Ohio Auditor of State

UAN Cemetery

Presented by:
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UAN Staff

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Agenda

- **Overview**
- **Minimum Requirements**
- **Entity Setup**
- **Definitions**
- **Current Structure**
- **Inputting my Structure**
- **Cemetery Design**
- **Transactions**
- **Cemetery Conversion**
- **Questions**

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Overview

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Overview

- UAN provides the Cemetery software at no additional cost to UAN clients
- Cemetery software has multiple installation options
  - UAN computer
  - Standalone computer (i.e. Sexton's computer)
  - Multiple computers in a networked environment

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Overview

- Features
  - Customizable layouts with up to 8 levels of division
  - Add custom information details for plots and occupants
  - Sell, buy back, or transfer plots
  - Generate and print deeds
  - Attach files and photos to plots
  - Store GPS coordinates to generate plot maps
  - 15 reports and 4 Excel spreadsheet exports

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Minimum Requirements

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Minimum Requirements

- Standalone and multi-user environments must purchase the right equipment for the software!

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Minimum Requirements

- Windows 7
- SQL Server Express 2012 or newer
  - Only applicable if Cemetery database is going to be using an existing server
- 2 GB RAM
  - Preferably < 4 GB
- 5 GB hard drive space
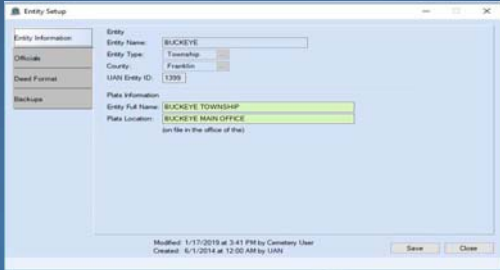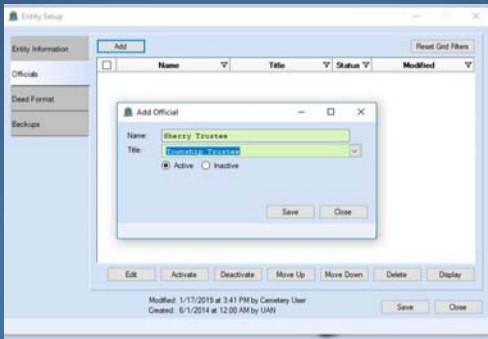- Networked environment required for multiple users

SUCCESS

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Entity Setup

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Cemetery – Maintenance – Entity Setup
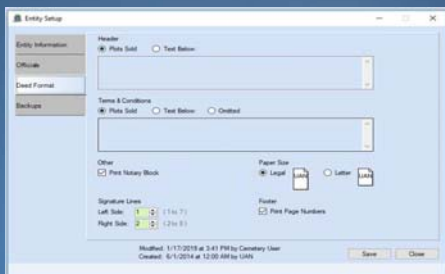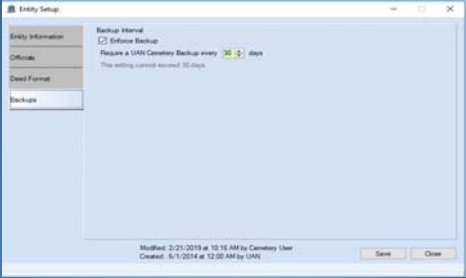

Adding an Official

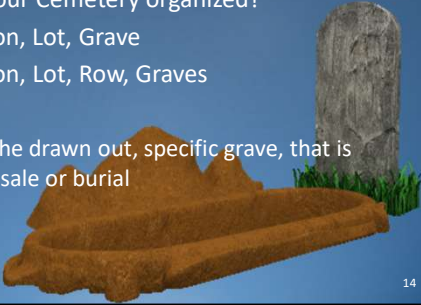## Editing the Format of the Deed

Setting up your Backup Schedule

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Definitions

- Structure
  - How is your Cemetery organized?
  - Ex. Section, Lot, Grave
  - Ex. Section, Lot, Row, Graves
- Plot
  - A Plot is the drawn out, specific grave, that is ready for sale or burial

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What is my Cemetery's Current Structure?

