

UAN Cemetery Module

Presented by: John Morgan

UAN Cemetery...



Cemetery Module Details

- Fully Separate Software from UAN
 - No additional cost
 - Does not have to be installed on UAN computer
- Update UAN Profile
 - Make sure the primary user of the cemetery software is on the UAN profile
 - UAN Support cannot help someone that is not on the profile
 - PO can email UAN Support to add the cemetery contact



Getting UAN Cemetery



- Only available to current UAN Accounting clients.
- The installation disc can be requested from UAN Support by the fiscal officer of the entity.
- The cemetery software is also available for download through a link provided upon request.
 - The file is portable via a flash drive.

The Basics

- UAN Cemetery is very flexible.
- Full-featured cemetery software capable of recording sales, printing deeds, and recording burials.
- Very few required fields, but numerous optional fields available.
 - Facilitates a wide range of data recording
- Simple interface that is very similar to the UAN Accounting software.
- Capable of mapping grave locations



First Day!

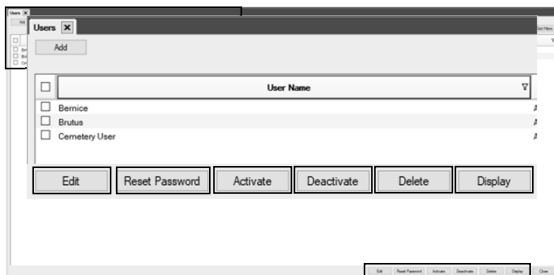


- Buckeye Township has hired a new cemetery sexton, Bernice Buckeye.
- Her first day is not off to a good start.
 - Cannot access UAN Cemetery
 - Has a difficult situation to handle
 - Prior sexton was also the fiscal officer, so minimal data entry was completed.

