-Pro Software

- HRS-Pro can be downloaded from:
<http://www.wagers.net/hrs/downloads.htm>
- **First Time User:** Choose “Full Installation”
- **Update only:** For users needing to update their current HRS-Pro package.
- **NOTE:** Software Expires Every 6 Months.



Installing HRS-Pro

- HRS-Pro installs itself from the download program.
- Default installation directory is:
C:\Program Files\Wagers & Associates\HRS-Pro



HRS Backup

Backing up via HRS Pro is a manual process. There is a \Data folder on each user's workstation (default is **C:\Program Files\Wagers and Associates\HRS Pro\Data**). Simply copying this entire folder to a secure location serves as an effective backup.



Other HRS-Pro Features Need Help?

- Help is also available on HRS-Pro website:
 - FAQ's
 - Downloadable User's Guide & How To Guide.

Holder Reporting System

What is HRS Pro ?

- + Downloads
- + HRS Pro Support
- **HRS Pro FAQs**
 - About HRS Pro
 - Installation
 - Importing
 - Using HRS Pro
 - Output
 - State Information

Holder Reporting System

What is HRS Pro ?

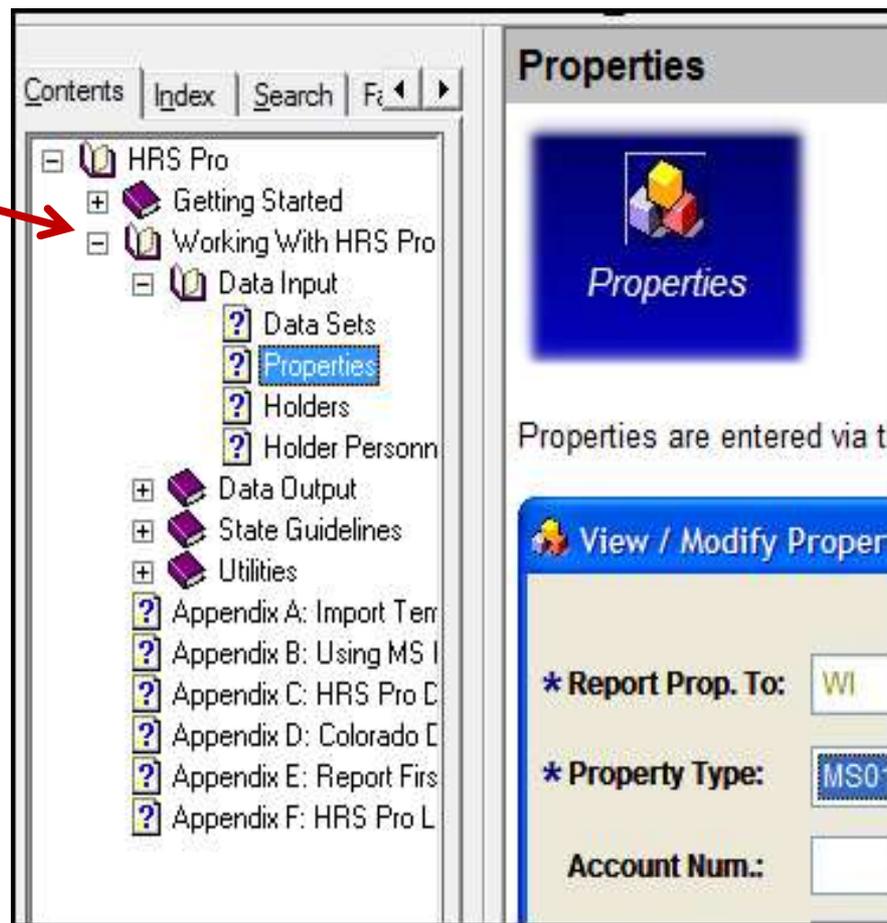
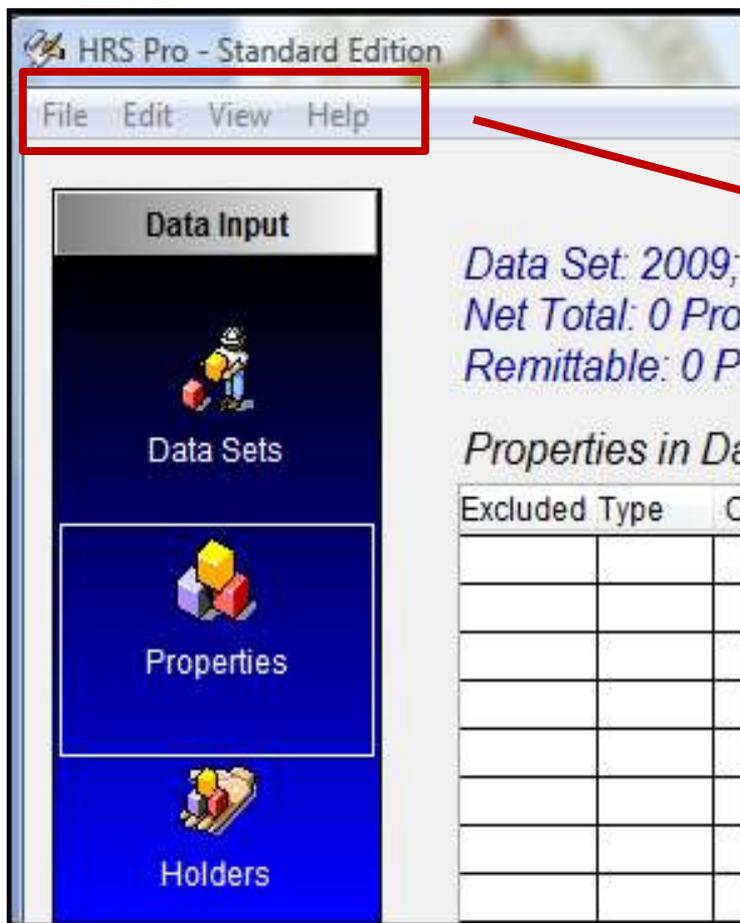
- **Downloads**
 - *HRS Pro Software*
 - HRS Pro User Guide
 - HRS Pro HowTo
 - California HowTo
- + HRS Pro Support





Other HRS-Pro Features

- On-line Help





Other HRS-Pro Features

- Import External Data

The screenshot shows a software interface with a vertical navigation menu on the left and a main content area on the right. The menu items are: Data Input, Data Output, State Guidelines, Utilities, Configuration and Defaults, Import Data (highlighted in blue), and Rebuild Database. The main content area is titled 'Import Data' and contains the following text: '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.' Under 'Import Format:', there are two radio button options: 'Template File' (selected) and 'Previous Version of HRS'. The 'Template File' option is associated with a dropdown menu showing '.XLS Spreadsheet' and a link 'Open Excel Template File'. A 'Start Import' button is located at the bottom of the main content area.



Other HRS-Pro Features

- State Guideline, Code and Contact Listings

Ref: HRS Pro Users Guide - Pg 20 & 21

Data Input
Data Output
State Guidelines

Codes
Submission Requirements
Contact Info.
Utilities

State Codes

◀ Prey. VT ▶ Next ▶

Property Types | Owner Types | Owner Relations | Tangible Types

Code	Description
AC01	CHECKING ACCOUNTS
AC02	SAVINGS ACCOUNTS
AC03	MATURED CERTIFICATES OF DEPOSIT OR
AC04	CHRISTMAS CLUB ACCOUNTS
AC05	MONEY ON DEPOSIT TO SECURE FUNDS
AC06	SECURITY DEPOSITS
AC07	UNIDENTIFIED DEPOSITS
AC08	SUSPENSE ACCOUNTS
AC99	AGGREGATE ACCOUNT BALANCES DUE
CK01	CASHIER'S CHECKS
CK02	CERTIFIED CHECKS
CK03	REGISTERED CHECKS
CK04	TREASURER'S CHECK
CK05	DRAFTS
CK06	WARRANTS
CK07	MONEY ORDERS

Print Property Types
 Preview All 4 Tables

Generate



State Filing Submission Requirements

File Edit View Help

Data Input
Data Output
State Guidelines

Codes
Submission Requirements
Contact Info.
Utilities

State Submission Requirements

◀ Pre. VT ▶

States Listings →

In addition to electronic submission, a detailed, paper listing of properties and owners is: **REQUIRED.**

A signed cover sheet is: **REQUIRED.**

Submitted cover sheets: **MUST BE NOTARIZED.**

The maximum number of properties accepted without an electronic file is: **10**

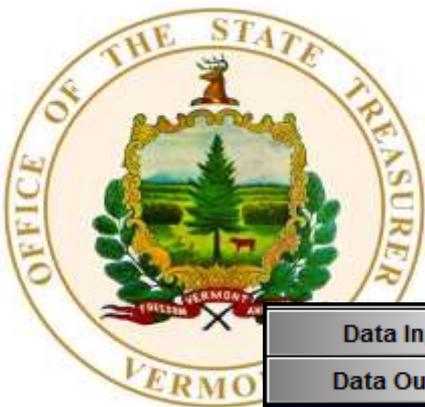
E-mail submissions are: **NOT ACCEPTED.**

Tangible Property is: **ACCEPTED.**

Property Deductions are: **PERMITTED.**

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

Ref: HRS Pro
Users Guide –
Pg 22 & 23



HRS-Pro

Reporting Documents

Data Input

Data Output

Holder Reports

State Guidelines

Utilities

*Data Set: 2008; State: VT; STATE OF VERMONT;
Net Total: 1 Prop. (0 Tangible); \$100.00; 0.0000 Shares;
Remittable: 1 Prop. (0 Tangible); \$100.00; 0.0000 Shares*

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
VT	1	Validated	\$ 100.00	0.0000	0

Contacts **Stk. Delivery** **Validate** **Finalize**

Printed Output

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

Disk Output

- NAUPA File

Create HDE Electronic Report

Preview **Generate Output**



Wagers – HRS-Pro

Software

Download

Wagers & Associates, Inc.

<http://www.wagers.net/hrs/downloads.php>



HRS-Pro: Download

CHOOSE:

“Full Installation” or “Update Only”

Read web page carefully & follow download instructions to ensure program will work as designed.

NOTICE:

May need Administrative Rights to download.

Home **HRS Pro** UPMS UPS2K

Download and Install HRS Pro Software for Holders to Report Unclaimed Property:

There are two editions of HRS Pro - STANDARD and ENTERPRISE; these are the same software, a code from Xerox Finance & Revenue Solutions upgrades to Enterprise.
The [registration page](#) has information on Enterprise features and how to acquire an Enterprise registration code.

2 installs, FULL and UPGRADE are available. The UPGRADE is used when the version expires periodically (to ensure that the software stays current).

