Cemetery Manual

UAN

UNIFORM ACCOUNTING NETWORK

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Auditor of State

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Overview

Welcome to the Uniform Accounting Network program. This manual is a reference guide for the UAN Cemetery Software, a component of the Uniform Accounting Network. The Cemetery Program is designed to assist in the task of managing and tracking cemeteries. It allows a computer database of cemeteries and graves to be created. A local government can add cemeteries to the database, customize the organization of each cemetery, sell the grave sites and record data on who is buried in each grave. A search utility is built into the software to provide the ability to search based on names or dates. This utility also aids in finding specific graves, names of decedents and other data for administrative or public genealogical research purposes. In addition, a customized deed application allows for a blank deed, a single grave deed or a multiple graves deed to be printed for a single owner. Various summary reports are also available.

This manual contains procedures for the operation of the UAN Cemetery software and the structure of the manual has been designed to guide you through each application of the system. The manual has been divided into five main parts: **Transactions**, **Reports, Maintenance, Search Utility and Appendices**. The order of the parts and the chapters within each part follow the layout of the menu options in the software.

Part 1 - Transactions

Part 1 of the UAN Cemetery Manual contains a chapter for each application listed on the Transaction menu of the UAN Cemetery Software. These applications include Grave Information, Customize Deed and Cemetery Design.

Part 2 - Reports

Part 2 of the UAN Cemetery Manual contains a chapter for each report grouping listed on the Report menu of the UAN Cemetery Software. These include the Cemetery Summary, Grave Listing, Receivables, Occupied Graves, Occupied Graves-Detail, Available Graves, Grave Sales and Military Veterans.

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Part 3 - Maintenance

Part 3 of the UAN Cemetery Manual contains a chapter for each application located on the Maintenance menu of the UAN Cemetery Software. These applications include Establish Cemetery, Section Name, Lot Name, Grave Name, War Name, and Entity Maintenance.

Part 4 – Search Utility

Part 4 of the UAN Cemetery Manual contains one chapter on the grave search utility in the UAN Cemetery Software.

Part 5 – Appendices

Part 5 of the UAN Cemetery Manual consists of the appendices. These are Appendix A: Glossary and Appendix B: Frequently Asked Questions. Additional appendices may be added later.

Create New Cemetery

Listed below are the steps needed to create a new cemetery for the time.

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

Part 1

Transactions

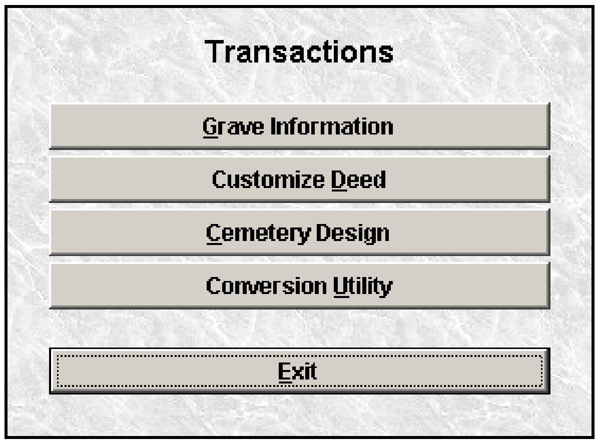
The chapters in this part of the manual are:

- **Chapter 1: Grave Information**
- **Chapter 2: Customize Deed**
- **Chapter 3: Cemetery Design**

Introduction
Part 1
Transactions

Overview

The Transactions functions are accessible through the drop down menus across the top of the screen or by selecting the specific transaction option from the center screen menu as shown below. This area is where grave owner and burial information is recorded, deeds can be customized and printed, and the cemetery layout is designed.



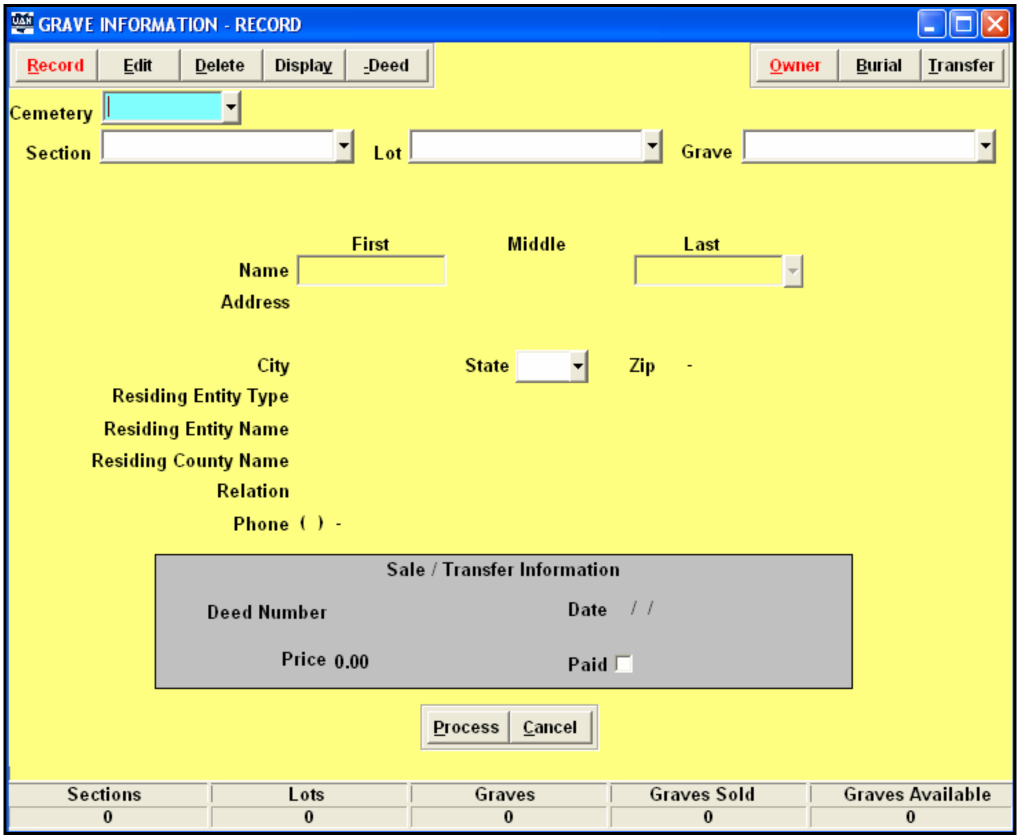
Screen Function Buttons

In the Transactions menu options there are four main function buttons to select from:

> **Record** is the function to use when entering data into the system. For example, owner and burial information must first be entered under the Record function. The Record function is further explained at the beginning of each chapter in the instructions for this function.
>
> **Edit** is the function to use when modifying or correcting any items previously recorded.
>
> **Delete** is the function that is used to delete entries no longer used or recorded erroneously. Selections for deletion are made by clicking on the ☐ in the Select column beside the item to be deleted. Multiple selections can be made to delete more than one item in an area.
>
> **Display** is the function that is used to view all the transactions that were entered in the Record option.

Another function button for **Deed** is available under Grave Information (see Chapter 1). In addition, certain fields are required to be filled to process the information. These fields are denoted with a *blue*, instead of white, background.

Cemetery Transactions
Grave Information
Record Owner



Overview

The Record Owner application is used to record the information of an individual purchasing a grave.

Steps to Access

Select **Cemetery**.
Select **Transactions**.
Select **Grave Information**.
Select the **Record** and **Owner** buttons.

Cemetery Transactions
Grave Information

Record Owner

Data Entry

Required Fields
1. Cemetery
2. Section
3. Lot
4. Grave
5. First and Last Name of Owner

Optional Fields
1. Middle Name
2. Address
3. City, State, and Zip
4. Relation
5. Phone
6. Sale Date
7. Deed Number
8. Sale Price
9. Sale Paid

Data Validation

The system will validate the data entered on the screen based on the following data validation rules:

The cemetery, section, lot, and grave information must be created under Maintenance and combined under Cemetery Design before an owner can be recorded.

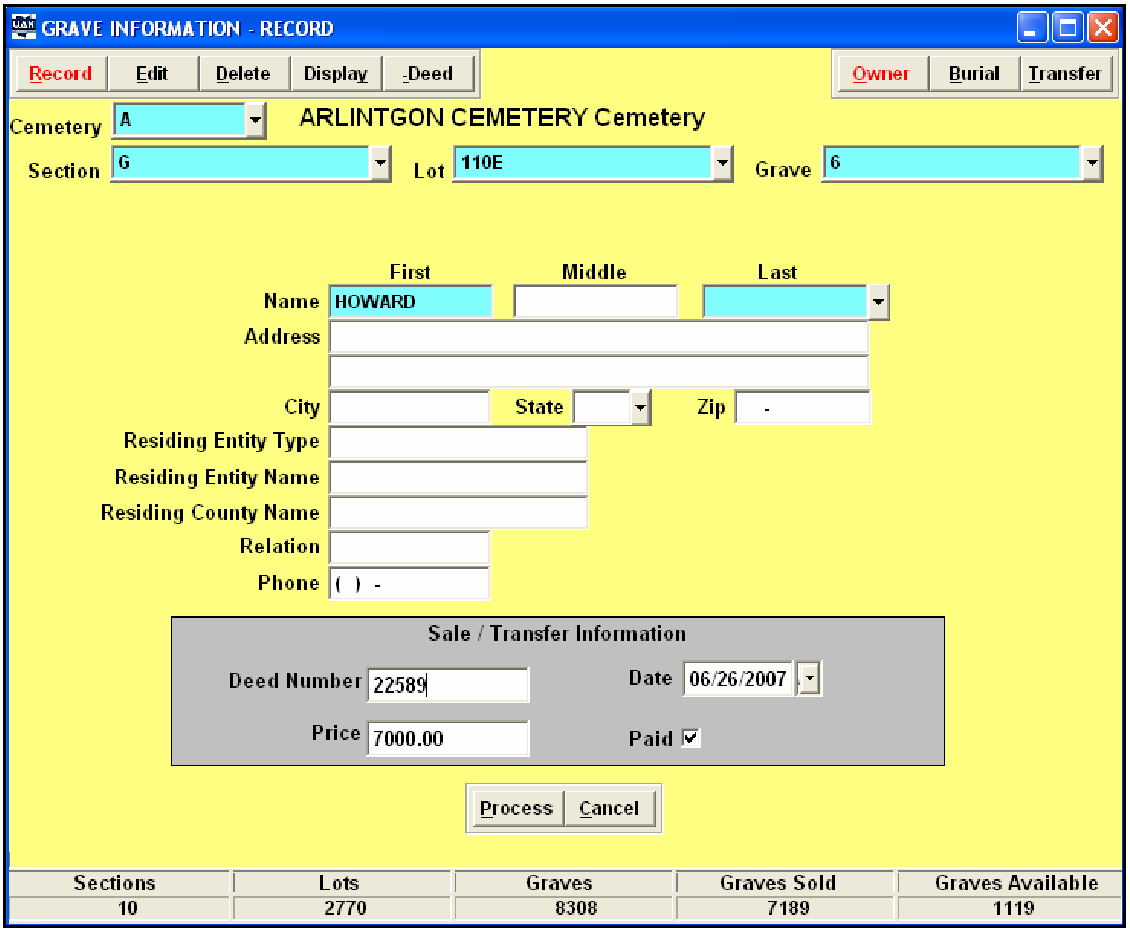
After a new owner has been recorded, a message box will appear asking if a deed should be printed for the owner. Selecting 'Yes' here will bring up the 'Deed' function.

If a deed number is entered, it will appear in the upper right hand corner of the deed.

Cemetery Transactions
Grave Information
Record Owner

Example 1-A

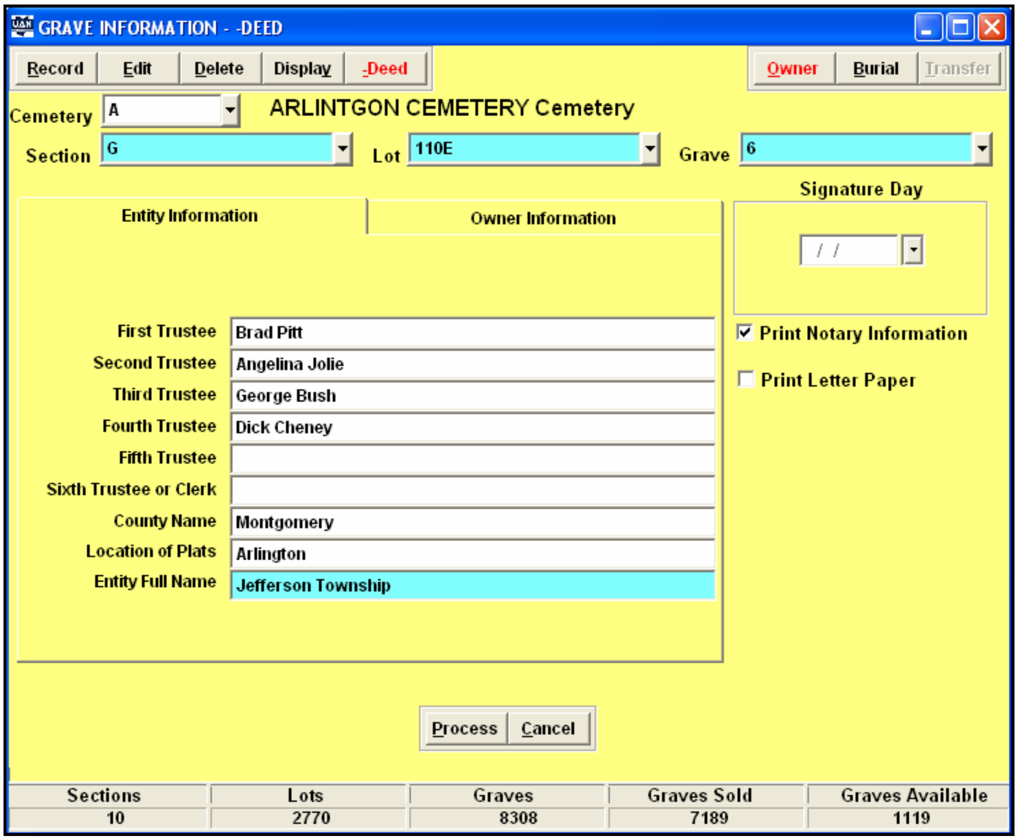
The following is an example of recording an owner:



Cemetery Transactions
Grave Information
Record Owner

Example 1-B

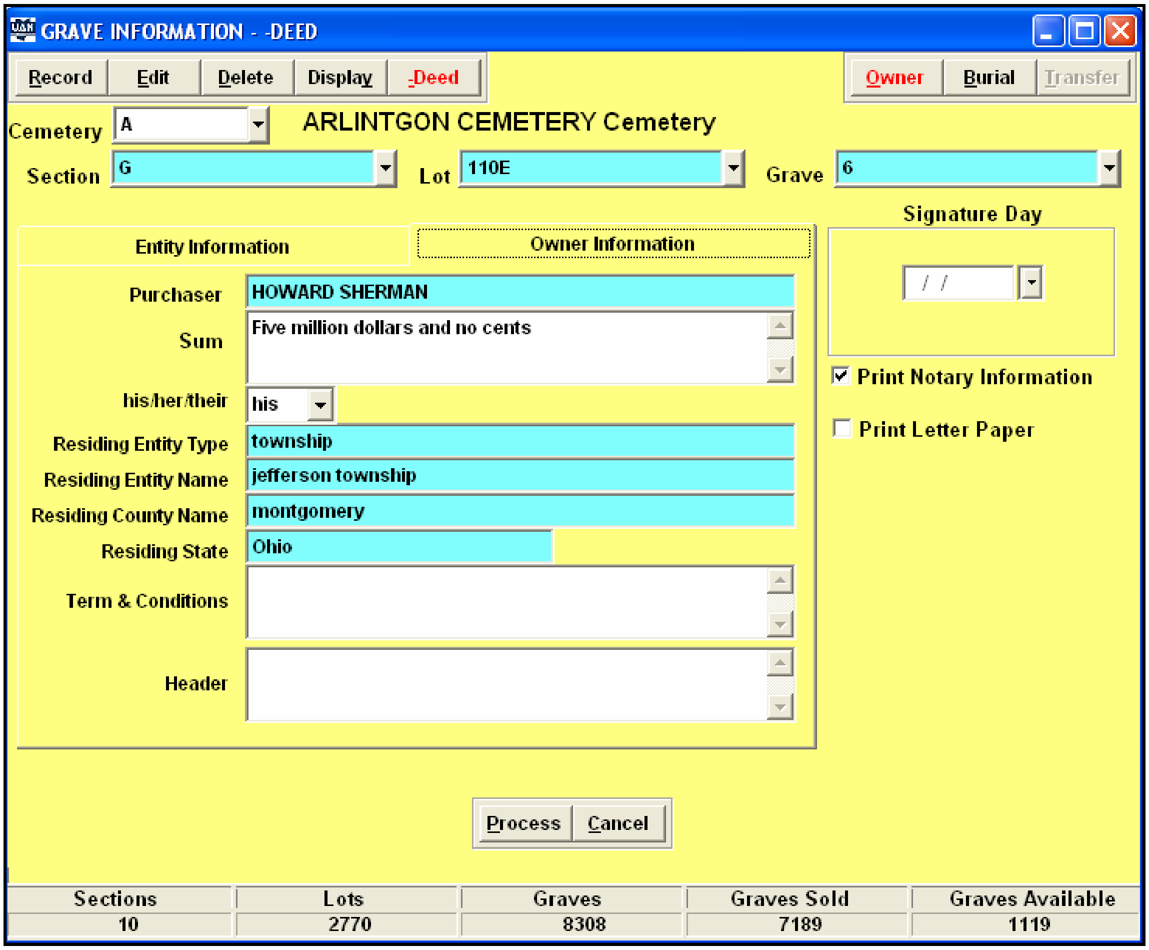
The following is an example of creating a deed after the owner information is processed. This is the Entity Information page:



Cemetery Transactions
Grave Information
Record Owner

Example 1-C

The following is an example of creating a deed after the owner information is processed. This is the Owner Information page:



Cemetery Transactions
Grave Information
Record Owner

Data Entry (for Deed)

Entity Information

Required Fields

1. Entity Full Name (automatically pulled from Entity Maintenance area)
2. Signature Day (day the trustees will sign the deed)

Optional Fields

1. Name of First Trustee (automatically pulled from Entity Maintenance area)
2. Name of Second Trustee (automatically pulled from Entity Maintenance area)
3. Name of Third Trustee (automatically pulled from Entity Maintenance area)
4. Name of Fourth Trustee (automatically pulled from Entity Maintenance area)
5. Name of Fifth Trustee (automatically pulled from Entity Maintenance area)
6. Sixth Trustee or Clerk (automatically pulled from Entity Maintenance area)
7. County Name (automatically pulled from Entity Maintenance area)
8. Location of Plats (name of the office in which the plats are held)

Owner Information

Required Fields

1. Purchaser (name of the individual or company purchasing grave)
2. Residing Entity Type (Entity Type of the individual or company purchasing grave)
3. Residing Entity Name (Entity of the individual or company purchasing grave)
4. Residing County Name (County of the individual or company purchasing grave)
5. Residing State (State of the individual or company purchasing grave)

Optional Fields

1. Sum (automatically pulled from recording/editing owner information where a sale price was recorded)
2. his/her/their (one of the three options, ‘their’ is default)
3. Terms and Conditions (miscellaneous information about the grave, section, lot and grave are automatically carried over from recording/editing owner information)

Cemetery Transactions
Grave Information
Record Owner

Example 1-D

The following is a sample of a deed:

DEED FOR CEMETERY LOT

Rev. Code. Secs. 517.07, .14, 759.12, .31 Deed #456388

Lot BLUE Section EAST Grave 103

KNOW ALL MEN BY THESE PRESENT:

That we, the undersigned George Washington, Abraham Lincoln, Theodore Roosevelt, in the County of Brown and State of Ohio, for and in consideration of the sum of Twenty Dollars and No Cents, to us paid by Joshua Henry Smith of the Township of Orange County of Brown and State of Ohio, the receipt whereof is hereby acknowledged, do hereby GRANT, BARGAIN, SELL AND CONVEY *to the said Joshua Henry Smith and their heirs forever, the following described lot or parcel of land in Brown Central Cemetery Cemetery, to-wit: Lot BLUE Section EAST Grave 101 as described upon the plat of said Cemetery, on file in the office of the Township of said Orange.*

Term & Conditions:

Lot BLUE Section EAST Grave 101

TO HAVE AND TO HOLD *the same to the said Joshua Henry Smith and their heirs, to be used for the purposes of burial only, subject to the laws of this State regarding Cemeteries and the rules and regulations of the officers having control of said Cemetery.*

In Witness Whereof, *We have hereunto set our hands on this 8th day of September A.D. 2001.*

Signed and Acknowledged
in presence of

____________________ ____________________

____________________ ____________________

____

____

in Brown County, Ohio.

