



HRS Pro for Intangible Reporting in Pennsylvania

Report Year 2015

Table of Contents

UNCLAIMED PROPERTY TERMS	2
DOWNLOADING	3
SIGNING IN AND SETTING UP	5
OPTION 1: UTILIZING THE EXCEL TEMPLATE.....	8
Required and Recommended Fields.....	10
Importing the Excel Template.....	16
FINISHING THE REPORT	19
Creating the File	19
Sending the File.....	23
Intangible Reporting Contact Information.....	23
OPTION 2: MANUALLY ENTERING THE DATA.....	24

Unclaimed Property Terms

Unclaimed Property: Any financial asset that has been left with a holder without activity or contact for a specified period of time.

Dormancy Period: The amount of time a property is inactive while in possession of the holder. Most property has a dormancy period of 3 years. Two major exceptions to this are wages and commissions which are reportable after 2 years.

Holder: A business or organization in possession of unclaimed property.

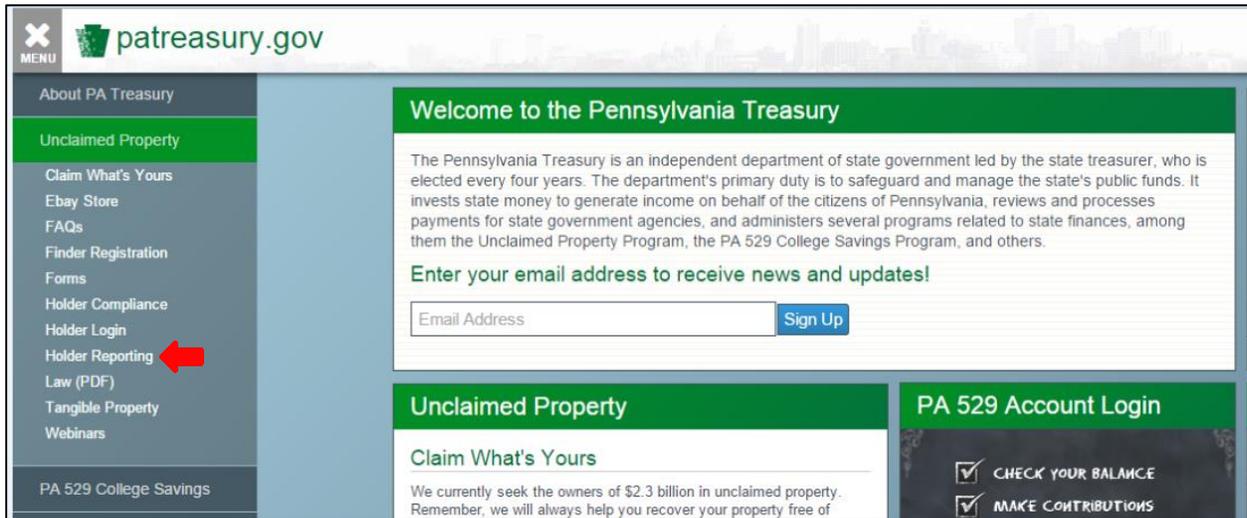
Owner: The individual to whom the property was originally owed. This can be one person, multiple people, or a business.

Aggregate: A lump sum reported by property type. The aggregate amount in Pennsylvania is \$50. This means that amounts \$49.99 and under can be lumped together by property types and reported with the owner name being listed as aggregate.

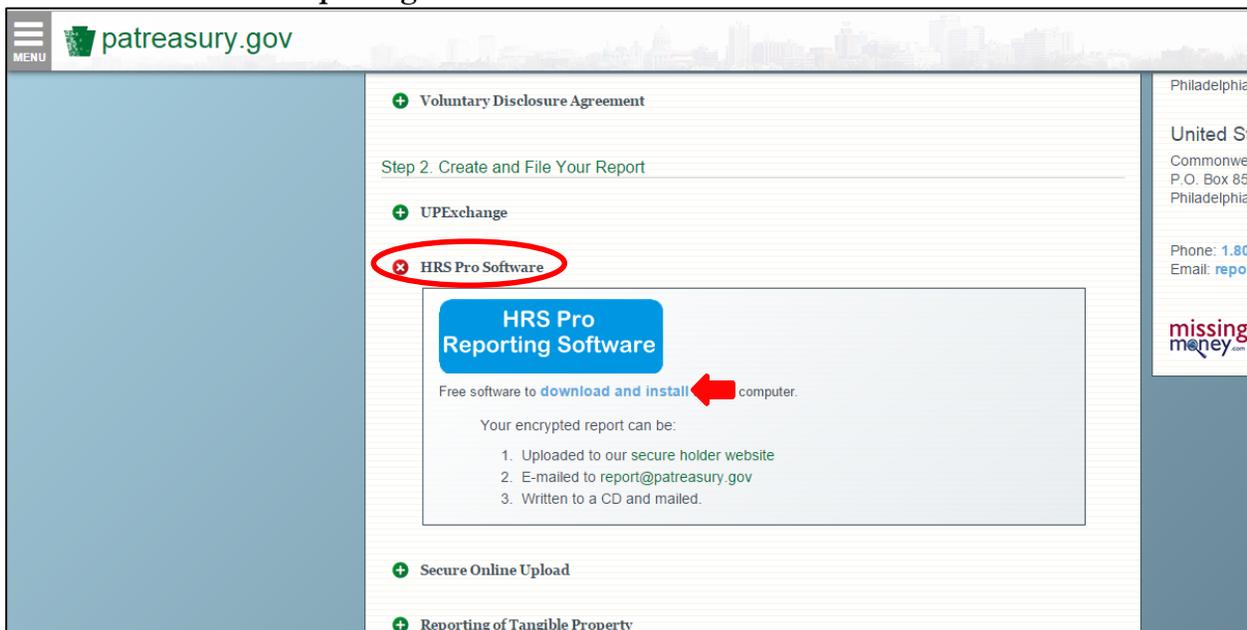
Tangible Property: Physical property normally turned over from safe deposit boxes, police confiscations, or left behind in hospitals or nursing homes.

Intangible Property: The remainder of unclaimed property received. This includes monetary assets such as bank accounts, refunds, uncashed checks, securities, and credit balances.

Downloading



- Go to www.patreasury.gov
- Click **Menu**
- Select **Unclaimed Property**
- Select **Holder Reporting**



- Under Step 2, click **HRS Pro Software**
- Then **Download and Install**

Home **HRS Pro - Unclaimed Property Reporting** UPS2K - State Systems

Holder Reporting System Software

What is HRS Pro ?

HRS Pro is a proven software package recommended by many states to prepare an unclaimed property report in the required format.
HRS Pro is specifically designed for and accepted by states that utilize Wagers unclaimed property management systems (currently 41 unclaimed)

HRS Pro is available in two versions **Differences:**

 Standard Edition	←	<ul style="list-style-type: none"> • Single-user database access • Limited to 1 Holder (or Company) • Limited storage of data to local computer • Limited export of data, only to Naupa format • Expires every 6 months • No fee • Limited technical support, see "HRS Pro Support" link left side of screen
Enterprise Edition	←	<ul style="list-style-type: none"> • Multi-user capability • No limitation to Holders (or Companies) added • Supports storage of data to centralized storage location • Supports ability to save data to CSV file • \$295 annual fee for initial 3 user license • Direct technical phone support: <u>617-371-9900</u>

All supported states accept the NAUPA III format. See [disclaimer](#) for individual state acceptance and information on NAUPA III

If unsure of the submission requirements for a specific state, please contact that state directly. State contact information is available on the state [Click here](#) to download the **NAUPA Revised (NAUPA III) Electronic Reporting Standard** (in PDF format).