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Current Structure

Buckeye Cemetery

Cemetery Sections

| Northwest | Northeast |
| Southwest | Southeast |

Northwest

| Lot A | Lot B |
| Lot C | Lot D |

Lot A

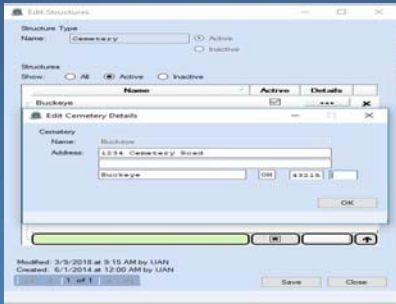|	G1	G2	G3	G4
Row 1				
Row 2				
Row 3				
Row 4				

G = Grave

Plot = Buckeye Cemetery - Section Northwest - Lot A - Row 1 - Grave 1

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Inputting my Structure
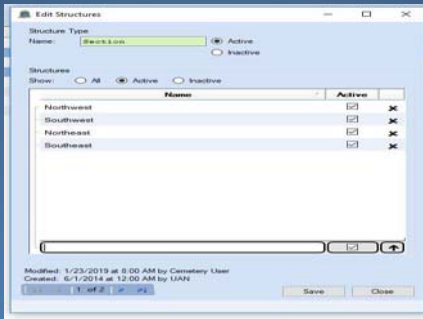
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Cemetery – Maintenance - Structures

Cemetery
Transactions Reports & Statements Maintenance

Burial Details
Cemetery Design
Plot Details
Plots Editor
Structures
« System
Backups
Change Password
Entity Setup
Reindex Database
User Preferences
Users
Wars

Structures ☒
☐
☐ Cemetery
☐ Section
☐ Lot
☐ Structure Type 4
☐ Structure Type 5
☐ Structure Type 6
☐ Structure Type 7
☐ Grave

Cemetery
Transactions Reports & Statements Maintenance

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Structures ☒
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☐ Cemetery
☐ Section
☐ Lot
☐ Row
☐ Structure Type 5
☐ Structure Type 6
☐ Structure Type 7
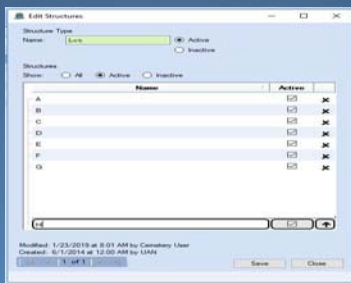☐ Grave

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Adding a new Cemetery

Adding Sections

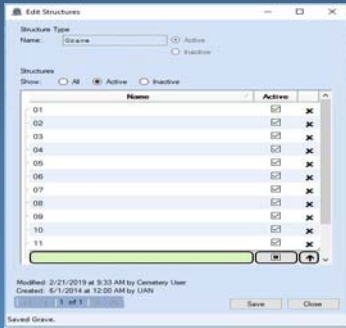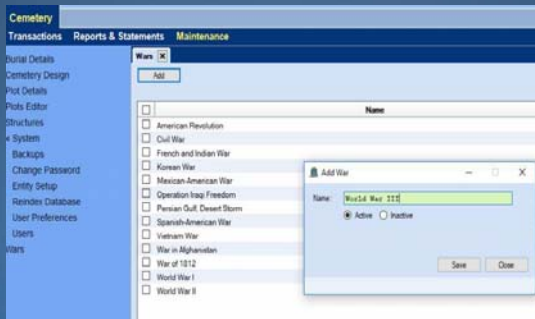## Adding Lots

Adding Graves

Adding Wars

Now you can use the Design Wizard

Cemetery Design Wizard

• To get to the Wizard: Cemetery > Maintenance > Cemetery Design > and click on the "Add Plots" Button

Cemetery

Transactions   Reports & Statements   Maintenance

Burial Details
Cemetery Design
Plot Details
Plots Editor
Structures

Structures [X]   Cemetery Design [X]

