Cemetery Training

UAN

UNIFORM ACCOUNTING NETWORK

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Auditor of State

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UAN Version 2007

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Training

In UAN Training, practice exercises are used for learning purposes and are not available on a standard UAN system. However, all users have access to a training application. There are four options available. They are as follows:

1. Load Training Data - This option loads current Cemetery data into the training environment.

2. Run Training - This option opens up the training environment with the training data that was loaded.

3. Save Training Data - This option saves the data that is in the training environment. This allows saved training data to be reloaded. It will save only one training scenario at a time (multiple training sessions cannot be saved).

4. Load Saved Training Data - This option loads saved training data (data saved using option 3 above).

Password

The default password is Pilot. The UAN system allows the password for any of the UAN programs to be changed. Please refer to the Accounting Manual Appendix E for further explanation of how to change passwords.

General Instructions for Selecting Menu Options

Mouse: When you see the word ‘select’ in an instruction in this training guide, you should move your mouse pointer to the required selection; then click or double-click the left button of the mouse.

Keyboard: For menu selections and when you see the word ‘search’ in a screen, you can move the highlight with the tab key or the up or down arrow keys until you have highlighted the required selection and then press enter.

Search Box: A field that has a down arrow on the right hand side has a search box available. First select a function button to activate a screen page. Then left click the down arrow to display a list of items. In some screens, pressing the space bar will activate the search box.

Cemetery Maintenance
1. Establish Cemetery

****Load Training Exercise 1. Establish Cemetery****

Overview

The UAN Cemetery Software is designed to assist in the task of managing and tracking cemeteries. A computer data base of cemeteries and graves is created following the sequence in this training booklet. First, the Establish Cemetery application is used to set up a cemetery in the system.

Record a New Cemetery

Cemeteries are created to organize the sections, lots and grave sites. A Cemetery ID must be established prior to setting up a cemetery. The Cemetery ID must be between 1 to 8 characters. The cemetery name cannot be longer than 35 characters. Listed below are the steps needed to create a new cemetery for first time use.

1. Create the Cemetery, Section, Lot, and Grave names. (See Chapters 5-8 of the UAN Cemetery Manual)
2. Design the Cemetery. (See Chapter 3 of the UAN Cemetery Manual)
3. Record Owner and Burial information. (See Chapter 1 of the UAN Cemetery Manual)

Steps to Access

Select **Cemetery**.
Select **Maintenance**.
Select **Establish Cemetery**.
Select **Record**.

Record the following cemetery #1 information and process:

Cemetery Id:	**Sandy**
Name:	**Sandy**
Address:	**601 Avery Road**
	PO Box 44
City:	**Anytown**
State:	**OH**
Zip Code:	**43210**

The following message displays:
Creating Cemetery entries.

Cemetery Maintenance
1. Establish Cemetery

Do you want to continue?
Yes/No

Selecting 'Yes' processes the data and returns to the current function.
Selecting 'No' keeps the same data with the current function.

A message line displays the last function processed across the bottom of the screen.

Record the following cemetery #2 information and process:

Cemetery Id:	**Rings**
Name:	**Rings Family**
Address:	**4990 Cosgray Road**
	PO Box 45
City:	**Anytown**
State:	**OH**
Zip Code:	**43210**

Edit

This function allows the Name and/or Address information to be modified. The Cemetery Id cannot be changed.

Edit the following cemetery information and process:

Cemetery Id:	Sandy
Name:	Sandy ***Corners***
Address:	***6001*** Avery Road
	PO Box 44
City:	Anytown
State:	OH
Zip Code:	43210

Updating Cemetery entries.
Do you want to continue?
Yes/No

Selecting 'Yes' processes the data and returns to the current function.
Selecting 'No' keeps the same data with the current function.

A message line displays the last function processed across the bottom of the screen.

Cemetery Maintenance
1. Establish Cemetery

Display

This function is used to view all the Cemetery Id's that were entered in the Record option.