The State of Ohio, ____________________ County, ss.

Be It Remembered, *That on this ______ day of ________________ A.D. _______ before me, the subscriber, a ________________________ in and for said County, personally came the above named ________________________*

____

________________________ in ________________ County, State of Ohio, and as such officers, acknowledged the signing and sealing of the foregoing conveyance to be their voluntary act and deed, for the uses and purposes therein mentioned.

In Testimony Whereof, *I have hereunto subscribed my name, and affixed my official seal, on the day and year last aforesaid.*

[SEAL]

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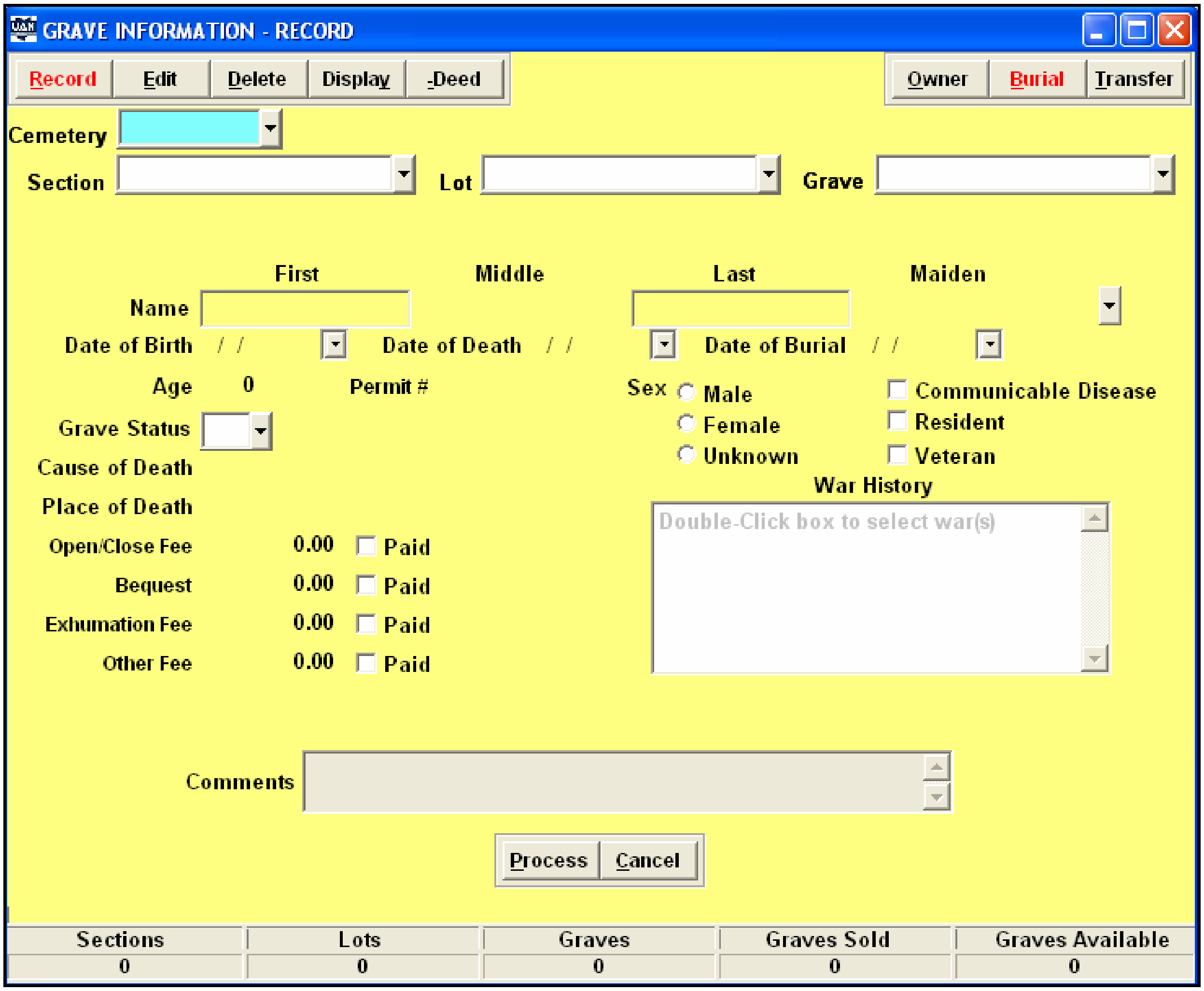
Cemetery Transactions
Grave Information
Record Burial



Overview

The Record Burial option is used to create and edit burial information for an individual. The system will allow for more than one burial level.

Steps to Access

Select **Cemetery**.
Select **Transactions**.

Cemetery Transactions
Grave Information
Record Burial

Select **Grave Information**.
Select the **Record** and **Burial** buttons.

Data Entry

Required Fields
1. Cemetery
2. Section
3. Lot
4. Grave
5. First Name of Occupant
6. Last Name of Occupant
7. Grave Status

Optional Fields
1. Middle Name
2. Maiden Name
3. Date of Birth
4. Date of Death
5. Date of Burial
6. Age
7. Permit #
8. Sex
9. Communicable Disease (Place a ☑ to select as ‘yes’)
10. Resident (Place a ☑ to select as ‘yes’)
11. Veteran (Place a ☑ to select as ‘yes’)
12. War History (Double click to select wars. The Veteran selection box must be selected before war selections can be made.)
13. Cause of Death
14. Place of Death
15. Open/Close Fee - ☐ Paid (Place a ☑ to select the fee as paid.)
16. Bequest - ☐ Paid (Place a ☑ to select the fee as paid.) A date field is also available.
17. Exhumation Fee - ☐ Paid (Place a ☑ to select the fee as paid.)
18. Other Fee - ☐ Paid (Place a ☑ to select the fee as paid.)
19. Bequest Information
20. Comments

Note: Please refer to the Glossary (Appendix A) for a more detailed description of some of these field names.

Cemetery Transactions
Grave Information
Record Burial

Data Validation

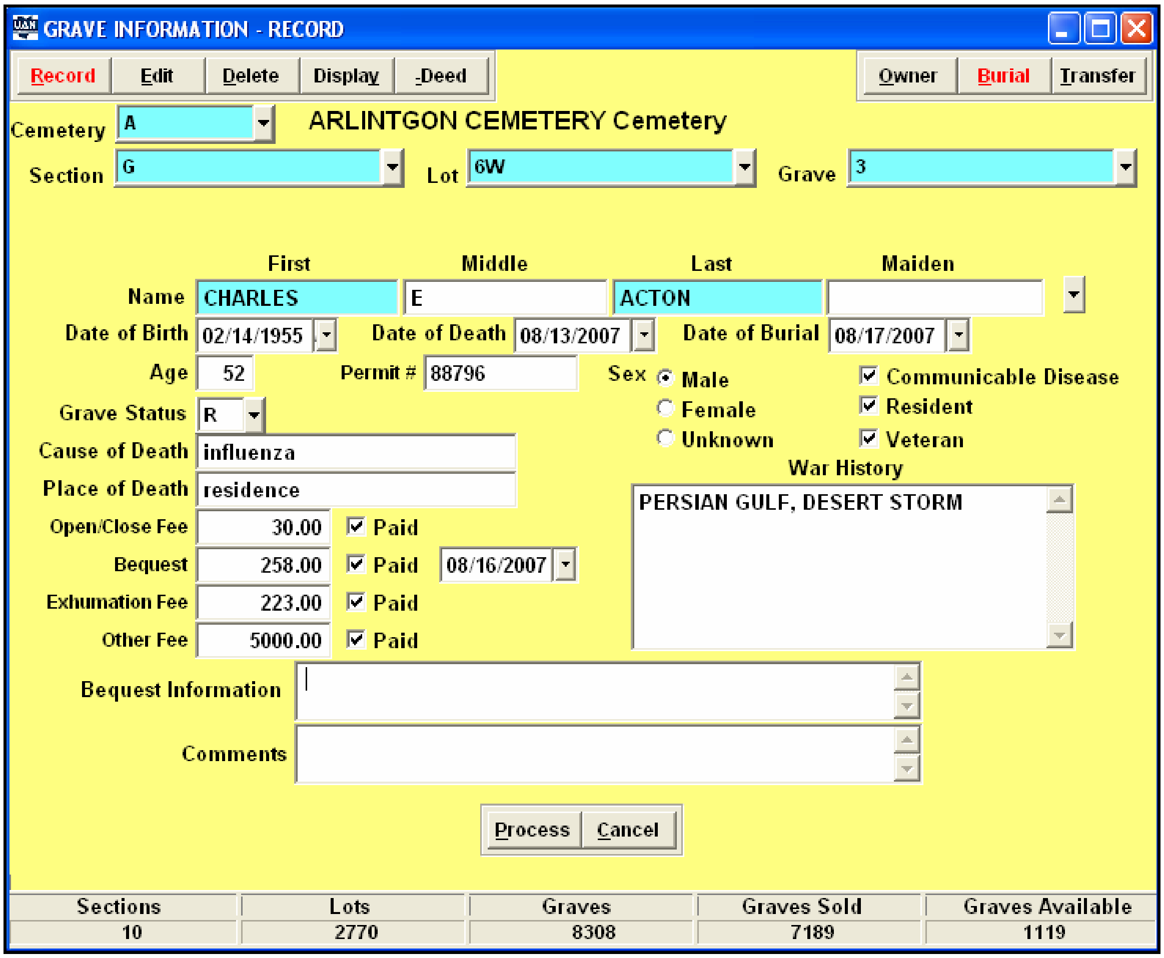
The system will validate the data entered on the screen based on the following data validation rules:

> *The cemetery, section, lot and grave information must be created under Maintenance and combined under Cemetery Design before a burial can be recorded.*
>
> *If there is already a burial in a particular grave, the system will ask if there is another level to be added to the grave.*

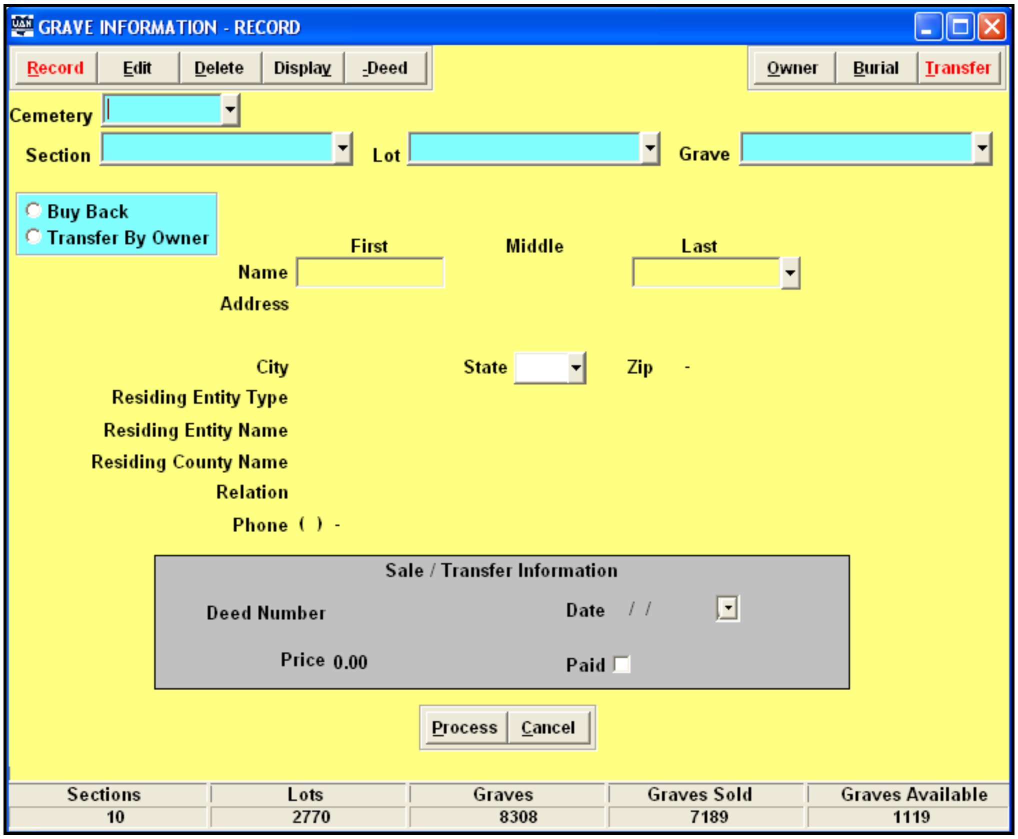
Cemetery Transactions
Grave Information
Record Burial

Example 1-E

The following is an example of recording a burial:



Cemetery Transactions
Grave Information
Record Transfer



Overview

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.

Steps to Access

Select **Cemetery**.
Select **Transactions**.
Select **Grave Information**.
Select the **Record** and **Transfer** buttons.

Cemetery Transactions
Grave Information
Record Transfer

Data Entry

Required Fields
1. Cemetery
2. Section
3. Lot
4. Grave
5. Buy Back or Sold by Owner
6. First and Last Name of New Owner (only if sold to another owner)

Data Validation

The system will validate the data entered on the screen based on the following data validation rules:

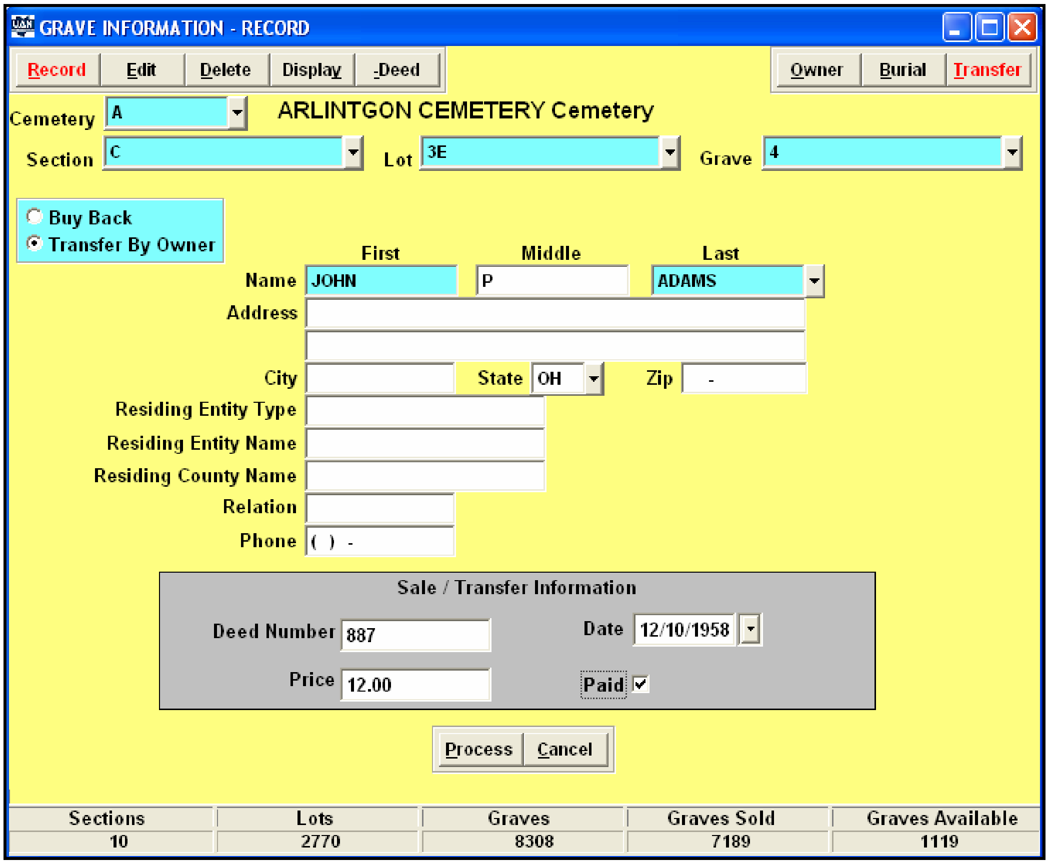
The grave must already be under ownership of a party other than the entity.

A transfer cannot be recorded for graves that contain burial information.