Setting Up a New User

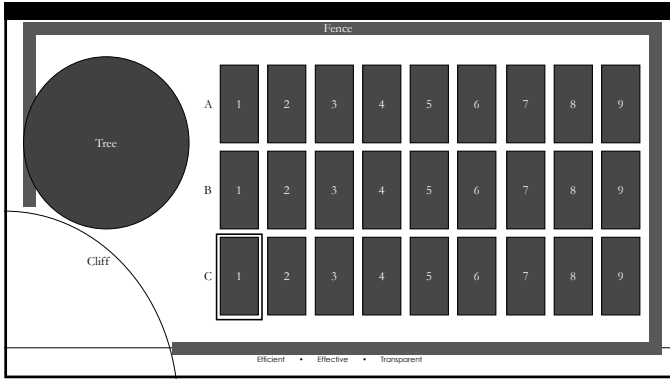


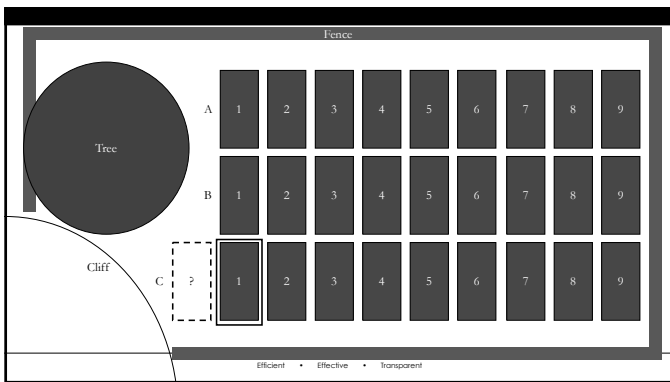
User Maintenance

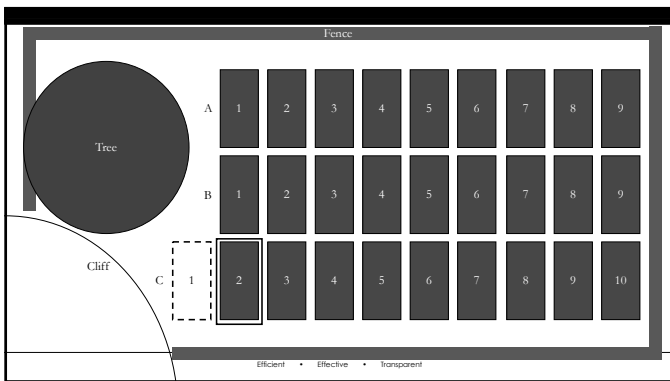


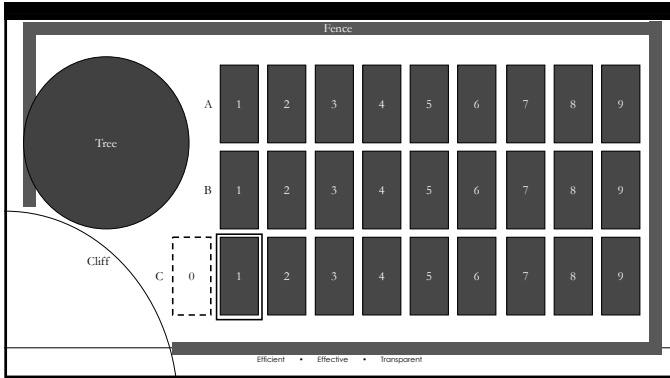
Pertinent Information

- Sally Washington has contacted the cemetery about adding a grave in for her sister, Michelle Washington
- Sally's mother, Mavis, is buried in Buckeye Cemetery in Row C, Grave 1
- The space was inspected and is suitable for a single grave to be added there










New Grave Structure

What do we need to do?

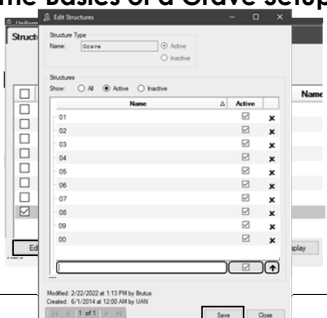
- Add the option for a Grave 0
- Add Grave 0 to Row C
- Sell the grave to a newly created owner
- Generate a deed for the plot
- Bury someone in the grave

These 3 steps should be your "routine" entries into the system



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The Basics of a Grave Setup



The screenshot shows a software window titled 'Edit Structures'. At the top, there is a 'Structure Type' dropdown set to 'Grave' and radio buttons for 'Active' (selected) and 'Inactive'. Below this is a table with columns for 'Name' and 'Active'. The table contains rows numbered 01 through 09, each with a checkbox in the 'Active' column. Row 00 is also present but has a greyed-out checkbox. At the bottom of the window, there is a 'Save' button and a 'Close' button. Metadata at the bottom left reads: 'Modified: 2/22/2022 at 1:13 PM by Brian', 'Created: 6/1/2014 at 12:02 AM by UAN'. The page number '15' is in the bottom right corner.

Finish - Review New Cemetery Plots

You have finished establishing your plots. They are listed alphabetically below, in structure order.

Cemetery Design

Only plots with the Status "Available" can be deleted

Cemetery	Row	Grave	Status
Buckeye	C	00	Available
Buckeye	C	01	Occupied
Buckeye	C	02	Occupied
Buckeye	C	03	Occupied
Buckeye	C	04	Purchased
Buckeye	C		chased

Back Finish Quit

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The Basics of a Grave Setup

Add Owners

Name: Address:

First: Last: Line 1:

Middle: Suffix: State: Active: Inactive: City: Zip:

Contact: Phone: Fax: Email:

Reading Entry:

Name: Type:

County: State:

Plots Owned

Deed Number	Purchase Date	Status	Cemetery	Row	Grave
-------------	---------------	--------	----------	-----	-------

Save Done

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The Basics of a Grave Setup

Print Deed

Owners: 1 Plots: 1 Signatures: 1 Deed Number: 882-000

Signatures

Print By:

Owner Name: Address: Entity: Type: County: State:

Plots

Deed Number	Purchase Date	Cemetery	Row	Grave
882-000	04/06/2022	Buckeye	C	00

Print Close

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Add Burial

Plot: **Burklyn - C - 65** Grave Status:

Select decedent from Owner box OR manually enter decedent on the tab below

Owner:

Decedent: These tabs are established in: Maintenance > Burial Details

Show: All Items Items With Values

Name	Value
Branch of Military Service	<input type="text"/>

Comments:


Full Listing Grids

Last Name	First Name	Middle Name	Suffix	Marker Name	Birth Date	Death Date	Burial Date	Veteran	Grave Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Grave Setup Reminders

- Structures and Cemetery Design Wizard only need to be used to add a grave location not already in the system
- Graves are not limited to one burial
 - Can bury multiple in cases of double-depth or cremation graves
- Owner does not need to be the one buried in the grave
 - The owner is simply the one listed on the deed



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KATHY FABER

UNIFORM ACCOUNTING NETWORK

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PROFILE **UNAN**

Cemetery

This manual is a reference guide for the UNAN Cemetery Software, a component of the Uniform Accounting Network. The Cemetery Program 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, set the grave sizes, 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 graveyards 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 UNAN Cemetery software and the structure of the manual has been designed to guide you through each application of the system.