Delete

This function is used to delete Cemetery Id's that are no longer needed. A cemetery cannot be deleted once section, lot and grave information have been attached to it under Cemetery Design.

Cemetery Maintenance
2. Create Section Name

Overview

The Section Name application is used to create section names for a cemetery. Cemetery sections are large areas within the cemetery such as Lower Level, Hillside, North End or Northeast. Section names can also be numeric such as 1, 5 or 10. The sections can be added to any cemetery once created.

Record a Section Name

Sections Names are chosen based upon the organization and layout of the cemeteries. The Section Name can be only between 1 to 24 characters.

Steps to Access

Select **Cemetery**.
Select **Maintenance**.
Select **Section Name**.
Select **Record**.

Record the following information and process:

Section Name:	**Hillside**
Section Name:	**Valley**
Section Name:	**I - A**
Section Name:	**I - B**

Process/Cancel

Remember to Process to accept each new or edited record. The following message displays:

> Creating SECTION NAME entries. Do you want to continue?
> Yes/No
>
> Selecting 'Yes' processes the data and returns to the current function.
> Selecting 'No' keeps the same data with the current function.

A message line displays the last function processed across the bottom of the screen.

Cemetery Maintenance
2. Create Section Name

Edit

This function allows the Section Name to be modified. Edit the Section Name information, if necessary, and process.

Display

This function is used to view all the Section Names that were entered in the Record option.

Delete

This function is used to delete Section Names that are no longer needed. A section name cannot be deleted once it has been added to a cemetery and attached to lots and graves under Cemetery Design.

Cemetery Maintenance
3. Create Lot Name

Overview

The Lot Name application is used to create lot names for a cemetery. Cemetery lots are smaller units within cemetery sections and often consist of a set number of graves. The lots can be added to any section created.

Record a Lot Name

Lot Names are chosen based upon the organization and layout of the cemeteries. The Lot Name can only be between 1 to 24 characters.

Steps to Access

Select **Cemetery**.
Select **Maintenance**.
Select **Lot Name**.
Select **Record**.

Record the following information and process:

Lot Name:	**Dusk**
Lot Name:	**Dawn**
Lot Name:	**Upper**
Lot Name:	**Lower**

Process/Cancel

Remember to Process to accept each new or edited record. The following message displays:

Creating LOT NAME entries.
Do you want to continue?
Yes/No

Selecting 'Yes' processes the data and returns to the current function.
Selecting 'No' keeps the same data with the current function.

A message line displays the last function processed across the bottom of the screen.

Cemetery Maintenance
3. Create Lot Name

Edit

This function allows the Lot Name to be modified. Edit the Lot Name information, if necessary, and process.

Display

This function is used to view all the Lot Names that were entered in the Record option.

Delete

This function is used to delete Lot Names that are no longer needed. Deletion is not permitted if any lots have been established that utilize that Cemetery Id.

Cemetery Maintenance
4. Create Grave Name; War Name

A. Overview – Grave Name

The Grave Name application is used to create grave names for a cemetery. Cemetery graves names are for individual grave sites within a cemetery lot. The graves can be added to any lot created.

Record a Grave Name

Grave Names are chosen based upon the organization and layout of the cemeteries. The Grave Name can only be between 1 to 24 characters.

Steps to Access

Select **Cemetery**.
Select **Maintenance**.
Select **Grave Name**.
Select **Record**.

Record the following information and process each grave name individually:

Grave Name:	**1**
Additional Grave Names:	**2, 3, 4, 5, 6, 7, 8, 9, 10**

Process/Cancel

Remember to Process to accept each new or edited record. The following message displays:

Creating GRAVE NAME entries.
Do you want to continue?
Yes/No

Selecting 'Yes' processes the data and returns to the current function.
Selecting 'No' keeps the same data with the current function.

A message line displays the last function processed across the bottom of the screen.

