

Expert Holder Reporting

Overview

Nevada Unclaimed Property

April 2016



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The Expert Online Holder Reporting Website eliminates the manual effort of loading reports into UPS200.

The Expert Online Holder Reporting Website allows the State to offer holders an online, self-service capability to report their unclaimed property including both report delivery and ACH payment.

The holder can complete the entire transaction online and will receive a confirmation that the transaction is complete. The website allows holders to register, upload positive and negative reports, submit ACH payments and check the status of their report.

For the State, this solution validates the holder's files to ensure that the file and holder report are in proper form in order to be systematically loaded to the core system. If the holder's report does not pass the validation, the holder will receive an error on the website and can download the details of the errors so they can correct the file and resubmit the report to the State. This website will eliminate the manual work required by the State's staff to load holder reports, making report data immediately available and to balance with remittances in order for claimants to search and file a claim and provide holders self-service capability and an overall improved website experience. This site can provide real-time interaction with the core Expert UPS to provide pertinent information to the user and to update the database with uploaded file information. If the State does not want the website to update the UPS2000 production database real time the process can be done in batch files. The site will provide functionality for verifying that uploaded files are in approved NAUPA format and perform validation routines currently completed in Report Import as this new site replaces Report Import completely.

Sample screens from the Expert Holder Reporting Website follow:

Register page for Expert Holder Reporting Website allows a user to register with the state to use the site to report unclaimed property.

Holder Reporting [Log in](#) [Register](#)

Register New Account

Email address*

Password* Passwords must be 6 characters and have at least one non letter or digit character.

Confirm password*

First name* **Last name*** **Phone***

Company* **Job title** **Contact type***

Street address*

City* **State*** **Zip***

[Register »](#)

You will be able to add users to your account once your account has been confirmed.

Once a user is registered, future use of the website would be a simple login.

Holder Reporting [Log in](#) [Register](#)

Account Log in

Email

Password

Remember me?

[Log in »](#) [Register New Account](#)

[Forget your password?](#)

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A forget password screen allows the user to request a password to be reset by having the website email the user.

Holder Reporting [Log in](#) [Register](#)

Forgot your password?.

Enter your email.

Email* X

[Email Link](#)

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Once a user is logged in, the Home page shows the reporting history for a user group and the status of the files that were uploaded. To create a new report select the “Create new report” button at the bottom of the screen.

Holder Reporting Reports [janet.dagostino@xerox.com](#) [Log off](#)

Your Files [All](#) [Positive](#) [Negative](#) [Search](#)

Date created	File Uploaded	Holder Name	Status
11/24/2014	janetest3.txt		Report Complete
11/24/2014	(No file uploaded)	Rain in November	Report Complete
11/19/2014	Janetest1.txt		Report Complete
11/19/2014	(No file uploaded)	Winter Blues	Report Complete

1 Page [Go](#)

[Create new report](#)

Holder Reporting

User will be presented with the option of uploading a report on the left side of the screen which primarily would be used for positive reports or creating a negative report to the right.

The screenshot shows the top navigation bar with 'Holder Reporting' and 'Reports-' on the left, and a user profile 'janet.dagostino@xerox.com' and 'Log off' on the right. Below the navigation bar are two side-by-side panels. The left panel, titled 'Upload Naupa File', contains a 'Select File' button and a light blue box with 'File Name:' and 'Size:' labels. The right panel, titled 'Start negative report', contains a text area for 'Reporting Year*' (with a hint 'Enter year between 1985 - 2022'), two currency input fields for 'Assets*' and 'Sales*', and two integer input fields for 'Insurance Policies Written*' and 'Number of Employees*'. A 'Create Negative Report' button is at the bottom right of the right panel. The word 'Or' is centered between the two panels. At the bottom left, there is a copyright notice '© Xerox 2015'.

To create a negative report the user would enter the information in the fields provided and select “Create negative report”.

This screenshot is similar to the previous one but shows the 'Start negative report' form filled with data. The 'Reporting Year*' field contains '2014'. The 'Assets*' field contains '\$ 100' and the 'Sales*' field contains '\$ 10'. The 'Insurance Policies Written*' field contains '0' and the 'Number of Employees*' field contains '2'. The 'Create Negative Report' button is still present at the bottom right. The word 'Or' is centered between the two panels. At the bottom left, there is a copyright notice '© Xerox 2015'.

The system will check the production database to determine if the holder already exists in the system. If it does the holder information would be used for this filing. If the holder does not exist on the database, a warning will be presented to the user informing them they are filing a negative report where the information is not on file. If a holder is filing a report for the first time and it's a negative report,

Holder Reporting

the error indicates that the State has no records in its database for this holder and it will need to be created.