See below: [IMPORTANT INFORMATION](#) on a NEW spreadsheet template, Windows7 install, **NEW User Instructions**, [Help Guides](#), [Newsletters](#), [Version Info](#).

Type of Installation	Added on	Expires On	Notes	Download Links	Size
Full Installation	12/09/2013	06/15/2014	First-time installations.	 Download	~14MB (15,028,056 bytes)
Update Only	12/09/2013	06/15/2014	Existing users (smaller file, fewer rights required) Requires previous installation of HRS Pro 2.5, Build 2008.128.1620 (or later Build date)	 Download	~11MB (11,128,064 bytes)



HRS-Pro: Download IMPORTANT INFO

IMPORTANT Information:

FULL INSTALLATION must be performed by a user with **Administrator** rights. Please contact your IT department for assistance rights.

[Click here to learn how to check for Administrator rights.](#)

After installation, run the HRS Pro software at least once with Admin rights. Check that users will also work correctly with their HRS Pro subdirectory on down.

WINDOWS 7 32bit and 64bit important information: **One additional step is needed for Windows 7, Window 8, and Vista**

[Click here to see details in this document, Appendix B](#)

HRS Pro runs on all versions of Microsoft Windows from Windows 98, Windows XP, Windows Vista, to Windows 7. It should run well on any computer with at least 64MB of RAM.

When **changing from Standard local to Enterprise sharing for the FIRST time** and setting up multiple computers **Install and configure the computer with the existing data FIRST**; say YES to copy the data over to the empty network share and user rights given; and then install and point the other computers to that network sharing folder.

SPREADSHEET TEMPLATE - CHANGE was made June of 2012.

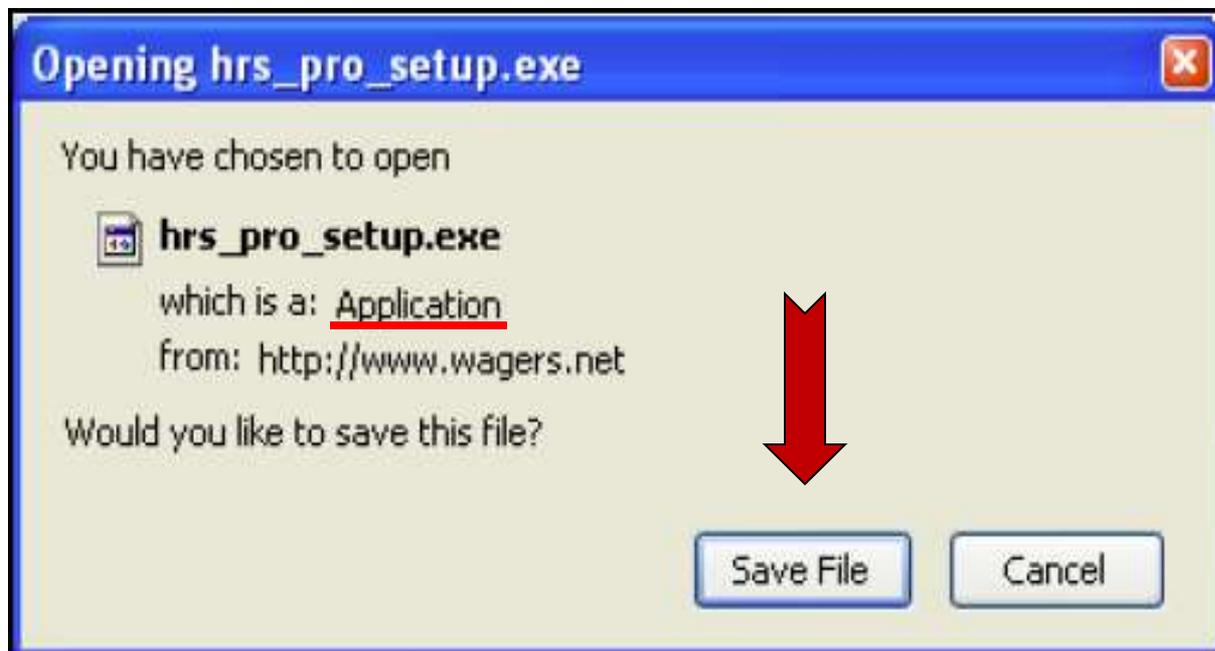
If importing from spreadsheet, please use the latest HRS Pro Import Template.xls found in the HRS Pro subdirectory

-----> **IMPORTANT: Save the template as Excel 5/95 version.**



HRS-Pro: Download

Save Executable File (hrs_pro.exe)
“Application” to desktop



Ref: HRS Pro

How To Guide - Pg 5



HRS-Pro: Download

Save Executable File (hrs_pro.exe)
“Application” to desktop

Name	Date modified	Type	Size
DATA	9/30/2009 3:44 PM	File Folder	
LOCAL	1/23/2009 4:03 PM	File Folder	
config.fpw	10/15/2003 5:09 PM	FPW File	1 KB
ctListBar.ocx	7/29/2002 9:23 AM	ActiveX Control	164 KB
ctNavBar.ocx	8/23/2001 3:49 PM	ActiveX Control	92 KB
ctToolBar.ocx	8/20/2002 4:06 PM	ActiveX Control	148 KB
FOXUSER.DBF	3/23/2009 12:31 PM	DBF File	1 KB
FOXUSER.FPT	9/30/2009 11:55 AM	FPT File	1 KB
HRS Pro Import Templ...	8/7/2009 3:06 PM	Microsoft Office E...	49 KB
hrs_pro	6/7/2009 5:32 PM	Application	13,628 KB
HRS_Pro_Help	5/8/2008 8:25 PM	Compiled HTML ...	2,581 KB
HRS Pro Help.chw	1/23/2009 4:24 PM	CHW File	27 KB
HRS_Pro_License	8/23/2007 7:22 PM	Rich Text Format	36 KB
hrs_pro_setup	6/23/2009 10:07 AM	Application	15,925 KB
hrs_pro_setup_update	6/23/2009 9:55 AM	Application	12,127 KB
Uninstall	6/24/2009 8:04 AM	Application	78 KB



Run Installation Process

Following screen will appear.

Click Next



Ref: HRS Pro
How To Guide - Pg 5



License Agreement

Read and Accept

HRS Pro Installer 2006.07.05 (VFP9 SP1 SD)

License Agreement

Please review the license terms before installing HRS Pro.

Press Page Down to see the rest of the agreement.

HOLDER REPORTING SYSTEM PRO LICENSE AGREEMENT

Read the following terms and conditions carefully.

The use of this software acknowledges that you have read this agreement, understand it and agree to be bound by its terms and conditions.

COPYRIGHT

If you accept the terms of the agreement, click the check box below. You must accept the agreement to install HRS Pro. Click Next to continue.