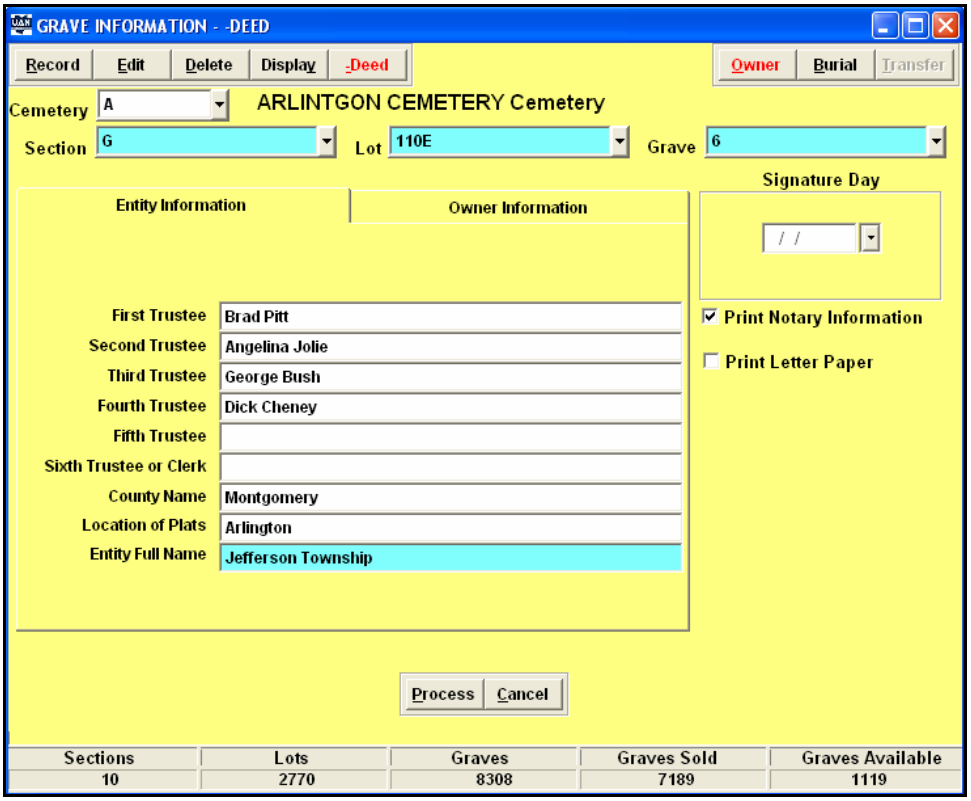
Cemetery Transactions
Grave Information
Record Transfer

Example 1-F

The following is an example of recording a transfer:



Cemetery Transactions
Grave Information
Create Deed



Overview

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.

Steps to Access

Select **Cemetery**.
Select **Transactions**.
Select **Grave Information**.
Select the **Edit** or **Display** button
Select the **Owner** button.
Choose the **Owner Name** from the list.
Select the **Deed** button.

Cemetery Transactions
Grave Information

Create Deed

Data Entry

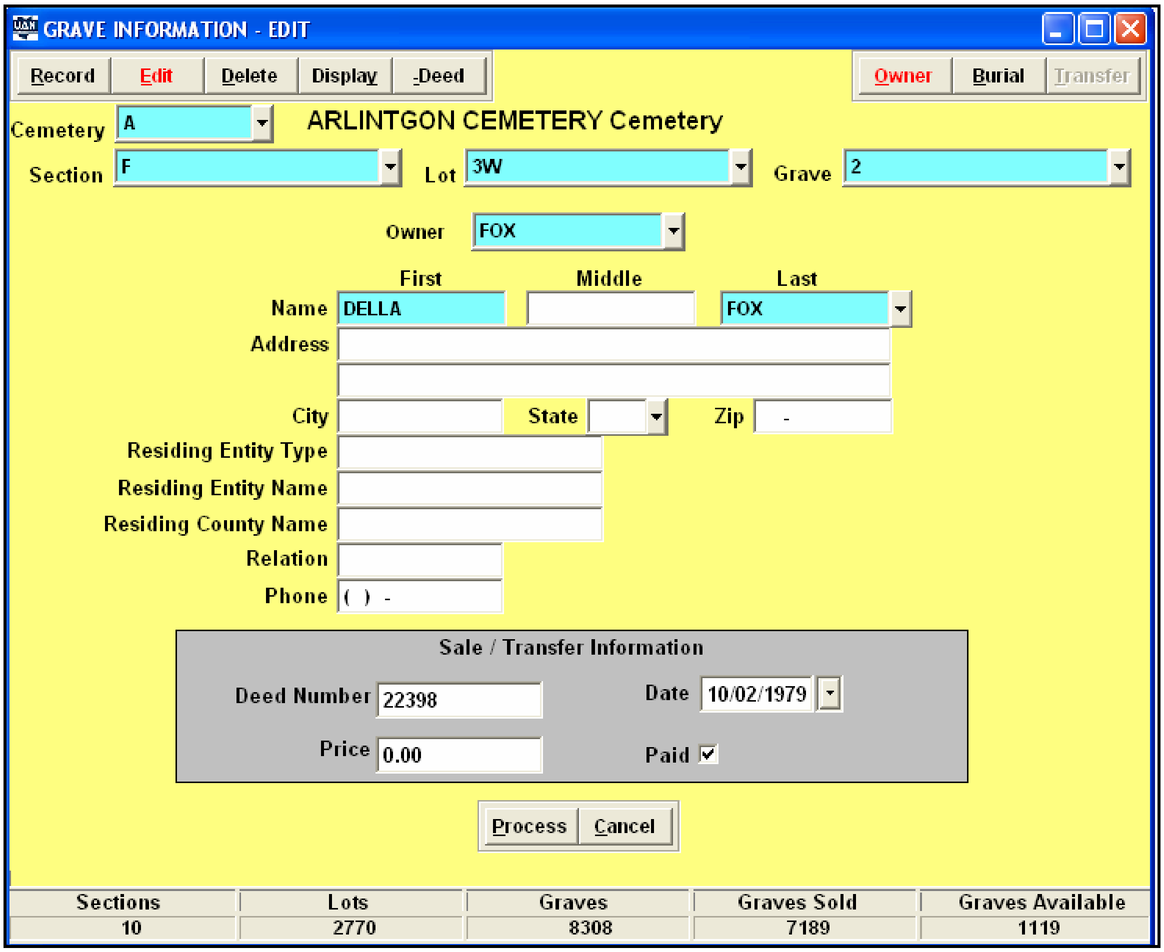
Required Fields

1. Cemetery
2. Section
3. Lot
4. Grave
5. Entity Full Name (Entity Information Page)
6. Purchaser (Owner Information Page)
7. Residing Entity Type (Owner Information Page)
8. Residing Entity Name (Owner Information Page)
9. Residing County Name (Owner Information Page)
10. Residing State (Owner Information Page)

Cemetery Transactions
Grave Information
Create Deed

Example 1-G

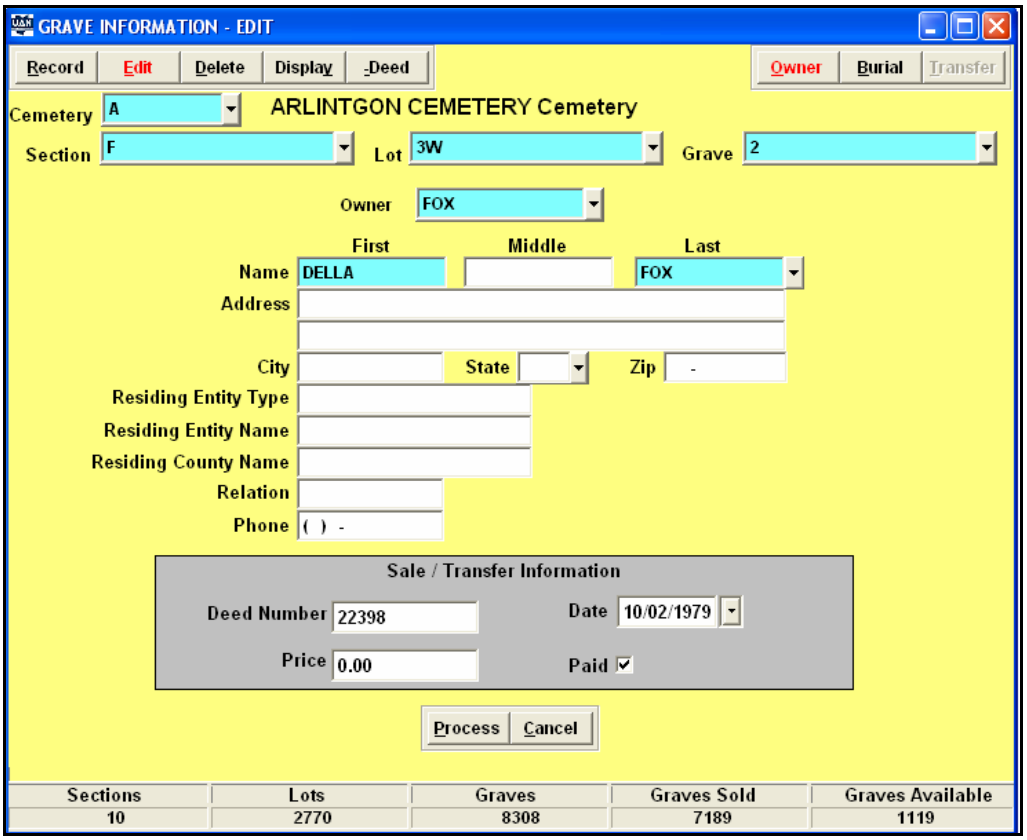
The following is an example of selecting an owner on the edit screen in grave information:



Cemetery Transactions
Grave Information
Create Deed

Example 1-H

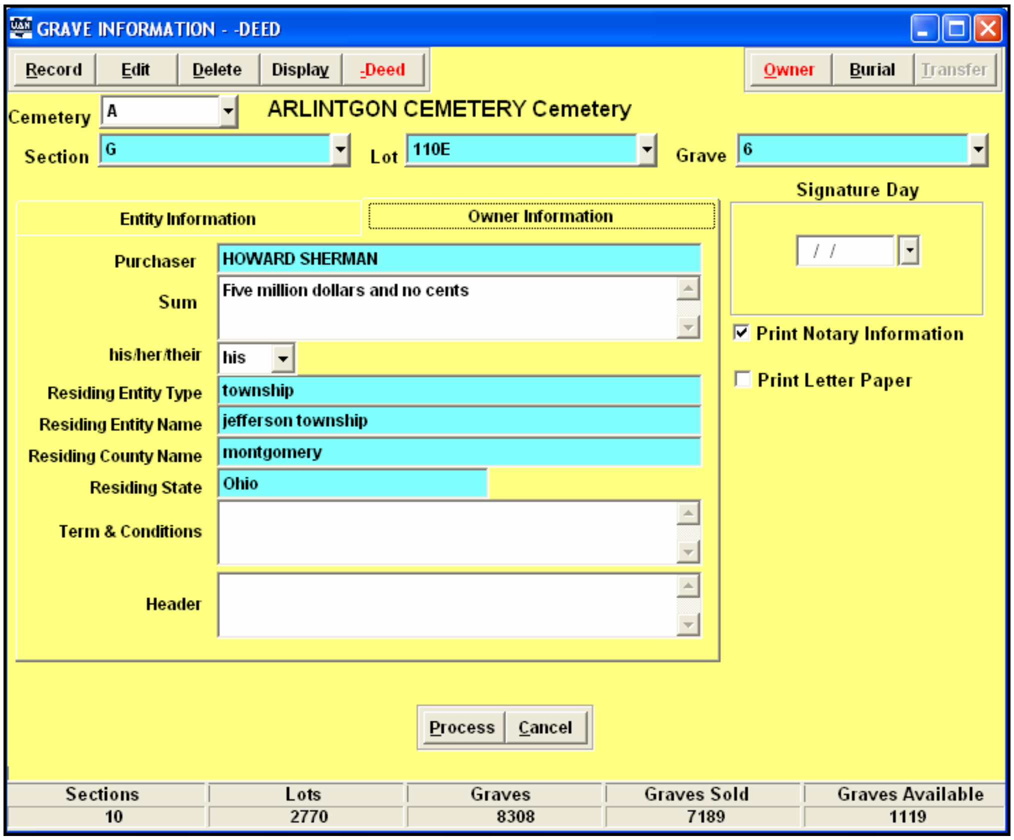
The following is an example of creating a deed after the owner information is processed. This is the Entity Information page:



Cemetery Transactions
Grave Information
Create Deed

Example 1-I

The following is an example of creating a deed after the owner information is processed. This is the Owner Information page:



Data Entry

Entity Information
Required Fields
1. Entity Full Name (automatically pulled from Entity Maintenance area)
2. Signature Day (day the trustees will sign the deed)

Optional Fields
1. Name of First Trustee (automatically pulled from Entity Maintenance area)
2. Name of Second Trustee (automatically pulled from Entity Maintenance area)

Cemetery Transactions
Grave Information
Create Deed

3. Name of Third Trustee (automatically pulled from Entity Maintenance area)
4. Name of Fourth Trustee (automatically pulled from Entity Maintenance area)
5. Name of Fifth Trustee (automatically pulled from Entity Maintenance area)
6. Sixth Trustee or Clerk (automatically pulled from Entity Maintenance area)
7. County Name (automatically pulled from Entity Maintenance area)
8. Location of Plats (name of the office in which the plats are held)

Owner Information

Required Fields
1. Purchaser (name of the individual or company purchasing grave)
2. Residing Entity Type (Entity Type of the individual or company purchasing grave)
3. Residing Entity Name (Entity of the individual or company purchasing grave)
4. Residing County Name (County of the individual or company purchasing grave)
5. Residing State (State of the individual or company purchasing grave)

Optional Fields
1. Sum (automatically pulled from recording/editing owner information where a sale price was recorded)
2. his/her/their (one of the three options, 'their' is default)
3. Terms and Conditions (miscellaneous information about the grave, section, lot and grave are automatically carried over from recording/editing owner information)

Data Validation

The system will validate the data entered on the screen based on the following data validation rules:

> *An owner must already be on the screen using the Edit or Display function buttons in order to bring up the Deed application.*

Cemetery Transactions
Grave Information
Create Deed

Example 1-J

The following is a sample of a deed:

DEED FOR CEMETERY LOT

Rev. Code Secs. 517.07, .14, 759.12, .31 Deed #468888

Lot BLUE Section EAST Grave 103

KNOW ALL MEN BY THESE PRESENT:

That we, the undersigned George Washington, Abraham Lincoln, Theodore Roosevelt, in the County of Brown and State of Ohio, for and in consideration of the sum of Twenty Dollars and No Cents to us paid by Joshua Henry Smith of the Township of Orange County of Brown and State of Ohio, the receipt whereof is hereby acknowledged, do hereby **GRANT, BARGAIN, SELL AND CONVEY** *to the said Joshua Henry Smith and their heirs forever, the following described lot or parcel of land in Brown Central Cemetery Cemetery, to-wit: Lot BLUE Section EAST Grave 103 as described upon the plat of said Cemetery, on file in the office of the Township of said Orange.*

Terms & Conditions:

Lot BLUE Section EAST Grave 103

TO HAVE AND TO HOLD *the same to the said Joshua Henry Smith and their heirs, to be used for the purposes of burial only, subject to the laws of this State regarding Cemeteries and the rules and regulations of the officers having control of said Cemetery.*

In Witness Whereof, *We have hereunto set our hands on this 8th day of September A.D. 2003*

Signed and Acknowledged in presence of

____

____

____

____

____

____

in Brown County, Ohio.

The State of Ohio, ____________________ **County, ss.**

Be It Remembered, *That on this _____ day of ________________ A.D. _______, before me, the subscriber, a ________________________ in and for said County, personally came the above named ________________________ ________________________ in ________________ County, State of Ohio, and as such officers, acknowledged the signing and sealing of the foregoing conveyance to be their voluntary act and deed, for the uses and purposes therein mentioned.*

In Testimony Whereof, *I have hereunto subscribed my name, and affixed my official seal, on the day and year last aforesaid.*

[SEAL]

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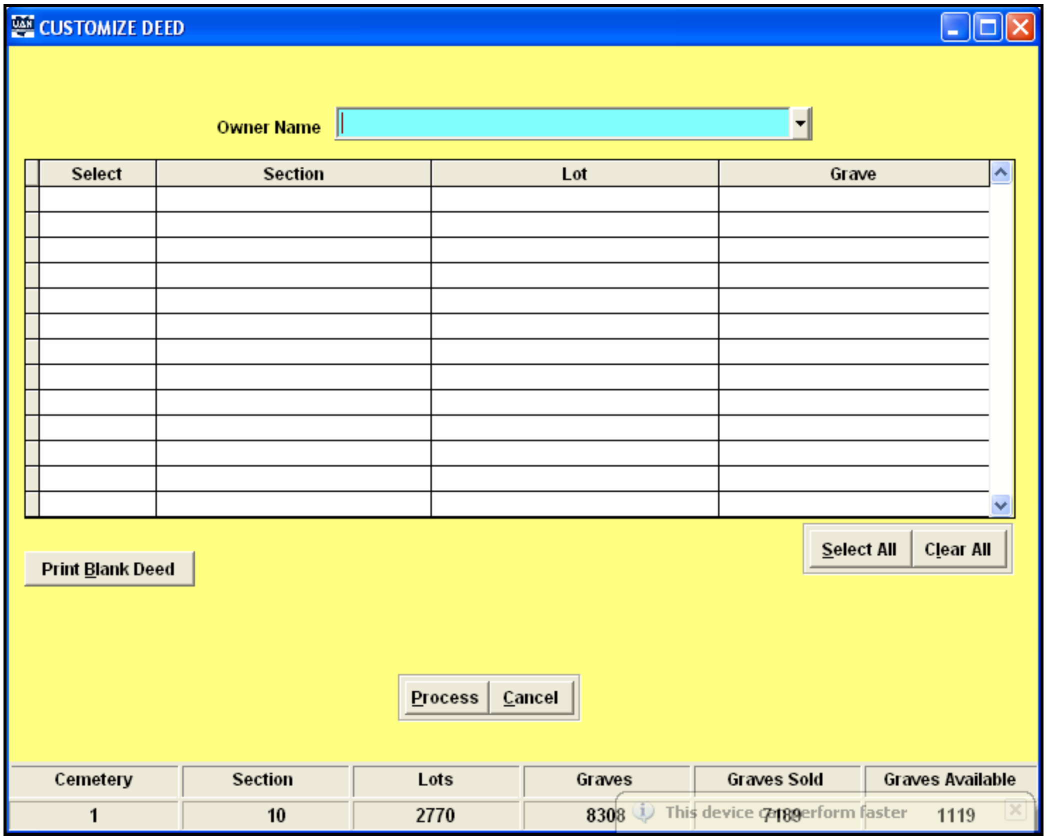
____

Cemetery Transactions
Customized Deed

Customize Deed



Overview

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. This area also provides the ability to print a blank deed for manual entry purposes.

Steps to Access

Select **Cemetery**.
Select **Transactions**.
Select **Customize Deed**.

