

# Cemetery Manual

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# Uniform Accounting Network – Cemetery Manual

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# Uniform Accounting Network – Cemetery Manual

## Introduction Using This Manual

### Parts of the Manual

#### 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.

# Uniform Accounting Network – Cemetery Manual

## Introduction Using This Manual

### Parts of the Manual

#### 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.)

# **Uniform Accounting Network - Cemetery Manual**

## **Part 1**



## **Transactions**

**The chapters in this part of the manual are:**

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

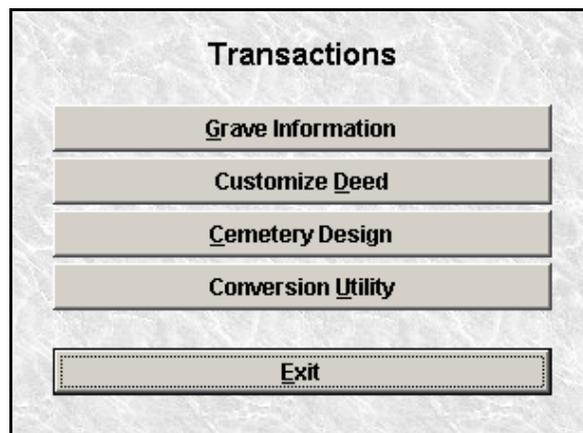
# Uniform Accounting Network – Cemetery Manual

## 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.

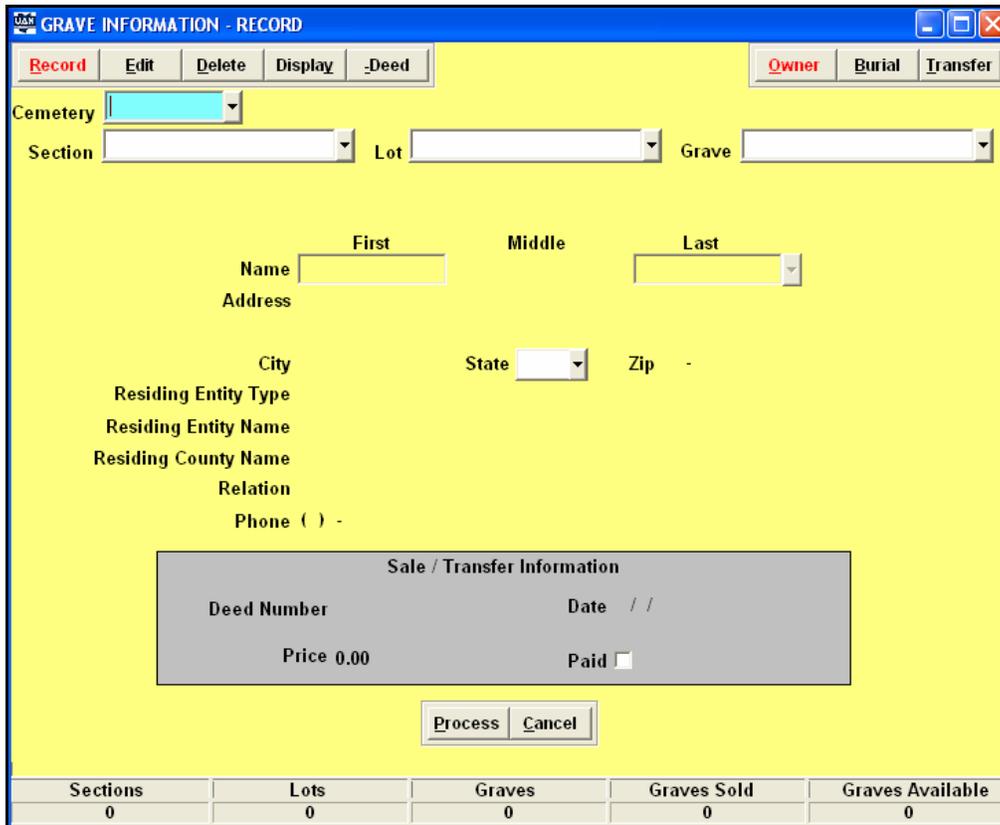
**Delete** is the function that is used to delete entries no longer used or recorded erroneously. Selections for deletion are made by clicking on the  in the Select column beside the item to be deleted. Multiple selections can be made to delete more than one item in an area.

**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.

# Uniform Accounting Network - Cemetery Manual

## Cemetery Transactions Grave Information Record Owner



Sections	Lots	Graves	Graves Sold	Graves Available
0	0	0	0	0

### 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.

## Uniform Accounting Network - Cemetery Manual

### 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.*

# Uniform Accounting Network - Cemetery Manual

## Cemetery Transactions Grave Information

### Record Owner

#### Example 1-A

The following is an example of recording an owner:

The screenshot shows a software window titled "GRAVE INFORMATION - RECORD". At the top, there are buttons for "Record", "Edit", "Delete", "Display", and ".Deed". On the right side, there are buttons for "Owner", "Burial", and "Transfer".

The main form area is yellow and contains the following fields:

- Cemetery: A (dropdown), ARLINTGON CEMETERY Cemetery
- Section: G (dropdown), Lot: 110E (dropdown), Grave: 6 (dropdown)
- Name: First (HOWARD), Middle (empty), Last (dropdown)
- Address: (empty text field)
- City: (empty text field), State: (dropdown), Zip: - (text field)
- Residing Entity Type: (empty text field)
- Residing Entity Name: (empty text field)
- Residing County Name: (empty text field)
- Relation: (empty text field)
- Phone: ( ) - (text field)

Below the main form is a grey box titled "Sale / Transfer Information" containing:

- Deed Number: 22589 (text field)
- Date: 06/26/2007 (dropdown)
- Price: 7000.00 (text field)
- Paid:  (checkbox)

At the bottom of the form are "Process" and "Cancel" buttons.