I accept the terms in the License Agreement

ACS Wagers 2006

< Back Next > Cancel

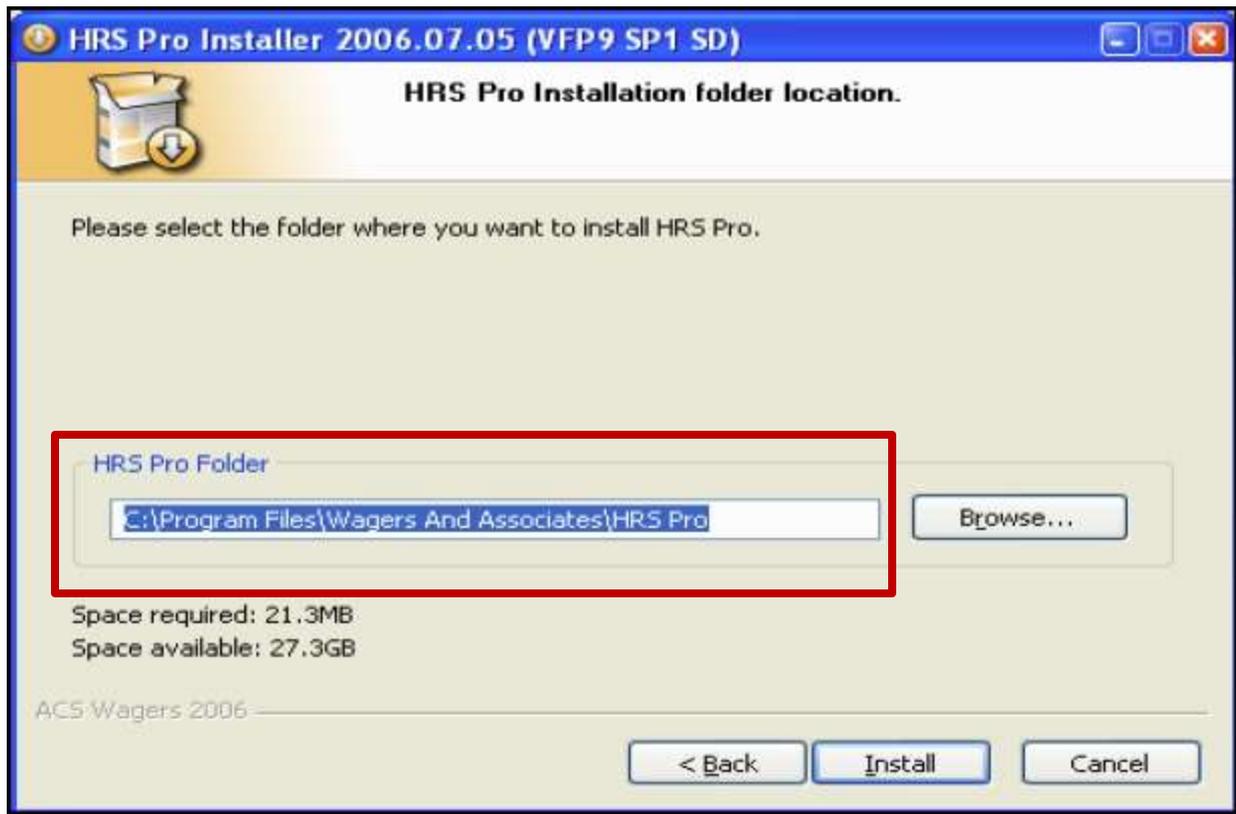
Ref: HRS Pro
How To Guide - Pg 6



HRS Pro Folder

Installation Default Setting

Do Not Change Default

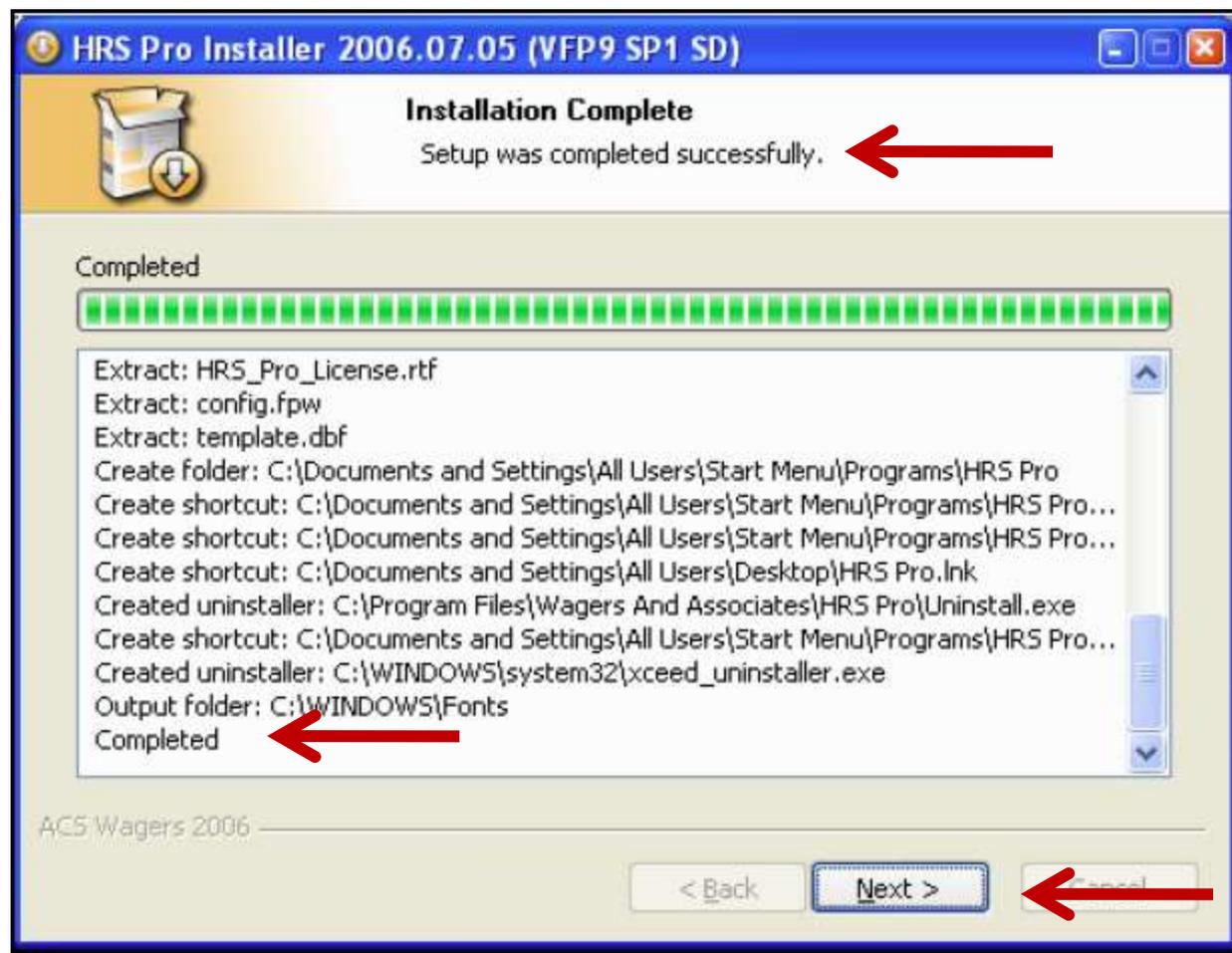


Ref: HRS Pro
How To Guide - Pg 6



Installation Complete

Display Window



Ref: HRS Pro
How To Guide – Pg 7



HRS-Pro: Download

Finish & Close Installation Process

Ref: HRS Pro How To Guide – Pg 7



ICON
“Desktop”





Initial Set Up Steps

1. Add Personnel
2. Add Holder (Company)
3. Add Data Set



HRS-Pro – Initial Set Up

Adding a User/Holder Personnel



Ref: HRS Pro How To Guide - Pg 9



Adding Personnel

Asterisk Fields = Required Entry

Data Input ←

Holder Personnel →

View / Modify Personnel [Close]

Last Update: 06/24/2009 - NLS

*Name: NANCY SCRIBNER

*Initials: NLS

Street 1: 109 STATE STREET

Street 2:

Street 3:

Zipcode: 05609-6200 City: MONTPELIER

State: VT Country: USA

Phone: (802) 828-1490 Ext.:

E-mail: NANCY.SCRIBNER@STATE.VT.US

Dt. Inactivated: //

[Edit] **[Save]** [Cancel] * = Required Field



Adding Personnel

“Cancel” changes to “Close”

Message notes New User Added

Data Input

Data Sets

Properties

Holders

Holder Person

Data Output

State Guidelines

View / Modify Personnel [Close]

Last Update: 06/24/2009 - NLS

*Name: NANCY SCRIBNER

*Initials: NLS

Street 1: 109 STATE STREET

Street 2:

Street 3:

Zipcode: 05609-6200 City: MONTPELIER

State: VT Country: USA

Phone: (802) 828-1490 Ext.:

E-mail: NANCY.SCRIBNER@STATE.VT.US

Dt. Inactivated: //

Edit Save **Close** * = Required Field



Ref: HRS Pro
How To Guide – Pg 10



Adding Holder / Company

*Must Enter
at Least
“One”
Holder*



*Before
Allowed To
Enter Data*

Data Input

←

Holder

Holders are entities (usually businesses) that are required to report unclaimed property to states.

Holder Name	Tax ID #	City / State
TEST COMPANY #1	03-6000264	MONTPELIER

Detail Add Remove



Adding Holder / Company

✓ *Enter Holder (company)* →

✓ *Save*

Data Input

Data Sets

Properties

Holders

Holder Personnel

Data Output

State Guidelines

View / Modify Holder

Last Update: 09/30/2009 - NLS

* Tax ID Number: 03-1234578 -

NAICS Code:

State of Incorp.: VT Date of Incorp.: 01/01/1970

* Holder Name: TEST COMPANY #1

Holder City: MONTPELIER

Holder State: VT County: WASHINGTON

Holder Fax #: (802) 828-1234

Edit Save Cancel * = Required Field



Adding Holder / Company

Buttons:

Save – OFF

Edit – Enabled

Cancel turns -

Close

✓ *Close -*

returns to

Holder List

Data Input

Data Sets

Properties

Holders

Holder Personnel

Data Output

State Guidelines

View / Modify Holder

Last Update: 09/30/2009 - NLS

* Tax ID Number: 03-1234578 -

NAICS Code:

State of Incorp.: VT Date of Incorp.: 01/01/1970

* Holder Name: TEST COMPANY #1

Holder City: MONTPELIER

Holder State: VT County: WASHINGTON

Holder Fax #: (802) 828-1234

Edit Save Close * = Required Field



Adding a Data Set

Holder Listing

*Holder:
Test Company
#1 now listed*

*✓ Data Sets -
returns to
Holder List*

Data Input

- Data Sets
- Properties
- Holders
- Holder Personnel

Holders

Holders are entities (usually businesses) that are required to report unclaimed property to states.

Holder Name	Tax ID #	City / State
STATE OF VERMONT	03-0000264	MONTPELIER
TEST COMPANY #1	03-1234578	MONTPELIER / VT
TEST COMPANY - DATA MPORT	99-9999999	MONTPELIER / VT

Detail Add Remove



Adding a Data Set

Highlight Holder – Click Add



✓ *Data Sets*
- returns to
Holder List

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.

STATE OF VERMONT
TEST COMPANY #1

Detail **Add** Remove Move



Single or Multi-State

- ✓ *Report Year*
Data Year
- ✓ *Single-State*
Defaults
- ✓ *Report State*
Scroll to VT
- ❖ *Negative Rpt*
No Property
to Report
- ✓ *Save*

2013 Report Yr Filing - 5/1/2014

Negative Report No UP To Report

* = Required Field



Data Sets

✓ *Edit -
if needed*

✓ *Close -
Returns to
Holder Listings*

Data Input

Data Sets

Properties

Holders

Holder Personnel

Data Output

Data Sets

View / Modify Data Set

Last Update: 01/13/2014 - NLS

Holder: TEST COMPANY #1

* Report Year: 2013

Report Type: Single-State Multi-State

* Report to State: VT

Negative Report

Edit Save Close

* = Required Field



Empty Data Set

Manually Enter Data or Import

✓ *Properties Manual Entries*

✓ *Import Utilities Bar*



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.

- 99 RESTAURANTS
- O'CHARLEY'S INC.
- PAUL FRANK COLLINS, INC.
- TEST COMPANY #1**
 - ▶ Year 2013; State: VT; 0 Props.; \$0.00; 0.0000 Shares; 0 Tangible Props.

Detail Add Remove Move



Wagers – HRS-Pro

MANUAL REPORTING



Adding Property - Enter Data

(* Asterisks are required fields.

✓ Report To:
VT (Default)

✓ Property Status:
Reportable (Default)
Non-Reportable
Refunded
Re-Activated

Adding Property

Last Update:

* Report Prop. To: VT

* Prop. Status: Reportable

* Owner Status: Known

* Property Type: AC01 - CHECKING ACCOUNTS

Last Activity Dt: / /

Account Num.: 123456 Check Num.: 1000

Comments: CHECK NEVER CASHED

Cash* Shares Tangible Inventory Mineral Interest

Cash to Report: \$350.00 + Additions: \$0.00 Reason: - Deductions: \$0.00 Reason: = Cash to Remit: \$350.00

Interest Rate: 0.0000 %

Owner Name	Address	Tax ID #	Type	Relation

Detail Add Remove

Edit Save Save and Add Next Property Cancel * = Required Field



Adding Property - Enter Data

✓ *Owner Status:*

Known (Default)
Aggregate – Unknown

✓ *Last Activity Dt*

✓ *Property Type:*

AC01 (Default)
Various Code
Listings

Adding Property

* Report Prop. To: VT * Prop. Status: Reportable * Owner Status: Known

* Property Type: AC01 - CHECKING ACCOUNTS

Account Num.: 123456 Check Num.: 1000

Comments: CHECK NEVER CASHED

Cash* Shares Tangible Inventory Mineral Interest

Cash to Report: \$350.00 + Additions: \$0.00 Reason: Reason: Cash to Remit: \$350.00

Deductions: \$0.00

Interest Rate: 0.0000 %

Owner Name	Address	Tax ID #	Type	Relation

Detail Add Remove

Edit Save Save and Add Next Property Cancel * = Required Field

Ref: HRS Pro

How To Guide – Pg 20



Adding Property - Enter Data - Cash

✓ *Cash To Report:*
Most entries listed here

✓ *Additions/Reasons:*
Mostly used with stock reporting.