Cemetery Transactions
Customized Deed
Customize Deed

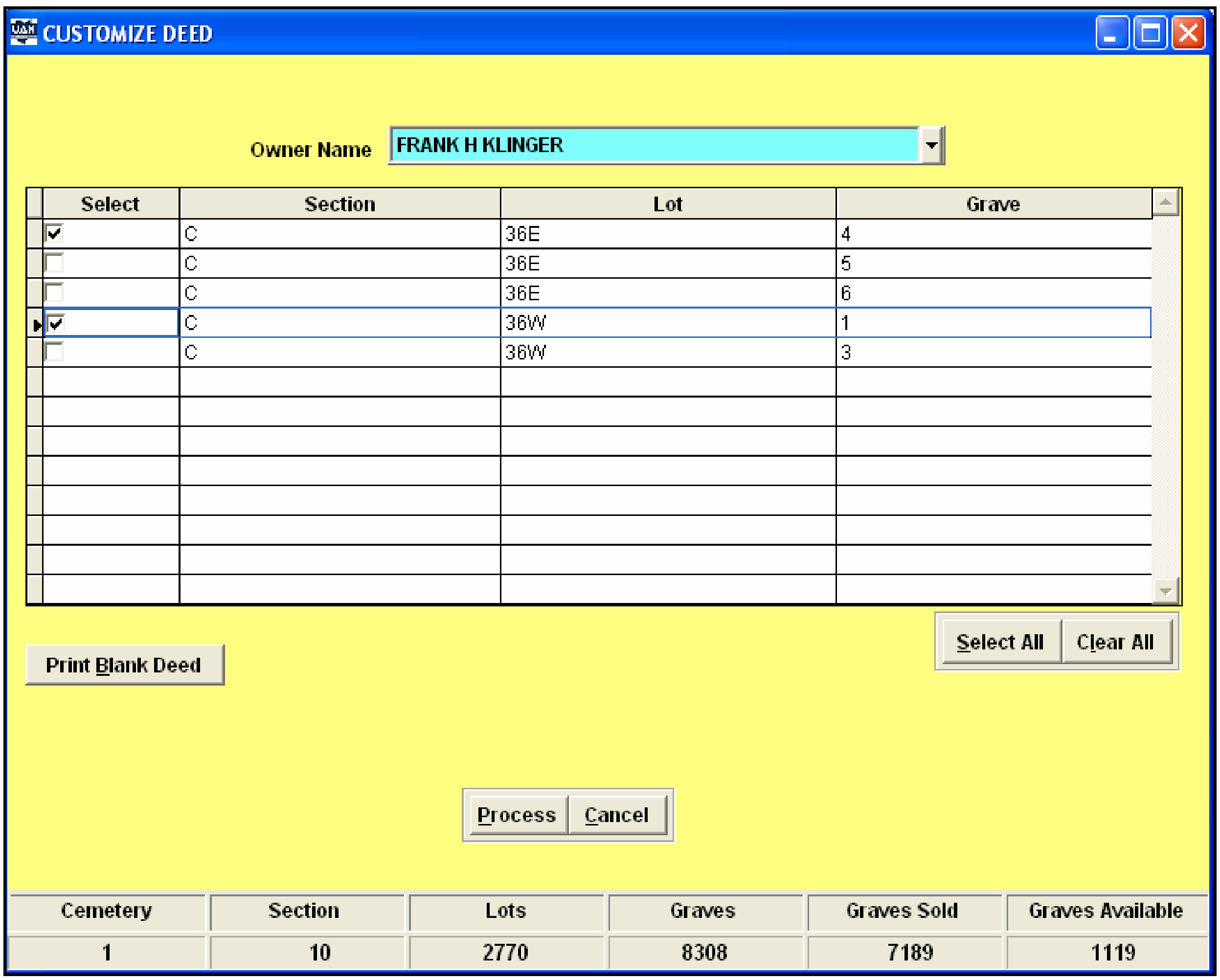
Data Entry

Required Fields

1. Owner Name

Example 2-A

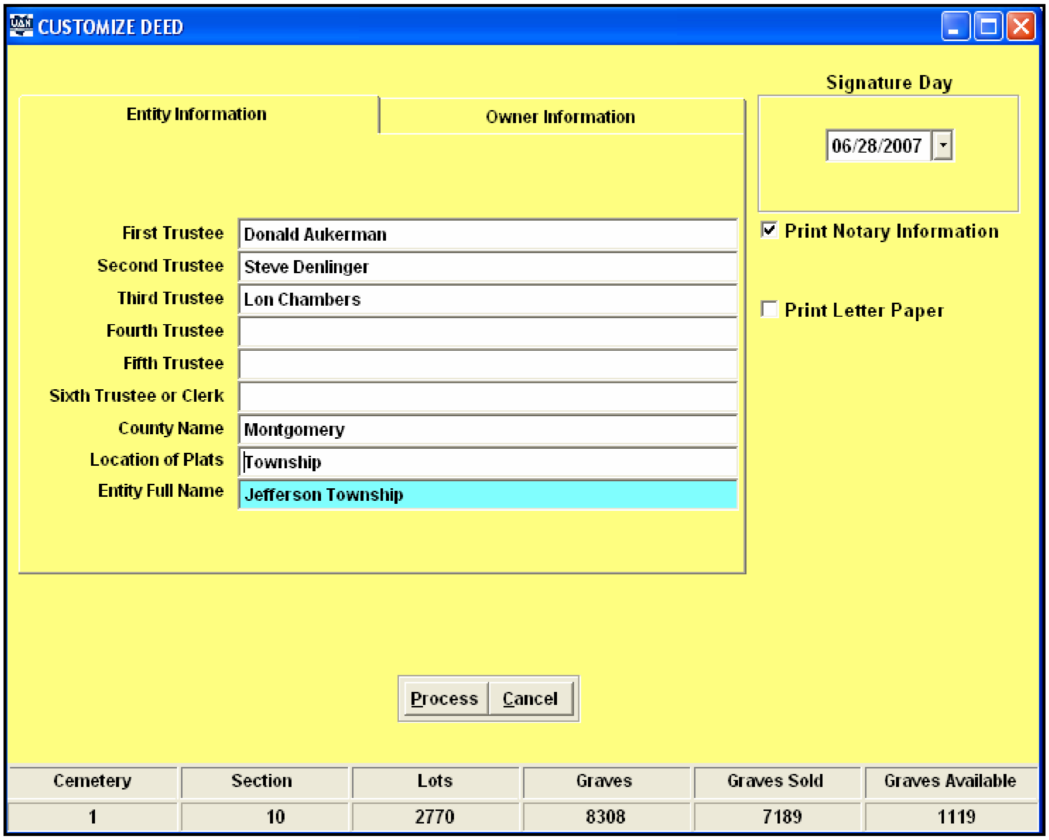
The following is an example of selecting to print one deed for an owner of multiple graves:



Cemetery Transactions
Customized Deed
Customize Deed

Example 2-B

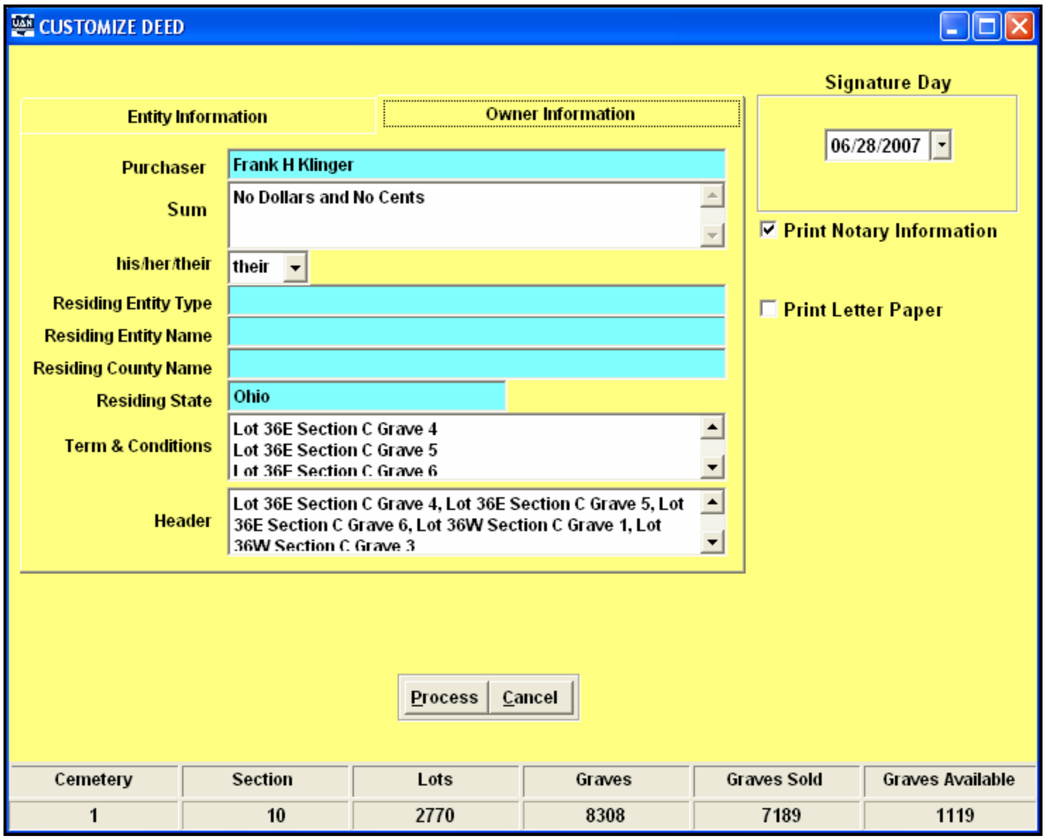
The following is an example of creating a deed for an owner of multiple graves. This is the Entity Information page:



Cemetery Transactions
Customized Deed
Customize Deed

Example 2-C

The following is an example of creating a deed for an owner of multiple graves. This is the Owner Information page:



Cemetery Transactions
Customized Deed
Customize Deed

Data Entry

Entity Information
Required Fields
1. Entity Full Name (automatically pulled from Entity Maintenance area)
2. Signature Day (day the trustees will sign the deed)

Optional Fields
1. Name of First Trustee (automatically pulled from Entity Maintenance area)
2. Name of Second Trustee (automatically pulled from Entity Maintenance area)
3. Name of Third Trustee (automatically pulled from Entity Maintenance area)
4. Name of Fourth Trustee (automatically pulled from Entity Maintenance area)
5. Name of Fifth Trustee (automatically pulled from Entity Maintenance area)
6. Sixth Trustee or Clerk (automatically pulled from Entity Maintenance area)
7. County Name (automatically pulled from Entity Maintenance area)
8. Location of Plats (name of the office in which the plats are held)

Owner Information
Required Fields
1. Purchaser (name of the individual or company purchasing grave)
2. Residing Entity Type (Entity type of the individual or company purchasing grave)
3. Residing Entity Name (Entity of the individual or company purchasing grave)
4. Residing County Name (County of the individual or company purchasing grave)
5. Residing State (State of the individual or company purchasing grave)

Optional Fields
1. Sum (automatically pulled from recording/editing owner information where a sale price was recorded)
2. his/her/their (one of the three options, ‘their’ is default)
3. Terms and Conditions (miscellaneous information about the grave, section, lot and grave are automatically carried over from recording/editing owner information)

Data Validation

The system will validate the data entered on the screen based on the following data validation rules:

Owner information must have already been recorded before using this application.

Cemetery Transactions
Customized Deed
Customize Deed

Example 2-D

This is a sample of a multiple grave deed:

DEED FOR CEMETERY LOT

Rev. Code. Secs. 517.07, .14, 759.12, .31

Lot GREEN Section WEST Graves 102, 103, 39

KNOW ALL MEN BY THESE PRESENT:

That we, the undersigned George Washington, Abraham Lincoln, Theodore Roosevelt in the County of Brown and State of Ohio, for and in consideration of the sum of No Dollars and No Cents, to us paid by Jane R. Grower of the Township of Orange County of Brown and State of Ohio, the receipt whereof is hereby acknowledged, do hereby **GRANT, BARGAIN, SELL AND CONVEY** *to the said Jane R. Grower and their heirs forever, the following described lot or parcel of land in Brown Central Cemetery Cemetery, to-wit, Lot GREEN Section WEST Graves 102, 103, 39 as described upon the plat of said Cemetery, on file in the office of the Township of said Orange*

Terms & Conditions:

Lot GREEN Section WEST Graves 102, 103, 39

TO HAVE AND TO HOLD *the same to the said Jane R. Grower and their heirs, to be used for the purposes of burial only, subject to the laws of this State regarding Cemeteries and the rules and regulations of the officers having control of said Cemetery.*

In Witness Whereof, *We have hereunto set our hands on this 8th day of September A.D. 2003.*

Signed and Acknowledged in presence of

______________________ ______________________

______________________ ______________________

____

____

in Brown County, Ohio.

The State of Ohio, ______________________ **County, ss.**

Be It Remembered, *That on this* ________ *day of* ______________________ *A.D.* __________, *before me, the subscriber, a* ______________________ *in and for said County, personally came the above named* ______________________

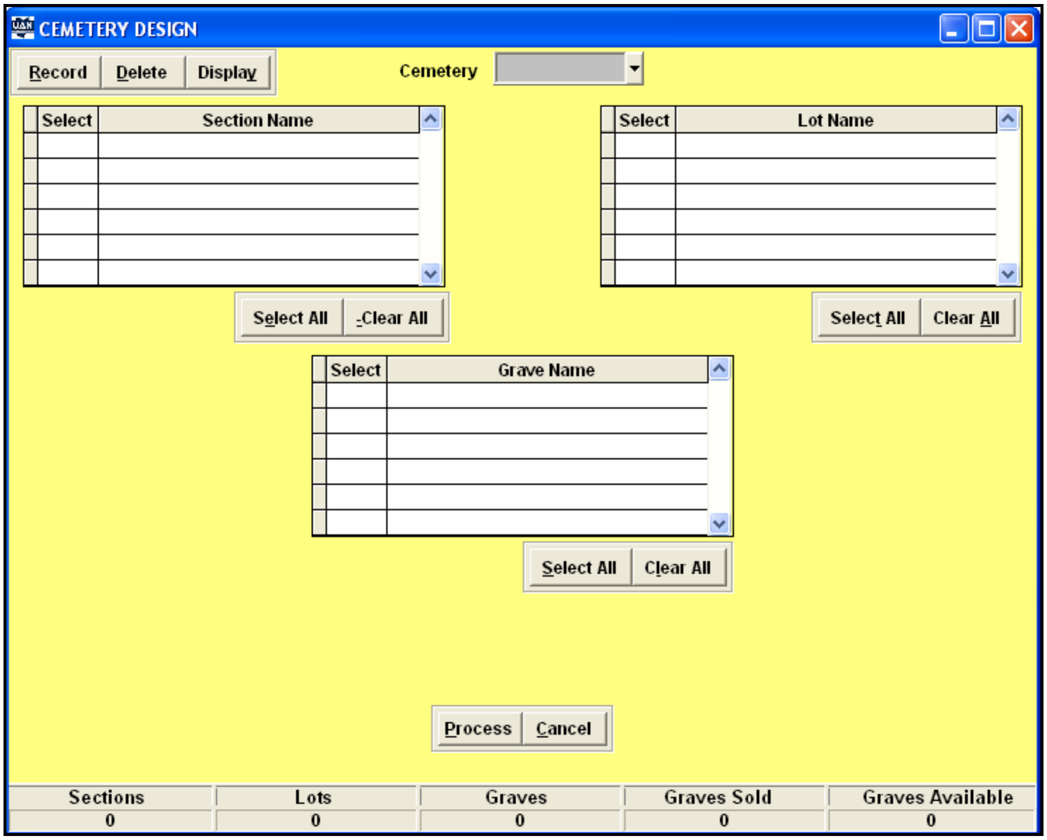
______________________ *in* ______________________ *County, State of Ohio, and as such officers acknowledged the signing and sealing of the foregoing conveyance to be their voluntary act and deed, for the uses and purposes therein mentioned.*

In Testimony Whereof, *I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.*

[SEAL]

____

Cemetery Transactions
Cemetery Design
Record 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.

Steps to Access

Select **Cemetery**.
Select **Transactions**.
Select **Cemetery Design**.
Select the **Record** button.

Cemetery Transactions
Cemetery Design
Record Design

Data Entry

1. Select the **Record** function button to set up a new cemetery.
2. Select the **Cemetery** to set up section, lot and grave information.
3. Select the **Sections** to include in the cemetery by placing a check mark in the appropriate box located on the left side of the Section Name grid box.
4. Select the **Lots** to include in the cemetery by placing a check mark in the appropriate box located on the left side of the Lot Name grid box.
5. Select the **Graves** to include in the cemetery by placing a check mark in the appropriate box located on the left side of the Grave Name grid box.
6. Click **Process** to create the graves and complete the cemetery design.
7. After the Cemetery has been recorded, the **Delete** function button can be used to remove any graves not available in the cemetery (if necessary).
8. Choose each grave not to be included in the cemetery by placing a check mark in the appropriate box located on the left side of the grid.

Data Validation

The system will validate the data entered on the screen based on the following data validation rules:

At least one cemetery, one section, one lot and one grave must be established before the Cemetery Design application is available.

The Cemetery Design application will only add graves that have not already been created for the selected cemetery.

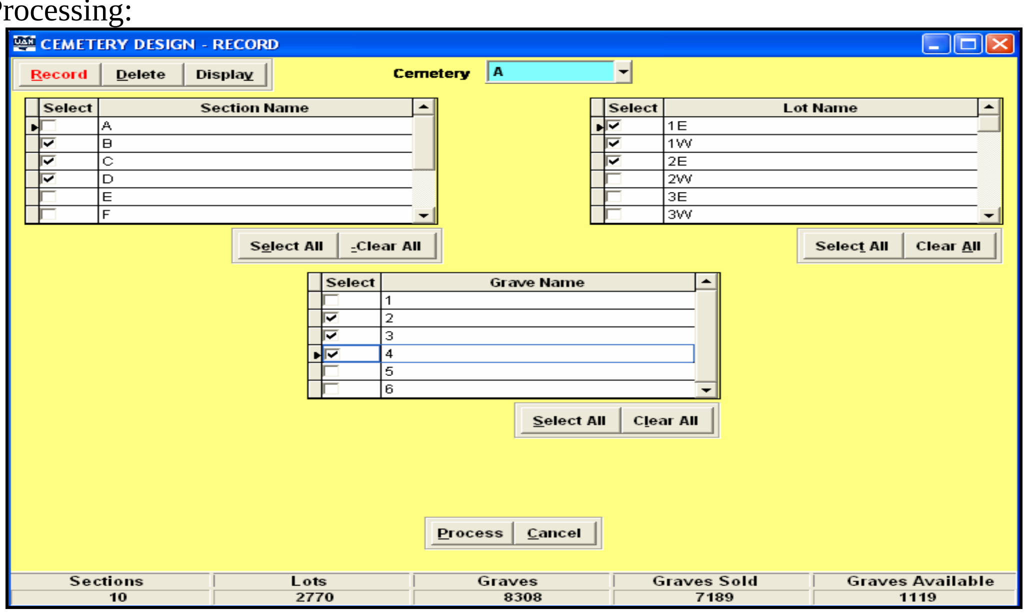
Graves that contain owner and/or burial information cannot be deleted.