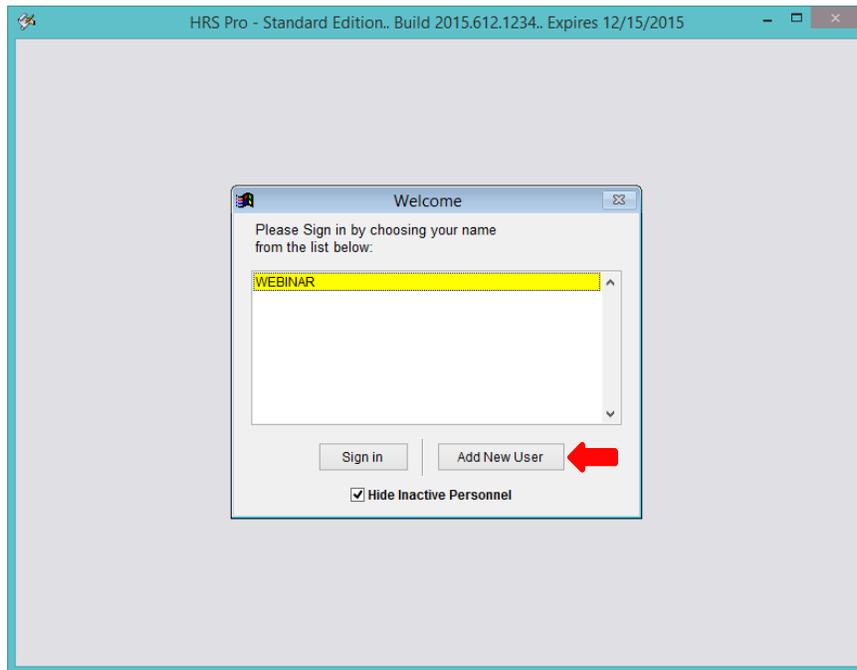
Xerox Finance & Revenue Solutions Enhanced Reporting Services includes:

Unclaimed Property Reporting Services	←	<ul style="list-style-type: none"> • Keeping up with state law changes • Determining account eligibility • Due diligence • Reporting Securely in each state specific format • Appropriate for companies with 10,000 or more properties
--	---	---

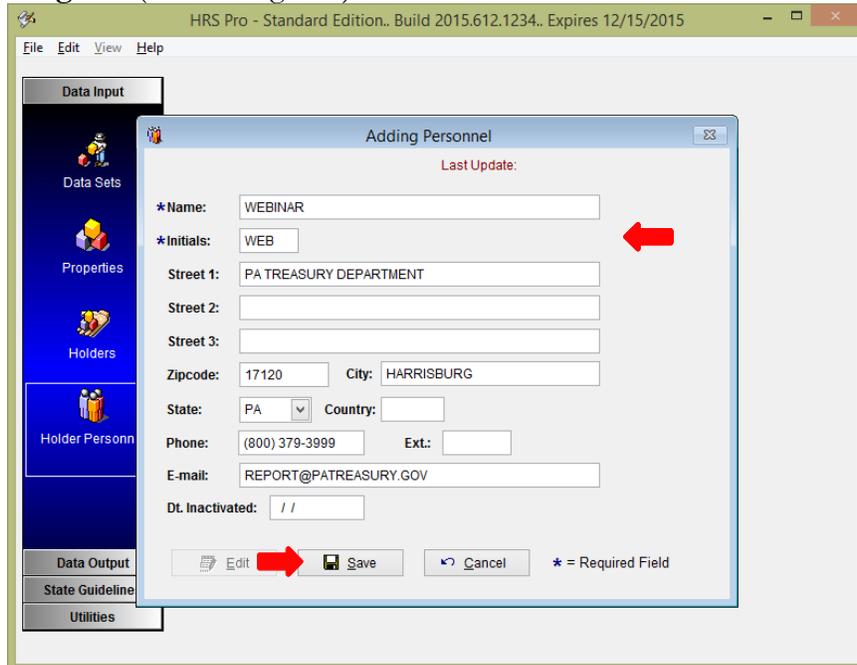


- Choose **Standard Edition** and follow the instructions on the screen to download the program

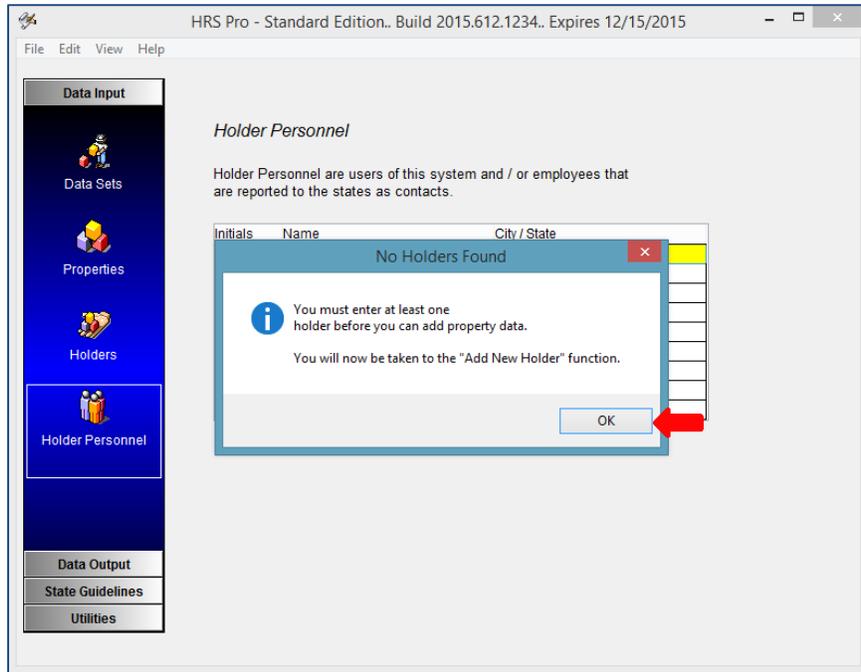
Signing In and Setting Up



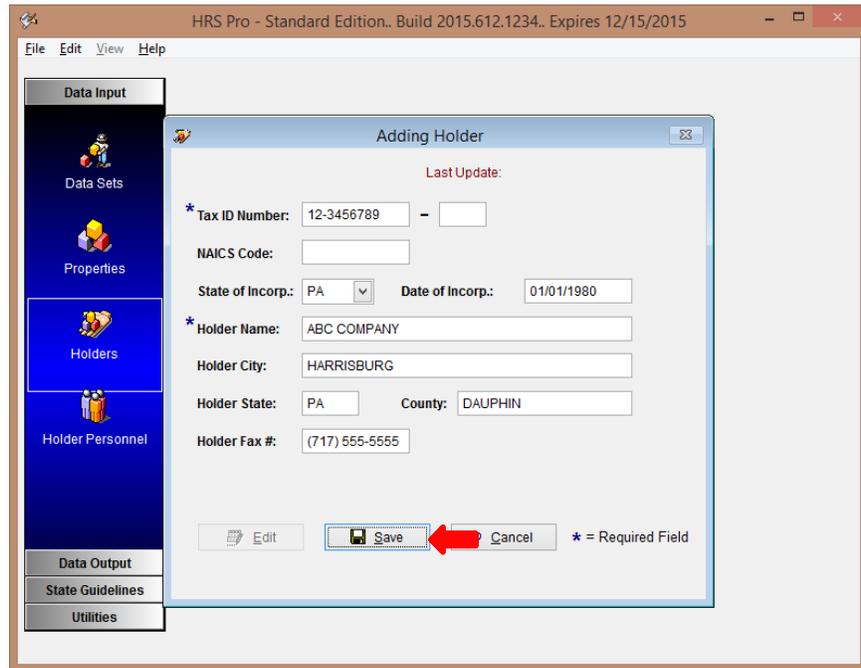
- Open HRS Pro
- Click **Sign In** (if returning user) or **Add New User**



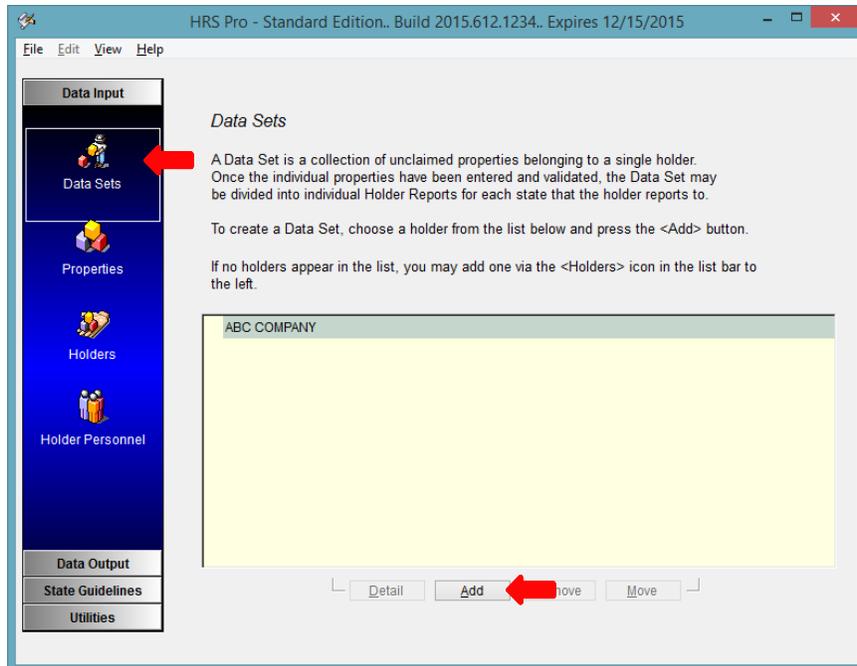
- Complete the fields with the contact person's information and click **Save** then **Close**



