## Ohio Auditor of State

## UAN Cemetery

Presented by: Tony Pranger & Matt Dean UAN Staff

## Agenda

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

# Overview

## Overview

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

## 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
- $_{\circ}$  15 reports and 4 Excel spreadsheet

# Minimum Requirements

## 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
- $\circ$  Preferably < 4 GB
- 5 GB hard drive space
- Networked environment required for multiple users



## Cemetery – Maintenance – Entity Setup











## Setting up your Backup Schedule

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## Definitions

• Structure

- o How is your Cemetery organized?
- $_{\circ}$  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

## What is my Cemetery's Current Structure?

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# Inputting my Structure

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Now you can use the Design Wizard

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## Cemetery Design Wizard

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

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## Adding Sections of New Cemetery





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## Transactions

- •Sales Deeds
- •Burials
- •Transfers
- •Buy-Backs



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















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## **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

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- Graves with burials cannot be transferred

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## **Buy-Back**

• Follow your entity's regulations for buyback 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

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## Training Video

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

## **Getting Started**

- How do I get a copy of the UAN Cemetery software?
- Contact UAN Support

   UAN\_Support@OhioAuditor.gov
   800-833-8261



### UNIFORM ACCOUNTING NETWORK

88 East Broad Street, 5<sup>th</sup> Floor Columbus, Ohio 43215

Phone: (800) 833-8261 Fax: (877) 727-0088 Email: UAN\_Support@OhioAuditor.gov