Cemetery Maintenance
4. Create Grave Name; War Name

Edit

This function allows the Grave Name to be modified. Edit the Grave Name information, if necessary, and process.

Display

This function is used to view all the Grave Names that were entered in the Record option.

Delete

This function is used to delete Grave Names that are no longer needed. The grave name cannot be deleted once it has been added to a cemetery and attached to lots and sections under Cemetery Design.

B. Overview - War Name

The software has a built in list of wars such as the Civil War, the Korean War and the World Wars. These war names cannot be deleted. The War Name application is used to create additional war names for occupants who have served in a war. The war names can be added to burial information once created.

Record a War Name

War Names must be recorded if an additional war name is required that is not already on the list of war names in the software. The War Code can only be between 1 to 5 characters. The War Name can only be between 1 to 27 characters.

Steps to Access

Select **Cemetery**.
Select **Maintenance**.
Select **War Name**.
Select **Record**.

Cemetery Maintenance
4. Create Grave Name; War Name

Record the following information and process:

War Code:	**AWar**
War Name:	**Additional War**

Process/Cancel

Remember to Process to accept each new or edited record. The following message displays:

> Creating WAR NAME entries.
> Do you want to continue?
> Yes/No
>
> Selecting 'Yes' processes the data and returns to the current function.
> Selecting 'No' keeps the same data with the current function.

A message line displays the last function processed across the bottom of the screen.

Display War Name

Select **Cemetery**.
Select **Maintenance**.
Select **War Name**.
Select **Display**.
Select **Search Box**.

The system will display thirteen War Names for the name of 13 wars, including the 12 built in to the software. These can be utilized in the Grave Information area.

Edit/Delete

Only additional war names added to the system can be edited or deleted.

Cemetery Maintenance
5. Entity Maintenance

Overview

The Entity Information application is used to modify the entity information that is used when creating deeds.

Edit Entity Information

In the Entity Maintenance area, all information for the entity including plat location and names can be entered. Entity maintenance information can only be recorded one time. Select the 'Edit' button to update the entity information.

Steps to Access

Select **Cemetery**.
Select **Maintenance**.
Select **Entity Maintenance**.
Select **Edit**.

Enter the following information and process:

First Trustee:	**John Brown**	
Second Trustee:	**Mary Justice**	
Third Trustee:	**Allen Parson**	
Fourth Trustee:		
Fifth Trustee:		
Sixth Trustee or Clerk:	**Pat M. Clark**	
Entity Type:	**Township**	
Entity Name:	**UAN**	
County:	**TRAINING**	
Location of Plats:	**Sexton**	(on file in the office of the)
Entity Full Name:	**UAN Township**	

Cemetery Maintenance
5. Entity Maintenance

Process/Cancel

Remember to Process to accept each new or edited record. The following message displays:

> Updating Entity entries.
> Do you want to continue?
> Yes/No
>
> Selecting 'Yes' processes the data and returns to the current function.
> Selecting 'No' keeps the same data with the current function.

Display

This function is used to view all the Entity Information.

Cemetery Transactions
6. Cemetery Design

Overview

The Cemetery Design application allows cemetery grave sites to be automatically created. This automated application creates the cemetery design by combining the selected sections, lots and graves. Grave sites may be recorded in groups and then individual grave sites can be deleted if necessary.

A. Record Cemetery Design

The Cemetery Design option will provide for the set up of the Section Name, Lot Name and Grave Name based upon the organization and layout of the cemeteries.

Steps to Access

Select **Cemetery**.
Select **Transactions**.
Select **Cemetery Design**.
Select **Record**.
Select **Cemetery**.
Select **Rings Family**.