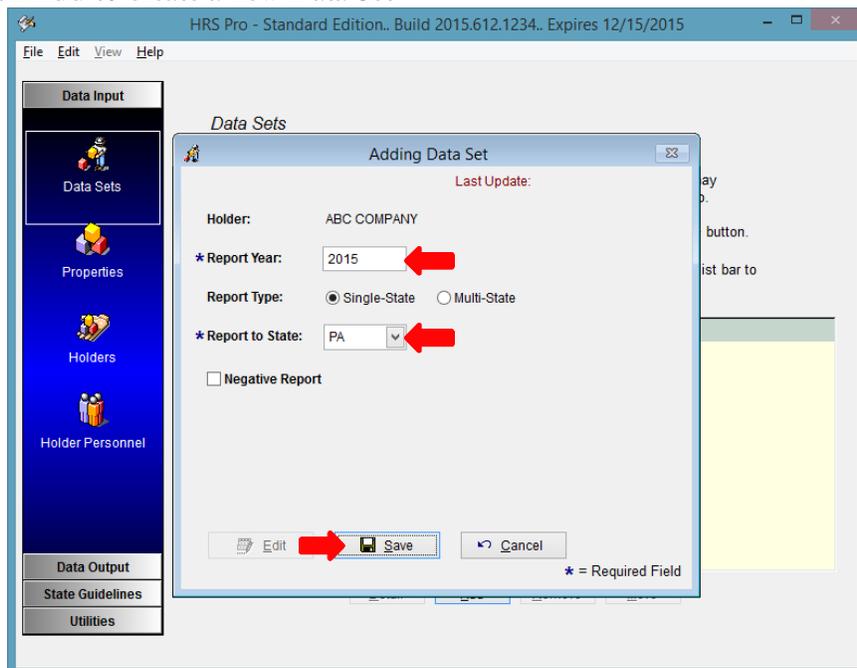
- For first time users, click **OK**
- For returning users who need to edit holder information, under Data Input, choose **Holders**



- Complete the fields with the information for the company/holder for which you are reporting and click **Save** and then **Close**

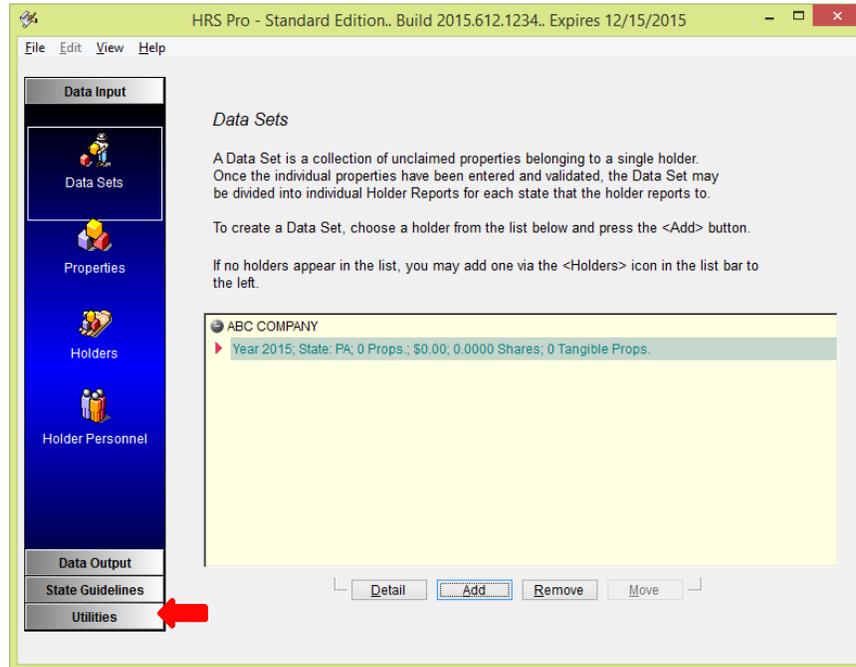


- Under Data Input, choose **Data Sets**
- Highlight the correct holder if more than one is listed
- Click **Add** to create a new Data Set

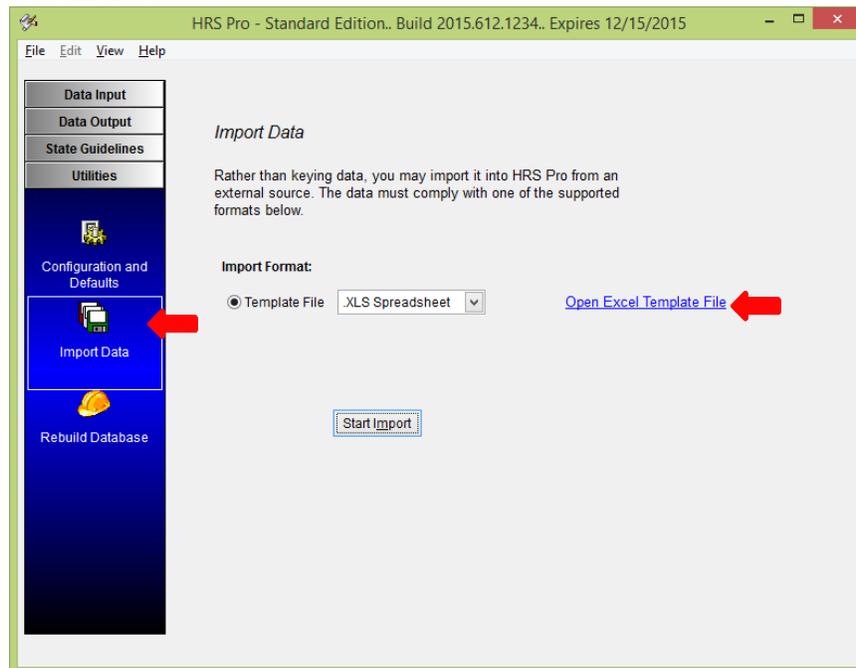


- Complete the Year and the State
 - o The Report Year is the year prior to when you are submitting the report.
 - Ex. On April 15, 2016, you will be submitting the 2015 Report, so the Report Year is 2015.
- Click **Save** then **Close**

