Ohio Auditor of State

UAN Cemetery

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

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

Overview

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

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

Minimum Requirements

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

Entity Setup
• Structure
  o How is your Cemetery organized?
  o Ex. Section, Lot, Grave
  o Ex. Section, Lot, Row, Graves

• Plot
  o A Plot is the drawn out, specific grave, that is ready for sale or burial
Current Structure

Inputting my Structure

Cemetery – Maintenance - Structures
Adding Graves

Adding Wars

Now you can use the Design Wizard
To get to the Wizard: Cemetery > Maintenance > Cemetery Design > and click on the “Add Plots” Button.
Adding Plot Details

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

Sales - Deeds
• Plot has to be available!!
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
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
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
How do I get a copy of the UAN Cemetery software?

Contact UAN Support
- UAN_Support@OhioAuditor.gov
- 800-833-8261