Sections	Lots	Graves	Graves Sold	Graves Available
10	2770	8308	7189	1119

# Uniform Accounting Network - Cemetery Manual

## 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:

The screenshot shows a software window titled "GRAVE INFORMATION - DEED". At the top, there are buttons for "Record", "Edit", "Delete", "Display", and ".Deed". On the right side, there are buttons for "Owner", "Burial", and "Transfer". Below these are dropdown menus for "Cemetery" (A), "Section" (G), "Lot" (110E), and "Grave" (6). The main area is divided into "Entity Information" and "Owner Information" tabs. The "Entity Information" tab is active, showing fields for "First Trustee" (Brad Pitt), "Second Trustee" (Angelina Jolie), "Third Trustee" (George Bush), "Fourth Trustee" (Dick Cheney), "Fifth Trustee" (empty), "Sixth Trustee or Clerk" (empty), "County Name" (Montgomery), "Location of Plats" (Arlington), and "Entity Full Name" (Jefferson Township). To the right, there is a "Signature Day" dropdown (//), a checked checkbox for "Print Notary Information", and an unchecked checkbox for "Print Letter Paper". At the bottom of the main area are "Process" and "Cancel" buttons. A summary table is located at the very bottom of the window.

Sections	Lots	Graves	Graves Sold	Graves Available
10	2770	8308	7189	1119

# Uniform Accounting Network - Cemetery Manual

## 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:

UAN GRAVE INFORMATION - -DEED

Cemetery A    **ARLINTGON CEMETERY Cemetery**  
 Section G    Lot 110E    Grave 6

Entity Information
Owner Information

Purchaser	HOWARD SHERMAN
Sum	Five million dollars and no cents
his/her/their	his
Residing Entity Type	township
Residing Entity Name	jefferson township
Residing County Name	montgomery
Residing State	Ohio
Term & Conditions	
Header	

Signature Day  
/ /

Print Notary Information  
 Print Letter Paper

Sections	Lots	Graves	Graves Sold	Graves Available
10	2770	8308	7189	1119

## Uniform Accounting Network - Cemetery Manual

### 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)

# Uniform Accounting Network - Cemetery Manual

## Cemetery Transactions Grave Information Record Owner

### Example 1-D

The following is a sample of a deed:

<b>DEED FOR CEMETERY LOT</b>	
<small>Rev. Code. Secs. 317.07, 314, 739.12, 31</small>	<small>Deed #456388</small>
<u>Lot BLUE Section EAST Grave 703</u>	
<b>KNOW ALL MEN BY THESE PRESENTS:</b>	
<i>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 Jessica Henry Smith of the Township of Orange County of Brown and State of Ohio, the receipt whereof is hereby acknowledged, do hereby</i>	
<b>GRANT, BARGAIN, SELL AND CONVEY</b> to the said <i>Jessica Henry Smith and their heirs forever, the following</i>	
<i>described lot or parcel of land in Brown Central Cemetery Cemetery, to-wit: Lot BLUE Section EAST Grave 703 as described upon the plat of said Cemetery, on file in the office of the Township of said Orange.</i>	
<b>Term &amp; Conditions:</b>	
Lot BLUE Section EAST Grave 703	
TO HAVE AND TO HOLD the same to the said <i>Jessica 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.</i>	
In Witness Whereof, We have hereunto set our hands on this 8th day of September A.D. 2001.	
Signed and Acknowledged	_____
in presence of	_____
_____	_____
_____	_____
<i>in Brown County, Ohio.</i>	
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 officer, acknowledged the signing and sealing of the foregoing conveyance to be their voluntary act and deed, for the uses and purposes therein more named.	
In Testimony Whereof, I have hereunto subscribed my name, and affixed my official seal, on the day and year last aforesaid.	
[SEAL]	_____
	_____

## Uniform Accounting Network - Cemetery Manual

### Cemetery Transactions Grave Information Record Burial

**GRAVE INFORMATION - RECORD**

Record Edit Delete Display Deed Owner Burial Transfer

Cemetery [ ]  
Section [ ] Lot [ ] Grave [ ]

Name First [ ] Middle [ ] Last [ ] Maiden [ ]  
Date of Birth // [ ] Date of Death // [ ] Date of Burial // [ ]  
Age 0 Permit # [ ] Sex  Male  Communicable Disease  
 Female  Resident  
 Unknown  Veteran  
Grave Status [ ] Cause of Death [ ]  
Place of Death [ ]  
Open/Close Fee 0.00  Paid  
Bequest 0.00  Paid  
Exhumation Fee 0.00  Paid  
Other Fee 0.00  Paid  
War History [ Double-Click box to select war(s) ]  
Comments [ ]

Process Cancel

Sections	Lots	Graves	Graves Sold	Graves Available
0	0	0	0	0

#### 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**.

## Uniform Accounting Network - Cemetery Manual

### 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.

## Uniform Accounting Network - Cemetery Manual

### 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.*

# Uniform Accounting Network - Cemetery Manual

## Cemetery Transactions Grave Information

### Record Burial

**Example 1-E**

The following is an example of recording a burial:

GRAVE INFORMATION - RECORD

Record
Edit
Delete
Display
\_Deed
Owner
Burial
Transfer

Cemetery A ARLINTGON CEMETERY Cemetery  
Section G Lot 6W Grave 3

	First	Middle	Last	Maiden	
Name	CHARLES	E	ACTON		
Date of Birth	02/14/1955	Date of Death	08/13/2007	Date of Burial	08/17/2007
Age	52	Permit #	88796	Sex	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Unknown
Grave Status	R			<input checked="" type="checkbox"/> Communicable Disease <input checked="" type="checkbox"/> Resident <input checked="" type="checkbox"/> Veteran	
Cause of Death	influenza				
Place of Death	residence				
Open/Close Fee	30.00			<input checked="" type="checkbox"/> Paid	
Bequest	258.00	<input checked="" type="checkbox"/> Paid	08/16/2007		
Exhumation Fee	223.00			<input checked="" type="checkbox"/> Paid	
Other Fee	5000.00			<input checked="" type="checkbox"/> Paid	
Bequest Information					
Comments					

Process
Cancel

Sections	Lots	Graves	Graves Sold	Graves Available
10	2770	8308	7189	1119

# Uniform Accounting Network - Cemetery Manual

## Cemetery Transactions Grave Information

### Record Transfer

The screenshot shows a software window titled "GRAVE INFORMATION - RECORD". At the top, there are buttons for "Record", "Edit", "Delete", "Display", and "\_Deed". On the right side, there are buttons for "Owner", "Burial", and "Transfer". Below these are dropdown menus for "Cemetery", "Section", "Lot", and "Grave". There are two radio buttons: "Buy Back" and "Transfer By Owner". The "Name" field is split into "First", "Middle", and "Last" components. Below the name is an "Address" field, followed by "City", "State", and "Zip" fields. Further down are fields for "Residing Entity Type", "Residing Entity Name", "Residing County Name", "Relation", and "Phone ( )". A grey box titled "Sale / Transfer Information" contains fields for "Deed Number", "Date / /", "Price 0.00", and a "Paid" checkbox. At the bottom of the form are "Process" and "Cancel" buttons. A summary table is located at the very bottom of the window.

Sections	Lots	Graves	Graves Sold	Graves Available
10	2770	8308	7189	1119

### 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.

## Uniform Accounting Network - Cemetery Manual

### 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.*

# Uniform Accounting Network - Cemetery Manual

## Cemetery Transactions Grave Information

### Record Transfer

#### Example 1-F

The following is an example of recording a transfer:

The screenshot shows a software window titled "GRAVE INFORMATION - RECORD" with a yellow background. At the top, there are buttons for "Record", "Edit", "Delete", "Display", and ".Deed". On the right, there are buttons for "Owner", "Burial", and "Transfer".

The form contains the following fields:

- Cemetery: A (dropdown), ARLINTGON CEMETERY Cemetery
- Section: C (dropdown), Lot: 3E (dropdown), Grave: 4 (dropdown)
- Radio buttons:  Buy Back,  Transfer By Owner
- Name: First (JOHN), Middle (P), Last (ADAMS)
- Address: (empty)
- City: (empty), State: OH (dropdown), Zip: -
- Residing Entity Type: (empty)
- Residing Entity Name: (empty)
- Residing County Name: (empty)
- Relation: (empty)
- Phone: ( ) -

A "Sale / Transfer Information" box contains:

- Deed Number: 887
- Date: 12/10/1958 (dropdown)
- Price: 12.00
- Paid:

At the bottom of the form are "Process" and "Cancel" buttons.

Sections	Lots	Graves	Graves Sold	Graves Available
10	2770	8308	7189	1119

## Uniform Accounting Network - Cemetery Manual

### Cemetery Transactions Grave Information

#### Create Deed

Sections	Lots	Graves	Graves Sold	Graves Available
10	2770	8308	7189	1119

#### 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.

## Uniform Accounting Network - Cemetery Manual

### 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)

# Uniform Accounting Network - Cemetery Manual

## 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:

The screenshot shows a software window titled "GRAVE INFORMATION - EDIT". At the top, there are buttons for "Record", "Edit", "Delete", "Display", and "\_Deed". On the right side, there are buttons for "Owner", "Burial", and "Transfer". The form contains the following fields:

- Cemetery: A (dropdown)
- Section: F (dropdown)
- Lot: 3W (dropdown)
- Grave: 2 (dropdown)
- Owner: FOX (dropdown)
- Name: DELLA (First), Middle (empty), FOX (Last) (dropdown)
- Address: (empty text box)
- City: (empty text box)
- State: (dropdown)
- Zip: - (text box)
- Residing Entity Type: (empty text box)
- Residing Entity Name: (empty text box)
- Residing County Name: (empty text box)
- Relation: (empty text box)
- Phone: ( ) - (text box)

Below the main form is a "Sale / Transfer Information" box containing:

- Deed Number: 22398 (text box)
- Date: 10/02/1979 (dropdown)
- Price: 0.00 (text box)
- Paid:  (checkbox)

At the bottom of the form are "Process" and "Cancel" buttons. A summary table is located at the very bottom of the window:

Sections	Lots	Graves	Graves Sold	Graves Available
10	2770	8308	7189	1119

# Uniform Accounting Network - Cemetery Manual

## 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:

The screenshot shows a software window titled "GRAVE INFORMATION - EDIT" with a yellow background. At the top, there are menu buttons: Record, Edit, Delete, Display, and \_Deed. On the right, there are buttons for Owner, Burial, and Transfer. The form contains the following fields:

- Cemetery: A (dropdown), ARLINTGON CEMETERY Cemetery
- Section: F (dropdown), Lot: 3W (dropdown), Grave: 2 (dropdown)
- Owner: FOX (dropdown)
- Name: First (DELLA), Middle ( ), Last (FOX) (dropdown)
- Address: (empty text field)
- City: (empty text field), State: (dropdown), Zip: - (text field)
- Residing Entity Type: (empty text field)
- Residing Entity Name: (empty text field)
- Residing County Name: (empty text field)
- Relation: (empty text field)
- Phone: ( ) - (empty text field)