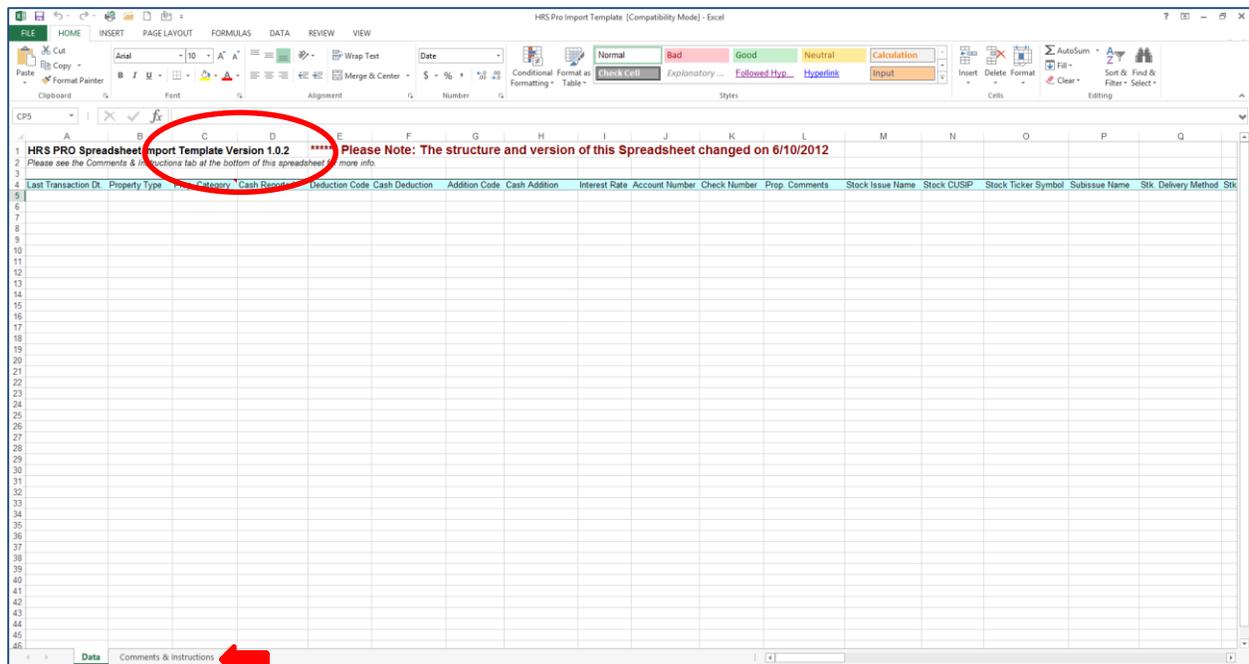
Option 1: Utilizing the Excel Template



- Select **Utilities**



- Select **Import Data**
- Click the link **Open Excel Template File**

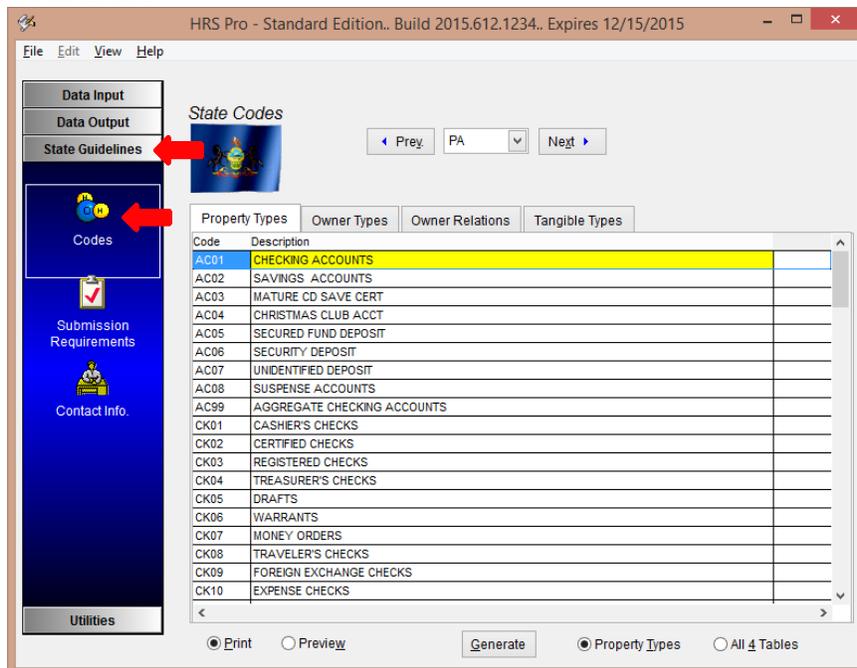


- Use **Version 1.0.2**
 - o If you have a copy saved to your computer, save a new copy after each update (updates occur in June and December) by using the **Open Excel Template File** link
- Type information for each property into the correct fields
- Use the **Comments & Instructions** tab for an explanation of what belongs in each field

Required and Recommended Fields

	A	B	C	D	E
1	HRS PRO Spreadsheet Import Template Version 1.0.2				***** Pleas
2	<i>Please see the Comments & Instructions tab at the bottom of this spreadsheet for more info</i>				
3					
4	Last Transaction Dt	Property Type	Prop. Category	Cash Reported	Deduction Code
5	1/5/2012	MS08		50.00	
6	1/5/2012	MS08		75.00	
7	1/25/2012	MS08		100.00	
8	2/7/2012	MS08		125.00	
9	2/15/2012	MS11		150.00	
10	5/17/2012	MS09		200.00	
11	5/20/2012	MS09		250.00	
12	7/16/2012	MS08		300.00	
13	7/26/2013	MS01		325.00	
14	9/17/2013	MS01		350.00	
15	12/31/2012	MS16		25.00	
16	12/31/2012	MS12		100.00	

- Last Transaction Date: Date of the Last Activity on the check, account, etc.
 - o Ex. For a check, this is the date of issuance; for a bank account, this is the date of the last customer generated activity
- Property Type: See State Guidelines in HRS Pro for proper codes – referred to as NAUPA Codes



- o In HRS Pro, choose **State Guidelines**, then **Codes**
- o Select PA for the state
- o This section also gives information on Owner Types and Owner Relations which you will need later

	A	B	C	D	E
1	HRS PRO Spreadsheet Import Template Version 1.0.2				***** Please
2	<i>Please see the Comments & Instructions tab at the bottom of this spreadsheet for more info</i>				
3					
4	Last Transaction Dt.	Property Type	Prop. Category	Cash Reported	Deduction Code
5	1/5/2012	MS08		50.00	
6	1/5/2012	MS08		75.00	
7	1/25/2012	MS08		100.00	
8	2/7/2012	MS08		125.00	
9	2/15/2012	MS11		150.00	
10	5/17/2012	MS09		200.00	
11	5/20/2012	MS09		250.00	
12	7/16/2012	MS08		300.00	
13	7/26/2013	MS01		325.00	
14	9/17/2013	MS01		350.00	
15	12/31/2012	MS16		25.00	
16	12/31/2012	MS12		100.00	

- Cash Reported: Monetary value of the property
 - o For Aggregates, this is the total value of all amounts being reported as “Aggregate” for this property type

I	J	K	L	M
of this Spreadsheet changed on 6/10/2012				
Interest Rate	Account Number	Check Number	Prop. Comments	Stock Issue Name
	11111	1234		
	22222	2345		
	33333	3456		
	44444	4567		
	55555	5678		
	66666	6789		
	77777	7891		
	88888	8912		
	99999	9123		
	101010	1345		
	131313	2456	Purchased by Marion Smith	

- Account & Check Numbers: If unavailable, any identifying number other than the social security number or other confidential number may be used
- Property Comments: Any additional information that may be helpful in identifying the rightful owner

Z	AA	AB	AC	AD
Owner1 Tax ID	Owner1 Tax ID Extension	Owner1 Date of Birth	Owner1 Lastname	Owner1 Firstname
12-3456789			XYZ Co	
234-56-7891		1/1/1972	Adams	June
345-67-8912			Brown	Robert
456-78-9123			Finnegan	Matthew
567-89-1234			Green	Harold
789-12-3456			Hill	Sadie
891-23-4567			Johnson	Raymond
912-34-5678			Miller	Timothy
134-56-7891			Sands	Jason
245-67-8912			Thompson	Julie
			Aggregate	
			Unknown	

AC	AD	AE	AF	AG	AH
Owner1 Lastname	Owner1 Firstname	Owner1 Middlename	Owner1 Prefix	Owner1 Suffix	Owner1 Title
XYZ Co					
Adams	June	B			
Brown	Robert	R		Jr	
Finnegan	Matthew				
Green	Harold			III	
Hill	Sadie			Estate of	
Johnson	Raymond				
Miller	Timothy	M			
Sands	Jason				
Thompson	Julie				
Aggregate					
Unknown					

- Owner 1 Information: Include all information on file for the owner of the property
 - o Include suffix when available to ensure that the rightful owner will be paid