Cemetery Update Instructions
 Cemetery Training Course for New Users (Learn more here)
 Cemetery Transition Course for Current Users (Old Software Users Only)
[Cemetery Manual](#)

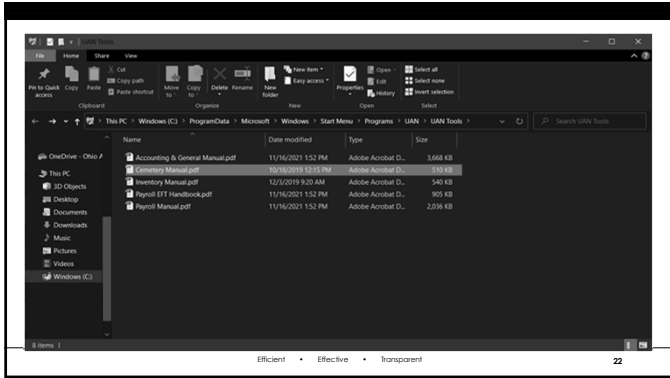
TRAINING SESSIONS

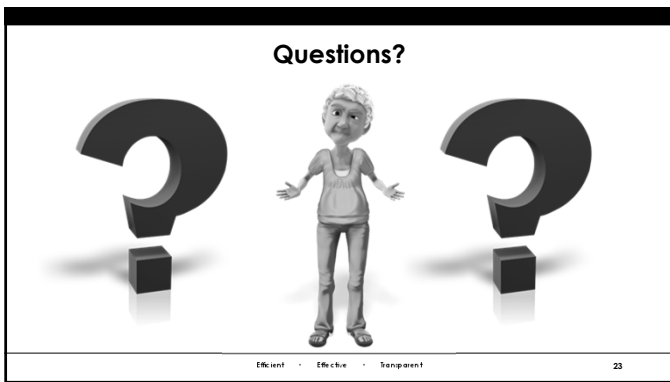
Accounting
 UNAN Accounting Module Training
 New UNAN Accounting Users and Data Conversion
 UNAN Accounting Manual

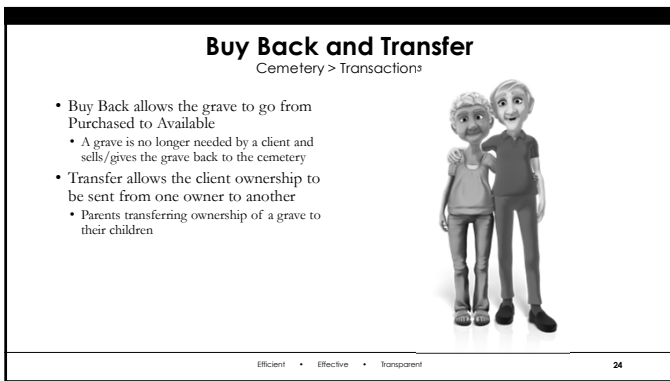
Payroll
 UNAN Payroll Module Training
 New UNAN Payroll Users and Data Conversion
 UNAN Payroll Manual

Budget

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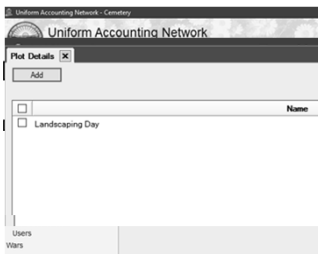


Plot Details and Editor

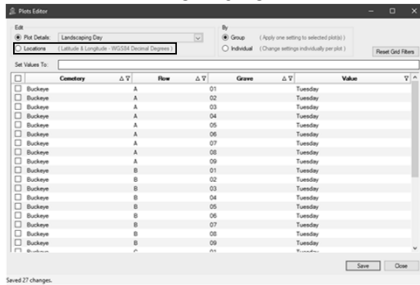
- Plot Details can be used to track grave specific information
 - Monument Height
 - Mowing/Landscaping Schedule
- Plot Editor allows Plot Details to be edited in bulk, including location info
- Plot Details stay attached to the grave regardless of burial status



Plot Details



Plot Editor



Plots Editor

By: Group (Apply one setting to selected plots) Individual (Change settings individually per plot)

Plot Details (Latitude & Longitude - WGS84 Decimal Degrees) Locations

Plots:

Cemetery	Row	Grave	Lat	Long	New Lat	New Long
Buckeye	C	00			39.96260785	-83.06230042
Buckeye	C	01	39.96233388	-83.06237425	39.96233388	-83.06237425

00 | Hoffs | James | Riddle | Buckeye | C | 00

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Plots Editor

By: Group (Apply one setting to selected plots) Individual (Change settings individually per plot)

Plot Details (Latitude & Longitude - WGS84 Decimal Degrees) Locations

Plots:


Cemetery	Row	Grave	Lat	Long	New Lat	New Long
Buckeye	C	00			39.96260785	-83.06230042
Buckeye	C	01	39.96233388	-83.06237425	39.96233388	-83.06237425
Buckeye	C	02	39.96288334	-83.06238830	39.96288334	-83.06238830
Buckeye	C	03	39.96298348	-83.06289979	39.96298348	-83.06289979
Buckeye	C	04	39.96296033	-83.06289912	39.96296033	-83.06289912
Buckeye	C	05	39.96304872	-83.06291986	39.96304872	-83.06291986
Buckeye	C	06	39.96309550	-83.06291782	39.96309550	-83.06291782
Buckeye	C	07	39.96314421	-83.06292920	39.96314421	-83.06292920
Buckeye	C	08	39.96319369	-83.06293782	39.96319369	-83.06293782
Buckeye	C	09	40.81322000	-79.07436100	39.96260785	-83.06230042

Saved 1 change.

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Burial Details

- Extra information pertaining to the individual buried in the grave
 - Branch of Military Service
 - Flower Program Participant
- These fields are available in the Add/Edit Burial screen
 - Unlike Plot Details, there is no way to enter these in bulk



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Burial Details

Uniform Accounting Network - Cemetery
Add Burial Details

Name: Flower Program Schedule

Active Inactive

Save Close

User preferences
Users
Wants

Edit Burial

Plot: Bunkaya - A - 07
Status: Buried
Parcel #:
Select decedent from Owner box OR manually enter decedent on the tab below
Owner:
Decedent:
Additional Information:
Flower:
Show: All Items Items With Values
These fields are established in: Maintenance > Burial Details

Name	Value
Branch of Military Service	
Flower Program Schedule	Monthly

Comments:
Plot's Existing Burials:

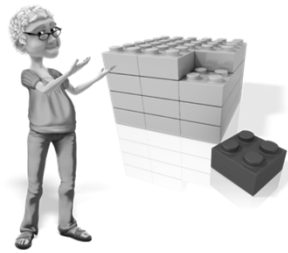
Last Name	First Name	Middle Name	Suffix	Nickname	Birth Date	Death Date	Burial Date	Veteran	Cause Status
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Modified: 3/17/2022 at 3:23 PM by Buba
Created: 3/17/2022 at 3:15 PM by Buba

Save Close

Entity Setup

- Global settings that affect all transactions can be accessed here
 - Entity Information
 - Names of Officials
 - Deed Formatting
 - Address Defaults
- These should not be used for one-off types of changes
 - Printing a single deed in letter size instead of legal size
 - Entering an address for a single out-of-town owner



Entity Setup

Entity Setup
Reset Grid Filter

	Name	Title	Status	Modified
<input type="checkbox"/>	Shery Trustee	Township Trustee	Active	20190201 by Cemetery
<input type="checkbox"/>	Larry Trustee	Township Trustee	Active	20220321 by Brulus

Edit
Activate
Deactivate
Move Up
Move Down
Delete
Display

Modified: 4/10/2019 at 11:53 AM by Brulus
 Created: 6/1/2014 at 12:00 AM by UAN

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DEED FOR CEMETERY LOT

Deed # BL45589
Rev. Code. Sec. 537.07, 14, 759.12, 31

Rene B. Grane 01

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned Sherry Trustee, Larry Trustee in the County of Franklin and State of Ohio, for and in consideration of the sum of One Hundred Dollars and No Cents to us paid by Rene B. Grane, the receipt whereof is hereby acknowledged, do hereby **GRANT, BARGAIN, SELL AND CONVEY** to the said Rene B. Grane and her heirs forever, the following described lot(s) or parcel(s) of land in Backstop Cemetery, to-wit: Rene B. Grane 01 as described upon the plat of said Cemetery, on file in the office of the DECKEY MAN OFFICE of said DECKEY TOWNSHIP:

Terms & Conditions:

Rene B. Grane 01

NO WAIVER TO BE MADE: the same to the said Rene B. Grane and her 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 _____ day of _____ A.D. _____

Signed and Acknowledged
in presence of _____

in Franklin County, Ohio.

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Entity Setup

Entity Setup
Reset Grid Filter

	Name	Title	Status	Modified
<input type="checkbox"/>	Shery Trustee	Township Trustee	Active	20190201 by Cemetery
<input type="checkbox"/>	Larry Trustee	Township Trustee	Active	20220321 by Brulus

Edit
Activate
Deactivate
Move Up
Move Down
Delete
Display

Modified: 3/22/2022 at 3:09 PM by Brulus
 Created: 6/1/2014 at 12:00 AM by UAN

Enforcing Backups is strongly recommended.
Unlike the main UAN Software, UAN does not receive a copy of the data at year end.

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Wars

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Questions?

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