A "Sale / Transfer Information" box contains:

- Deed Number: 22398 (text field)
- Date: 10/02/1979 (dropdown)
- Price: 0.00 (text field)
- Paid:  (checkbox)

At the bottom of the form are "Process" and "Cancel" buttons. Below the form is a summary table:

Sections	Lots	Graves	Graves Sold	Graves Available
10	2770	8308	7189	1119

## Uniform Accounting Network - Cemetery Manual

### 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:

The screenshot shows a software window titled "GRAVE INFORMATION - -DEED". The interface includes a menu bar with "Record", "Edit", "Delete", "Display", and ".Deed". There are also buttons for "Owner", "Burial", and "Transfer". The main area is divided into several sections:

- Cemetery:** A dropdown menu set to "A" and the text "ARLINTGON CEMETERY Cemetery".
- Section:** A dropdown menu set to "G".
- Lot:** A dropdown menu set to "110E".
- Grave:** A dropdown menu set to "6".
- Entity Information:** A tabbed section containing:
  - Purchaser:** HOWARD SHERMAN
  - Sum:** Five million dollars and no cents
  - his/her/their:** his
  - Residing Entity Type:** township
  - Residing Entity Name:** jefferson township
  - Residing County Name:** montgomery
  - Residing State:** Ohio
  - Term & Conditions:** (empty text area)
  - Header:** (empty text area)
- Owner Information:** A tabbed section containing:
  - Signature Day:** (empty dropdown menu)
  - Print Notary Information
  - Print Letter Paper

At the bottom of the window, there are "Process" and "Cancel" buttons. Below the main form area is a summary table:

Sections	Lots	Graves	Graves Sold	Graves Available
10	2770	8308	7189	1119

#### 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)

## Uniform Accounting Network - Cemetery Manual

### 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.*







# Uniform Accounting Network - Cemetery Manual

## 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:

**CUSTOMIZE DEED**

**Entity Information** | **Owner Information**

Signature Day: 06/28/2007

Print Notary Information  
 Print Letter Paper

First Trustee: Donald Aukerman  
Second Trustee: Steve Denlinger  
Third Trustee: Lon Chambers  
Fourth Trustee:   
Fifth Trustee:   
Sixth Trustee or Clerk:   
County Name: Montgomery  
Location of Plats: Township  
Entity Full Name: Jefferson Township

Process Cancel

Cemetery	Section	Lots	Graves	Graves Sold	Graves Available
1	10	2770	8308	7189	1119

# Uniform Accounting Network - Cemetery Manual

## 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	Section	Lots	Graves	Graves Sold	Graves Available
1	10	2770	8308	7189	1119

## Uniform Accounting Network - Cemetery Manual

### 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.*

# Uniform Accounting Network - Cemetery Manual

## Cemetery Transactions Customized Deed

### Customize Deed

#### Example 2-D

This is a sample of a multiple grave deed:

### DEED FOR CEMETERY LOT

Rev. Code, Sec. 317.07, 14, 729.12, 31

Lot GREEN Section WEST Graves 102, 103, 39

**I KNOW ALL MEN BY THESE PRESENTS:**

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. Co was paid by Jane R. Crozer 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. Crozer and their heirs forever, the following described lot or parcel of land in Brown 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. Crozer and their heirs, to be used for the purpose 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.

Do It Remem'ed me that on this \_\_\_\_\_ day of \_\_\_\_\_ A. D. \_\_\_\_\_ before me, the undersigned \_\_\_\_\_ in and for said County, personally knew the abovesaid \_\_\_\_\_ in \_\_\_\_\_ County, State of Ohio, and as such officers acknowledged the signing and sealing of the foregoing conveyance to be their ordinary 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) \_\_\_\_\_

# Uniform Accounting Network - Cemetery Manual

## Cemetery Transactions Cemetery Design

### Record Design

The screenshot shows the 'CEMETERY DESIGN' application window. At the top, there are buttons for 'Record', 'Delete', and 'Display', and a 'Cemetery' dropdown menu. Below these are three selection grids: 'Section Name', 'Lot Name', and 'Grave Name'. Each grid has a 'Select' column and a list of rows. Below the 'Section Name' and 'Lot Name' grids are 'Select All' and 'Clear All' buttons. Below the 'Grave Name' grid are 'Select All' and 'Clear All' buttons. At the bottom center are 'Process' and 'Cancel' buttons. At the very bottom is a summary table:

Sections	Lots	Graves	Graves Sold	Graves Available
0	0	0	0	0

### 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.

## Uniform Accounting Network - Cemetery Manual

### 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.*

# Uniform Accounting Network - Cemetery Manual

## 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:

The screenshot shows the 'CEMETERY DESIGN - RECORD' window with the following data:

Section Name	Lot Name	Grave Name
<input type="checkbox"/> A	<input checked="" type="checkbox"/> 1E	<input type="checkbox"/> 1
<input checked="" type="checkbox"/> B	<input checked="" type="checkbox"/> 1W	<input checked="" type="checkbox"/> 2
<input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> 2E	<input checked="" type="checkbox"/> 3
<input checked="" type="checkbox"/> D	<input type="checkbox"/> 2W	<input checked="" type="checkbox"/> 4
<input type="checkbox"/> E	<input type="checkbox"/> 3E	<input type="checkbox"/> 5
<input type="checkbox"/> F	<input type="checkbox"/> 3W	<input type="checkbox"/> 6

Summary Table:

Sections	Lots	Graves	Graves Sold	Graves Available
10	2770	8308	7189	1119

After Processing:

The screenshot shows the 'CEMETERY DESIGN - RECORD' window after processing. The selection lists are empty. A red arrow points to the 'Process' button. The summary table shows updated values:

Sections	Lots	Graves	Graves Sold	Graves Available
10	2775	8330	7189	1141

22 graves were recorded

The system automatically created 22 available graves.