✓ *Deductions:*
Must send copy of agreement w/report
Various Code Listings

✓ *Save*



Adding Property - Enter Data - Shares

✓ *Property*

Type:

*Enter Security
Code*

✓ *Shares:*

Enter share data

✓ *Save*

Ref: HRS Pro

How To Guide – Pg 20

Adding Property

Last Update:

* Report Prop. To: VT * Prop. Status: Reportable * Owner Status: Known

* Property Type: SC01 - DIVIDENDS Last Activity Dt: //

Account Num.: 123456 Check Num.: 1000

Comments: CHECK NEVER CASHED

Cash* **Shares** Tangible Inventory Mineral Interest

CUSIP #: Clear Securities

Current Shares: 0.0000 Certificate #:

Original Shares: 0.0000 Registered To:

Owner Name	Address	Tax ID #	Type	Relation

Detail Add Remove

Edit Save Save and Add Next Property Cancel * = Required Field



Adding Property - Enter Data – Safe Box

✓ *Property Type:*
Enter Code

✓ *Shares:*
Enter safe box items

✓ *Save*

Ref: HRS Pro
How To Guide – Pg 20

Adding Property

Last Update:

* Report Prop. To: VT * Prop. Status: Reportable * Owner Status: Known

* Property Type: SD01 - SAFE DEPOSIT BOX CONTENTS Last Activity Dt: //

Account Num.: 123456 Check Num.:

Comments: NEVER PICKED UP ITEMS

Cash* Shares **Tangible Inventory** Mineral Interest

Box #	Type Code	Item Detail

Detail Add Remove

Owner Name	Address	Tax ID #	Type	Relation

Detail Add Remove

Edit Save Save and Add Next Property Cancel * = Required Field



Adding Owner

(* Asterisks are required fields.)

*One Owner -
✓ Save*

Second Owner
✓ Save and Add Next Owner

Ref: HRS Pro
How To Guide – Pg 21

Adding Owner

Category: Individual Business Last Update:

Tax ID #: 123-45-6789 D.O.B.: 12/01/1953

* Owner Type: IN * Relation to 1st Owner: SO

* Last Name: SMITH Suffix:

First Name: ABIGAIL Prefix:

Middle Name: Title:

Address Line 1: 123 MAIN STREET

Address Line 2:

Address Line 3:

Zipcode: 05602- City: MONTPELIER

State: VT County: WASHINGTON Country: USA

OR

Edit Save Save and Add Next Owner Cancel

Link to Existing Owner *TAX ID MATCH FOUND* ? * = Required Field



Second Owner Added and Saved

Buttons Toggle:

✓ *Save – OFF*

✓ *Edit – Enabled*

✓ *Cancel - Close*

✓ *Close - returns
to Property Level*

Ref: HRS Pro
How To Guide – Pg 21

View / Modify Owner

Last Update: 07/23/2009 - NLS

Category: Individual Business

Tax ID #: 987-65-4321 D.O.B.: 10/01/1975

* Owner Type: IN * Relation to 1st Owner: JC

* Last Name: SMITH Suffix:

First Name: ABIGAIL Prefix:

Middle Name: Title:

Address Line 1: 123 MAIN STREET

Address Line 2:

Address Line 3:

Zipcode: 05602- City: MONTPELIER

State: VT County: WASHINGTON Country: USA

* = Required Field



Two Owners Listed

Edit Info:

✓ *Highlight Owner*

✓ *Select Detail*

View / Modify Property Last Update: 07/23/2009 - NLS

* Report Prop. To: * Prop. Status: * Owner Status:

* Property Type: - CHECKING ACCOUNTS Last Activity Dt:

Account Num.: Check Num.:

Comments:

Cash*

Cash to Report: + Additions: Reason: - Deductions: Reason: = Cash to Remit:

Interest Rate: %

Owner Name	Address	Tax ID #	Type	Relation
SMITH, JOHN	123 MAIN STREET MONTPELIER, VT 05602	123-45-6789	IN	JC
SMITH, ABIGAIL	123 MAIN STREET MONTPELIER, VT 05602	987-65-4321	IN	JC

* = Required Field



View / Modify Property

✓ *Edit - Change Property Data*

✓ *Detail - Change Owner Data*

✓ *Save – OR*

✓ *Add Next Property*

Ref: HRS Pro

View / Modify Property Last Update: 07/23/2009 - NLS

* Report Prop. To: * Prop. Status: * Owner Status:

* Property Type: - CHECKING ACCOUNTS Last Activity Dt:

Account Num.: Check Num.:

Comments:

Cash*

Cash to Report: + Additions: Reason: - Deductions: Reason: = Cash to Remit:

Interest Rate: %

Owner Name	Address	Tax ID #	Type	Relation
SMITH, JOHN	123 MAIN STREET MONTPELIER, VT 05602	123-45-6789	IN	SO
SMITH, ABIGAIL	123 MAIN STREET MONTPELIER, VT 05602	987-65-4321	IN	JC

* = Required Field



3 Property Choices

- ✓ *Edit Info*
- ✓ *Add New*
- ✓ *Copy Prop.*
- ✓ *Copy Prop + Owners*
- ✓ *Continue Entries Until Done*
- ✓ *Close*

View / Modify Property Last Update: 07/23/2009 - NLS

* Report Prop. To: * Prop. Status: * Owner Status:

* Property Type: - CHECKING ACCOUNTS Last Activity Dt.:

Account Num.: Check Num.:

Comments:

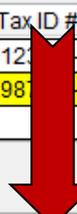
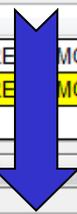
Cash*

Cash to Report: + Additions: Reason: - Deductions: Reason: = Cash to Remit:

Interest Rate: %

Owner Name	Address	Tax ID #	Type	Relation
SMITH, JOHN	123 MAIN STREET MONTPELIER, VT 05602	123-6789	IN	SO
SMITH, ABIGAIL	123 MAIN STREET MONTPELIER, VT 05602	987-4321	IN	JC

* = Required Field



- Add New
- Copy Prop.
- Copy Prop. + Owners



Aggregate Property

HRS Pro
Aggregate
Property
Reporting

Adding Property

Last Update:

* Report Prop. To: VT * Prop. Status: Reportable * Owner Status: Known

* Property Type: CK99 - AGGREGATE UNCASHED CHECKS Last Activity Dt: //

Account Num.: Check Num.:

Comments: 44 ACCOUNTS WITHIN AGGREGATE TOTAL

Cash* Shares Tangible Inventory Mineral Interest

Cash to Report: \$658.00 + Additions: \$0.00 Reason: Deductions: \$0.00 Reason: = Cash to Remit: \$658.00

Interest Rate: 0.0000 %

Owner Name	Address	Tax ID #	Type	Relation

Detail Add Remove

Edit Save Save and Add Next Property Cancel * = Required Field

Total MUST also be entered on Cover Report Sheet



Aggregate Owner

HRS Pro
Aggregate
Owner
Reporting

Adding Owner [Close]

Category: Individual Business Last Update:

Tax ID #: -- D.O.B.: / /

*** Owner Type:** IN *** Relation to 1st Owner:** SO

*** Last Name:** AGGREGATE Suffix:

First Name: Prefix:

Middle Name: Title:

Address Line 1:

Address Line 2:

Address Line 3:

Zipcode: - City:

State: County: Country:

* = Required Field



Repetitive Data Entry Steps

1. Add New Property
2. SAVE
3. Add Owner Information



Enter Contacts

Select:
✓ *Data Output*

Select:
✓ *Holder Reports*

HRS Pro - Standard Edition

File Edit View Help

Data Input
Data Output
Holder Reports
State Guidelines
Utilities

Data Set: 2013; State: VT; TEST COMPANY #1;
Net Total: 6 Props. (0 Tangible); \$1,253.00; 0.0000 Shares;
Remittable: 6 Props. (0 Tangible); \$1,253.00; 0.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
VT	6	Pending	\$ 1,253.00	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
 NAUPAFile <<<< Final format to send to the state

Generate Output



Validate Report

NO ERRORS!

Data Input

Data Output

Holder Reports

State Guidelines

Utilities

Data Set: 2013; State: VT; TEST COMPANY #1;
Net Total: 6 Props. (0 Tangible); \$1,253.00; 0.0000 Shares;
Remittable: 6 Props. (0 Tangible); \$1,253.00; 0.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
VT	6	Validated	\$ 1,253.00	0.0000	0

Contacts Stk Delivery **Validate** Finalize

Validated!

Holder Report contains zero validation errors.

OK

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

Preview **Generate Output**



Finalize Report

After Validation

*“Finalize”
Button Appears*

*2. Message:
Zero Validation
Errors*

Data Set: 2007; State: CO; WAGERS & ASSOCIATES, INC;
Net Total: 2 Props. (0 Tangible); \$850.00; 0.0000 Shares;
Remittable: 2 Props. (0 Tangible); \$850.00; 0.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
CO	2	Validated	\$ 850.00	0.0000	0

Buttons: Contacts, Disk Delivery, Validate, Finalize

Printed Output:
 Owner Letters
 Owner Labels
 Property Listing (detailed)
 Property Listing (summary)
 Holder Report Cover Sheet
 Ereview

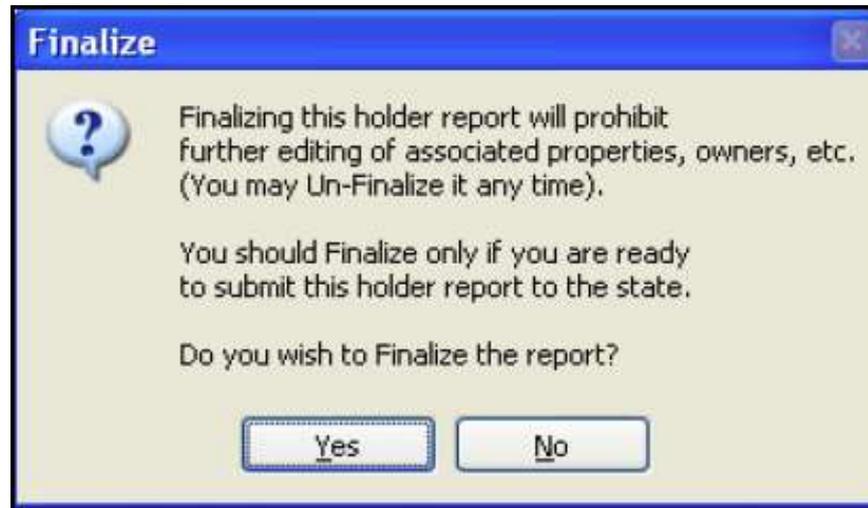
Disk Output:
 NAUPA File
 Data Export

Generate Output



Confirm Finalization

YES: Prohibits Further Edits



NO: Allows Edits



Generate Reports

Preview First – Print Hard Copy Reports

REPORT FINALIZED

Select:

✓ *Property Listings:*

Listings:

- Detailed
- Summary

✓ *Holder Report*

Cover Sheet

✓ *Generate Output*

The screenshot shows the HRS Pro software interface. On the left is a navigation pane with buttons for 'Data Input', 'Data Output', 'Holder Reports', 'State Guidelines', and 'Utilities'. The main area displays report details for 'Data Set: 2013; State: VT; TEST COMPANY #1'. Below this is a table titled 'Holder Reports in Data Set' with columns for Report To, # of Props., Status, Cash to Remit, Shares to Remit, and Tangible Props. A red arrow points to the 'Finalized' status in the first row. Below the table are buttons for 'Contacts', 'Stk. Delivery', 'Validate', and 'Un-finalize'. At the bottom, there are sections for 'Printed Output' and 'Disk Output'. The 'Printed Output' section has radio buttons for 'Owner Letters', 'Owner Labels', 'Property Listing (detailed)', 'Property Listing (summary)', and 'Holder Report Cover Sheet'. A red arrow points to this section. The 'Disk Output' section has a radio button for 'NAUPA File'. Three green callout boxes with numbers 1, 2, and 3 point to 'Holder Report Cover Sheet', 'Property Listing (detailed)', and 'Property Listing (summary)' respectively. At the bottom right are 'Generate Output' and 'Sort By: Owner Name' options.