Cemetery Transactions
Cemetery Design
Record Design

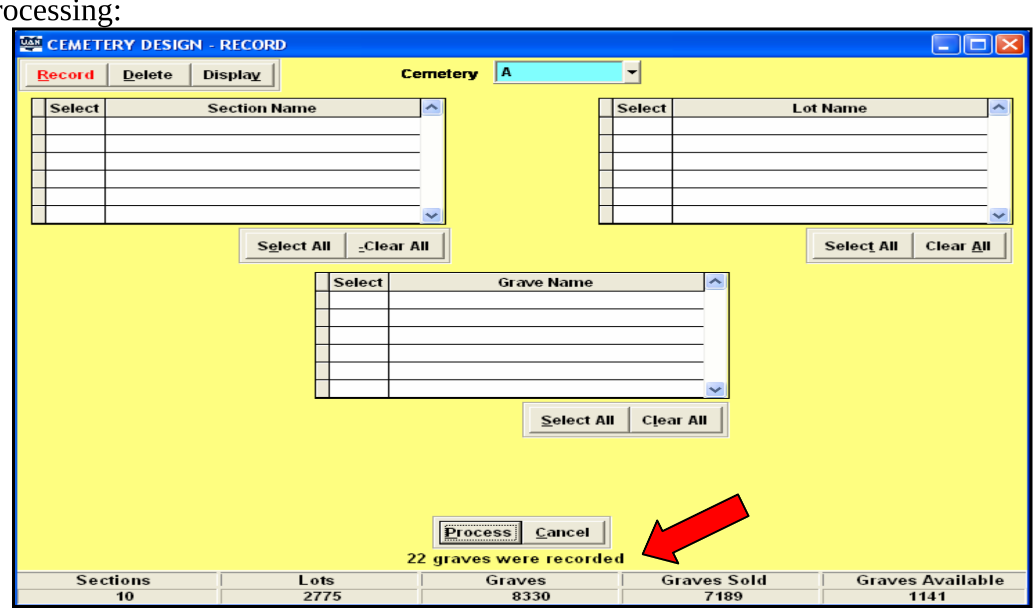
Example 3-A

This is an example of setting up a cemetery with 3 sections, 3 lots per section and 3 graves per lot:

Before Processing:



After Processing:



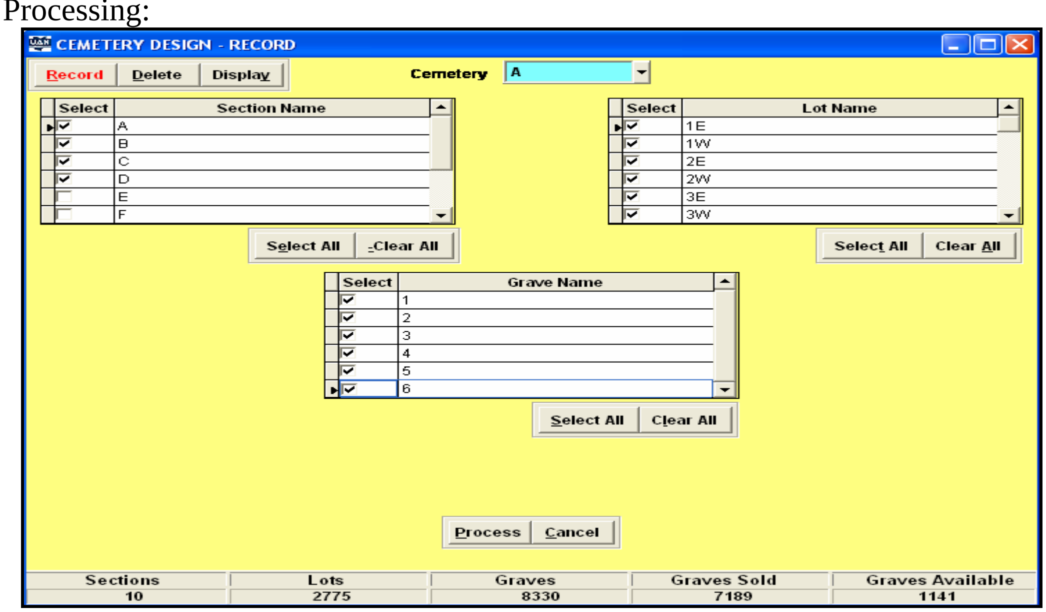
The system automatically created 22 available graves.

Cemetery Transactions
Cemetery Design
Record Design

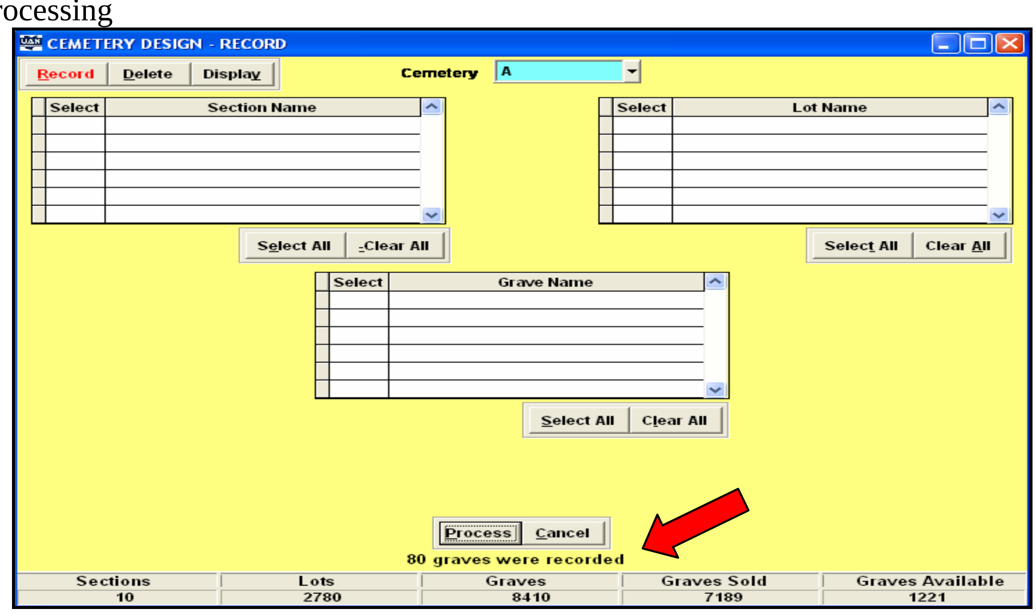
Example 3-B

This is an example of setting up a cemetery with 4 sections, 6 lots per section and 20 graves per lot.

Before Processing:



After Processing



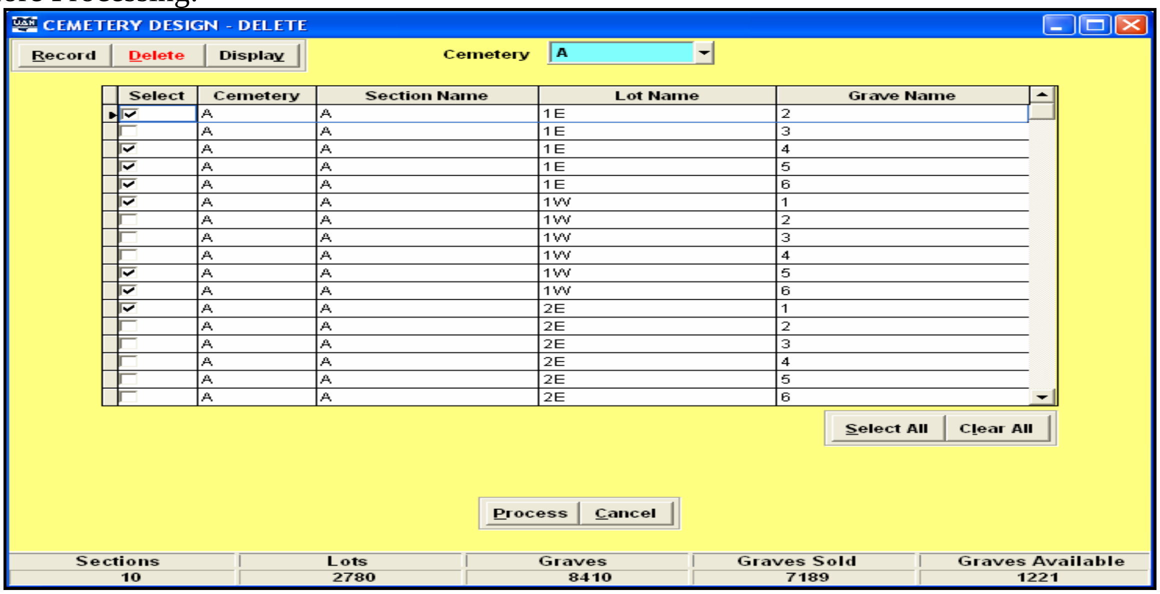
The system automatically created 80 available graves.

Cemetery Transactions
Cemetery Design
Record Design

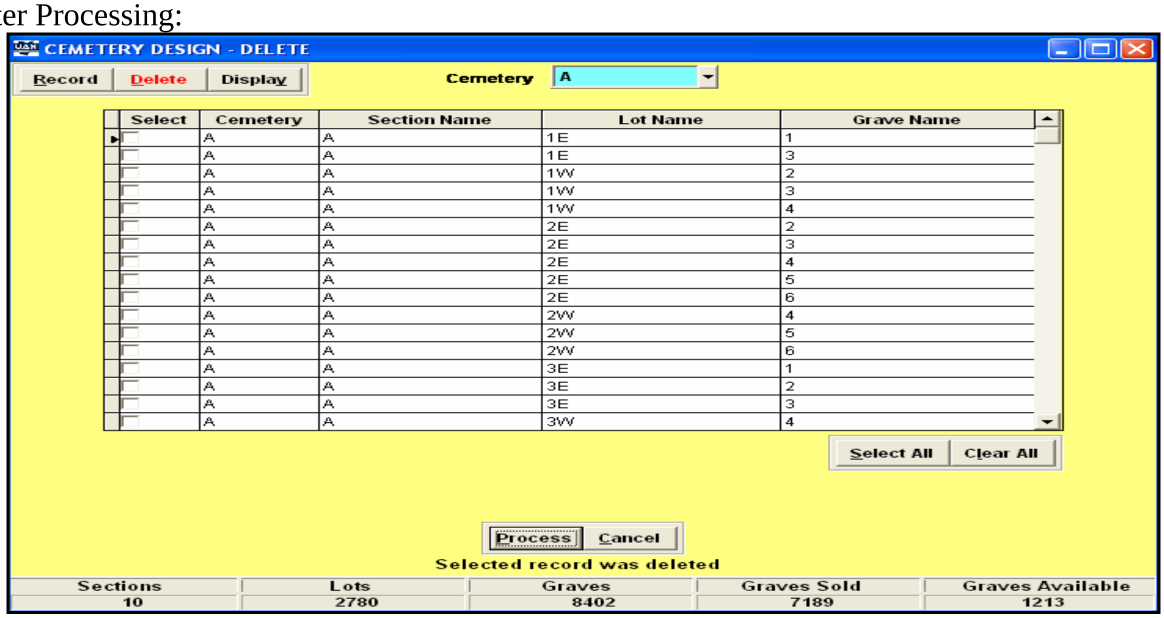
Example 3-C

This is an example of deleting grave **3** from all **Lower** sections. If grave number 3 does not exist in the Lower section then they can be deleted by selecting all the number 3 graves associated with the Lower section.

Before Processing:



After Processing:



Uniform Accounting Network - Cemetery Manual

Part 2

Reports

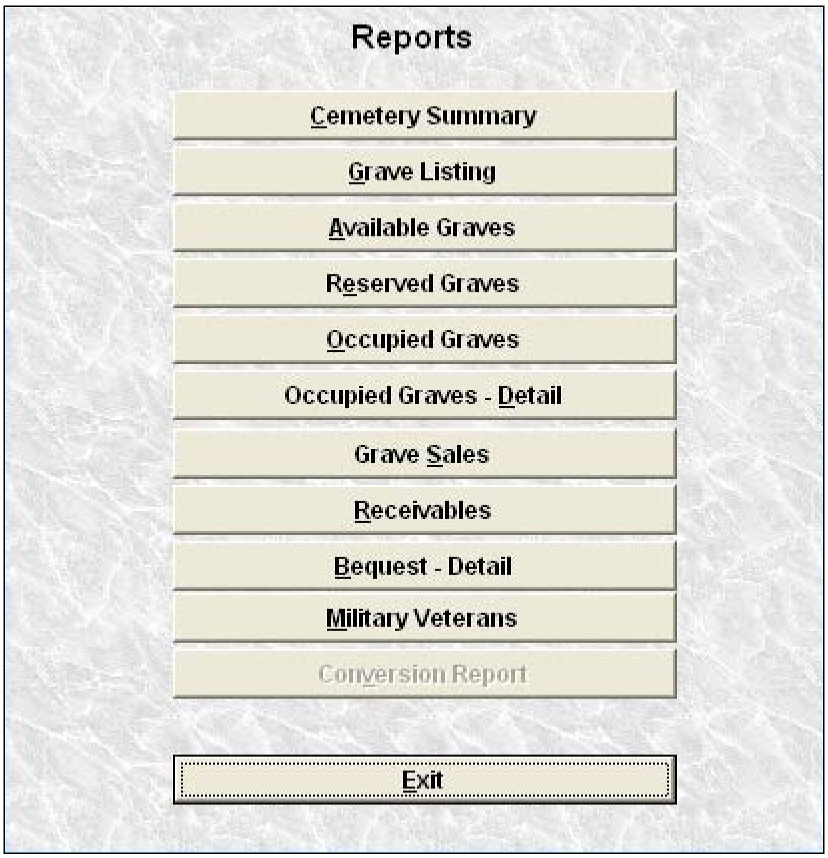
The chapter in this part of the manual is:

- **Chapter 4: Cemetery Reports**

Cemetery Reports

Overview

The Cemetery Reports area contains all of the cemetery reports which provide detailed cemetery information as well as useful listings such as available graves and grave listing. The reports include the Cemetery Summary, Grave Listing, Receivables, Occupied Graves, Occupied Graves–Detail, Available Graves, Grave Sales and Military Veterans reports. Also, most of the reports provide different sorting and selection options for the report data.



Cemetery Summary

The Cemetery Summary report provides information about the cemetery/cemeteries set up in the system. Information concerning graves available, sold and totals are listed here. There is also information about grave sales, fees receivable and fees received.

Cemetery Reports

Grave Listing

The Grave Listing report lists the section, lot, grave, owner and occupant information for each grave.

Available Graves

The Available Graves report lists all graves available for purchase along with the grave's section and lot information.

Reserved Graves

The Reserved Graves report lists all selected graves that currently have an owner but do not have an occupant. The report includes owner, section, lot and grave information.

Occupied Graves

The Occupied Graves report lists all selected graves that currently have an occupant with section, lot and grave information. Information can be sorted by Grave or Occupant.

Occupied Graves - Detail

The Occupied Graves – Detail report lists all selected graves that currently have an occupant. Detailed information about Date of Birth, Death, Burial and Permit number are also available on this report.

Grave Sales

The Grave Sales report lists all graves sold along with the owner name, section, lot, grave, sale date and sale price of the grave.

Cemetery Reports

Receivables

The Receivables report lists all outstanding fees due to the Cemetery by owners. The report can be sorted by grave or owner. It also lists the section, lot, grave, date of sale, sale amount and outstanding receivables.

Bequest - Detail

The Bequest Detail report lists those graves that have been recorded with bequest information. The report includes occupant, section, lot, grave, bequest amount, bequest date and additional bequest information.

Military Veterans

The Military Veterans report lists all occupants who have the 'Veteran' designation marked in the burial section of the grave information. The report lists the occupant's name, age, section, lot, and grave information as well as the wars served in by the occupant.

Uniform Accounting Network - Cemetery Manual

Part 3

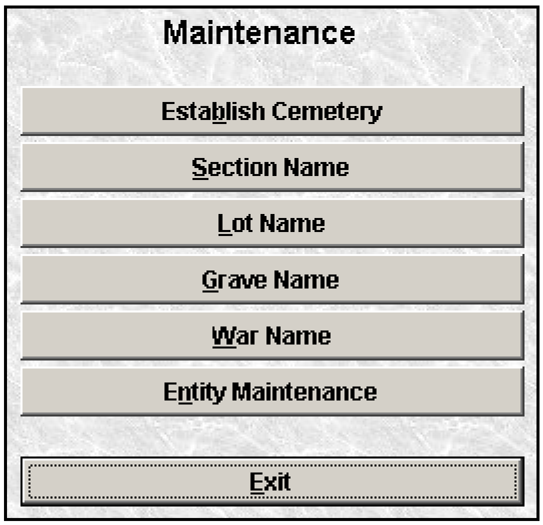
Maintenance

The chapters in this part of the manual are:

Introduction
Part 3
Maintenance

Overview

The Maintenance functions are accessible through the drop down menus across the top of the screen or by selecting the specific maintenance option from the center screen menu as shown below. The maintenance area is where the main setup for a cemetery takes place. It is where the cemetery, section, lot, grave and war names are established as well as where the detailed entity information is located.



Screen Function Buttons

In the Maintenance menu options there are four main function buttons to select from:

Record is the function to use when entering data into the system. For example, a grave to be set up is first entered under the Record function. The Record function is further explained at the beginning of each chapter in the instructions for this function.

Edit is the function to use when modifying or correcting any items previously recorded.