# Uniform Accounting Network - Cemetery Manual

## 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:

Select	Section Name
<input checked="" type="checkbox"/>	A
<input checked="" type="checkbox"/>	B
<input checked="" type="checkbox"/>	C
<input checked="" type="checkbox"/>	D
<input type="checkbox"/>	E
<input type="checkbox"/>	F

Select	Lot Name
<input checked="" type="checkbox"/>	1E
<input checked="" type="checkbox"/>	1W
<input checked="" type="checkbox"/>	2E
<input checked="" type="checkbox"/>	2W
<input checked="" type="checkbox"/>	3E
<input checked="" type="checkbox"/>	3W

Select	Grave Name
<input checked="" type="checkbox"/>	1
<input checked="" type="checkbox"/>	2
<input checked="" type="checkbox"/>	3
<input checked="" type="checkbox"/>	4
<input checked="" type="checkbox"/>	5
<input checked="" type="checkbox"/>	6

Sections	Lots	Graves	Graves Sold	Graves Available
10	2775	8330	7189	1141

After Processing

Select	Section Name
<input type="checkbox"/>	

Select	Lot Name
<input type="checkbox"/>	

Select	Grave Name
<input type="checkbox"/>	

80 graves were recorded

Sections	Lots	Graves	Graves Sold	Graves Available
10	2780	8410	7189	1221

The system automatically created 80 available graves.

# Uniform Accounting Network - Cemetery Manual

## 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:

Select	Cemetery	Section Name	Lot Name	Grave Name
<input checked="" type="checkbox"/>	A	A	1E	2
<input type="checkbox"/>	A	A	1E	3
<input checked="" type="checkbox"/>	A	A	1E	4
<input checked="" type="checkbox"/>	A	A	1E	5
<input checked="" type="checkbox"/>	A	A	1E	6
<input checked="" type="checkbox"/>	A	A	1W	1
<input type="checkbox"/>	A	A	1W	2
<input type="checkbox"/>	A	A	1W	3
<input type="checkbox"/>	A	A	1W	4
<input checked="" type="checkbox"/>	A	A	1W	5
<input checked="" type="checkbox"/>	A	A	1W	6
<input checked="" type="checkbox"/>	A	A	2E	1
<input type="checkbox"/>	A	A	2E	2
<input type="checkbox"/>	A	A	2E	3
<input type="checkbox"/>	A	A	2E	4
<input type="checkbox"/>	A	A	2E	5
<input type="checkbox"/>	A	A	2E	6

Sections	Lots	Graves	Graves Sold	Graves Available
10	2780	8410	7189	1221

After Processing:

Select	Cemetery	Section Name	Lot Name	Grave Name
<input type="checkbox"/>	A	A	1E	1
<input type="checkbox"/>	A	A	1E	3
<input type="checkbox"/>	A	A	1W	2
<input type="checkbox"/>	A	A	1W	3
<input type="checkbox"/>	A	A	1W	4
<input type="checkbox"/>	A	A	2E	2
<input type="checkbox"/>	A	A	2E	3
<input type="checkbox"/>	A	A	2E	4
<input type="checkbox"/>	A	A	2E	5
<input type="checkbox"/>	A	A	2E	6
<input type="checkbox"/>	A	A	2W	4
<input type="checkbox"/>	A	A	2W	5
<input type="checkbox"/>	A	A	2W	6
<input type="checkbox"/>	A	A	3E	1
<input type="checkbox"/>	A	A	3E	2
<input type="checkbox"/>	A	A	3E	3
<input type="checkbox"/>	A	A	3W	4