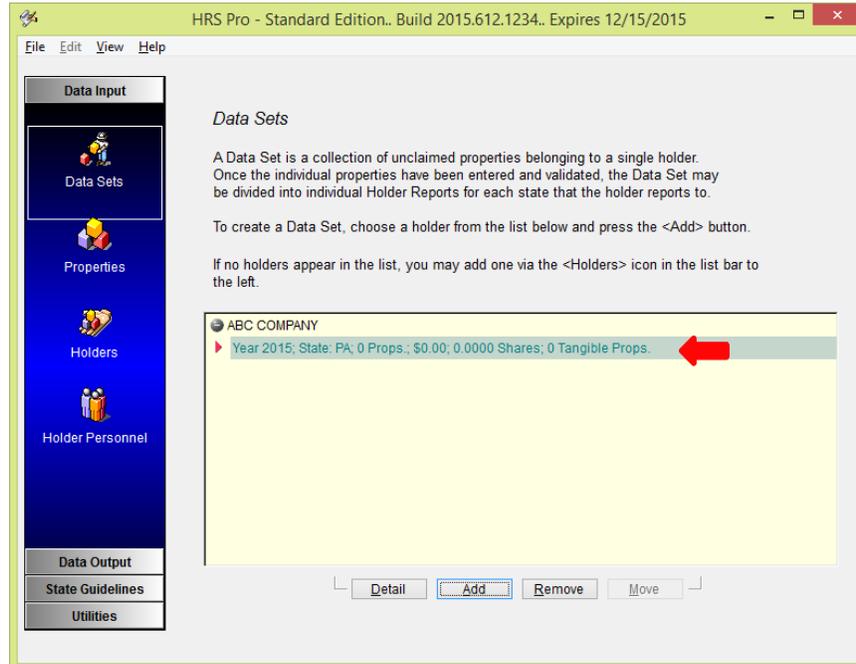
AI	AJ	AK	AL	AM	AN	AO
Owner1 Address line 1	Owner1 Address line 2	Owner1 Address line 3	Owner1 City	Owner1 County	Owner1 State	Owner1 Zipcode
Midtown Office Center	1 Main Street Suite 500		Harrisburg	Dauphin	PA	17104
2 Main Street			Harrisburg	Dauphin	PA	17104
3 Main Street			Harrisburg	Dauphin	PA	17104
4 Main Street			Harrisburg	Dauphin	PA	17104
PO Box 57			Harrisburg	Dauphin	PA	17104
C/O Tom Smith Esq	6 Main Street		Harrisburg	Dauphin	PA	17104
7 Main Street			Harrisburg	Dauphin	PA	17104
8 Main Street			Harrisburg	Dauphin	PA	17104
			Harrisburg	Dauphin	PA	17104
Main Street					PA	17104

- Owner 1 Address Information: Include all address information on file for the owner of the property
 - o Include C/O or Attention where necessary – these belong in the address line, not listed as a joint owner

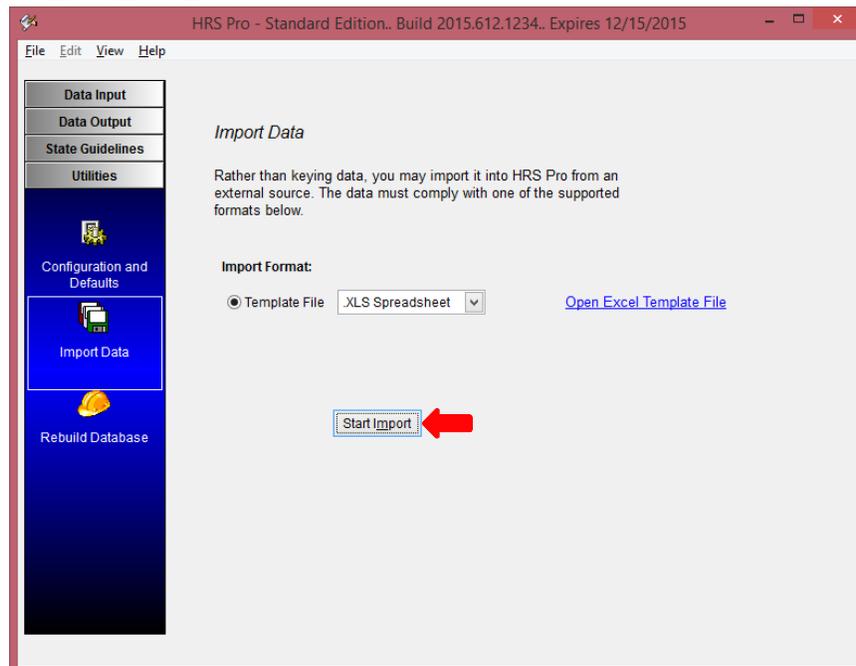
AQ	AR	AS	AT
Owner1 Email	Owner1 Driver License	Owner 1 Driver License State	Owner1 Date of Death
	1234567	PA	

- Owner 1 Additional Information: Email, Driver License Number and State, Date of Death – Include if available

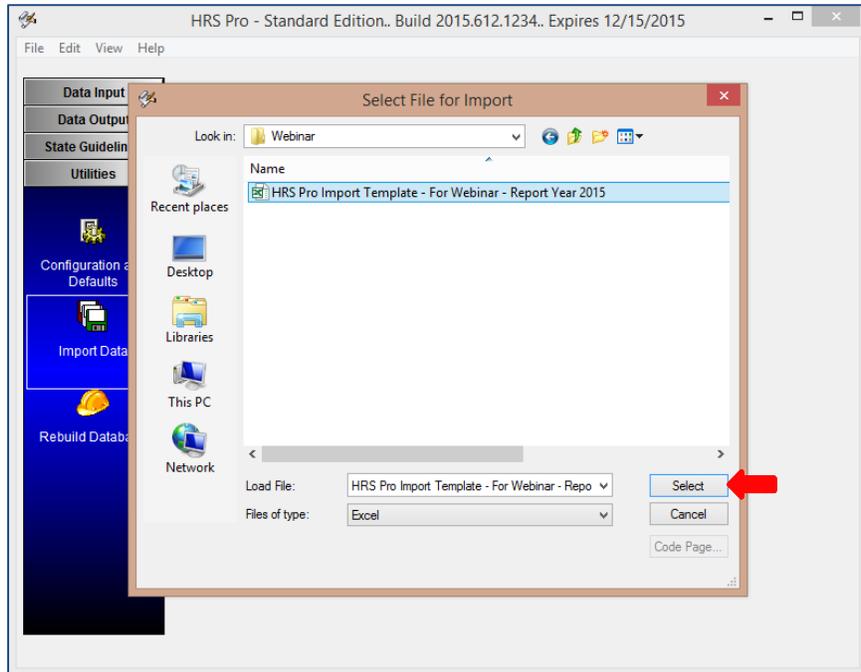
Importing the Excel Template



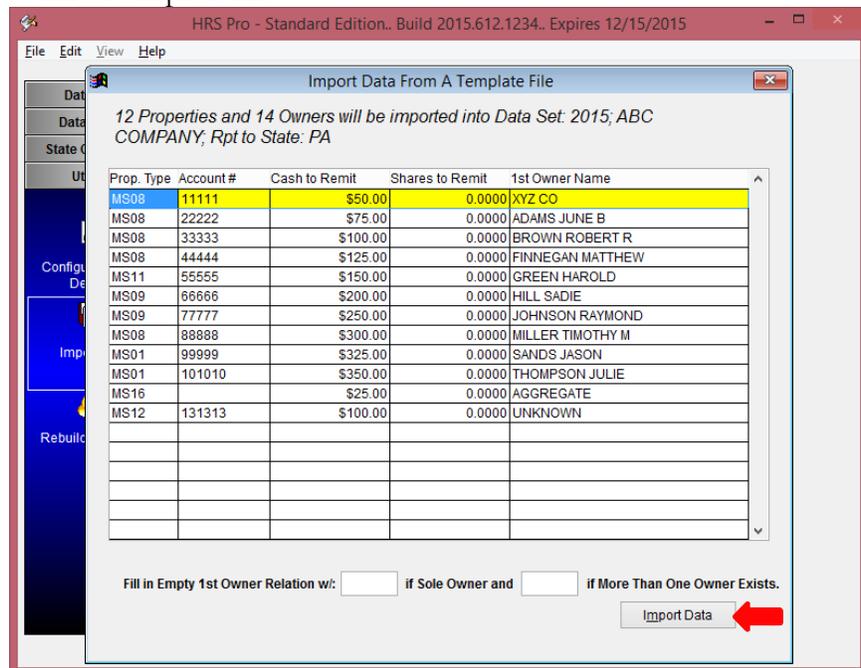
- Select the correct Data Set



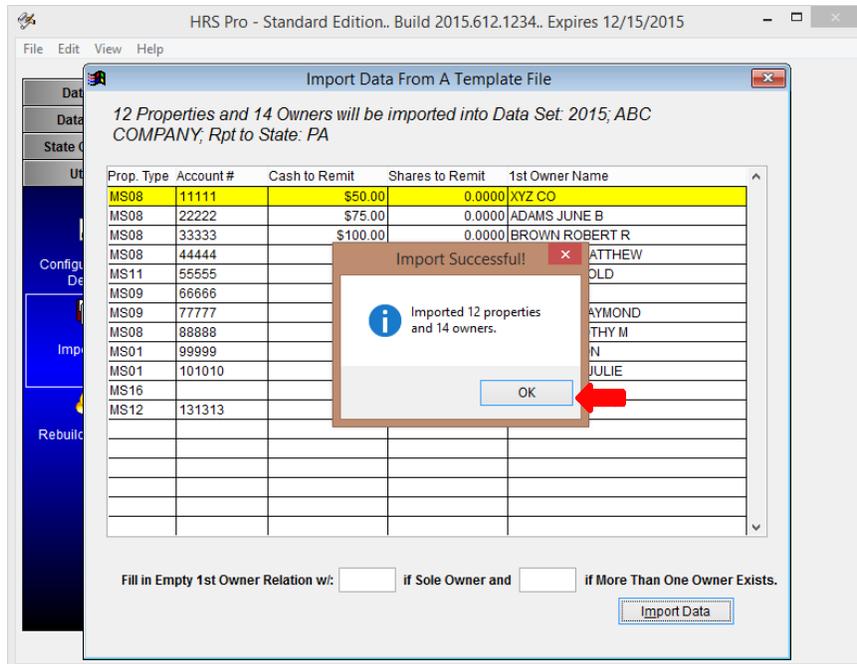
- Go to **Utilities**, then **Import Data**, followed by **Start Import**