Record the following information and process:

Select Section Name:	**Hillside**
Select Lot Name:	**Dusk**
Select Grave Name:	**Select All**

Process/Cancel

Remember to Process to accept each new or edited record. The following message displays:

You have selected to record 10 graves. This process takes approximately 5 minutes per 1000 graves selected to record.
Do you want to continue?
Yes/No

(Checking for Duplicate - %)

Cemetery Transactions
6. Cemetery Design

Do you want to add the selected items?
Yes/No

A message line displays the last function processed across the bottom of the screen.
(10 graves were recorded)

The following information is displayed at the bottom of the screen:

Sections	Lots	Graves	Graves Sold	Graves Available
1	1	10	0	10

B. Record Cemetery Design

Record the following information and process:

Select Cemetery:	**Sandy Corners**
Select Section Name:	**Select All**
Select Lot Name:	**Select All**
Select Grave Name:	**Select All**

Process/Cancel

Remember to Process to accept each new or edited record. The following message displays:

You have selected to record 160 graves. This process takes approximately 5 minutes per 1000 graves selected to record.
Do you want to continue?
Yes/No
(Checking for Duplicate - %)

Do you want to add the selected items?
Yes/No

A message line displays the last function processed across the bottom of the screen.
(160 graves were recorded)

Cemetery Transactions
6. Cemetery Design

The following information is displayed at the bottom of the screen:

Sections	Lots	Graves	Graves Sold	Graves Available
4	16	160	0	160

Display

This function is used to view all the Section Names, Lot Names and Grave Names for each cemetery that was entered in the Record option.

Delete

This function is used to delete any Grave Names that are no longer needed or entered in error. Graves that contain owner and/or burial information cannot be deleted.

Reports

Select **Cemetery**.
Select **Reports**.
Select **Grave Listing**.
Available Graves.

Most of the reports provide different sorting and selection options for the report data.

Pressing the Process button from a report screen will bring up the Printing Utilities box. This utilities box will allow Printer, Screen or File to be selected to view or print the reports. When Printer is selected, the number of copies and the choice of Form options will be available. The box will also automatically indicate the size of paper to load into the printer. If the Select Printer box is selected, additional options are available including paper size, orientation and paper type. When Screen is selected, the Screen option will be available. When File is selected, the file name, text, Spreadsheet Format or PDF options will be available.

Cemetery Transactions
7. Grave Information - Owner

Overview – Grave Information

The Grave Information area is where is recorded and maintained the Owner, Burial and/or Transfer of Graves information.

Record Owner

The Record Owner application is used to record the information of an individual purchasing a grave. The cemetery, section, lot and grave information must be created under Maintenance and combined under Cemetery Design before an owner can be recorded. After a new owner has been recorded, a message box will appear asking if a deed should be printed for the owner. Selecting 'Yes' will bring up the 'Deed' function. If a deed number is entered, it will appear in the upper right hand corner of the deed.

Steps to Access

Select **Cemetery**.
Select **Transactions**.
Select **Grave Information**.
Select **Record**.
Select **Owner**.

Record the following information and process:

Select Cemetery:	**Rings Family**
Select Section:	**Hillside**
Select Lot:	**Dusk**
Select Grave:	**1**
Name: First, Last:	**Robert Rings** (Search Box available on Last Name)
Address:	**123 Main Street**
City: State: Zip:	**Anytown, OH 43210**
Residing Entity Type:	**Township**
Residing Entity Name:	**UAN**
Residing County Name:	**TRAINING**
Relation:	**Father**
Phone:	**800-877-1111**

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Cemetery Transactions
7. Grave Information - Owner

Sale/Transfer Information

Deed Number:	**101**	
Date:	**04/01/07**	(See Search Box for Calendar)
Price:	**$100.00**	
Paid:	☑ **(checked)**	

Process/Cancel

Remember to Process to accept each new or edited record. The following message displays:

Creating Owner entries.
Do you want to continue?
Yes/No

Do you want to print the deed?
Yes/No

The following information can be edited:

Entity Information

First Trustee:	John Brown
Second Trustee:	Mary Justice
Third Trustee:	Allen Parson
Fourth Trustee:	
Fifth Trustee:	
Sixth Trustee or Clerk:	Pat M. Clark
County:	TRAINING
Location of Plats:	Sexton
Entity Full Name:	UAN Township

Owner Information

Purchaser:	Robert Rings
Sum:	One Hundred Dollars and No Cents
his/her/their:	**his**
Residing Entity Type:	**Township**
Residing Entity Name:	**UAN**
Residing County Name:	**Training**
Residing State:	Ohio
Terms & Conditions:	Lot Dusk Section Hillside Grave 1

**Continued on next page.

Cemetery Transactions
7. Grave Information - Owner

Signature Day:	04/01/07	(See Search Box for Calendar)
Print Notary Information:	☑ (checked)	

The following information is displayed at the bottom of the screen:

Sections	Lots	Graves	Graves Sold	Graves Available
1	1	10	0	10

Select **Process**.

The Printing Utilities box displays the options to print the deed. The information section is then updated to reflect the graves sold.

Sections	Lots	Graves	Graves Sold	Graves Available
1	1	10	1	9

Record Additional Graves

Record the following information and process (Grave Information, Record, Owner):

Select Cemetery:	**Rings Family**
Select Section:	**Hillside**
Select Lot:	**Dusk**
Select Grave:	**2 (then 3, 4, 5)**
Name: First, Last	**(XXX) Rings** (Search Box available on Last Name)
Address:	**123 Main Street**
City: State: Zip:	**Anytown, OH 43210**
Residing Entity Type:	**Township**
Residing Entity Name:	**UAN**
Residing County Name:	**TRAINING**
Relation:	**(Various)**
Phone:	**800-877-1111**

Sale/Transfer Information		
Deed Number:	**102**	
Date:	**04/01/07**	(See Search Box for Calendar)
Price:	**$100.00**	
Paid:	☑ **(checked)**	

Cemetery Transactions
7. Grave Information - Owner

Record the same owner for 2 graves.

Record 2 additional grave owners.

Edit

This function allows existing Grave Information to be changed.

Select **Cemetery**.
Select **Transactions**.
Select **Grave Information**.
Select **Edit**.
Select **Owner**.
Select Cemetery:
Rings Family.

Edit the Grave Name information, if necessary, and process.

Display

This function is used to view all the Grave Information for each cemetery that was entered in the Record option.

Delete

This function is used to delete any Owners that are no longer needed or were entered in error. Owners of graves that contain burial information cannot be deleted.

Reports

Select **Cemetery**.
Select **Reports**.
Select **Cemetery Summary**.
Grave Listing.
Available Graves.
Reserved Graves.
Grave Sales.

Cemetery Transactions
7. Grave Information - Owner

The Cemetery Summary provides the ability to print the report Month to Date, Year to Date or for a Selected Date Period. Most of the other Cemetery reports provide different sorting and selection options for the report data.

Pressing the Process button from a report screen will bring up the Printing Utilities box. This utilities box will allow Printer, Screen or File to be selected to view or print the reports. When Printer is selected, the number of copies and the choice of Form options will be available. The box will also automatically indicate the size of paper to load into the printer. If the Select Printer box is selected, additional options are available including paper size, orientation and paper type. When Screen is selected, the Screen option will be available. When File is selected, the file name, text or Spreadsheet Format or PDF options will be available.

Cemetery Transactions
8. Grave Information – Burial

Record Burial Information

The Record Burial option is used to create and edit burial information for an individual.

Steps to Access

Select **Cemetery**.
Select **Transactions**.
Select **Grave Information**.
Select **Record**.
Select **Burial**.
Select Cemetery:
Rings Family.