Selected record was deleted

Sections	Lots	Graves	Graves Sold	Graves Available
10	2780	8402	7189	1213

**Uniform Accounting Network - Cemetery Manual**

**Part 2**



**Reports**

**The chapter in this part of the manual is:**

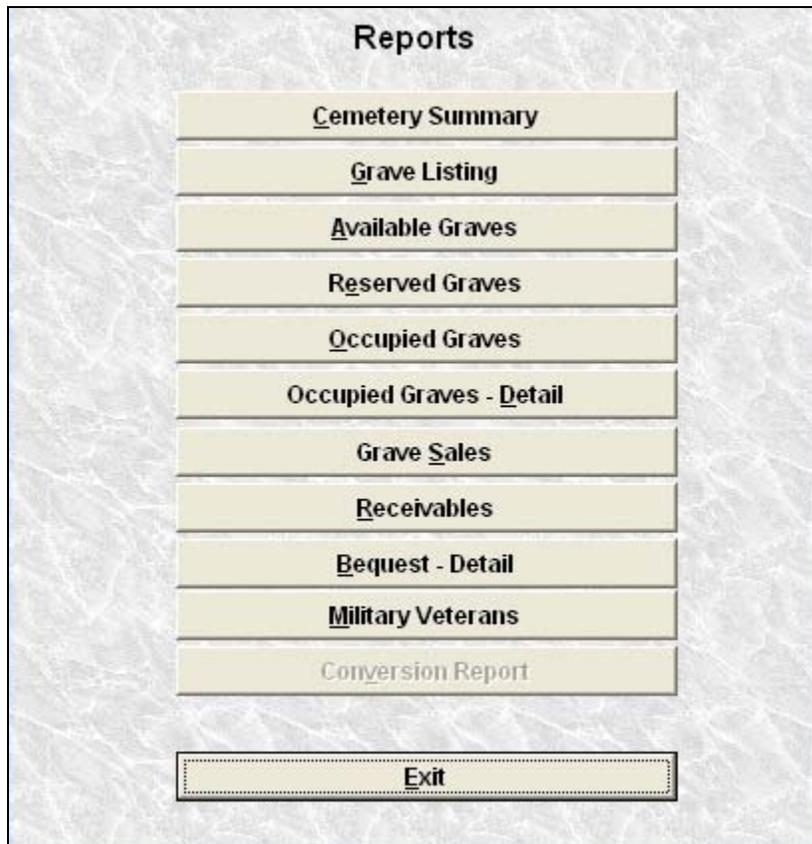
- **Chapter 4: Cemetery Reports**

# Uniform Accounting Network – Cemetery Manual

## 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.

## Uniform Accounting Network – Cemetery Manual

### 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.

## **Uniform Accounting Network – Cemetery Manual**

### **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:**

- **Chapter 5: Establish Cemetery**
- **Chapter 6: Section Name**
- **Chapter 7: Lot Name**
- **Chapter 8: Grave Name**
- **Chapter 9: War Name**
- **Chapter 10: Entity Maintenance**

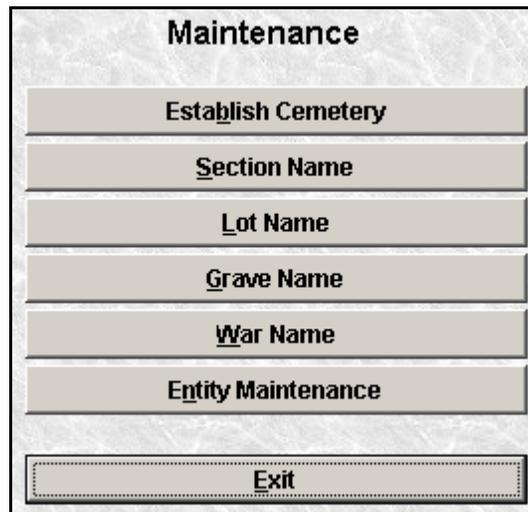
# Uniform Accounting Network – Cemetery Manual

## 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.

# Uniform Accounting Network – Cemetery Manual

## Cemetery Maintenance Establish Cemetery Record Cemetery

Sections	Lots	Graves	Graves Sold	Graves Available
0	0	0	0	0

### 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.

## Uniform Accounting Network – Cemetery Manual

### 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.*

# Uniform Accounting Network – Cemetery Manual

## Cemetery Maintenance Establish Cemetery Record Cemetery

### Example 5-A

The following is an example of recording cemetery information:

The screenshot shows a software window titled "ESTABLISH CEMETERY - RECORD". At the top left, there are four buttons: "Record" (highlighted in red), "Edit", "Delete", and "Display". The main area of the window is yellow and contains the following form fields:

- Cemetery Id:
- Name:
- Address:
- City:  State:  Zip:

At the bottom center, there are two buttons: "Process" and "Cancel". At the bottom of the window, there is a summary table:

Sections	Lots	Graves	Graves Sold	Graves Available
0	0	0	0	0

## Uniform Accounting Network – Cemetery Manual

### Cemetery Maintenance Section Name

#### Record Section Name

Cemetery	Section	Lots	Graves	Graves Sold	Graves Available
1	10	2780	8402	7189	1213

### 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.

# Uniform Accounting Network – Cemetery Manual

## 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:

The screenshot shows a window titled "SECTION NAME - RECORD" with a menu bar containing "Record", "Edit", "Delete", and "Display". The main area is yellow and contains a "Section Name" label followed by a text input field containing the word "West". Below this are "Process" and "Cancel" buttons. At the bottom, there is a table with the following data:

Cemetery	Section	Lots	Graves	Graves Sold	Graves Available
1	10	2780	8402	7189	1213

# Uniform Accounting Network – Cemetery Manual

## Cemetery Maintenance Lot Name

### Record Lot Name

Cemetery	Section	Lots	Graves	Graves Sold	Graves Available
1	10	2780	8402	7189	1213

### 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.

# Uniform Accounting Network – Cemetery Manual

## 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:

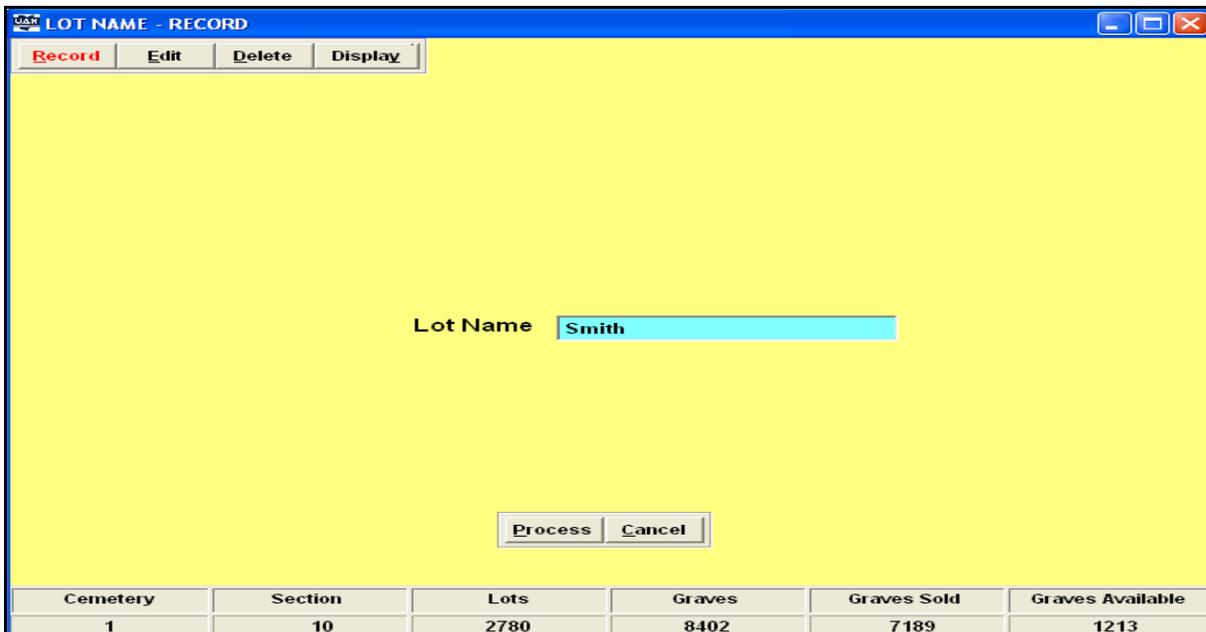
*The lot name can only be between 1 to 24 characters.*