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
VT	6	Finalized	\$ 1,253.00	0.0000	0

Ref: HRS Pro

How To Guide – Pg 25



Holder Report Cover Sheet

REQUIRED: REPORT NOTORIZED

VERMONT HOLDER VERIFICATION REPORT

REPORT YEAR: 2013

FOR THE PERIOD ENDING _____, _____

HOLDER INFORMATION:

NAME: TEST COMPANY #1

ADDRESS: 109 STATE STREET

**Must hand enter reporting
info on this form.**

CITY / STATE / ZIP: MONTPELIER VT 05609-6200

CONTACT 1: NANCY SCRIBNER

Phone: (802) 828-1490 Ext:

Fax: (802) 828-1234

E-mail: NANCY.SCRIBNER@STATE.VT.US

CONTACT 2: NANCY SCRIBNER

Phone: (802) 828-1490 Ext:

E-mail: NANCY.SCRIBNER@STATE.VT.US

FED TAX ID Number: 03-1235678

NAICS:

HOLDER TYPE: _____

STATE OF INCORPORATION: VT

DATE OF INCORPORATION: / /

Did your company file an unclaimed property report last year with Vermont? Yes No



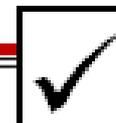
Property Listing (Summary)

“Preview First”

Unclaimed Property Summary Listing TEST COMPANY #1 2013 VT

Printed: 01/13/2014 01:21:11 PM

	<u>Prop Type</u>	<u>First Owner</u>	<u>\$ Remitted</u>	<u>Shares Remitted</u>	<u>Tangible Boxes</u>
1	AC99	AGGREGATE	\$658.00	0.0000	
2	MS01	BAKER, MELANIE	\$250.00	0.0000	
3	CK06	BOUCHARD, RUTH	\$200.00	0.0000	
4	CK12	ROGERS, SUSAN	\$45.00	0.0000	
5	AC01	SMITH, JOHN	\$25.00	0.0000	
6	CK01	WARES, EMILY	\$75.00	0.0000	
Totals:			\$1,253.00	0	0 Boxes





Property Listing (Detail)

“Preview First”

Unclaimed Property Detailed Listing TEST COMPANY #1 2013 VT

Printed: 01/13/2014 01:16:45 PM

1)	Prop Type: AC99	Prop Status: Reportable	Last Trans. Dt: / /	Acct #:	Check #:
	Int. Rate: 0.00	Comments: 44 ACCOUNTS WITHIN AGGREGATE TOTAL			
	\$ Reported: \$658.00	+ \$ Addition: \$0.00	- \$ Deduction: \$0.00	= \$ Remitted: \$658.00	
	Owner Type: IN	Relation: SO	Tax ID #:	Dt. of Birth: / /	
	Owner Name: AGGREGATE		Address:		
	Owner E mail:		Driver's License:	Driver's License State:	
2)	Prop Type: MS01	Prop Status: Reportable	Last Trans. Dt: 07/15/2010	Acct #:	Check #:
	Int. Rate: 0.00	Comments: UNCLAIMED WAGES			
	\$ Reported: \$250.00	+ \$ Addition: \$0.00	- \$ Deduction: \$0.00	= \$ Remitted: \$250.00	
	Owner Type: IN	Relation: SO	Tax ID #:	Dt. of Birth: / /	
	Owner Name: BAKER, MELANIE		Address: 24 CURTIS AVE MARSHFIELD VT 5658		
	Owner E mail:		Driver's License:	Driver's License State:	
3)	Prop Type: CK06	Prop Status: Reportable	Last Trans. Dt: 08/14/2010	Acct #:	Check #:
	Int. Rate: 0.00	Comments: UNCASHED CHECK			
	\$ Reported: \$200.00	+ \$ Addition: \$0.00	- \$ Deduction: \$0.00	= \$ Remitted: \$200.00	
	Owner Type: IN	Relation: SO	Tax ID #:	Dt. of Birth: / /	
	Owner Name: BOUCHAR, RUTH		Address: ST PAUL ST PORTLAND ME 04101-0260		
	Owner E mail:		Driver's License:	Driver's License State:	



Totals: Property Count:	6	\$ Remitted:	\$1,253.00	Shares Remitted:	0
--------------------------------	----------	---------------------	-------------------	-------------------------	----------



Generate HDE Report

1. Select:
NAUPA File

2. Select:
Generate Output Button

Data Input

Data Output

Holder Reports

*Data Set: 2013; State: VT; TEST COMPANY #1;
Net Total: 6 Props. (0 Tangible); \$1,253.00; 0.0000 Shares;
Remittable: 6 Props. (0 Tangible); \$1,253.00; 0.0000 Shares*

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
VT	6	Finalized	\$ 1,253.00	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

- NAUPAFile <<<<< Final format to send to the s

Create HDE Electronic Report

Preview **Generate Output** Sort By: Owner Name



Save HDE Report

*“C” Drive
is Default
-OR-
Select Drive
to Save File
on to Your
Computer.*

Save As

Save in: DATA

Name	Date modif...	Type	Size
No items match your search.			

Recent Places

- Desktop
- Nancy L. Scribner
- Computer
- Network

Save default option is to save to your “C” Drive – “DATA” Folder. Select “Desktop” to save to your desktop or any other drive. Then select the “Save” button.

Save as Type = HDE

NAUPA Format: 2013_vt_test_company_#1

Save as type: HDE

Save

Cancel

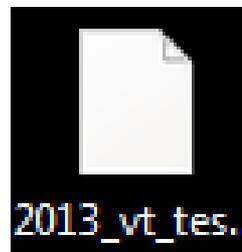


WAGERS HRS-PRO Reporting State Report – HDE File

- Select Folder to Save File To



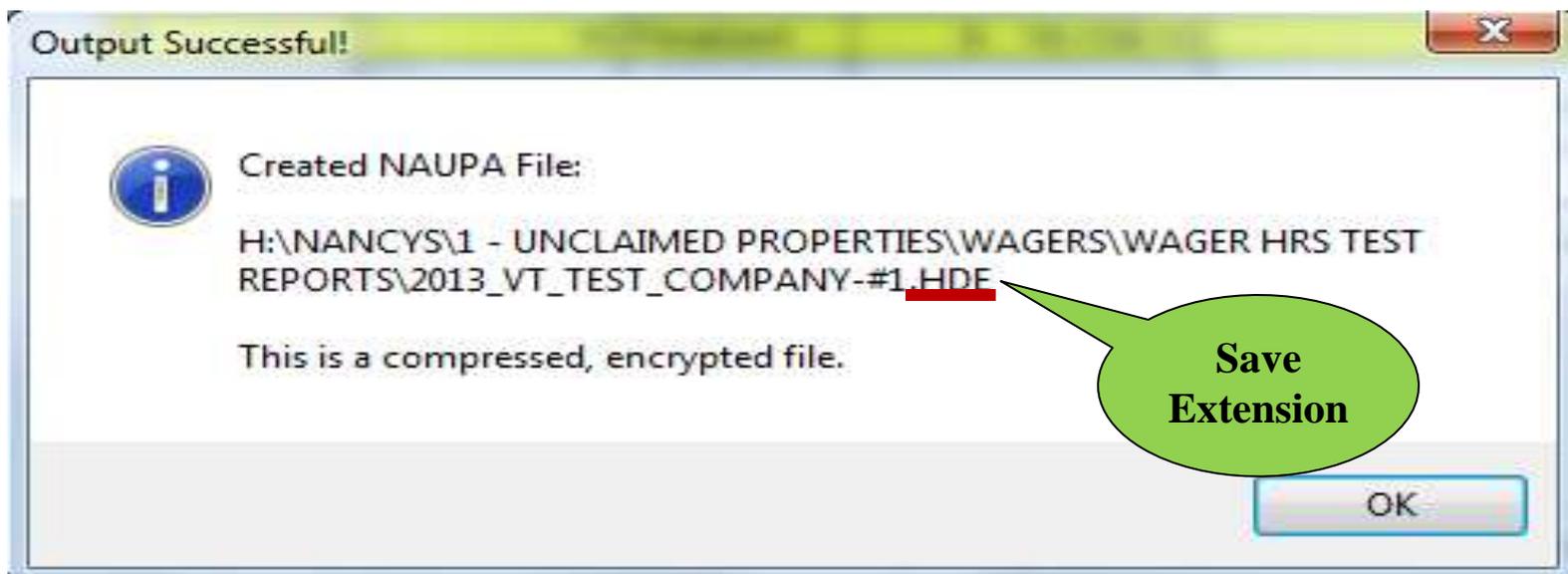
- Save to “Desk Top”





