

OHIO AUDITOR OF STATE  
KEITH FABER

UAN Cemetery Module

Presented by: John Morgan

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UAN Cemetery...



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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
  - FO can email UAN Support to add the cemetery contact



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## 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.

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## New Training Videos



UAN version 2025.1 is Now Available

See Details

For clarification.

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## 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



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### 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.

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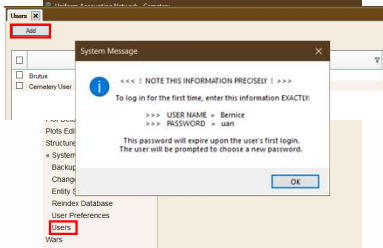
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### Setting Up a New User



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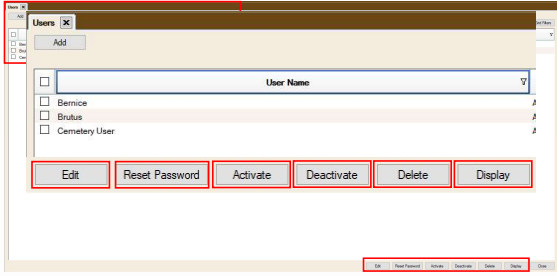
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### User Maintenance



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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

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Tree

Cliff

Fence

A	1	2	3	4	5	6	7	8	9
B	1	2	3	4	5	6	7	8	9
C	1	2	3	4	5	6	7	8	9

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Tree

Cliff

Fence

A	1	2	3	4	5	6	7	8	9	
B	1	2	3	4	5	6	7	8	9	
C	?	1	2	3	4	5	6	7	8	9

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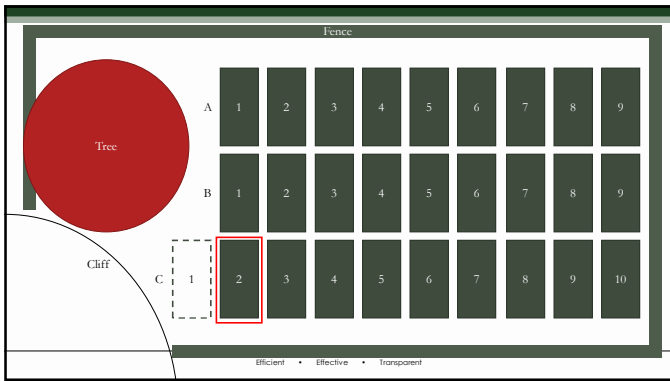
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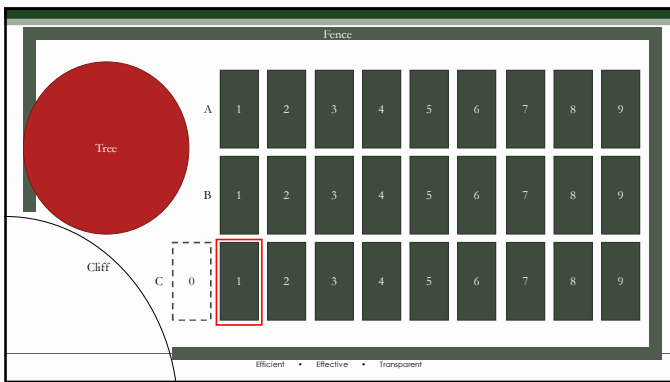
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### New Grave Structure