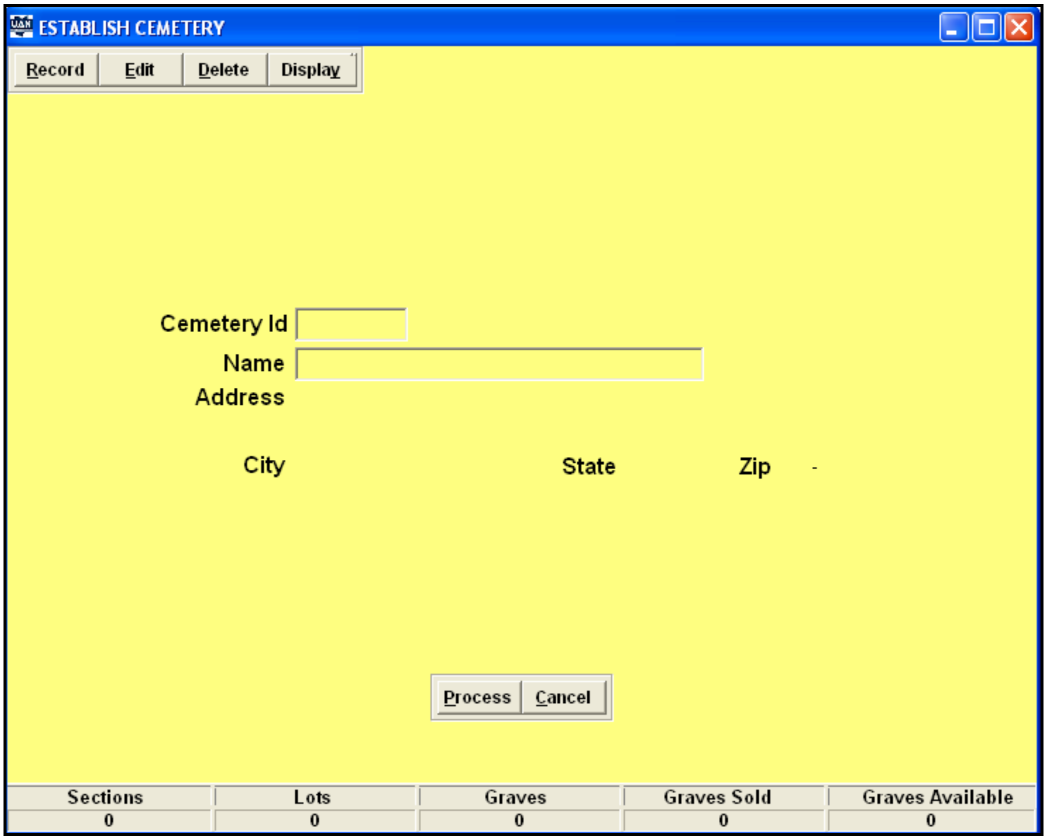
Delete is the function that is used to delete entries no longer used or recorded erroneously. Selections for deletion are made by clicking on the ☐ in the Select column beside the item to be deleted. Multiple selections can be made to delete more than one item in an area.

Display is the function that is used to view all the transactions that were entered in the Record option.

In addition, certain fields are required to be filled to process the information. These fields are denoted with a *blue*, instead of white, background.

Cemetery Maintenance
Establish Cemetery

Record Cemetery



Overview

The Record Cemetery application is used to establish a Cemetery in the system.

Steps to Access

Select **Cemetery**.
Select **Maintenance**.
Select **Establish Cemetery**.
Select the **Record** button.

Cemetery Maintenance
Establish Cemetery

Record Cemetery

Data Entry

Required Fields
1. Cemetery ID
2. Name

Optional Fields
1. Address
2. City, State, Zip Code

Note: The word ‘Cemetery’ will automatically be attached to the cemetery name that is entered in this field. Thus, if the cemetery name is Bluefield Cemetery, then only ‘Bluefield’ needs to be entered in this field.

Data Validation

The system will validate the data entered on the screen based on the following data validation rules:

The cemetery Id must be between 1 to 8 characters.

The cemetery name cannot be longer than 35 characters.

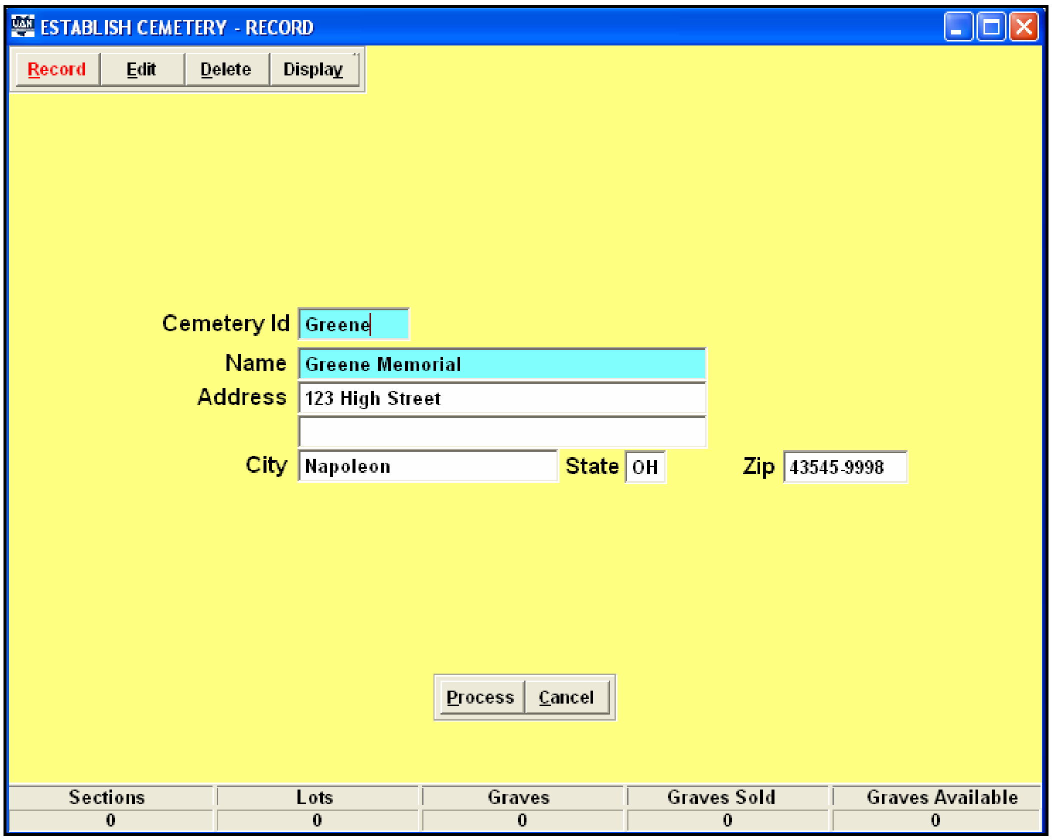
A cemetery can only be edited, deleted or displayed once it has been recorded.

A cemetery cannot be deleted once section, lot and grave information has been attached to it under Cemetery Design.

Cemetery Maintenance
Establish Cemetery
Record Cemetery

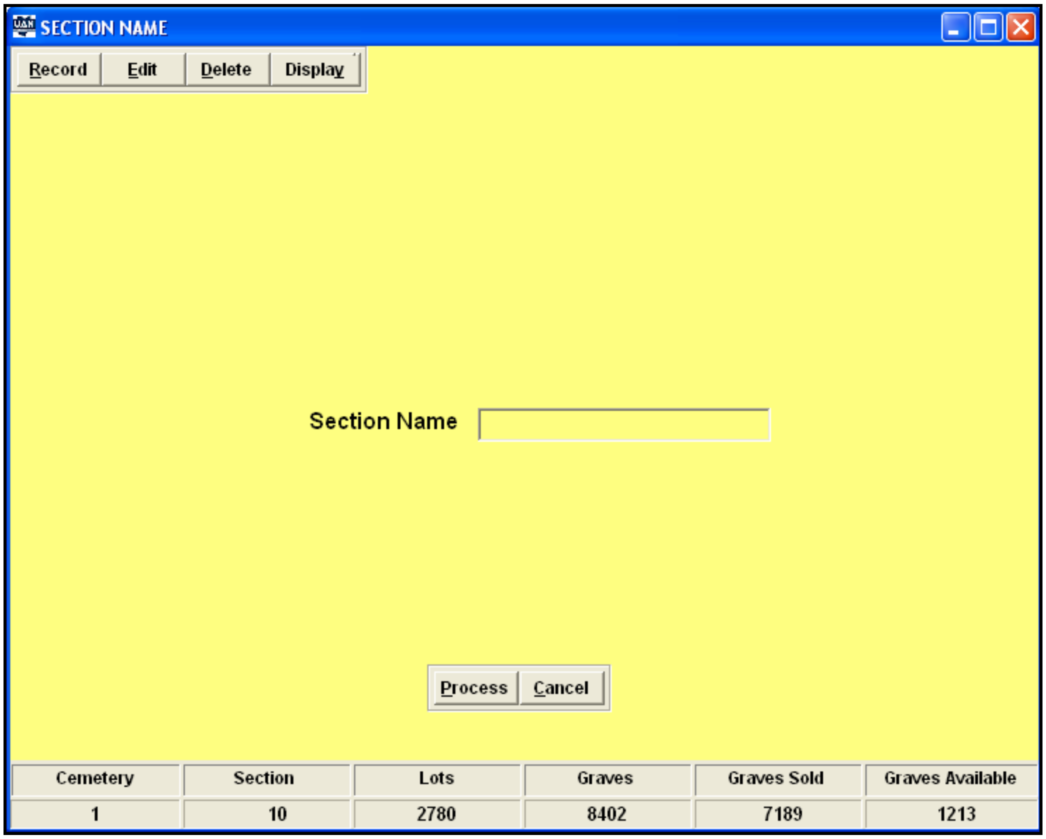
Example 5-A

The following is an example of recording cemetery information:



Cemetery Maintenance
Section Name

Record Section Name



Overview

The Record 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.

Steps to Access

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

Cemetery Maintenance
Section Name
Record Section Name

Data Entry

Required Fields

1. Section Name

Data Validation

The system will validate the data entered on the screen based on the following data validation rules:

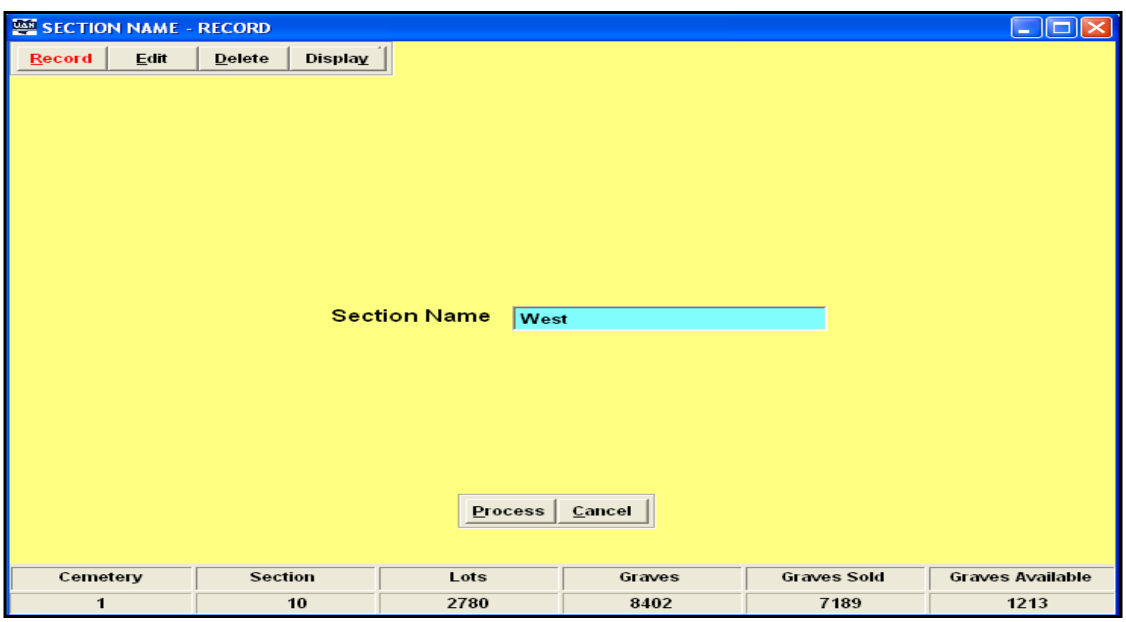
The section name can only be between 1 to 24 characters.

A section name can only be edited, deleted or displayed once it has been recorded.

A section name cannot be deleted once it has been added to a cemetery and attached to lots and graves under Design Cemetery.

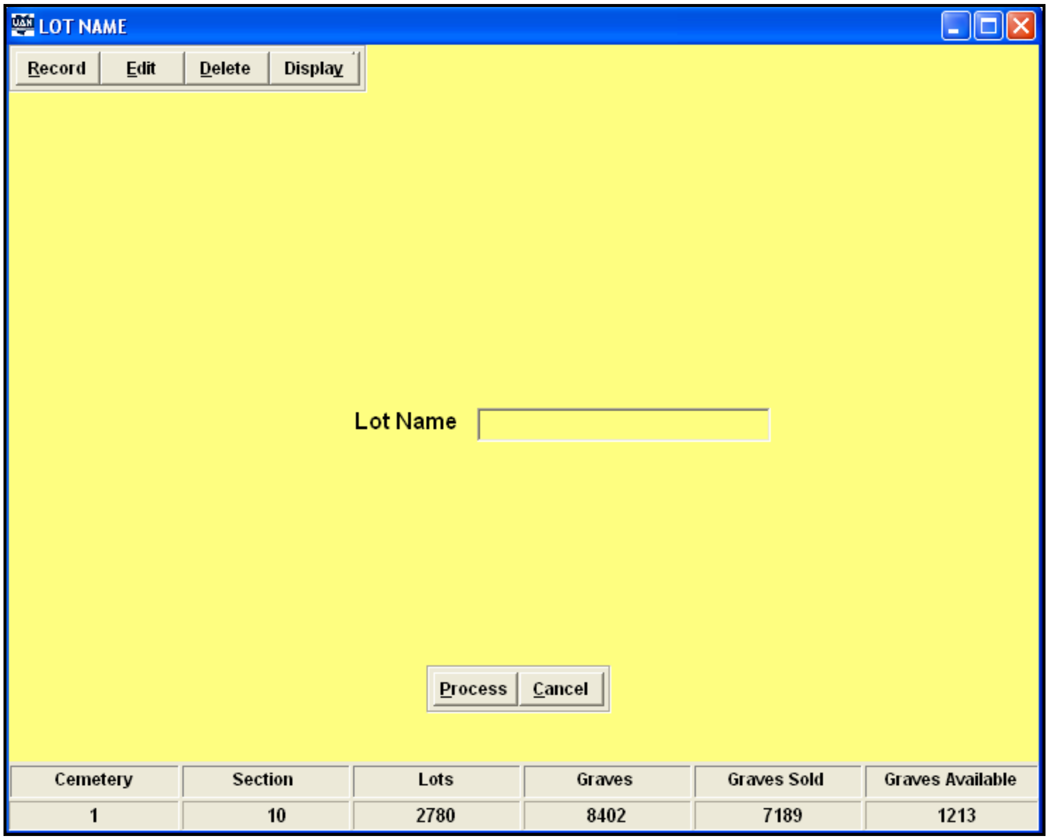
Example 6-A

The following is an example of recording a section name:



Cemetery Maintenance
Lot Name

Record Lot Name



Overview

The Record 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 once created.

Steps to Access

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

Cemetery Maintenance
Lot Name
Record Lot Name

Data Entry

Required Fields

1. Lot Name

Data Validation

The system will validate the data entered on the screen based on the following data validation rules:

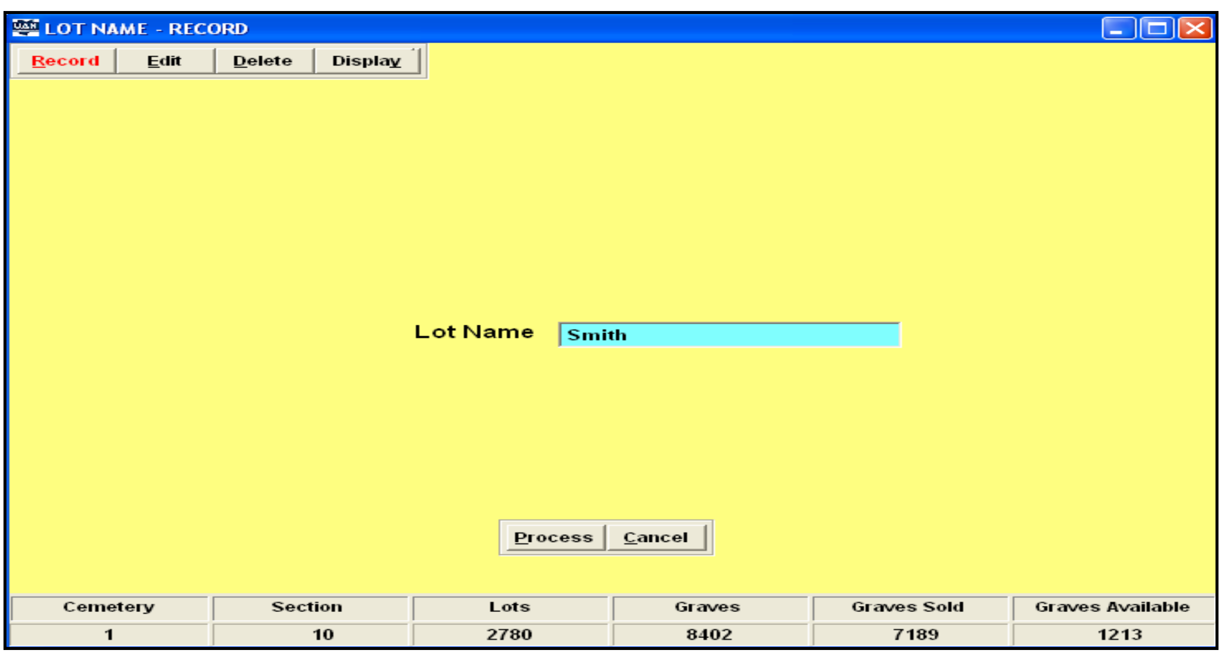
The lot name can only be between 1 to 24 characters.

A lot name can only be edited, deleted or displayed once it has been recorded.

A lot name cannot be deleted once it has been added to a cemetery an attached to sections and graves under Cemetery Design.