Holder Reporting Reports - janet.dagostino@xerox.com Log off

Search for a Holder

Enter at least 2 of the following search options

Holder Name <input type="text" value="test holder"/>	Warning! No matching holders were found. If the holder should already exist please change the criteria and search again. Otherwise, you can create a new holder. Create new Holder
Tax ID <input type="text" value="120120120"/>	
Amount Reported Last Year <input type="text" value="\$"/>	
Holder ID Number <input type="text"/>	
<input type="button" value="Search"/>	

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To create a new holder that is not in the database for negative report filing the user will complete the fields presented.

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Create Holder

Name* <input type="text" value="test holder"/>	Tax Id* <input type="text" value="120120120"/>
Street1 <input type="text" value="test road"/>	Tax ID Ext/Branch (Example: 0001) <input type="text" value="Ext"/>
Street2 <input type="text" value="Street 2"/>	NAICSCode <input type="text"/>
Street3 <input type="text" value="Street 3"/>	Incorporated Date <input type="text"/>
City <input type="text" value="Quincy"/>	Holder Type* <input type="text" value="Corporation (other than above)"/>

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Once created, a summary of the negative report will be provided to the user to then submit the report.

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Negative Report Detail

Holder Information	
Holder name:	test holder
Tax ID:	120120120
Holder ID:	1104
Reporting Year:	2014
Assets:	\$100.00
Sales:	\$10.00
Insurance Policies Written:	0
Number of Employees:	2

[Submit Report to State»](#) [Delete](#)

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A confirmation that the report accepted is provided to the user.

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Submit Negative Report to State

Your negative report has been submitted successfully

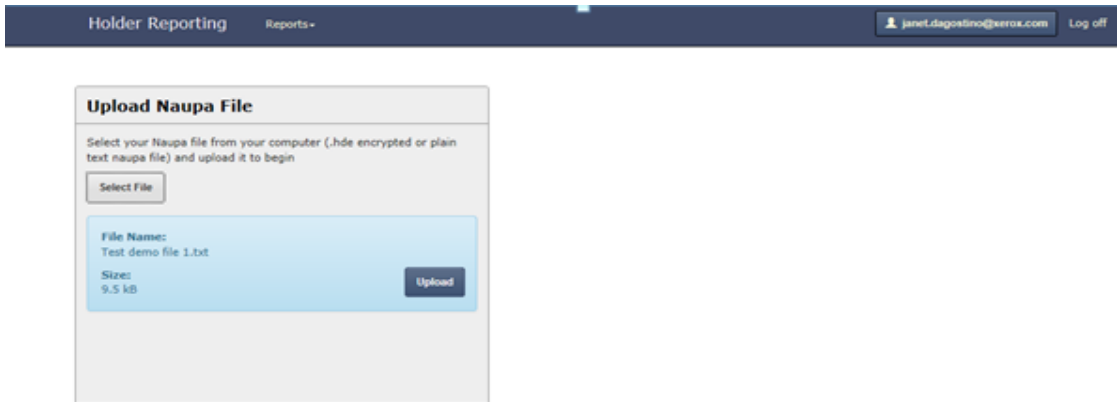
Your report has been submitted to the state, you may check the report dashboard for further status updates and changes.

[View Your Reports »](#)

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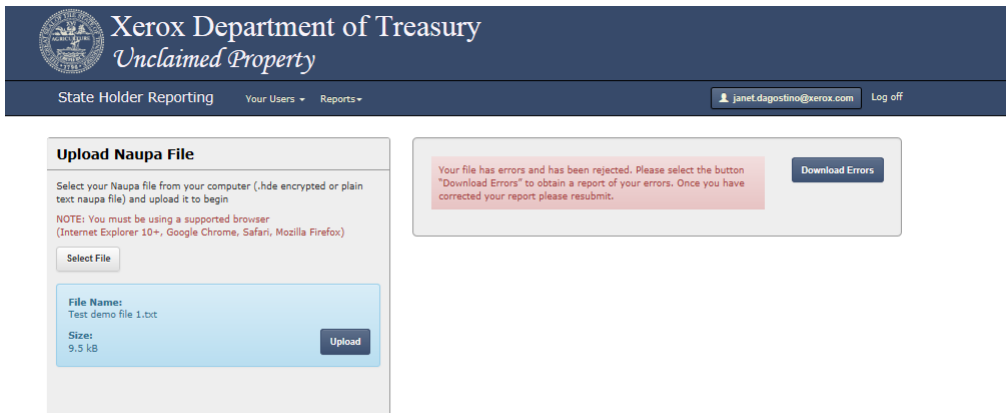
Holder Reporting

To submit a positive report the user will select a file to upload.



The screenshot shows the 'Holder Reporting' header with a 'Reports' dropdown and a user profile for 'janet.dagostino@xerox.com'. The main content area is titled 'Upload Naupa File' and contains the following text: 'Select your Naupa file from your computer (.hde encrypted or plain text naupa file) and upload it to begin'. Below this is a 'Select File' button. A light blue box displays the file details: 'File Name: Test demo file 1.txt' and 'Size: 9.5 kB'. An 'Upload' button is positioned to the right of the size information.