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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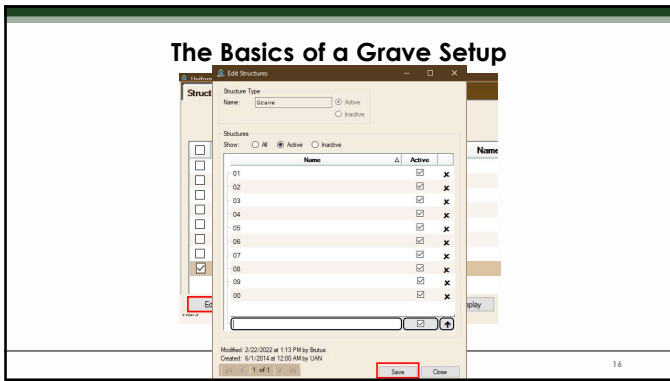
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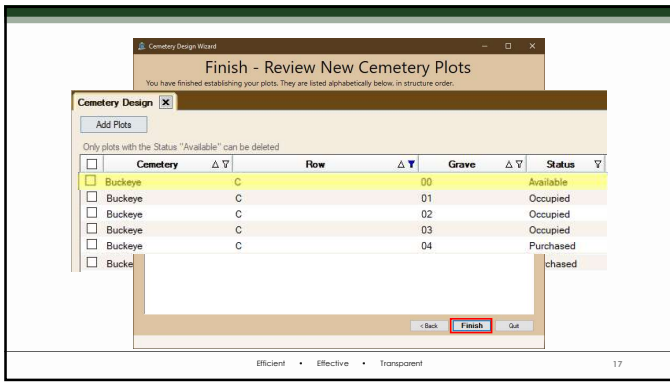
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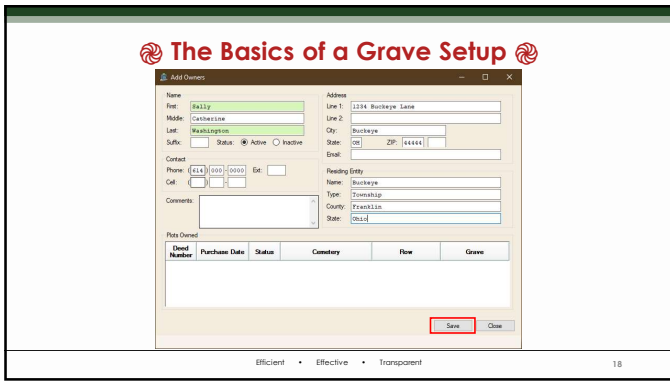
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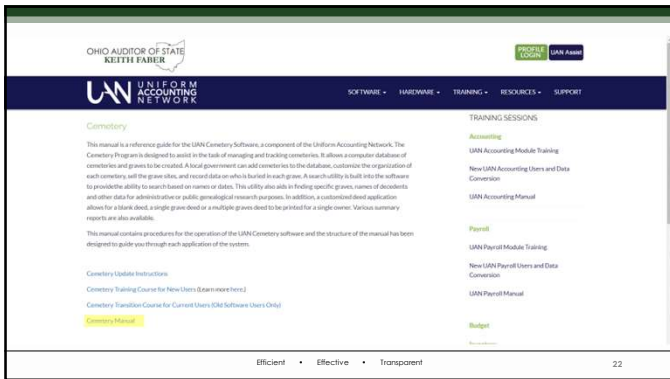
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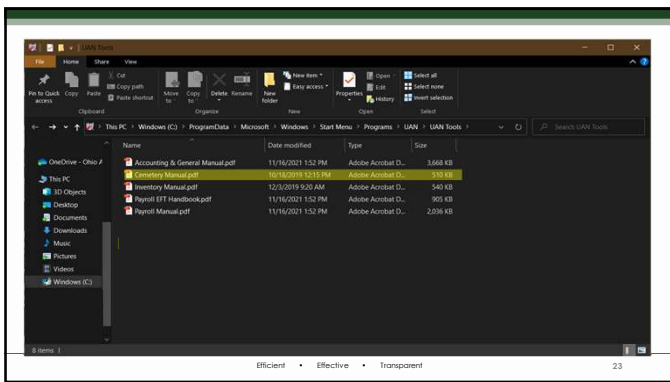
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Buy Back and Transfer

Cemetery > Transactions

- Buy Back allows the grave to go from Purchased to Available
  - A grave is no longer needed by a client and sells/gives the grave back to the cemetery
- Transfer allows the client ownership to be sent from one owner to another
  - Parents transferring ownership of a grave to their children