- Select Excel template file



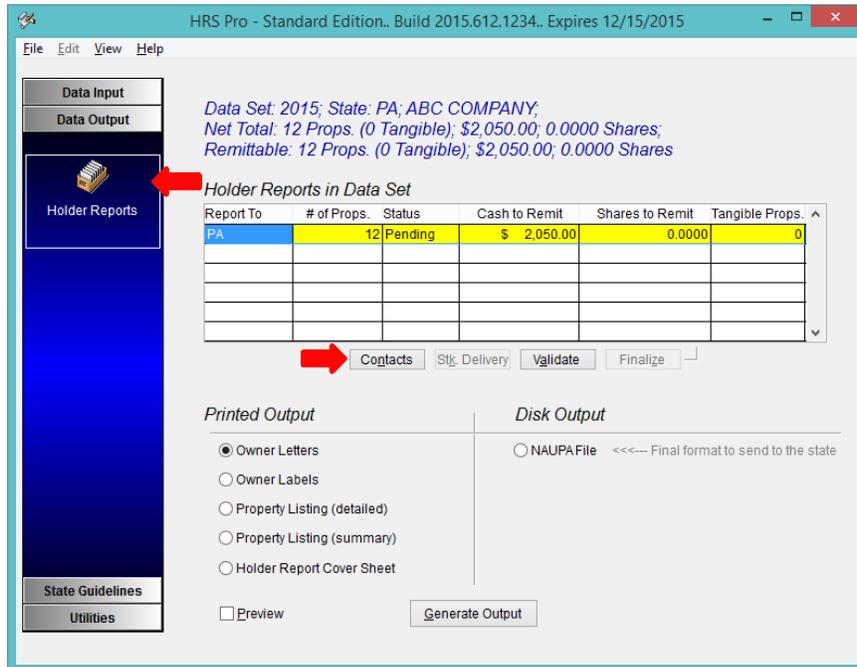
- Click **Import Data**



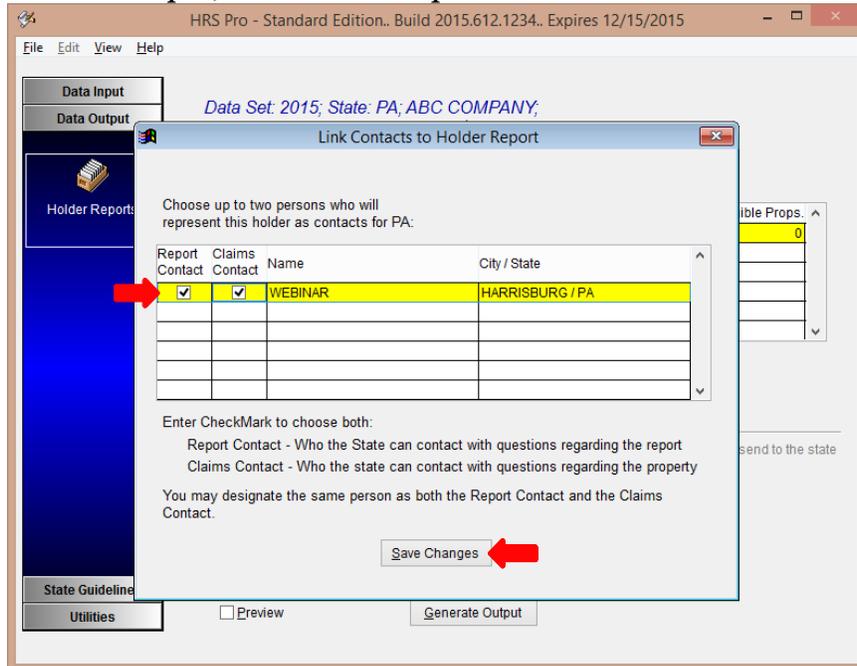
- Click **OK** – if there are joint owners, the number of properties and owners will be different

Finishing the Report

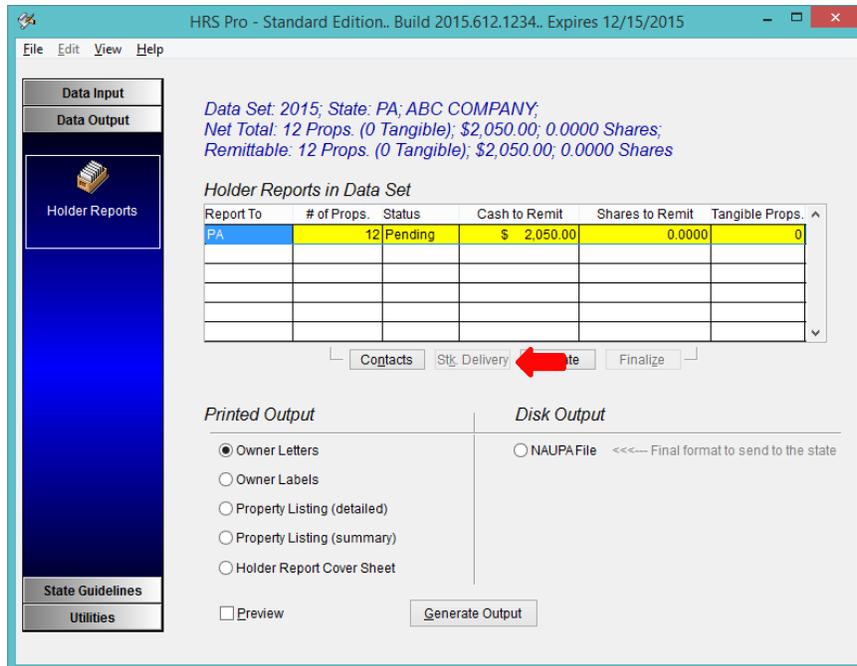
Creating the File



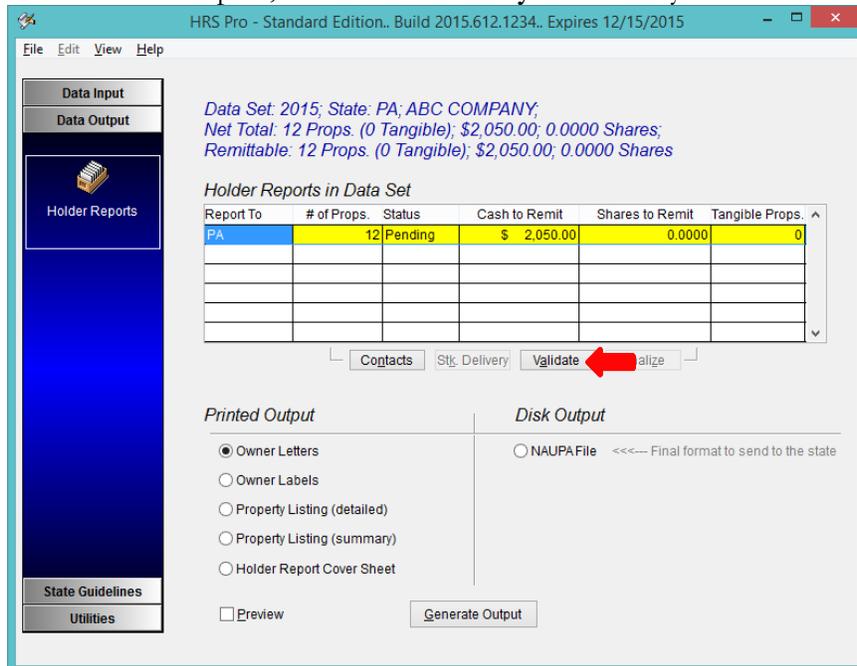
- Go to **Data Output**, then **Holder Reports** and choose **Contacts**