Record the following information and process:

Select Section:	**Hillside**
Select Lot:	**Dusk**
Select Grave:	**1**
Name: First, Last, Maiden:	**Elizabeth Rings, Smith**
Date of Birth, Death, Burial:	
Age: Permit #:	
Sex: Disease: War Status:	☑ **Female;** ☑ **Resident;** ☑ **Veteran; War History:** ☑ **WWI**
Grave Status:	**B-Buried,** C-Cremated, D-Disinterred, R-Reserved, V-Vandalized
Cause of Death:	
Place of Death:	
Open/Close Fee:	**$300.00** ☑ **(checked) - Paid**
Bequest:	
Exhumation Fee:	
Other Fee:	
Comments:	

Process/Cancel

Remember to Process to accept each new or edited record. The following message displays:

Creating Burial entries.
Do you want to continue? Yes/No

Cemetery Transactions
8. Grave Information – Burial

Record Additional Burials

Record the following information and process:

Select Grave:	**3 (then 4)**
Name: First, Last, Maiden:	**(XXX)**
Date of Birth, Death, Burial:	
Age: Permit #:	
Sex: Disease: War Status:	☑ **Male;** ☑ **Disease;** ☑ **Veteran; War History:** ☑ **(Multiples)**
Grave Status:	**B-Buried,** C-Cremated, D-Disinterred, R-Reserved, V-Vandalized
Cause of Death:	
Place of Death:	
Open/Close Fee:	
Bequest:	
Exhumation Fee:	
Other Fee:	
Comments:	

Record Additional Levels

The system allows more than one level of burial. If the grave has more than one burial, the system will display the following message:

Do you want to add another level to this grave?

Yes/No

If no is selected, then a message displays:

This grave already has information registered; select the edit button to modify this grave. OK.

Steps to Access

Select **Cemetery**.
Select **Transactions**.
Select **Grave Information**.
Select **Record**.
Select **Burial**.

Cemetery Transactions
8. Grave Information – Burial

Record another burial to add another level to this grave and process.

Select Cemetery:	**Rings Family**
Select Section Name:	**Hillside**
Select Lot Name:	**Dusk**
Select Grave:	**1**

Edit

This function allows the user to change or modify existing Grave Information.
Select **Cemetery**.
Select **Transactions**.
Select **Grave Information**.
Select **Edit**.
Select **Burial**.
Select Cemetery:
Rings Family.

Edit the Burial information, if necessary, and process.

Display

This function is used to view all the Burial Information for each cemetery that was entered in the Record option.

Delete

This function is used to delete any Burials that are no longer needed or were entered in error.

Reports

Select **Cemetery**.
Select **Reports**.
Select **Grave Listing**.
Select **Rings Family**.
Select **All**.
Select **Process**.

Cemetery Transactions
9. Grave Information – Transfers

Record Transfer Information

The Record Transfer option is used to transfer the ownership of a grave from one party to another. The grave can be transferred to another owner or back to the entity. The grave must be under the ownership of a party other than the entity.

Steps to Access

Select **Cemetery**.
Select **Transactions**.
Select **Grave Information**.
Select **Record**.
Select **Transfer**.
Select Cemetery:
Rings Family.

Record the following information and process:

Select Section:	**Hillside**
Select Lot:	**Dusk**
Select Grave:	**2**
Buy Back:	**(If transferred back to Entity)**
Transfer By Owner:	☑ **(checked)**
Name: First, Last:	**Tyler Bates**
Address, City, St., Zip:	**111 Main St., Anytown, OH 43210**
Residing Entity Type:	
Residing Entity Name:	
Relation:	
Phone:	
Sale/Transfer Information	
Deed Number:	**106**
Date:	**04/01/07**
Price:	**25.00**
Paid:	☑ **(checked)**

Cemetery Transactions
9. Grave Information – Transfers

Process/Cancel

Remember to Process to accept each new or edited record. The following message displays:

Transferring Owner entries.
Do you want to continue?
Yes/No

Do you want to print the deed?
Yes/No

The following information can be edited:

Entity Information

First Trustee:	John Brown
Second Trustee:	Mary Justice
Third Trustee:	Allen Parson
Fourth Trustee:	
Fifth Trustee:	
Sixth Trustee or Clerk:	Pat M. Clark
County:	TRAINING
Location of Plats:	Sexton
Entity Full Name:	UAN Township

Owner Information (required fields cannot be blank)

Purchaser:	Tyler Bates
Sum:	One Hundred Dollars and No Cents
his/her/their:	**his**
Residing Entity Type:	**Township**
Residing Entity Name:	**UAN**
Residing County Name:	**Training**
Residing State:	Ohio
Terms & Conditions:	Lot Dusk Section Hillside Grave 2

Signature Day:	04/01/07	(See Search Box for Calendar)
Print Notary Information:	☑ (checked)	

Cemetery Transactions
9. Grave Information – Transfers

Edit/Delete/Display

These functions are not available for the option Transfer Grave information.

Reports

Select **Cemetery**.
Select **Reports**.
Select **Grave Listing**.
Select **Rings Family**.
Select **All**.
Select **Process**.

Cemetery Transactions
10. Grave Information – Deed/Customize Deed

Overview - Deed

The Deed function button under Grave Information is used to create and print the deed for a grave. This option may only be accessed when an owner is currently shown on the screen under the Edit or Display functions. It will also be available after an owner has been successfully recorded.

Deed Information

The Deed option will provide for the printing of the deed for a specific owner and grave. First an owner must be displayed under the Edit or Display functions. Next, the Deed function must be selected. To create another Deed, a different owner and/or grave needs chosen. (Both the Owner and Burial functions will display the same information for the Deed.)

Notes: If no owner is displayed, the following message appears:
You need an owner on the screen in order to print a deed.
'Previous Owner' *displays if ownership was transferred.*

Steps to Access

Select **Cemetery**.
Select **Transactions**.
Select **Grave Information**.
Select **Edit or Display**.
Select **Owner**.
Select Cemetery **Rings Family**.

Select the following information and process:

Select Section:	**Hillside**
Select Lot:	**Dusk**
Select Grave:	**2**
Note:	**'Previous Owner'** displays if ownership was transferred.
Select **Deed**	
Owner:	**Tyler Bates (Current Owner)**

Cemetery Transactions
10. Grave Information – Deed/Customize Deed

The following information can be edited:

Entity Information

First Trustee:	John Brown
Second Trustee:	Mary Justice
Third Trustee:	Allen Parson
Fourth Trustee:	
Fifth Trustee:	
Sixth Trustee or Clerk:	Pat M. Clark
County:	TRAINING
Location of Plats:	Sexton
Entity Full Name:	UAN Township

Owner Information (required fields cannot be blank)

Purchaser:	Tyler Bates
Sum:	One Hundred Dollars and No Cents
his/her/their:	**his**
Residing Entity Type:	**Township**
Residing Entity Name:	**UAN**
Residing County Name:	**Training**
Residing State:	Ohio
Terms & Conditions:	Lot Dusk Section Hillside Grave 2

Signature Day:	04/01/07 (Current Date)
Print Notary Information:	☑ (checked)

Process/Cancel

Remember to Process.

Overview - Customize Deed

The Customize Deed application is another area where deeds can be created. It allows a deed to be printed for a single grave just like under the Grave Information area; however, it also provides the ability to print one deed for an owner of multiple graves.

Cemetery Transactions
10. Grave Information – Deed/Customize Deed

Steps to Access

Select **Cemetery**.
Select **Transactions**.
Select **Customize Deed**.
Select **Owner Name**.