*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:



The screenshot shows a software window titled "LOT NAME - RECORD". At the top, there are four buttons: "Record", "Edit", "Delete", and "Display". The main area of the window is yellow and contains a label "Lot Name" followed by a text input field containing the word "Smith". At the bottom of the window, there are two buttons: "Process" and "Cancel". Below the main area is a table with the following data:

Cemetery	Section	Lots	Graves	Graves Sold	Graves Available
1	10	2780	8402	7189	1213

# Uniform Accounting Network – Cemetery Manual

## Cemetery Maintenance Grave Name

### Record Grave Name

Cemetery	Section	Lots	Graves	Graves Sold	Graves Available
1	10	2780	8402	7189	1213

### 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.

# Uniform Accounting Network – Cemetery Manual

## 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:

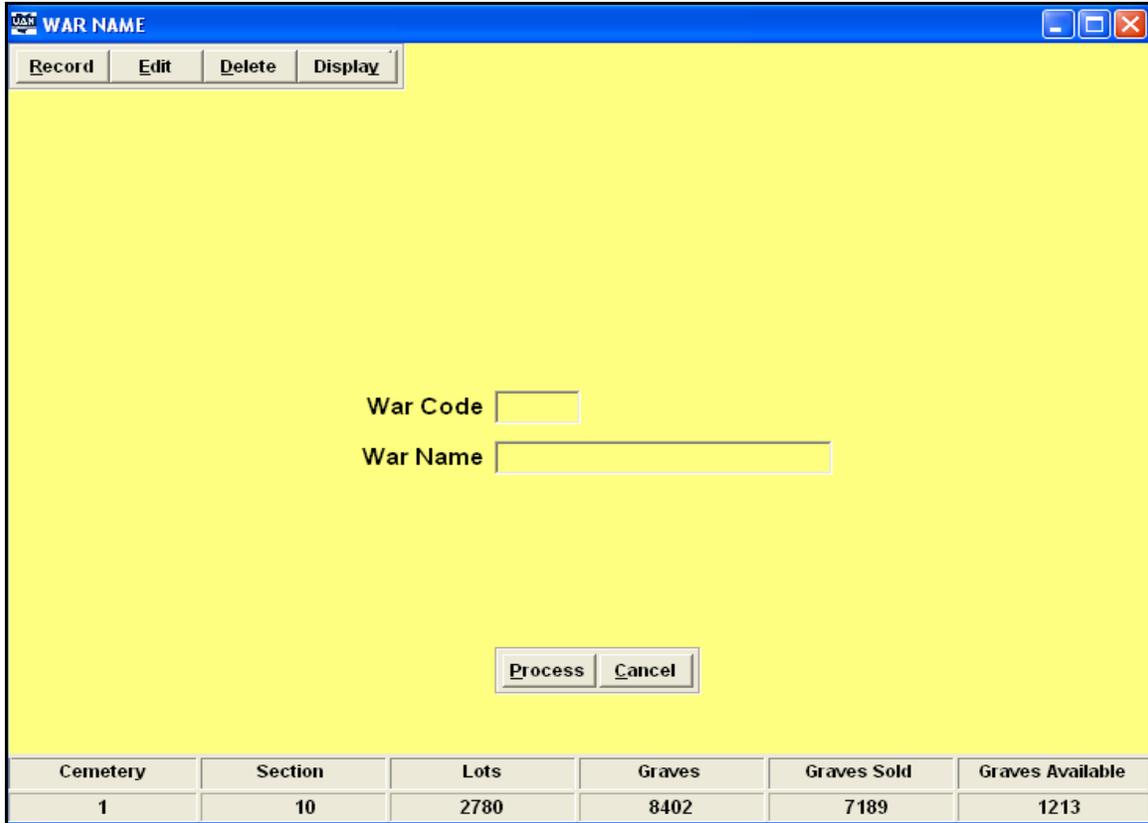
The screenshot shows a software window titled "GRAVE NAME - RECORD". At the top, there are four buttons: "Record", "Edit", "Delete", and "Display". The main area of the window is yellow and contains a label "Grave Name" followed by a text input field containing the value "B3". At the bottom of the main area, there are two buttons: "Process" and "Cancel". Below the main area is a status bar with the following data:

Cemetery	Section	Lots	Graves	Graves Sold	Graves Available
1	10	2780	8402	7189	1213

## Uniform Accounting Network – Cemetery Manual

### Cemetery Maintenance War Name

#### Record War Name



The screenshot shows a software window titled "WAR NAME" with a blue title bar and standard window controls. Below the title bar is a menu bar with buttons for "Record", "Edit", "Delete", and "Display". The main area is yellow and contains two input fields: "War Code" and "War Name". Below these fields are "Process" and "Cancel" buttons. At the bottom of the window is a table with the following data:

Cemetery	Section	Lots	Graves	Graves Sold	Graves Available
1	10	2780	8402	7189	1213