Verification Report Saved To “C” Drive or Desktop

DO NOT OPEN FILE





Copy File To Disk or CD

**DO NOT OPEN REPORT on
DISK or CD Once Saved**

*Only
Need to
Verify
File is on
Disk or
CD*





WAGERS – HRS-Pro

IMPORT REPORTING



Importing

Using Excel Template

✓ Click Utilities Bar



✓ Click Import Data



✓ Click Excel Template



Excel Template

Page 1: Some Category Listings

Ref: HRS Pro How To Guide – Pg 15

P	Last Transaction Dt.		O-1	Owner1 Type			Owner2 Tax ID Ext		O-3	Owner3 Lastname
P	Property Type		O-1	Owner1 Tax ID		O-2	Owner2 Date of Birth		O-3	Owner3 Firstname
P	Cash Reported			Owner1 Tax ID Extension		O-2	Owner2 Lastname			Owner3 Middlename
	Deduction Code		O-1	Owner1 Date of Birth		O-2	Owner2 Firstname			Owner3 Name Prefix
	Cash Deduction		O-1	Owner1 Lastname			Owner2 Middlename			Owner3 Name Suffix
	Addition Code		O-1	Owner1 Firstname			Owner2 Name Prefix			Owner3 Title
	Cash Addition			Owner1 Middlename			Owner2 Name Suffix		O-3	Owner3 Address line 1
	Interest Rate			Owner1 Prefix			Owner2 Title		O-3	Owner3 Address line 2
P	Account Number			Owner1 Suffix		O-2	Owner2 Address line 1			Owner3 Address line 3
P	Check Number			Owner1 Title		O-2	Owner2 Address line 2		O-3	Owner3 City
P	Prop. Comments		O-1	Owner1 Address line 1			Owner2 Address line 3		O-3	Owner3 County
	Stock Issue Name		O-1	Owner1 Address line 2		O-2	Owner2 City		O-3	Owner3 State
	Stock CUSIP			Owner1 Address line 3		O-2	Owner2 County		O-3	Owner3 Zipcode
	Stock Ticker Symbol		O-1	Owner1 City		O-2	Owner2 State		O-3	Owner3 Country
	Subissue Name		O-1	Owner1 County		O-2	Owner2 Zipcode			Owner3 Email
	Stk. Delivery Method		O-1	Owner1 State		O-2	Owner2 Country			County Name
	Stk. Delivery Acct. #		O-1	Owner1 Zipcode			Owner2 Email			Section
	Current Shares		O-1	Owner1 Country			Owner3 Corporate Status			Township
	Original Shares			Owner1 Email		O-3	Owner3 Relationship			Range
	Original Certificate #			Owner2 Corporate Status		O-3	Owner3 Type			Supplemental Descriptio
	Original Registration Name		O-2	Owner2 Relationship		O-3	Owner3 Tax ID			Pooling Order
	Owner1 Corporate Status		O-2	Owner2 Type			Owner3 Tax ID Ext			Pooling Order Date
O-1	Owner1 Relationship		O-2	Owner2 Tax ID		O-3	Owner3 Date of Birth			Well Name
										Ownership Pct.
NOTE: ZIP CODE ENTRY - AUTO FILLS: CITY (SELECT IF GIVEN OPTIONS), STATE, & COUNTY										



Updated Excel Template

Page 1: Import Data – Copy & Paste

Format Columns:
Date: 00/00/0000
Cash Reported: 00.00
Zip Code: 000000 or 00000-000
SAVE: 5.0/95 Version



Excel Template

Page 1- Data Entered

A	B	C	D	E	F	G	H	I	J	K
Last Transaction Dt.	Property Type	Cash Reported	Account Number	Check Number	Prop. Comments	Owner1 Relationship	Owner1 Type	Owner1 Tax ID	Owner1 Date of Birth	Owner1 La
05/17/2009	AC01	17.22	1209201	605365	CHECK NEVER CASHED	SO	IN			BOLD
06/01/2000	IN03	2000.00	1209200	607588	CHECK NOT CASHED	BF	IN			BOUCH
	AC01	89.00	1209001	607455	CHECK RETURNED BY MAIL	SO	IN			CALDV
10/10/2005	AC01	10.00	1003000	607113	CHECK NEVER CASHED	SO	IN			CLAYT
10/01/2007	MS01	479.04	1209201	607524	RETURNED - UNABLE TO FOI	SO	IN			COL
09/01/2005	CK12	1.62	1209001	606741	CHECK NEVER CASHED	SO	IN			COU
05/01/2005	CK12	1.01	12009001	604497	RETURNED - UNABLE TO FOI	SO	IN			GREI
01/15/2005	CK13	193.56	1209201	608634	NEVER CASHED - UNABLE TO	SO	BU			HANDY'S CLEAN
01/01/2005	SC01	2.31	1209201	608135	EVER CASHED OR RETURNE	SO	IN			HOOF
01/01/2002	CK07	85.10	1209001	608895	RETURNED - UNABLE TO FOI	SO	IN			KENN
03/12/2006	CT99	15.98	1209001	606921	VED CHECK - UNABLE TO FOI	SO	IN			LARC
10/27/2006	MS05	22.30	6612000	603857	CHECK NEVER CASHED	SO	IN			MCLAUC
	AC01	350.00	123456	1000	CHECK NEVER CASHED	JC	IN			SMIT
07/01/2006	MS23	200.00	1209001	2100	NEVER REDEEMED	SO	IN			UNKNC



Excel Template

Page 2 - Comments & Instructions

Microsoft Excel - HRS Pro Import Template.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

Anal 12 B U \$ % 100%

A1 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 "I"	Leave empty for most properties. A = aggregate, U = unknown
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	160 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 filing
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

Ready | \Data\Comments & Instructions\ | NUM



Start Import

File Edit View Help

Data Input
Data Output
State Guidelines
Utilities
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](#)

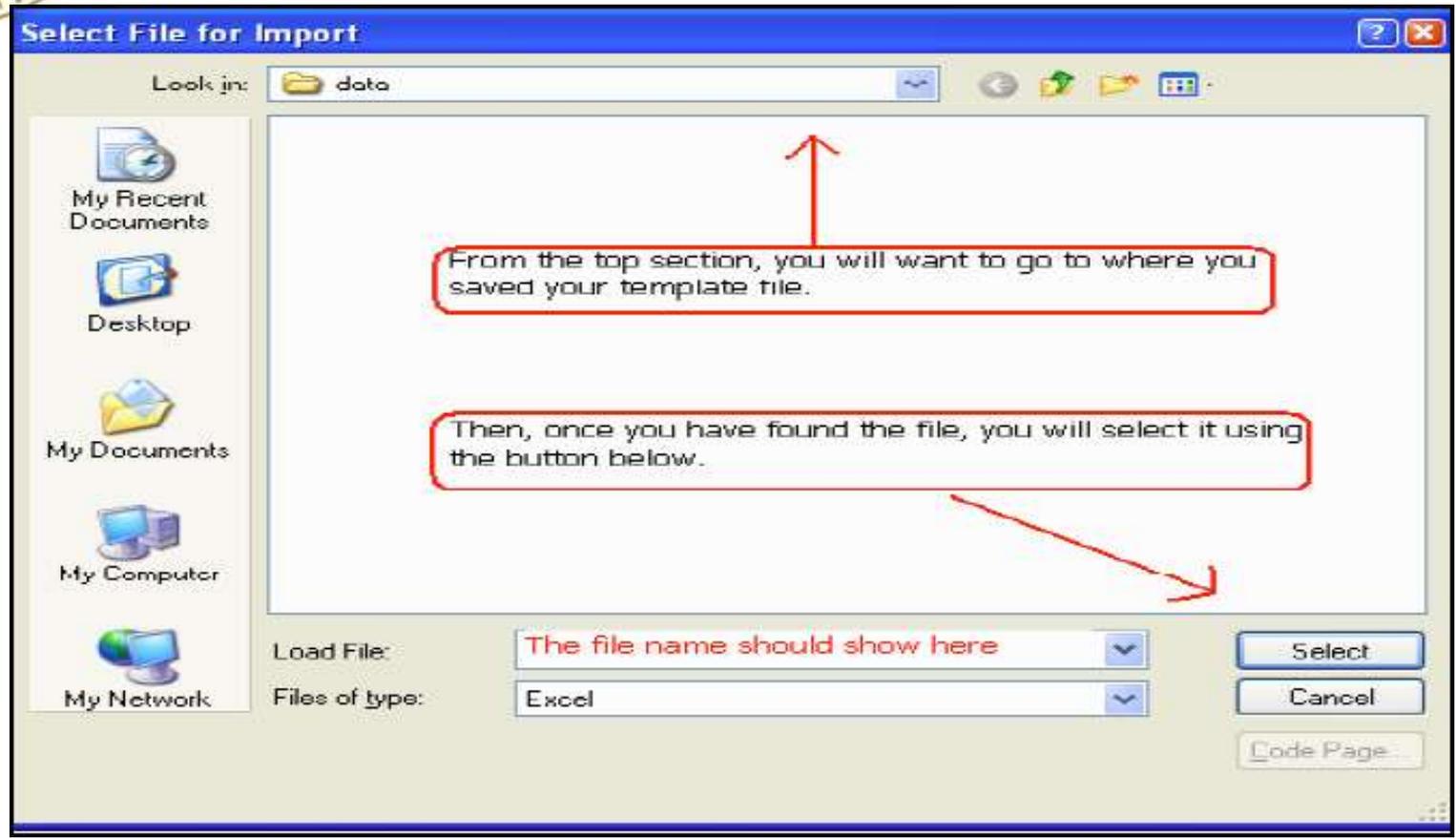
Previous Version of HRS

Start Import ←



Import File

Screen Below Will Pop Up





Successful Import

Lists # of
Properties and
Owners
Imported





Enter Contacts

Select:
✓ *Data Output*

Select:
✓ *Holder Reports*

HRS Pro - Standard Edition

File Edit View Help

Data Input
Data Output
Holder Reports
State Guidelines
Utilities

Data Set: 2013; State: VT; TEST COMPANY #1;
Net Total: 6 Props. (0 Tangible); \$1,253.00; 0.0000 Shares;
Remittable: 6 Props. (0 Tangible); \$1,253.00; 0.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
VT	6	Pending	\$ 1,253.00	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
 NAUPAFile <<<< Final format to send to the state

Generate Output



Choose TWO Contacts

Choose:

✓ Report
Contact

✓ Claim
Contact

(Can be same person)

✓ SAVE

Link Contacts to Holder Report

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

Report Contact	Claims Contact	Name	City / State
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NANCY SCRIBNER	MONTPELIER / VT
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

You must specify both a Report Contact (the person whom the state should contact with questions about the report) and a Claims Contact (the person to whom the state should refer owners with questions about property).

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



Validate Report

NO ERRORS!

Data Input

Data Output

Holder Reports

State Guidelines

Utilities

Data Set: 2013; State: VT; TEST COMPANY #1;
Net Total: 6 Props. (0 Tangible); \$1,253.00; 0.0000 Shares;
Remittable: 6 Props. (0 Tangible); \$1,253.00; 0.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
VT	6	Validated	\$ 1,253.00	0.0000	0

Contacts Stk Delivery **Validate** Finalize

Validated!

Holder Report contains zero validation errors.