Select an owner of multiple graves, previously entered in Exercise 7, Select All and Process:

Entity Information

First Trustee:	John Brown
Second Trustee:	Mary Justice
Third Trustee:	Allen Parson
Fourth Trustee:	
Fifth Trustee:	
Sixth Trustee or Clerk:	Pat M. Clark
County:	TRAINING
Location of Plats:	Sexton
Entity Full Name:	UAN Township

Owner Information

Purchaser:	(XXX) Rings
Sum:	Two Hundred Dollars and No Cents
his/her/their:	**her/his**
Residing Entity Type:	**Township**
Residing Entity Name:	**UAN**
Residing County Name:	**Training**
Residing State:	Ohio
Terms & Conditions:	Lot Dusk Section Hillside Grave x
	Lot Dusk Section Hillside Grave x

Signature Day:	04/01/07
Print Notary Information:	☑ (checked)

Print Blank Deed

This function is available to print a blank deed.

Cemetery Reports
11. Reports

Overview

Part 2, Chapter 4 of the UAN Cemetery Manual contains a description for each report grouping listed on the Report menu of the UAN Cemetery Software. These include the Cemetery Summary, Grave Listing, Available Graves, Reserved Graves, Occupied Graves - Detail, Grave Sales, Receivables, Bequest – Detail, Military Veterans and Conversion Report (only for prior data).

Printing Utilities

Pressing the Process button from a report screen will bring up the Printing Utilities box. This utilities box will allow Printer, Screen or File to be selected to view or print the reports. When Printer is selected, the number of copies and the choice of Form can be chosen. The box will also automatically indicate the size of paper to load into the printer. If the Select Printer box is chosen, additional options are available including paper size, orientation and paper type. When Screen is selected, the option for Screen will be available. When File is selected, the options for file name, text, Spreadsheet Format or PDF are available.

Steps to Access

Select **Cemetery**.
Select **Reports**.

Print the following reports:

1.	Cemetery Summary:	Cemetery Name:	**Rings Family**
		Sort By:	**Month to Date; Year to Date, Selected Date Period, All Dates**
2.	Grave Listing:	Sort By:	**Grave, Owner, Occupant**
3.	Available Graves:		
4.	Reserved Graves:	Sort By:	**Grave, Occupant**
5.	Occupied Graves - Detail:	Sort By:	**Grave, Occupant**
		(Optional)	**Print Additional Burial Information**
		(Optional)	**Print Comments**
6.	Grave Sales:	Sort By:	**Grave, Owner, Sale Date**
7.	Receivables:		
8.	Bequest - Detail		
9.	Military Veterans:	Sort By:	**Grave, Occupant**
			All, Service, War Service
9.	Conversion Report:		(Only for Prior Data)

Cemetery
12. Search

Overview

The Cemetery Search Utility is used to search the directory of grave owners and burials to quickly pull up owner and deceased information. Searches can be performed for data based on several different criteria. The Search For field is used to search for entries based on date of birth, date of death, deceased first name, deceased last name, owner first name, owner last name, previous owner first name or previous owner last name.

The Search Criteria can be based on three different conditions. The 'Containing' criterion searches for any item that contains what is entered in the Search Value field. The 'Equal To' criterion searches for exactly what is entered in the Search Value field. The 'Starting With' criterion searches for any item that starts with the value entered in the Search Value field.

From the Main Menu of the Cemetery software:

Steps to Access

Select **Search**.

Enter the following and select the search button:

Search For:	Date of Birth	
	Date of Death	
	Deceased First Name	
	Deceased Last Name	
	Owner First Name	
	Owner Last Name	**(Selected)**
	Previous Owner First Name	
	Previous Owner Last Name	
Search Criteria:	Containing	
	Equal to	
	Starting with	**(Selected)**
Search Value:	**R** (User input)	

Select Owner: **Robert Rings**, Deceased Name: **Elizabeth Rings**
Select **Display Screen <u>or</u> Edit Screen**.

The retrieved information from the search will include a list of owners and deceased matching the search description and their cemetery, section, lot and grave information. By choosing either Display Screen or Edit Screen and clicking on an owner or deceased name in the list, the system will show either the Display Screen or the Edit Screen of Grave Information for the selected individual.