#### 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.

## Uniform Accounting Network – Cemetery Manual

### 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.*

# Uniform Accounting Network – Cemetery Manual

## Cemetery Maintenance War Name

### Record War Name

#### Example 9-A

The following is an example of recording a war name:

Cemetery	Section	Lots	Graves	Graves Sold	Graves Available
1	10	2780	8402	7189	1213

# Uniform Accounting Network – Cemetery Manual

## Cemetery Maintenance Entity Maintenance Edit Entity Information

ENTITY MAINTENANCE - EDIT

Edit Display

First Trustee Donald Aukerman

Second Trustee Steve Denlinger

Third Trustee Lon Chambers

Fourth Trustee

Fifth Trustee

Sixth Trustee or Clerk

Entity Type TOWNSHIP

Entity Name JEFFERSON

County MONTGOMERY

Location of Plots Township (on file in the office of the)

Entity Full Name Jefferson Township

Process Cancel

### 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.

## Uniform Accounting Network – Cemetery Manual

### 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.*

# Uniform Accounting Network – Cemetery Manual

## Cemetery Maintenance Entity Maintenance Edit Entity Information

### Example 10-A

The following is an example of editing entity information:

The screenshot shows a software window titled "ENTITY MAINTENANCE - EDIT" with a yellow background. At the top left, there are two buttons: "Edit" (highlighted in red) and "Display". The window contains several input fields and a dropdown menu. The fields are labeled as follows:

- First Trustee: Donald Mallard
- Second Trustee: Michael Field
- Third Trustee: Rose White
- Fourth Trustee: (empty)
- Fifth Trustee: (empty)
- Sixth Trustee or Clerk: (empty)
- Entity Type: TOWNSHIP (dropdown menu)
- Entity Name: JEFFERSON
- County: MONTGOMERY
- Location of Plats: Township (on file in the office of the)
- Entity Full Name: Jefferson Township

At the bottom center, there are two buttons: "Process" and "Cancel".

**Uniform Accounting Network - Cemetery Manual**

**Part 4**



**Search Utility**

**The chapter in this part of the manual is:**

- **Chapter 11: Cemetery Search Utility**

# Uniform Accounting Network – Cemetery Manual

## Search Utility

Owner Name	Deceased Name

Cemetery  
Section  
Lot  
Grave

Display Screen  
 Edit Screen

Search Cancel

### 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.

# Uniform Accounting Network – Cemetery Manual

## Search Utility

### Example 11-A

The following example displays the three search criteria:

The screenshot shows a window titled "SEARCH" with a yellow background. At the top, there are three labels: "Search For", "Search Criteria", and "Search Value". Below "Search For" is a dropdown menu. Below "Search Criteria" is a dropdown menu with a list of options: "Containing", "Equal to", and "Starting with". Below "Search Value" is a text input field. In the center, there is a table with two columns: "Owner Name" and "Deceased Name". Below the table is an orange box containing the following text: "Cemetery", "Section", "Lot", and "Grave". At the bottom, there are two radio buttons: "Display Screen" (selected) and "Edit Screen". Below the radio buttons are two buttons: "Search" and "Cancel".

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).

# Uniform Accounting Network – Cemetery Manual

## 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':

The screenshot shows a window titled "SEARCH" with a yellow background. At the top, there are three fields: "Search For" with a dropdown menu set to "Owner Last Name", "Search Criteria" with a dropdown menu set to "Containing", and "Search Value" with the text "B". Below these fields is a table with two columns: "Owner Name" and "Deceased Name". The table contains the following rows:

Owner Name	Deceased Name
BERLIN O BEACHLER	
MARY K BEACHLER	
BERLIN O BEACHLER	
BERLIN O BEACHLER	
BERLIN O BEACHLER	
BERLIN O BEACHLER	
NELL BOONE	
RALPH W BOONE	
RALPH W BOONE	
ANNA BROCK	

Below the table, there is an orange box containing the following information:

Cemetery A      ARLINTGON CEMETERY  
Section A  
Lot 109W  
Grave 1

At the bottom of the window, there are two radio buttons: "Display Screen" (which is selected) and "Edit Screen". Below these are two buttons: "Search" and "Cancel".

# Uniform Accounting Network – Cemetery Manual

## Search Utility

### Example 11-C

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

The screenshot shows a software window titled "GRAVE INFORMATION - EDIT". At the top, there are buttons for "Record", "Edit", "Delete", "Display", and "\_Deed". On the right side, there are buttons for "Owner", "Burial", and "Transfer".

The main form area is yellow and contains the following fields:

- Cemetery: ARLINTGON CEMETERY Cemetery
- Section: A
- Lot: 109W
- Grave: 1
- Owner: BEACHLER
- Name: BERLIN (First), O (Middle), BEACHLER (Last)
- Address: (empty)
- City: (empty)
- State: (empty)
- Zip: -
- Residing Entity Type: (empty)
- Residing Entity Name: (empty)
- Residing County Name: (empty)
- Relation: (empty)
- Phone: ( ) -

Below the main form is a grey box titled "Sale / Transfer Information" containing:

- Deed Number: (empty)
- Date: 08/18/1976
- Price: 130.00
- Paid:

At the bottom of the grey box are "Process" and "Cancel" buttons.

At the very bottom of the window is a summary table:

Sections	Lots	Graves	Graves Sold	Graves Available
10	2780	8402	7189	1213

**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**

## Uniform Accounting Network - Cemetery Manual

### 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.

## Uniform Accounting Network - Cemetery Manual

### 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.

## Uniform Accounting Network - Cemetery Manual

### 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.

## Uniform Accounting Network - Cemetery Manual

### 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.

## Uniform Accounting Network - Cemetery Manual

### 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.