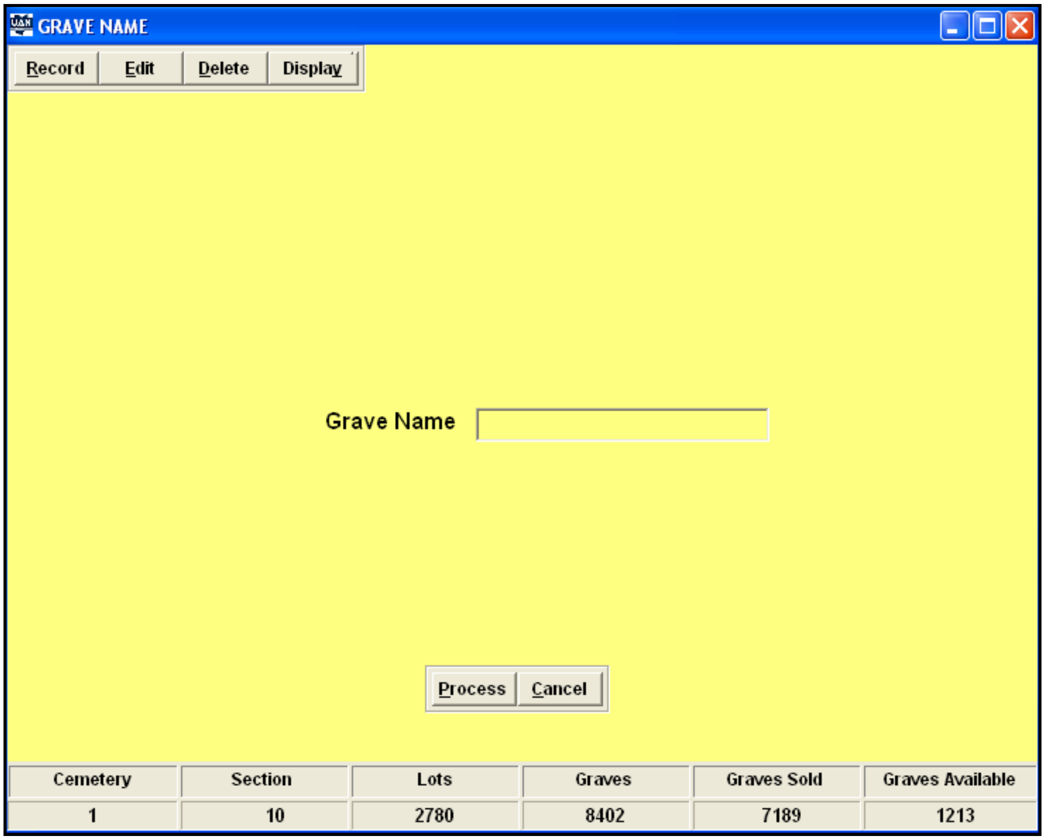
Example 7-A

The following is an example of recording a lot name:



Cemetery Maintenance
Grave Name

Record Grave Name



Overview

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

Steps to Access

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

Cemetery Maintenance
Grave Name
Record Grave Name

Data Entry

Required Fields
1. Grave Name

Data Validation

The system will validate the data entered on the screen based on the following data validation rules:

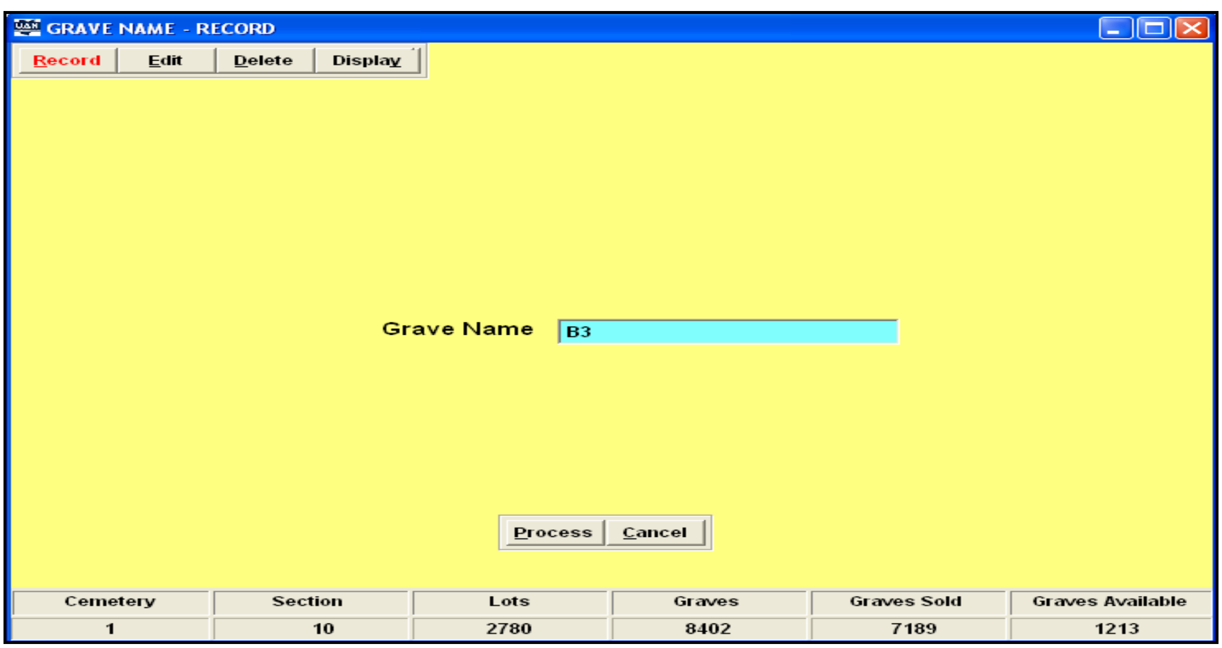
The grave name can only be between 1 to 24 characters.

A grave name can only be edited, deleted or displayed once it has been recorded.

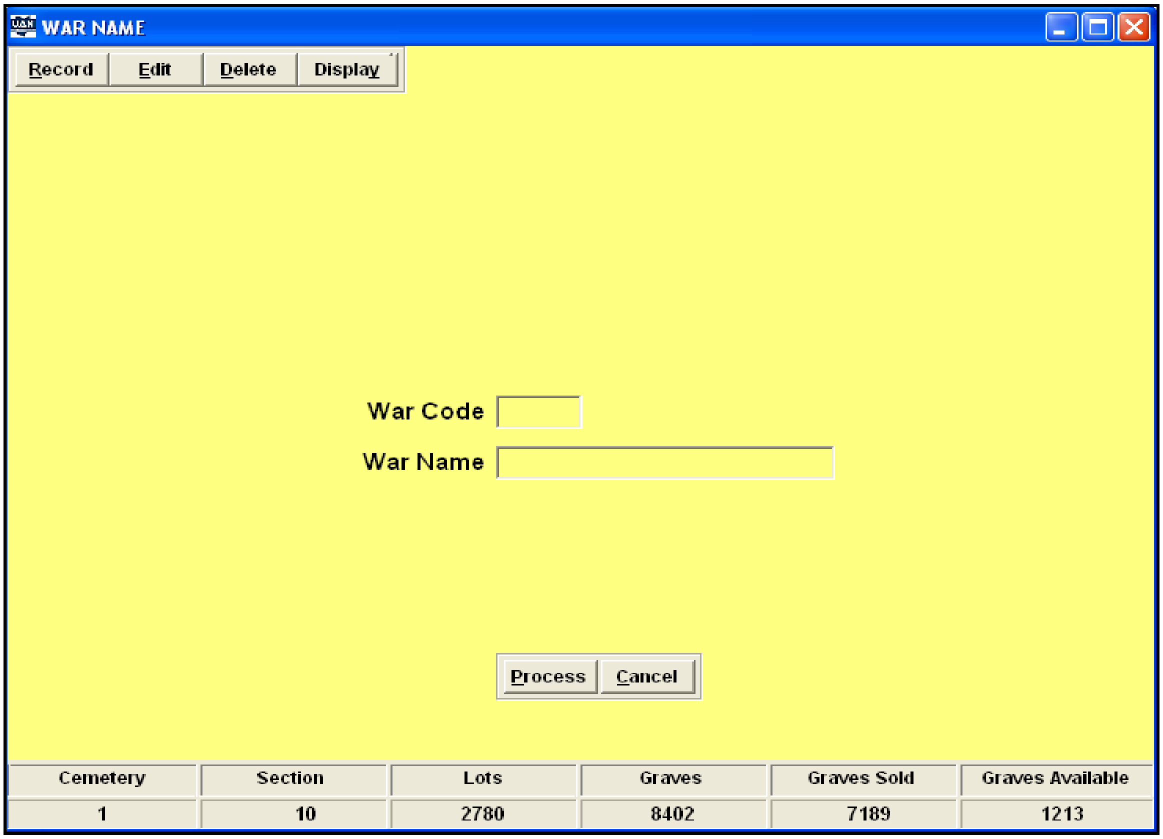
A grave name cannot be deleted once it has been added to a cemetery and attached to lots and sections under Cemetery Design.

Example 8-A

The following is an example of recording a grave name:



Cemetery Maintenance
War Name
Record War Name



Overview

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 Record 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.

Steps to Access

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

Cemetery Maintenance
War Name

Record War Name

Data Entry

Required Fields
1. War Code
2. War Name

Data Validation

The system will validate the data entered on the screen based on the following data validation rules:

The war code can only be between 1 to 5 characters.

The war name can only be between 1 to 27 characters.

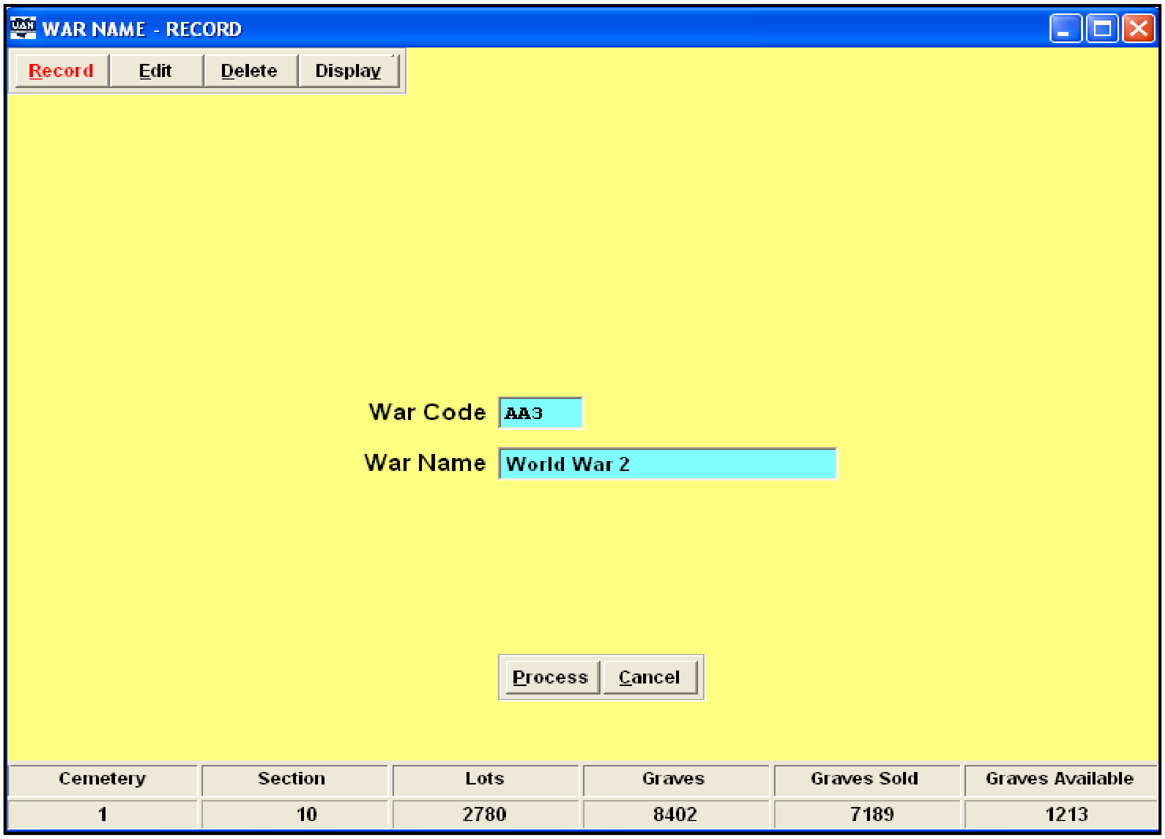
A war name can only be edited, deleted or displayed once it has been recorded.

A war name cannot be deleted once it has been used in burial information.

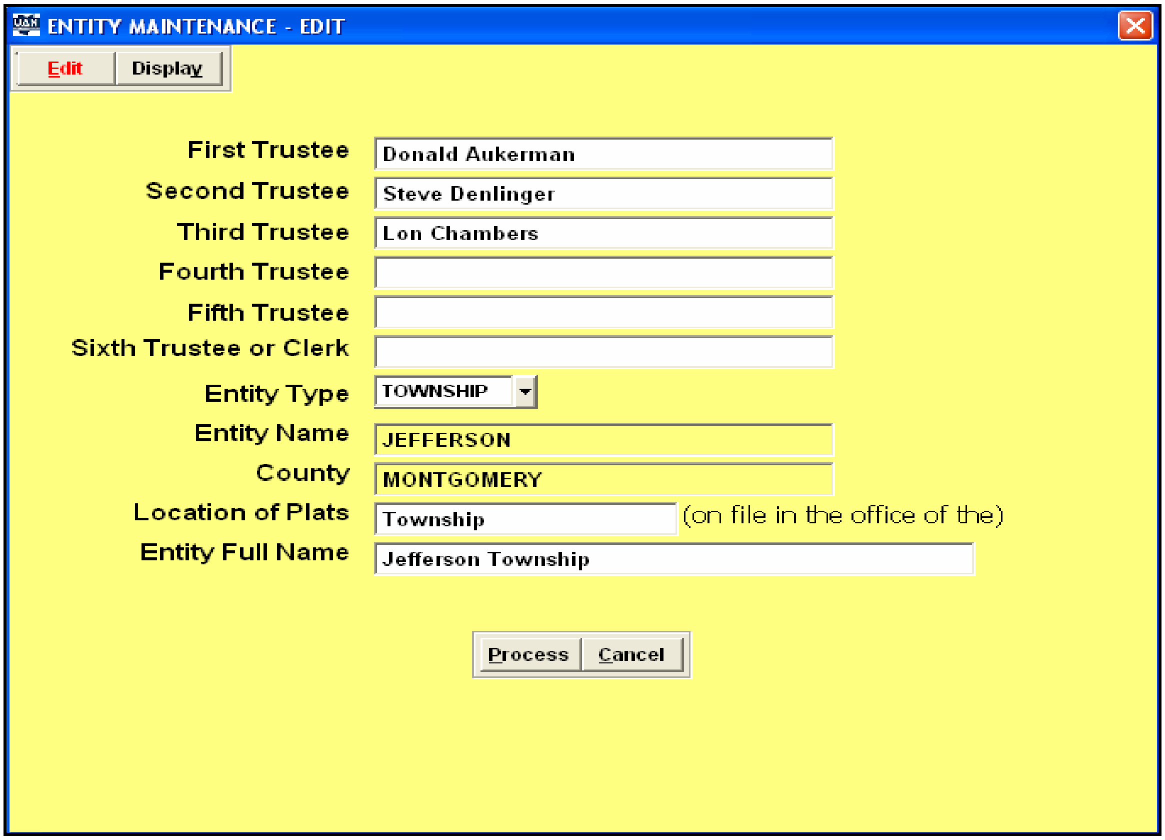
Cemetery Maintenance
War Name
Record War Name

Example 9-A

The following is an example of recording a war name:



Cemetery Maintenance
Entity Maintenance
Edit Entity Information



Overview

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

Steps to Access

Select **Cemetery**.
Select **Maintenance**.
Select **Entity Maintenance**.
Select the **Edit** button.

Cemetery Maintenance
Entity Maintenance

Edit Entity Information

Data Entry

Required Fields

1. County Name
2. Entity Type
3. Entity Name
4. Entity Full Name

Optional Fields

1. Name of First Trustee
2. Name of Second Trustee
3. Name of Third Trustee
4. Name of Fourth Trustee
5. Name of Fifth Trustee
6. Location of Plats
7. Clerk Name

Data Validation

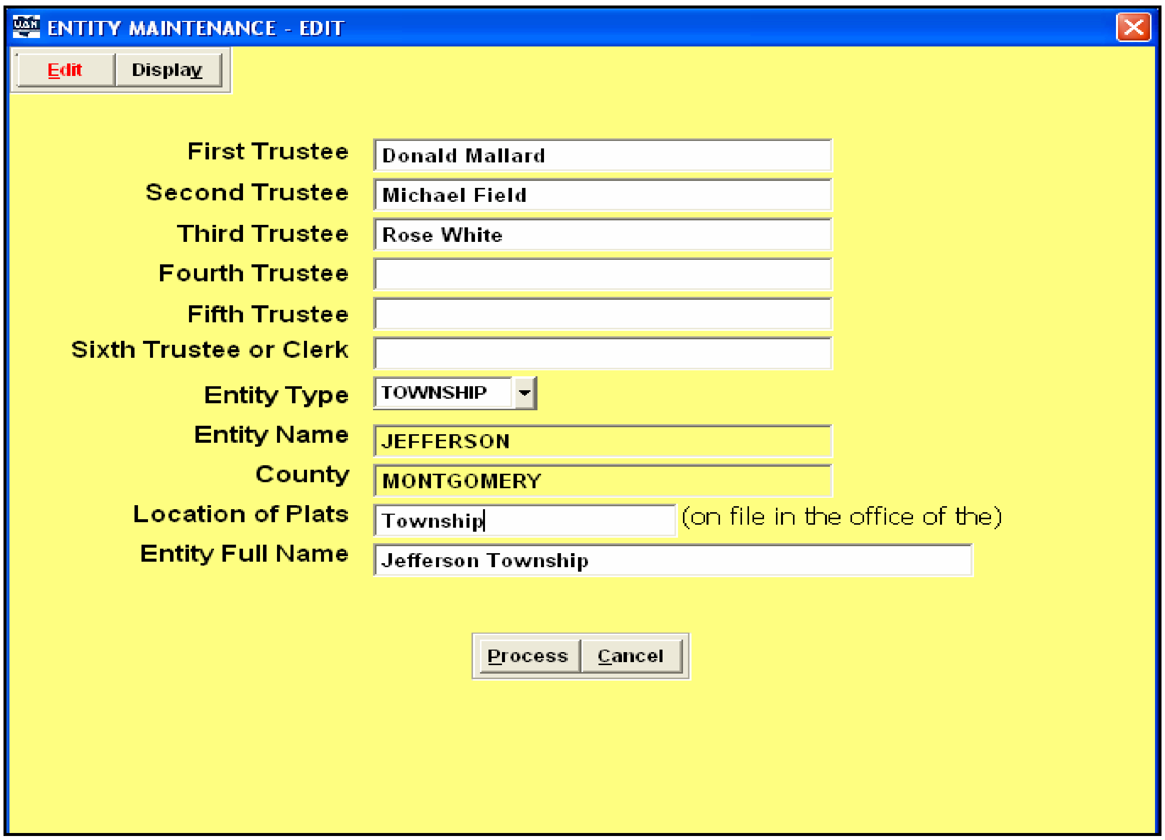
The system will validate the data entered on the screen based on the following data validation rule:

> *Entity Maintenance information can only be recorded once. Select Edit to update entity information.*

Cemetery Maintenance
Entity Maintenance
Edit Entity Information

Example 10-A

The following is an example of editing entity information:



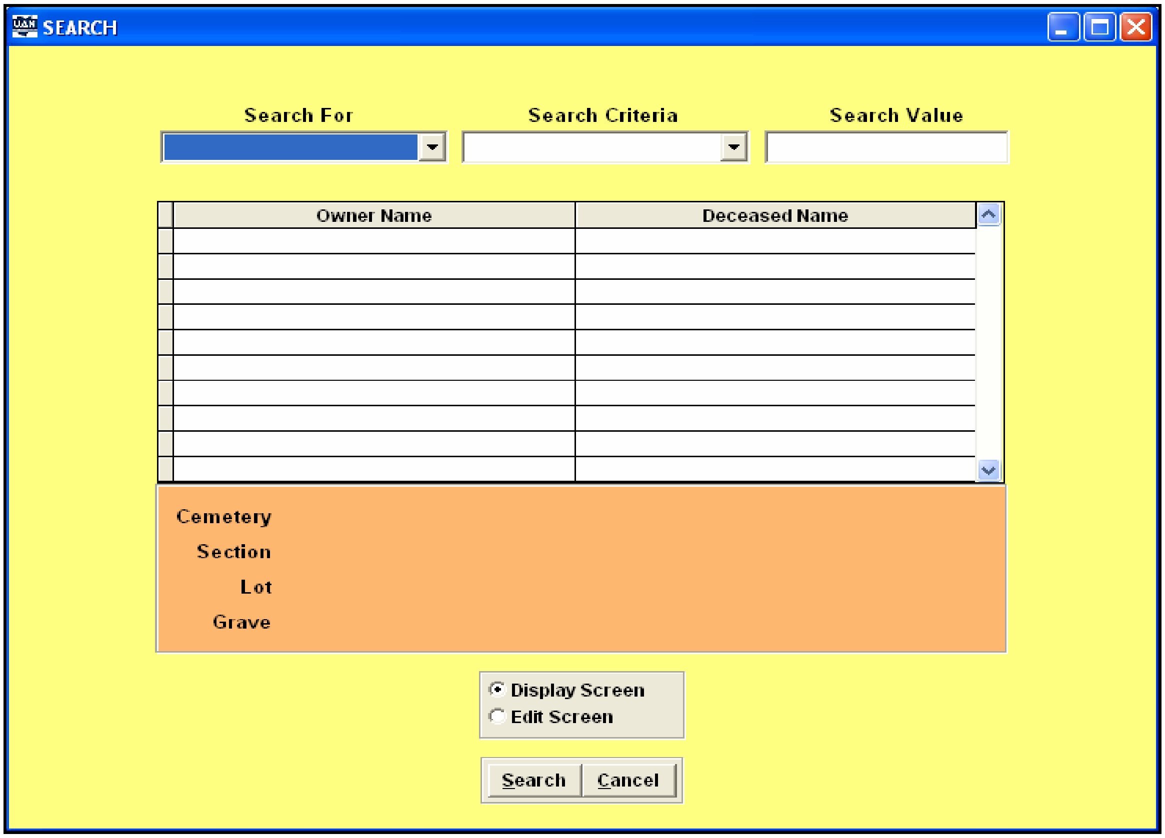
Uniform Accounting Network - Cemetery Manual

Part 4

Search Utility

The chapter in this part of the manual is:

Search Utility



Overview

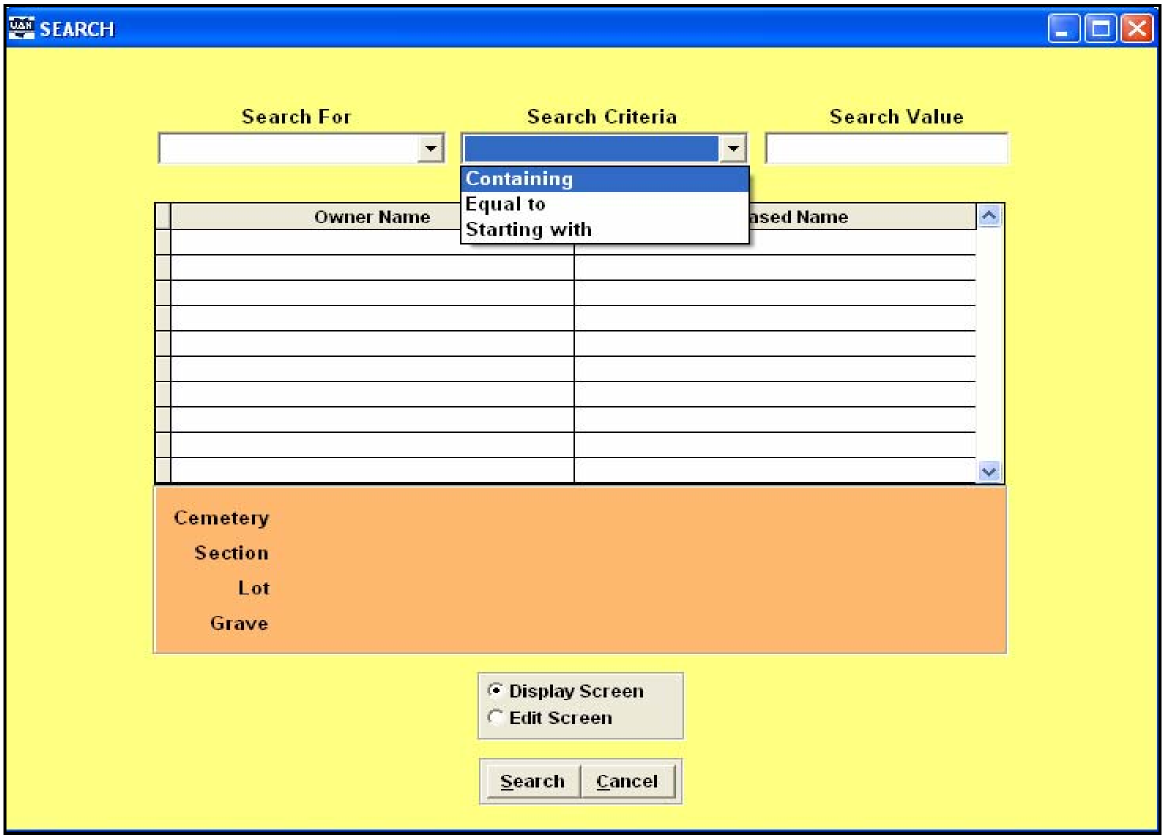
The Cemetery Search Utility is used to search the directory of grave owners and burials to quickly pull up owner and deceased information. Searches can be performed for data based on several different criteria. The Search For field is used to search for entries based on date of birth, date of death, 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 (see Example 11-A). 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.

Search Utility

Example 11-A

The following example displays the three search criteria:

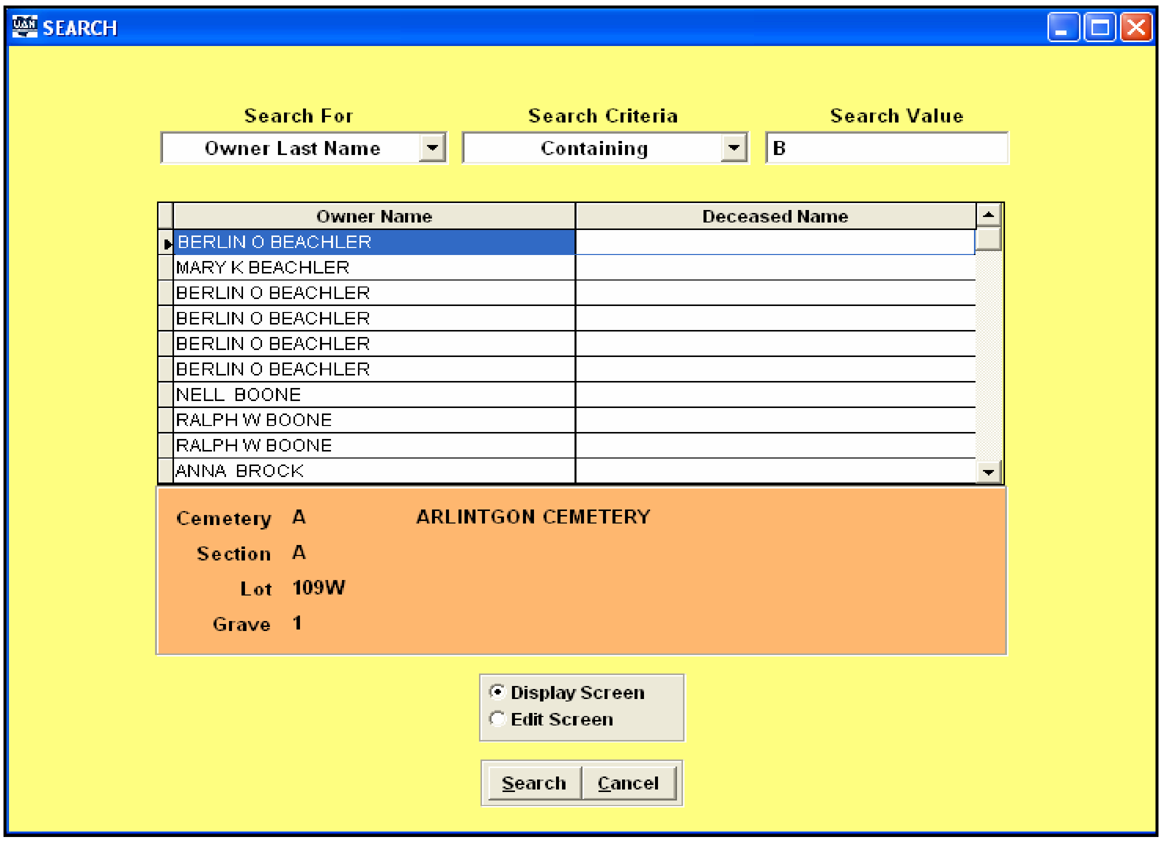


The retrieved information from the search will include a list of owners and deceased matching the search description and their cemetery, section, lot and grave information (see Example 11-B). By choosing either Display Screen or Edit Screen and clicking on an owner or deceased name in the list, the system will show either the Display Screen or the Edit Screen of Grave Information for the selected individual (see Example 11-C).

Search Utility

Example 11-B

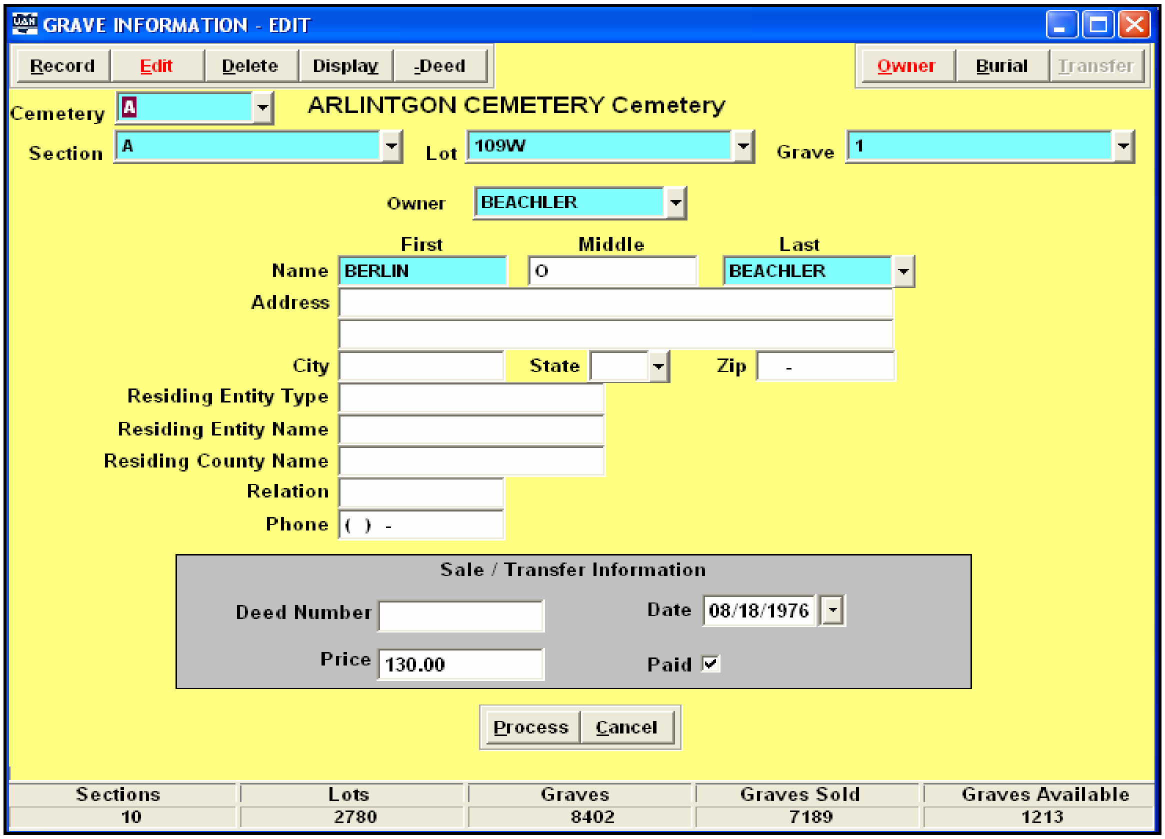
The following is an example of performing a search for all owners whose last name starts with the letter 'J':



Search Utility

Example 11-C

The following is an example of using the search utility to display the grave information of an owner:



Uniform Accounting Network - Cemetery Manual

Part 5

Appendices

The appendix in this part of the manual is:

- **Appendix A: Glossary**
- **Appendix B: Frequently Asked Questions**

Appendix A
Glossary

BEQUEST - A bequest is something left to someone through a will.

BURIAL - A burial is the process of placing the deceased into the grave.

CEMETERY - A cemetery is a place for burying the dead.

CEMETERY DESIGN - Cemetery design is an application to build a cemetery based on previously created sections, lots and graves. The application automatically combines selected sections, lots and graves. Selected lots are created in each selected section, and selected graves are created in each selected lot. The cemetery can be further customized by deleting any graves that do not exist.

DEED - A deed is a legal document which transfers property to another.

DEED NUMBER - The deed number is an optional field that is entered by the user. If a deed number is entered, it will be printed on the deed.

DISINTERED - This is a description for grave status that should be used when an occupant has been removed from a grave.

EXHUMATION FEE - An exhumation fee is the fee charged for opening up a grave.

GRAVE - A grave is the actual burial spot and is the smallest unit in the cemetery.

LEVELS (BURIAL) - This refers to putting more than one occupant in a single grave.

LOT - A lot is a smaller unit within a cemetery section and often consists of a set number of graves.

NOTARY INFORMATION - This information can be printed on a deed if a notary was used.

OWNER - The owner is the person who purchases a grave.

RECEIVABLES - Receivables are monies owed to an entity for services already performed.

SEARCH CRITERIA - In the cemetery software, search criteria is a tool for looking up items in the cemetery's database. The search criterion tells the system how to look up the value entered in the search value field. Examples of search criteria are ‘Containing’, ‘Equal To’ and ‘Starting With’.

SEARCH VALUE - The search value is exactly what is to be looked up.

Appendix A
Glossary

SECTION - A section is any distinct area within the cemetery such as lower level.

SIGNATURE DAY - This is the day that the deed will become a legal document by way of signatures of the governing board.

TRANSFER - A transfer is used when there is a transfer of the ownership of a grave. This option can only be used for graves with no occupants. The grave can either be bought back by the entity or sold by the owner to a third party.

Appendix B
Frequently Asked Questions

1. **Why will the system not allow an owner to be recorded?**

   Cemetery, Section, Lot and Grave information must be recorded in the Maintenance area and the cemetery must be designed in the Transactions area before an owner may be recorded.

2. **Why will the system not allow a deed to be printed?**

   The owner information must first be brought to the screen by one of the two methods. One, the owner information may be brought up by using the Edit or Display options under Grave Information. Two, the search utility may be utilized to select owner information.

3. **When editing the name of a War under Cemetery → Maintenance → War Name → Edit, why is there an error stating "There are no existing records to display"?**

   The user must first create a war before one can be edited. The existing wars that came with the program cannot be edited or deleted.

4. **Why am I unable to delete a Grave, Lot, or Section name?**

   Once a grave, lot or section has been assigned to a cemetery (under Cemetery → Transactions → Cemetery Design) it cannot be deleted. The Cemetery that the grave, lot or section reside under must first be deleted. This is done by going to Cemetery → Transactions → Cemetery Design and then clicking on "delete".

5. **How do I design a cemetery?**

   Go to Cemetery → Transactions → Cemetery Design → Record. Cemetery name, section name, grave name and lot name are all required fields.

6. **How can I print a blank deed?**

   Go to Cemetery → Transactions → Customize Deed. The "Print Blank Deed" option can be used to print it out. Also, any deed can be printed by selecting the owner and then using the process button.

7. **How can I find names and locations of military veterans?**

   Go to Cemetery → Reports → Military Veterans and chose a cemetery.

Appendix B
Frequently Asked Questions

8. Why are multiple levels allowed in one grave?

In some instances, more than one person will be buried in a single grave. The system allows each person to be listed on a separate level. This allows individual information to be kept separate while still allowing multiple burials in one grave.

9. How can I change my Entity's information?

Once an Entity has been created it can only be edited. Go to Cemetery → Maintenance → Entity Maintenance → Edit. Once changes have been made, use the "Process" button to save the changes. *Remember that the entity type, county, entity name and entity full name are all required fields and cannot be left blank.

10. How do I record a grave sale?

Go to Cemetery → Transactions → Grave information. Click on the Record and Owner buttons. Fill out all of the required fields and any desired additional field and click on the "Process" button.

11. How do I record a burial?

Go to Cemetery → Transactions → Grave information. Click on the Record and Burial buttons. Fill out all of the required fields and click on the "Process" button.

12. How do I record the change in ownership for a grave or a buy back?

Go to Cemetery → Transactions → Grave information. Click on the Record and Transfer buttons. Either Buy Back or Transfer by Owner must be selected.

13. How can I print a deed?

There are several ways to print a Deed. During the sale of a grave, the system will ask if you want to print the deed or not. To reprint a deed, go to Transactions and Customize Deed. Select the owner and grave site for which you wish to print out a deed.

Appendix B
Frequently Asked Questions

14. How can I change the names of the Cemeteries, Lots, Sections or Graves?

Go to Cemetery → Maintenance and then select Establish Cemetery, Lot Name, Grave Name or Section Name. Use the Edit function to make desired changes. Use the Record function to add new entries. Remember to Process to save any changes.

15. Which report lists grave owners and grave occupants?

The Grave Listing report includes owner and occupant information for all graves. This report is found in Cemetery → Reports → Grave Listing.

16. Which report lists all occupied graves?

The Occupied Graves Report and the Occupied Graves Report Detail list all occupied graves. These reports are found in Cemetery → Reports.

17. What is the difference between the Occupied Graves Report and the Occupied Graves Detail Report?

Both reports display the Occupant, Section, Lot, and Grave names. The Occupied Graves Detail report goes further to list the date of birth, date of death, burial date, permit number and whether or not were a resident.

18. Which report lists the number of graves sold?

The Cemetery Summary Report lists how many graves exist and how many have been sold. This is found in Cemetery → Reports → Cemetery Summary Report.

19. Which report lists how much in sales comes from each Cemetery?

The Cemetery Summary report displays fees receivable and fees already received. This report splits up the sales and statistical information by cemetery and totals each section.