Add Plots

Only plots with the Status "Available" can be deleted

☐   Cemetery
☐   Buckeye

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Cemetery Design

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Designing a New Cemetery

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Adding Sections of New Cemetery

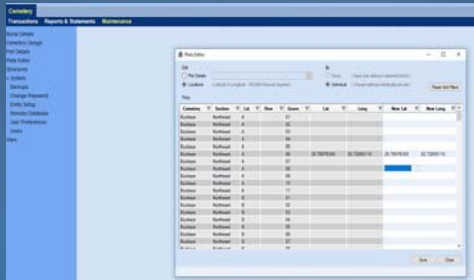## Adding Lots to the Sections

Adding Graves to the Lots
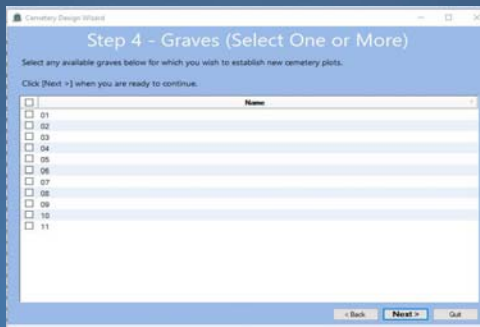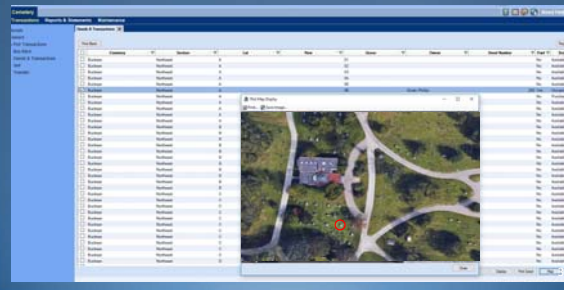
Finish and Review of New Cemetery Setup
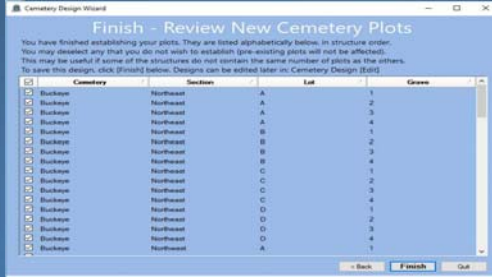
Adding GPS Coordinates Cemetery > Maintenance > Plots Editor
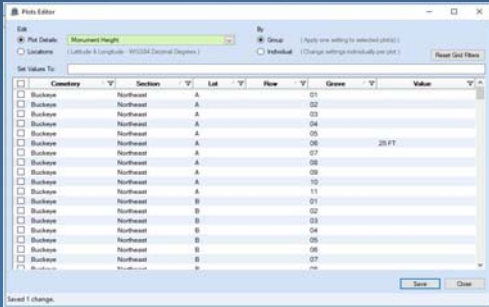

To Bring up a Map of a GPS Coordinate
Cemetery > Transactions > Deeds & Transactions
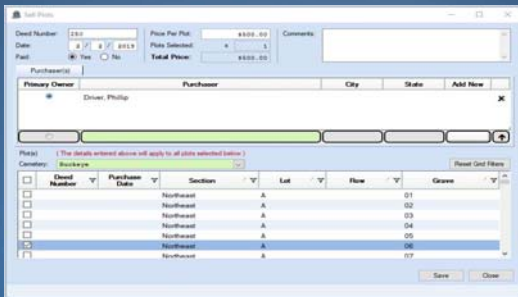
Adding Plot Details