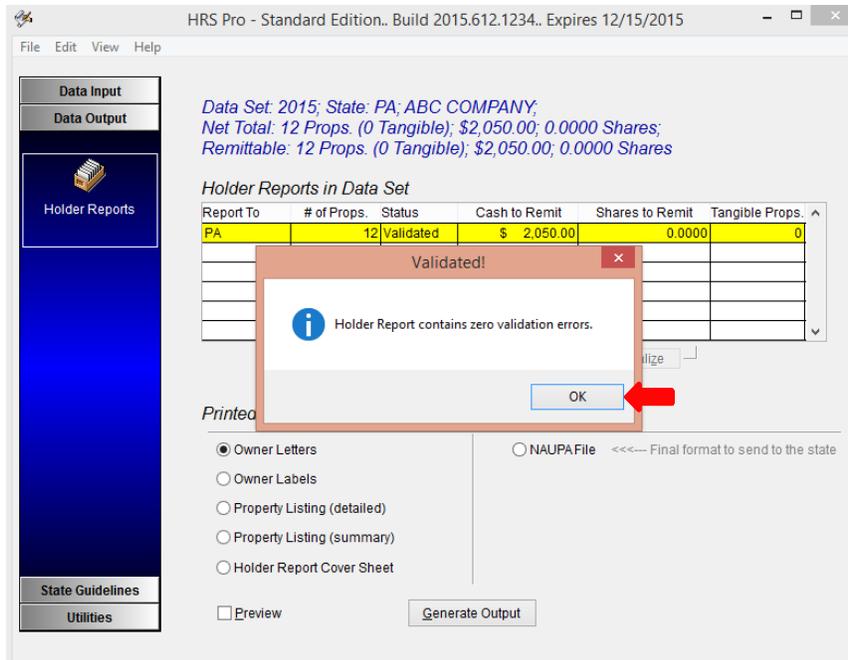
- Select contacts – there must be a check mark under Report Contact and Claims Contact
- Click **Save Changes**



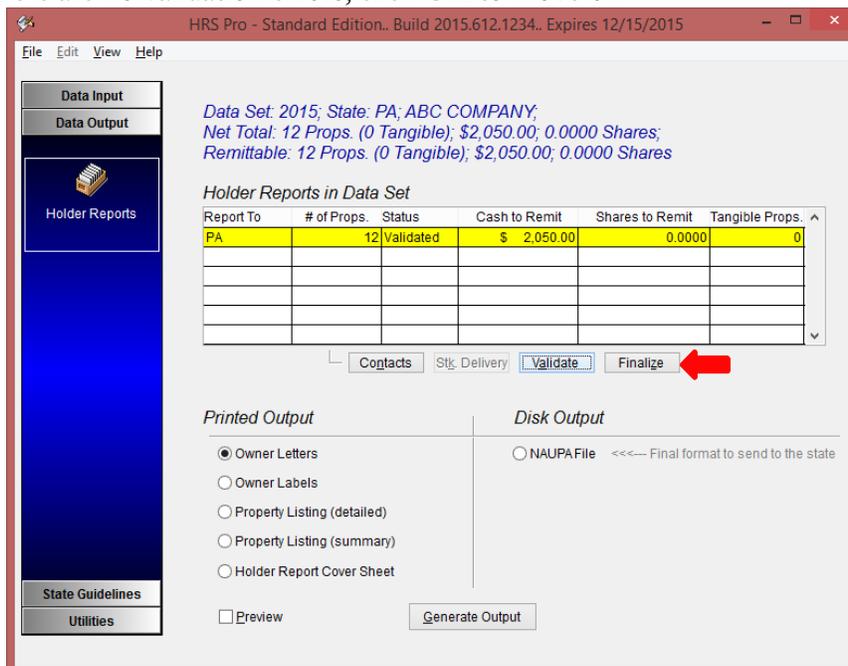
- If there is stock to report, select **Stk. Delivery** and select your method of delivery



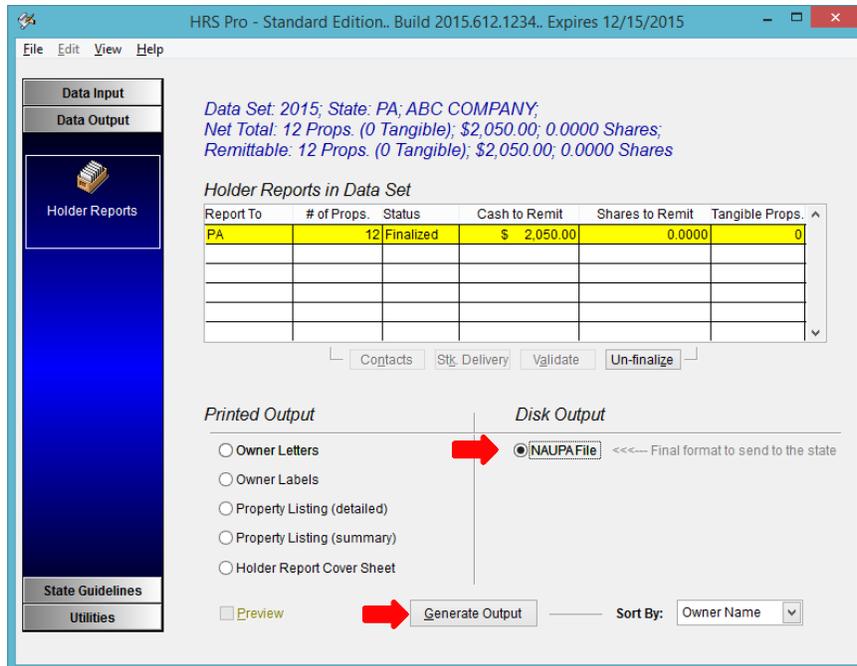
- Click **Validate**



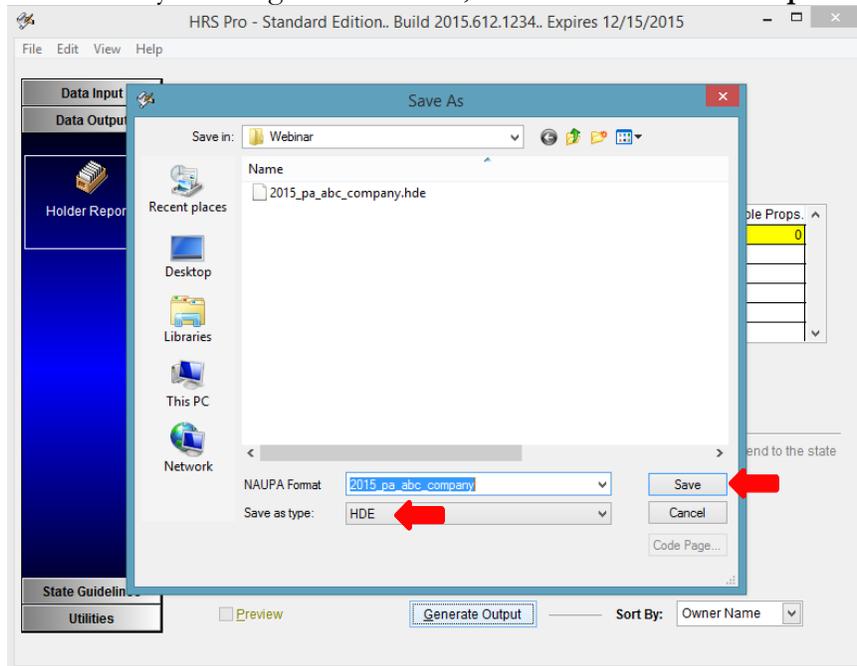
- If there are validation errors, go into the property to fix the problem, or delete the data set and fix the errors on the template
- If there are no validation errors, click **OK** to move on



- Click **Finalize** – the report must be finalized before the file can be created
- Click **Yes** on the next window to complete the finalization



- Create the file by selecting **NAUPA File**, then click **Generate Output**



- The File Type will be HDE – Do not change the type
- Select where to save the file and click **Save**
- The file is now encrypted, so you will not be able to open and view the information on the file – no further protection, such as a password, is needed
- Click **OK** on the next window