The website will validate the file when it is uploaded and present the user with an error if there are any.



The screenshot shows the 'Xerox Department of Treasury Unclaimed Property' header with 'State Holder Reporting', 'Your Users', and 'Reports' dropdowns, and a user profile for 'janet.dagostino@xerox.com'. The 'Upload Naupa File' section is identical to the previous screenshot, but now includes a red error message box on the right. The error message reads: 'Your file has errors and has been rejected. Please select the button "Download Errors" to obtain a report of your errors. Once you have corrected your report please resubmit.' A 'Download Errors' button is located to the right of the message.

A summary of the report will be provided if the file does not have any errors with the ability to submit the file to the state.

Holder Reporting Reports-
janet.dagostino@xerox.com Log off

Upload Naupa File

Select your Naupa file from your computer (.hde encrypted or plain text naupa file) and upload it to begin

File Name:
Test demo file 1 corrected.txt

Size:
9.7 kB

XOMA CORP
Tax ID: 942756657
BERKELEY, CA

Reporting Year: 2014
Total Amount Reported: \$15.39

Property list

Only first 10 are displayed

Type	Description	Owner	Shares	Amount
SC09	XOMA CORP/XOMA LTD (OLD)	CROWN TTTT INVESTMENT ,	0	\$0.23
SC09	XOMA CORP/XOMA LTD (OLD)	SMITH , LINSA	0	\$2.26
SC10		SMITH , LINSA	6	\$0.00
SC09	XOMA CORP/XOMA LTD (OLD)	DINN , MARGIE	0	\$2.26
SC10		DINN , MARGIE	66	\$0.00
SC09	XOMA CORP/XOMA LTD (OLD)	ROY , MARVIN	0	\$0.23
SC09	XOMA CORP/XOMA LTD (OLD)	HENSLET , PEGGY	0	\$2.26
SC09	XOMA CORP/XOMA LTD (OLD)	SANDARS , RICHARD	0	\$2.49
SC10		SANDARS , RICHARD	3	\$0.00
SC09	XOMA CORP/XOMA LTD (OLD)	TRESPER , TROY	0	\$3.17

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Once the user selects the “Submit Report to State” button, a summary will be provided and the user will be prompted to enter the stock date if there is stock on the file.

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Submit to state

File Summary

File Name:	Test demo file 1 corrected.txt
Date Uploaded:	1/12/2015 11:26:50 AM
Tax Year:	2014
Number of reports in file:	1
Holder Name:	XOMA CORP
Tax ID:	942756657

Stocks were found, please select date*

Are you sure you wish to submit your report?

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When the file is submitted a “Successful” notice appears and the button for “Make Payment” will be provided if there is cash property on the report. The Expert UPS database will also be updated with the file that was submitted.

Submit to state

File Summary	
File Name:	Test demo file 1 corrected.txt
Date Uploaded:	1/12/2015 11:26:50 AM
Tax Year:	2014
Number of reports in file:	1
Holder Name:	XOMA CORP
Tax ID:	942756657

Successful!

100%

[Make Payment](#)

[Back to your reports »](#)

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To make a payment the user provides their banking information which the website will provide to the State’s account or banking group for processing. Expert UPS can also post the receipt to the file if the State’s bank or accounting provides a receipt file.

Make a Payment

Payment for submitted file: Test demo file 1 corrected.txt

Total Amount Due*

\$ 15.39

Bank Name*

Test bank

Bank Routing Number*

25498

Bank Account Number*

2

Confirm Account Number*

2

Account Type*

Checking

Confirm release of funds to the state?

[Submit Payment Information](#)

Holder Reporting

If the user submitted the report but has not made a payment, the report history reflects the status.

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Your Files All Positive Negative Search

Date created	File Uploaded	Holder Name	Status
1/12/2015	Test demo file 1 corrected.txt		Make Payment
1/12/2015	(No file uploaded)	test holder	Report Complete
11/24/2014	janetest3.txt		Report Complete
11/24/2014	(No file uploaded)	Rain in November	Report Complete
11/19/2014	Janetest1.txt		Report Complete
11/19/2014	(No file uploaded)	Winter Blues	Report Complete

1 Page

[Create new report »](#)

A Primary user can view all users in the group and can assign a different user as the primary causing them to move to a standard user. This function allows a primary user that is changing roles to move their function to someone else in the organization.

Holder Reporting Your Users - Reports - janet.dagostino@yahoo.com Log off

Users assigned to your account

Email	First Name	Last Name	
Randy@wagers.net	Randy	Stroede	Promote user to primary »
janet.dagostino@xerox.com	Janet	Dagostino	Promote user to primary »

[Register a New User »](#)

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