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Transactions
- Sales – Deeds
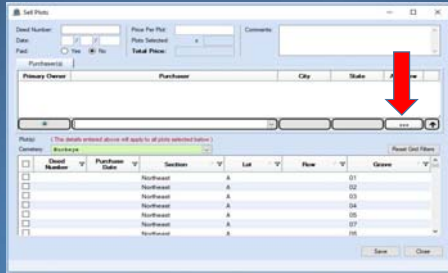- Burials
- Transfers
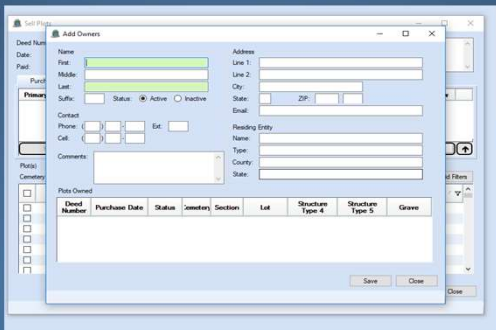- Buy-Backs

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Sales - Deeds
- Plot has to be available!!
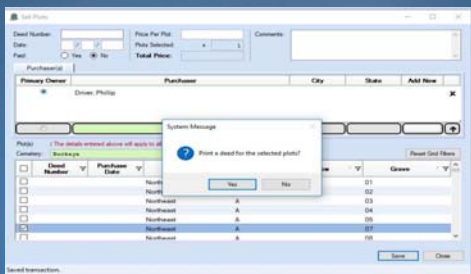

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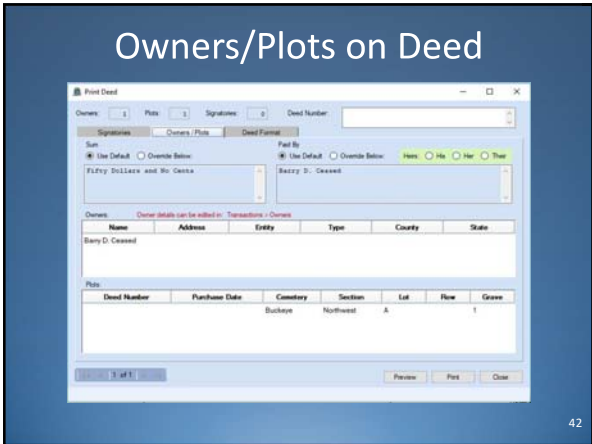## Use the Button "…" to add New Owners on the fly

Screen after "…" Button

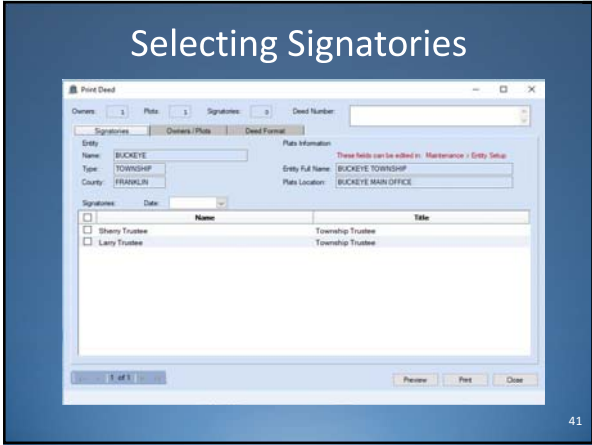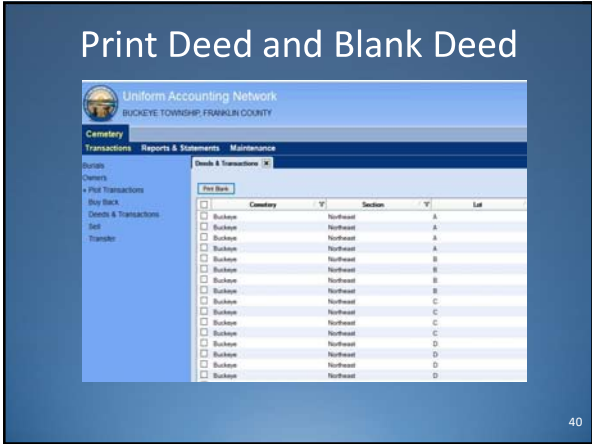## After Saving the Sale, you will have a chance to print the Deed