Sending the File Intangible Reporting Contact Information



report@patreasury.gov

- To submit your file, you can attach it to an e-mail and send it to the above e-mail address
- The e-mail should include the company name, EIN, Amount of the Report, Contact Name, Phone Number, and E-Mail address



Commonwealth of Pennsylvania
Bureau of Unclaimed Property
P.O. Box 783473
Philadelphia, PA 19178-3473
Phone: 1-800-379-3999

- A second option is to burn the file to a CD and mail to the above post office box
- A check, wire or ACH Transfer will need to be sent – the above address is used for checks

HRS Pro - Standard Edition.. Build 2015.612.1234.. Expires 12/15/2015

File Edit View Help

Data Input

Data Output

Holder Reports

State Guidelines

Utilities

Data Set: 2015; State: PA; ABC COMPANY;
Net Total: 12 Props. (0 Tangible); \$2,050.00; 0.0000 Shares;
Remittable: 12 Props. (0 Tangible); \$2,050.00; 0.0000 Shares

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
PA	12	Finalized	\$ 2,050.00	0.0000	0

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

- When sending anything by mail, please enclose the Holder Report Cover Sheet
- Select **Holder Report Cover Sheet** then **Generate Output**
- You can print a hard copy of your report by selecting **Property Listing (detailed)** to keep for your records

- Complete the required and recommended fields as highlighted in Option 1

- Owner Status – Known, Aggregate, Unknown

- Property Type
- Last Activity Date

- Account Number and Check Number
- Property Comments/Description
- Cash to Report
- When finished, click **Save**

HRS Pro - Standard Edition.. Build 2015.612.1234.. Expires 12/15/2015

File Edit View Help

Adding Owner

Category: Individual Business Last Update:

Tax ID #: 234-56-7891 D.O.B.: 01/01/1972 D.O.D.: //

* Owner Type: 1 * Relation to 1st Owner: P

* Last Name: ADAMS Suffix: Jr, Sr,
 First Name: JUNE Prefix: Mr, Mrs, Ms ...
 Middle Name: B Title: Dr, Rev, Sgt...

Email:

Driver's License: 1234567 Driver's License State: PA

Address Line 1: 2 MAIN STREET
 Address Line 2:
 Address Line 3:

Zipcode: 17104- City: HARRISBURG
 State: PA County: DAUPHIN Country: USA

Edit Save Save and Add Next Owner Cancel
 Link to Existing Owner * = Required Field

- Complete Owner Information – if there is more than one owner, this is for owner 1
- Click **Save**

HRS Pro - Standard Edition.. Build 2015.612.1234.. Expires 12/15/2015

File Edit View Help

View / Modify Owner

Category: Individual Business Last Update: 07/27/2015 - WEB

Tax ID #: 234-56-7891 D.O.B.: 01/01/1972 D.O.D.: //

* Owner Type: 1 * Relation to 1st Owner: P

* Last Name: ADAMS Suffix: Jr, Sr,
 First Name: JUNE Prefix: Mr, Mrs, Ms ...
 Middle Name: B Title: Dr, Rev, Sgt...

Email:

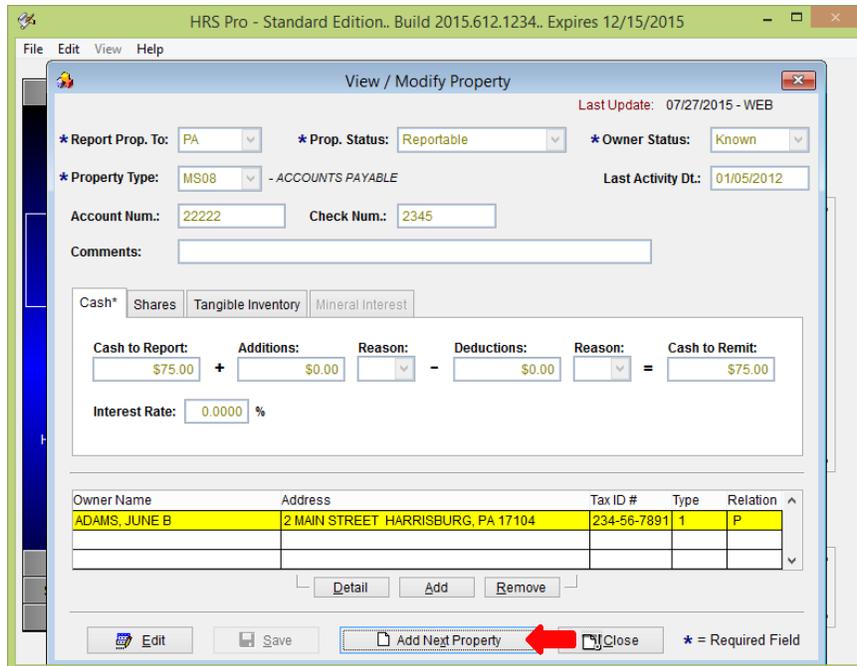
Driver's License: 1234567 Driver's License State: PA

Address Line 1: 2 MAIN STREET
 Address Line 2:
 Address Line 3:

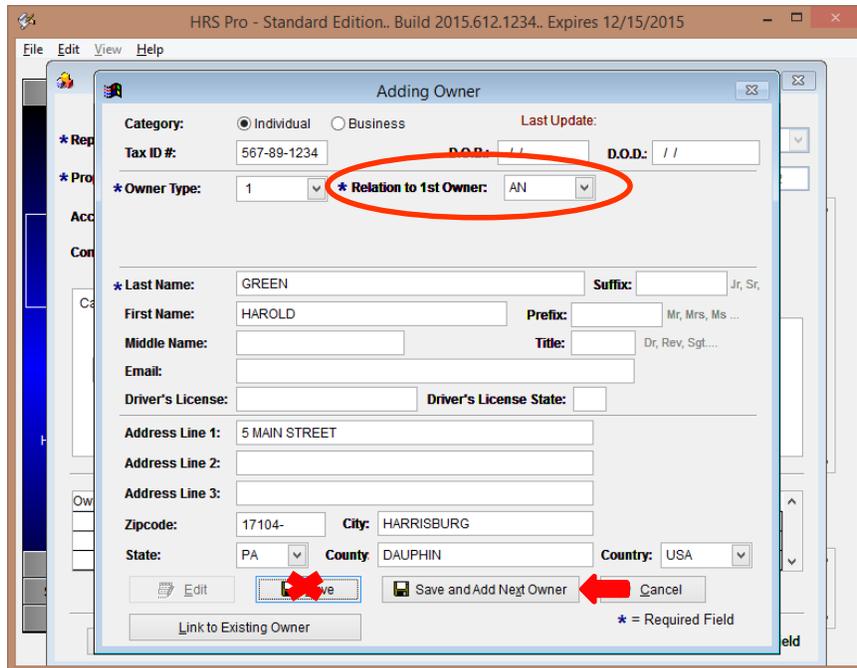
Zipcode: 17104- City: HARRISBURG
 State: PA County: DAUPHIN Country: USA

Edit Save Add Next Owner Close
 * = Required Field

- Click **Close** if there is only one owner



- To add more property, click **Add Next Property** and choose **Add New** from the drop down menu that will appear
- When there is a joint owner, be sure to choose the correct Relation to 1st Owner for Owner 1



- To add a Joint Owner – after Owner 1’s information is entered, click **Save and Add Next Owner** do not click Save

The screenshot shows the 'Adding Owner' dialog box. The 'Category' is set to 'Individual'. The 'Tax ID #' is 678-90-1234. The 'Relation to 1st Owner' dropdown is circled in red and set to 'AN'. The 'Save' button is highlighted with a red arrow.

- Complete Owner 2's information (use the correct Relation to 1st Owner) and **Save**
- On the next window, click **Close**

The screenshot shows the 'View / Modify Property' dialog box. The 'Edit' button is circled in red. Below the 'Cash' tab, there is a table of owners. The 'Add' button in the table is also circled in red. A red arrow points to the 'Close' button.

Owner Name	Address	Tax ID #	Type	Relation
GREEN, HAROLD	5 MAIN STREET HARRISBURG, PA 17104	567-89-1234	1	AN
GREEN, JANICE	5 MAIN STREET HARRISBURG, PA 17104	678-90-1234	1	AN

- **Edit** – to change property information
- **Detail** – to edit owner information
- **Add** – to add joint owner(s)
- **Remove** – to delete a property
- Click **Close** after adding the last property and return to page 19 of this guide for instructions on finishing the report