OK

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

Preview **Generate Output**



Import Reporting Errors

Select:
✓ *Go To Property*

Correct Code
Errors

Validation Errors

Report Level Errors

Error Type	Correction Instructions

Property Level Errors

Error Type	Current Value	First Owner Name
Invalid Owner Type	99	LENA WILSON
Invalid Property Type	UT01	LENA WILSON
Invalid Owner Type	99	BETTY LOU JOINER
Invalid Property Type	UT01	BETTY LOU JOINER
Invalid Owner Type	99	THELMA MERCER
Invalid Property Type	UT01	THELMA MERCER
Invalid Owner Type	99	MARION J JORDAN
Invalid Property Type	UT01	MARION J JORDAN
Invalid Owner Type	99	LESLIE QUARLES
Invalid Property Type	UT01	LESLIE QUARLES
Invalid Owner Type	99	TARSHA MERRIWEATHER

Go To Property



Code Updates

Edit:

- *Property Type Code*

- *Owner Type Code*

View / Modify Property

Last Update: 06/12/2007 - YLS

* Report Prop. To: WI * Prop. Status: Reportable * Owner Status: Known

* Property Type: MS01 - PAYROLL/WAGES/SALARY Last Activity Date: 12/12/2001

Account Num.: Check Num.: 8998

Comments:

^Cash Shares Tangible Inventory Mineral Interest

Cash to Report: \$374.77 + Additions: \$0.00 Reason: Deductions: \$0.00 Reason: = Cash to Remit: \$374.77

Interest Rate: 0.00 %

Owner Name	Address	Tax ID #	Type	Relation
WILSON, LEBRON	888 MILWAUKEE WAY APT. #4C KENDSHA, WI 531	567-89-0123	1	PR

Detail Add Remove

Edit Save Save and Add Next Property Cancel * = Required Field



Current Code Info

Select:
✓ *State Guidelines*
✓ *Codes*

Data Input
Data Output
State Guidelines
Codes
Submission Requirements
Contact Info.
Utilities

State Codes

◀ Prey. VT ▶ Next ▶

Property Types Owner Types Owner Relations Tangible Types

Code	Description
AC01	CHECKING ACCOUNTS
AC02	SAVINGS ACCOUNTS
AC03	MATURED CERTIFICATES OF DEPOSIT OR
AC04	CHRISTMAS CLUB ACCOUNTS
AC05	MONEY ON DEPOSIT TO SECURE FUNDS
AC06	SECURITY DEPOSITS
AC07	UNIDENTIFIED DEPOSITS
AC08	SUSPENSE ACCOUNTS
AC99	AGGREGATE ACCOUNT BALANCES DUE
CK01	CASHIER'S CHECKS
CK02	CERTIFIED CHECKS
CK03	REGISTERED CHECKS
CK04	TREASURER'S CHECK
CK05	DRAFTS
CK06	WARRANTS
CK07	MONEY ORDERS

Print Property Types Preview All 4 Tables



Report Corrected

1. Validate -
Again

2. Message:
Zero Validation
Errors

3. “Finalize”
Button Appears

Data Set: 2007; State: CO; WAGERS & ASSOCIATES, INC;
Net Total: 2 Props. (0 Tangible); \$850.00; 0.0000 Shares;
Remittable: 2 Props. (0 Tangible); \$850.00; 0.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
CO	2	Validated	\$ 850.00	0.0000	0

Contacts Stk Delivery **Validate** Finalize

Printed Output
 Owner Letters
 Owner Labels
 Property Listing (detailed)
 Property Listing (summary)
 Holder Report Cover Sheet
 Ereview

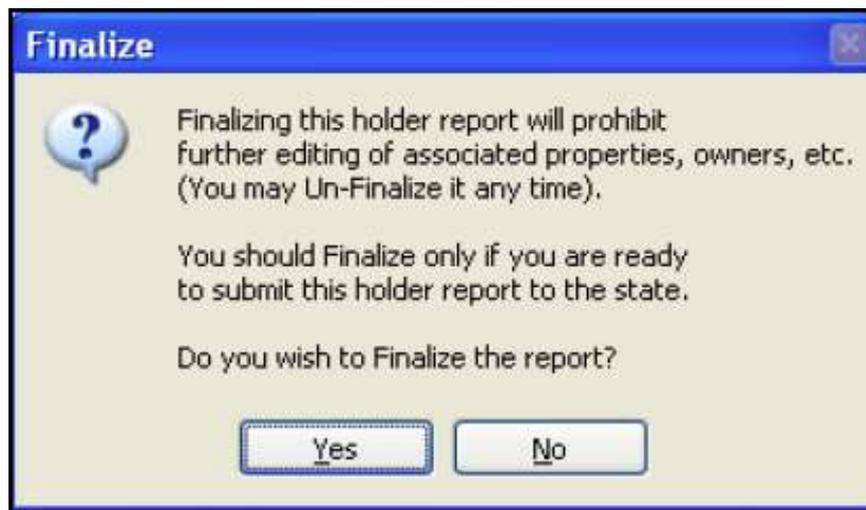
Disk Output
 NAUPA File
 Data Export

Generate Output



Confirm Finalization

YES: Prohibits Further Edits



NO: Allows Edits



Edit Report After Finalizing

To Edit:

Select: “Un-Finalize” Button.

YES: Allows Holder Report Edits.

Data Set: 2013; State: VT; TEST COMPANY #1;
Net Total: 6 Props. (0 Tangible); \$1,253.00; 0.0000 Shares;
Remittable: 6 Props. (0 Tangible); \$1,253.00; 0.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
VT	6	Finalized	\$ 1,253.00	0.0000	0

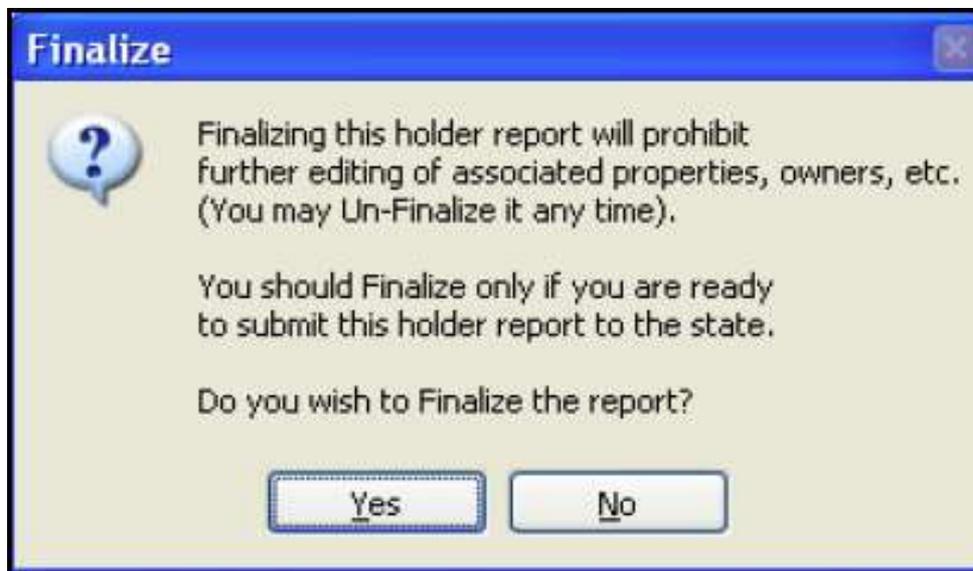
Contacts Stk. Delivery Validate **Un-finalize**





Revalidate & Finalize

YES: Prohibits Further Edits



NO: Allows Edits

Ref: HRS Pro How To Guide – Pg 27



Generate Reports

Preview First – Print Hard Copy Reports

REPORT FINALIZED

Select:

✓ *Property*

Listings:

- Detailed
- Summary

✓ *Holder Report*

Cover Sheet

✓ *Generate Output*

The screenshot shows the HRS Pro software interface. On the left is a navigation pane with 'Holder Reports' selected. The main area displays a summary of the data set and a table of holder reports. A red arrow points to the 'Un-finalize' button, and another red arrow points to the 'Printed Output' section. Three callout boxes (1, 2, 3) point to 'Holder Report Cover Sheet', 'Property Listing (detailed)', and 'Property Listing (summary)' respectively.

Data Set: 2013; State: VT; TEST COMPANY #1;
Net Total: 6 Props. (0 Tangible); \$1,253.00; 0.0000 Shares;
Remittable: 6 Props. (0 Tangible); \$1,253.00; 0.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
VT	6	Finalized	\$ 1,253.00	0.0000	0

Buttons: Contacts, Stk. Delivery, Validate, **Un-finalize**

Printed Output (indicated by a red arrow):

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

Disk Output (indicated by a red arrow):

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

Callout boxes 1, 2, and 3 point to 'Holder Report Cover Sheet', 'Property Listing (detailed)', and 'Property Listing (summary)' respectively.

Buttons: Generate Output, Sort By: Owner Name

Ref: HRS Pro

How To Guide – Pg 25



Holder Report Cover Sheet

REQUIRED: REPORT NOTORIZED

VERMONT HOLDER VERIFICATION REPORT

REPORT YEAR: 2013

FOR THE PERIOD ENDING _____, _____

HOLDER INFORMATION:

NAME: TEST COMPANY #1

ADDRESS: 109 STATE STREET

**Must hand enter reporting
info on this form.**

CITY / STATE / ZIP: MONTPELIER VT 05609-6200

CONTACT 1: NANCY SCRIBNER

Phone: (802) 828-1490 Ext:

Fax: (802) 828-1234

E-mail: NANCY.SCRIBNER@STATE.VT.US

CONTACT 2: NANCY SCRIBNER

Phone: (802) 828-1490 Ext:

E-mail: NANCY.SCRIBNER@STATE.VT.US

FED TAX ID Number: 03-1235678

NAICS:

HOLDER TYPE: _____

STATE OF INCORPORATION: VT

DATE OF INCORPORATION: / /

Did your company file an unclaimed property report last year with Vermont? Yes No



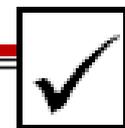
Property Listing (Summary)

“Preview First”

Unclaimed Property Summary Listing TEST COMPANY #1 2013 VT

Printed: 01/13/2014 01:21:11 PM

	<u>Prop Type</u>	<u>First Owner</u>	<u>\$ Remitted</u>	<u>Shares Remitted</u>	<u>Tangible Boxes</u>
1	AC99	AGGREGATE	\$658.00	0.0000	
2	MS01	BAKER, MELANIE	\$250.00	0.0000	
3	CK06	BOUCHARD, RUTH	\$200.00	0.0000	
4	CK12	ROGERS, SUSAN	\$45.00	0.0000	
5	AC01	SMITH, JOHN	\$25.00	0.0000	
6	CK01	WARES, EMILY	\$75.00	0.0000	
Totals:			\$1,253.00	0	0 Boxes





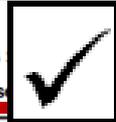
Property Listing (Detail)

“Preview First”