Print Deed and Blank Deed

Selecting Signatories
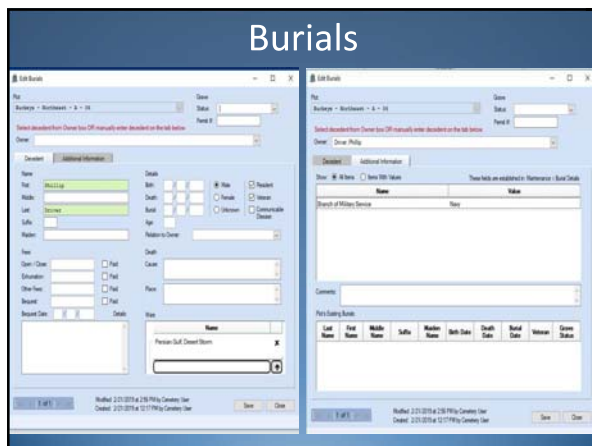

Owners/Plots on Deed

Customize Format
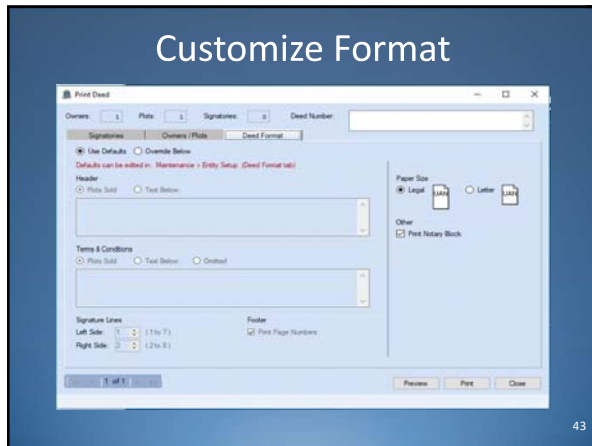
Burials

- Indigent burials are generally recorded in entity owned graves
  - Process "sale" to entity as owner, with no payment to set aside these graves for indigent burials
- Graves can contain more than one burial
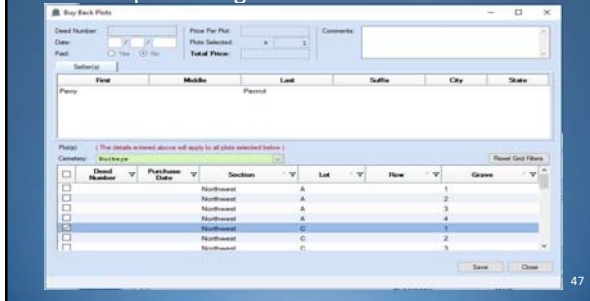 - Follow your entity's regulations for multiple burials in the same graves

Burials

Transfers

- Transfer EMPTY graves to heirs, the empty graves were owned by decedent
- Graves with burials cannot be transferred
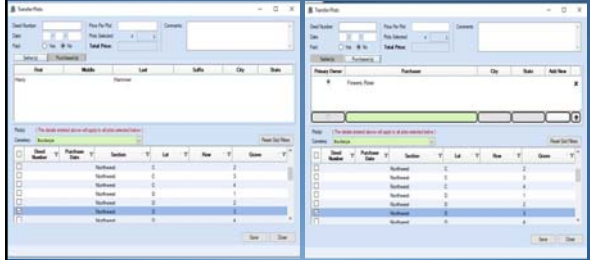
Buy-Back

- Follow your entity's regulations for buy-back processing

Converting to UAN Cemetery

- Either start with blank data or import data from an Excel spreadsheet template
- Cemetery 3.0 contains the Cemetery Import Template Excel spreadsheet template that can be used for importing information
- Cemetery 3.0 Conversion Instructions explain in detail how to fill out the template
- Both the template and instructions are located under UAN Tools > Version Documentation

Training Video

- UANLink.ohioauditor.gov > Training > Cemetery > Cemetery Training Course for New Users

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Getting Started

- How do I get a copy of the UAN Cemetery software?
- Contact UAN Support
  - o UAN_Support@OhioAuditor.gov
  - o 800-833-8261

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Questions

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UNIFORM ACCOUNTING NETWORK

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