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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



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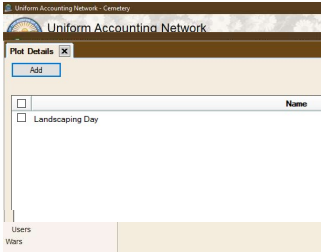
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Plot Details



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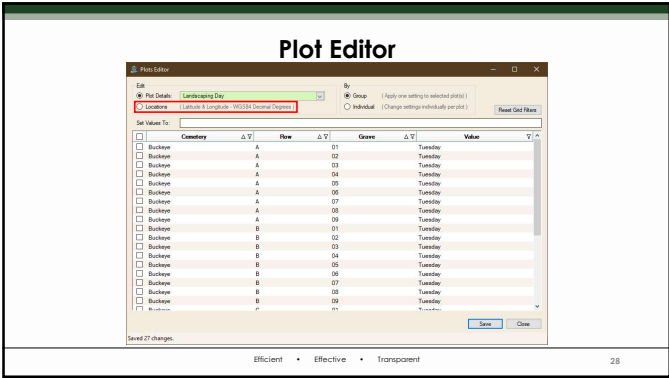
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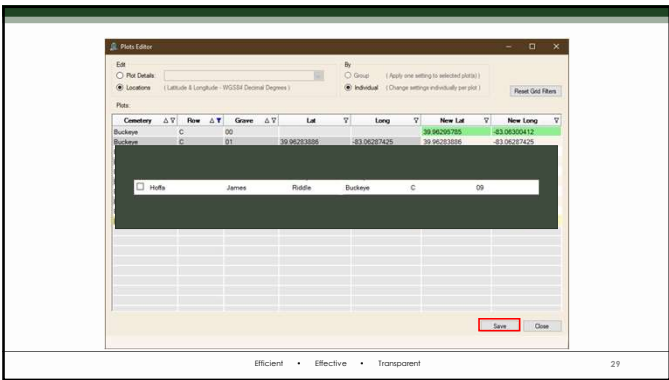
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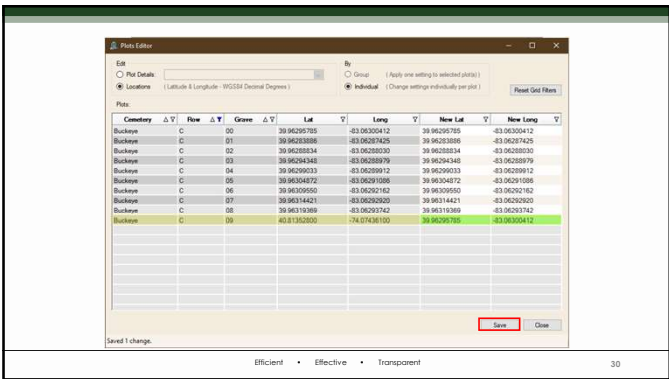
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### Burial Details

- 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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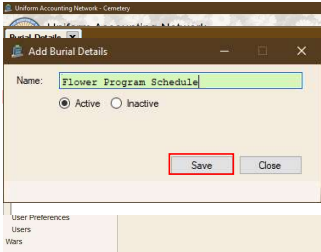
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### Burial Details



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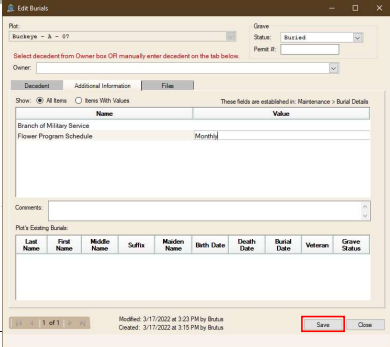
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### Add Burial



Modified: 3/17/2022 at 3:23 PM by Brian  
Created: 3/17/2022 at 3:15 PM by Brian

Save Close

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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