Unclaimed Property Detailed Listing TEST COMPANY #1 2013 VT

Printed: 01/13/2014 01:16:45 PM

1)	Prop Type: AC99	Prop Status: Reportable	Last Trans. Dt: //	Acct. #:	Check #:
	Int. Rate: 0.00	Comments: 44 ACCOUNTS WITHIN AGGREGATE TOTAL			
	\$ Reported: \$658.00	+ \$ Addition: \$0.00	- \$ Deduction: \$0.00	= \$ Remitted: \$658.00	
	Owner Type: IN	Relation: SO	Tax ID #:	Dt. of Birth: //	
	Owner Name: AGGRE GATE		Address:		
	Owner E mail:		Driver's License:	Driver's License State:	
2)	Prop Type: MS01	Prop Status: Reportable	Last Trans. Dt: 07/15/2010	Acct. #:	Check #:
	Int. Rate: 0.00	Comments: UNCLAIMED WAGES			
	\$ Reported: \$250.00	+ \$ Addition: \$0.00	- \$ Deduction: \$0.00	= \$ Remitted: \$250.00	
	Owner Type: IN	Relation: SO	Tax ID #:	Dt. of Birth: //	
	Owner Name: BAKER, MELANIE		Address: 24 CURTIS AVE MARSHFIELD VT 5658		
	Owner E mail:		Driver's License:	Driver's License State:	
3)	Prop Type: CK06	Prop Status: Reportable	Last Trans. Dt: 08/14/2010	Acct. #:	Check #:
	Int. Rate: 0.00	Comments: UNCASHED CHECK			
	\$ Reported: \$200.00	+ \$ Addition: \$0.00	- \$ Deduction: \$0.00	= \$ Remitted: \$200.00	
	Owner Type: IN	Relation: SO	Tax ID #:	Dt. of Birth: //	
	Owner Name: BOUCHARD, RUTH		Address: 383	PORTLAND ME 04101-0260	
	Owner E mail:		Driver's License:	Driver's License State:	



Totals: Property Count:	6	\$ Remitted:	\$1,253.00	Shares Remitted:	0
--------------------------------	----------	---------------------	-------------------	-------------------------	----------



REVIEW: Validation Process

ALL Properties Entered

1. Select - Data Output / Holder Report
2. Select - Contacts
Enter TWO Staff Contacts for Claim & Contact (**Can be same person**)
3. Select - Validate
OK - No Errors – Continue with next step
Errors – Correct - Revalidate
4. Select – Finalize
5. Generate Hard Copy Reports



Generate Electronic Report

1. Select:
NAUPA File

2. Select:
Generate Output Button

Data Input

Data Output

Holder Reports

*Data Set: 2013; State: VT; TEST COMPANY #1;
Net Total: 6 Props. (0 Tangible); \$1,253.00; 0.0000 Shares;
Remittable: 6 Props. (0 Tangible); \$1,253.00; 0.0000 Shares*

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
VT	6	Finalized	\$ 1,253.00	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

- NAUPAFile <<<<< Final format to send to the s

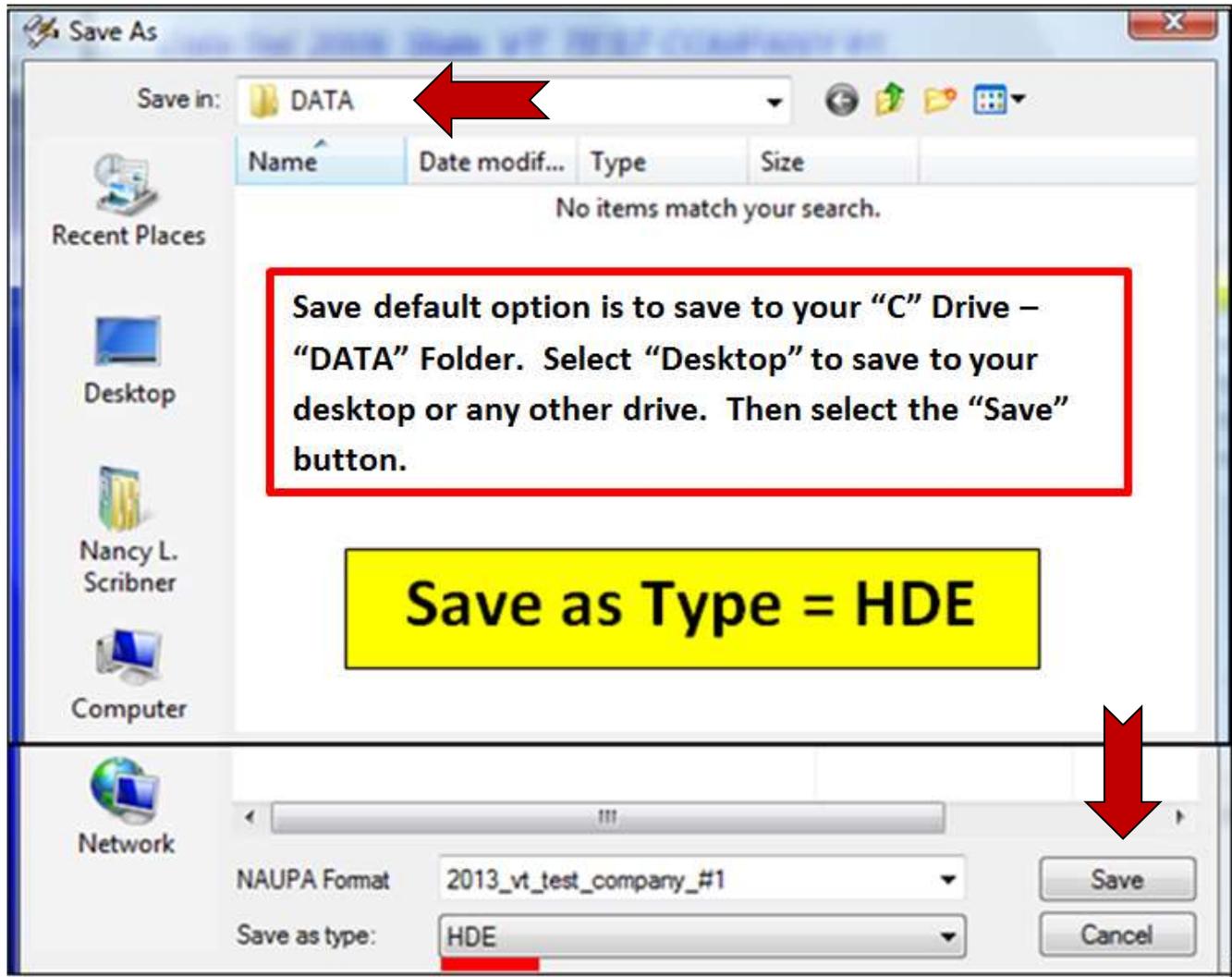
Create HDE Electronic Report

Generate Output Sort By: Owner Name



Save HDE Report

*“C” Drive
is Default
-OR-
Select Drive
to Save File
on to Your
Computer.*



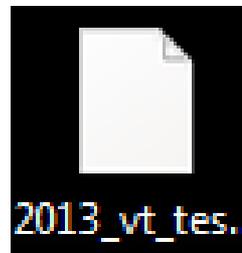


WAGERS HRS-PRO Reporting State Report – HDE File

- Select Folder to Save File To



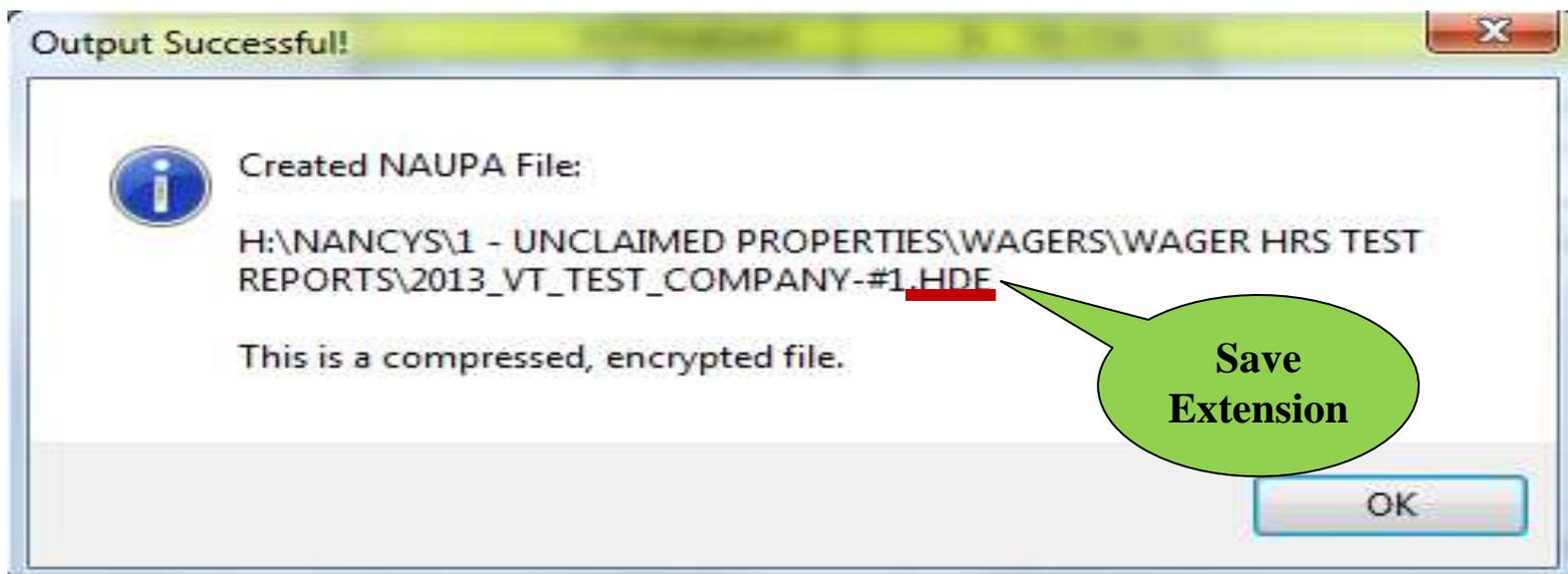
- Save to “Desk Top”





Verification Report Saved To “C” Drive or Desktop

DO NOT OPEN FILE





Copy File To Disk or CD

DO NOT OPEN REPORT on DISK or CD Once Saved

*Only
Need to
Verify
File is on
Disk or
CD*





Mail Remittance & Report (disk & hard copy) To:

Unclaimed Property Division,
109 State Street, Pavilion Bldg (4th Floor)
Montpelier, VT 05609 – 6200

Make Check Payable To:

“Vermont State Treasurer’s Office”



HRS-Pro

QUESTIONS?

Email: UPCompliance@state.vt.us

Or

(802) 828-1490

Wagers & Associates, Inc.

<http://www.wagers.net/hrs/support.php>

Email: hrsprosupport@wagers.net