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Entity Setup

Entity Information

Add

	Name	Title	Status	Modified
<input checked="" type="checkbox"/>	Sherry Trustee	Township Trustee	Active	2019/03/21 by Cemetery
<input checked="" type="checkbox"/>	Larry Trustee	Township Trustee	Active	2022/03/21 by Brakes

Edit

Activate

Deactivate

Move Up

Move Down

Delete

Display

Print Grid Filter

Modified: 4/10/2019 at 11:53 AM by Brakes

Created: 6/1/2014 at 12:00 AM by UMI

Save

Close

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DEED FOR CEMETERY LOT

Doc. Code: Docs: 517.07, 14, 759.13, 31

Docid #: 80145589

Row B Grave 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 Lilly Lane, the receipt whereof is hereby acknowledged, do hereby **GRANT, SELL AND CONVEY** to the said Lilly Lane and her heirs forever, the following described lot(s) or parcel(s) of land in Franklin County, Ohio, to-wit: Block B Grave 01 as described upon the plat of said Cemetery, on file in the office of the RECORDER OF DEEDS of said JOCKEY TOWNSHIP.

Terms & Conditions:

Block B Grave 01

TO HAVE AND TO HOLD the same to the said Lilly Lane 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. \_\_\_\_\_

Sign and Acknowledge in presence of \_\_\_\_\_

in Franklin County, Ohio.

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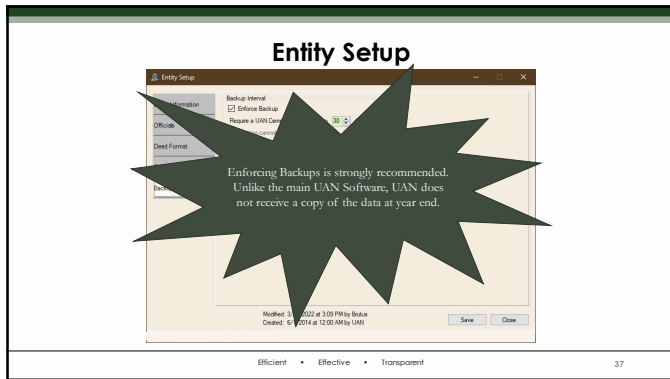
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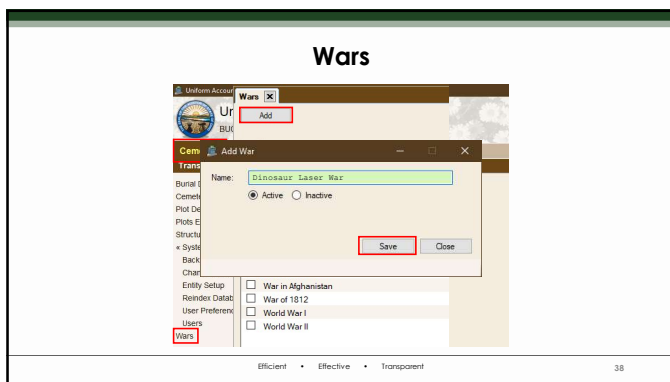
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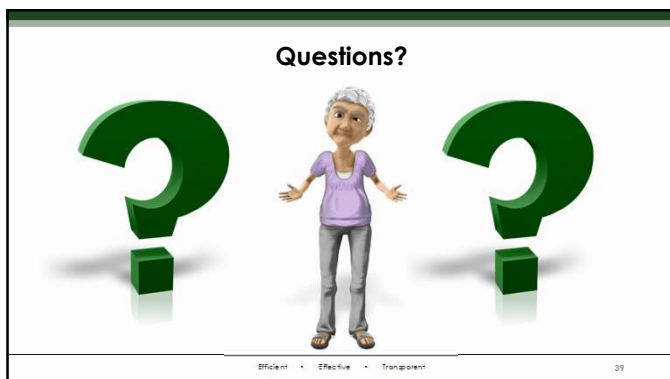
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KEITH FABER

UAN Support  
800-833-8261  
UAN\_Support@ohioauditor.gov



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