

# **CEMETERY MANAGEMENT (With Mapping Module)**

All rights reserved

By

Banyon Data Systems, Inc.  
350 W. Burnsville Parkway Suite # 125  
Burnsville, MN 55337  
(800) 229-1130

[www.banyon.com](http://www.banyon.com)



## Contents

<b>GETTING STARTED .....</b>	<b>5</b>
<b>SETUP CODES AND DESCRIPTIONS.....</b>	<b>5</b>
<b>SETUP CEMETERY MAPPING .....</b>	<b>6</b>
<b>Cemetery Settings .....</b>	<b>6</b>
<b>Map Settings.....</b>	<b>7</b>
Attach Underlay .....	7
Add new Sections.....	8
Place Zoom Markers .....	8
Add Lots/Plots .....	9
Layout Space .....	10
Deleting a Section-Lot-Plot, etc. ....	11
Irregular Layouts .....	12
<b>Interface to Other BANYON DATA Applications .....</b>	<b>13</b>
<b>Create New Cemetery Record.....</b>	<b>15</b>
New Record Name .....	15
<b>Cemetery Screen.....</b>	<b>15</b>
General Discussion .....	15
<b>Detail Entry and Maintenance .....</b>	<b>16</b>
<b>Space Info.....</b>	<b>16</b>
Attach Space Info in Cemetery screen .....	16
Attach Space Info in Customer screen .....	17
Contacts (Create, Attach, and Remove).....	18
<b>Deeds .....</b>	<b>19</b>
<b>Maintenance .....</b>	<b>20</b>
<b>Military Service.....</b>	<b>21</b>
<b>Genealogy .....</b>	<b>22</b>
<b>Marker .....</b>	<b>23</b>
<b>Burial.....</b>	<b>24</b>
<b>Authorization.....</b>	<b>25</b>

<b>Receipt Entry.....</b>	<b>26</b>
Receipt Entry Option .....	26
Additional way to enter payments:.....	28
<b>Report Writer.....</b>	<b>29</b>
<b>Backup and Restore .....</b>	<b>30</b>
Setup.....	30
Backup .....	30
Restore.....	30

## GETTING STARTED

After installing the software, click on the **BANYON DATA Property Management** short cut on your computer's desktop.

Enter your security password to access the system. The password "banyon" (upper or lower case) is provided as a default password.

To access the Cemetery Management software, it first must be turned on as an Add-On Module. If it is not turned on, please contact Banyon Data for a password.

## SETUP CODES AND DESCRIPTIONS

To begin, first add descriptions. Click on Tools in the upper left menu and highlight Setup Options and then click on Codes and Descriptions. In the Cemetery Column click on the subject button and then in the open space on the right hand side of the screen, enter the common descriptions that you wish to see in the system options.

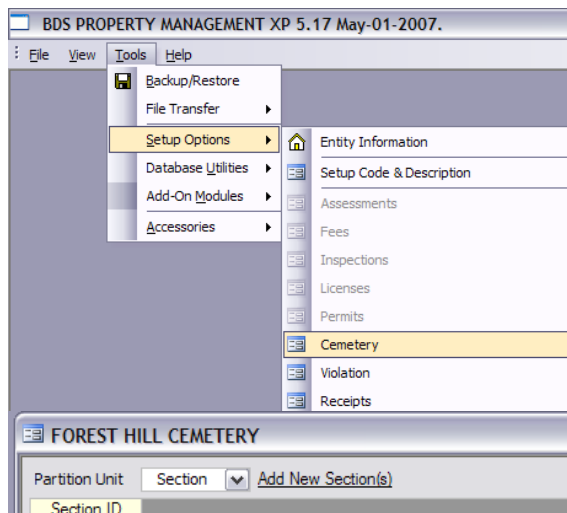
Select an option below and enter all applicable values in the right table

Property	Cemetery	Permit	Relationship (Father, Son, ...)
<input type="radio"/> Street	<input type="radio"/> Religion	<input type="radio"/> Contract Type	<input checked="" type="radio"/> Aunt
<input type="radio"/> Property Type	<input checked="" type="radio"/> Relationship	<input type="radio"/> Work Type	<input type="radio"/> Uncle
<input type="radio"/> Zone	<input type="radio"/> Funeral Home	<input type="radio"/> Structure Use	<input type="radio"/> Maternal Grandmother
<input type="radio"/> Zone Type	<input type="radio"/> Funeral Location	<input type="radio"/> Building Style	<input type="radio"/> Maternal Grandfather
<input type="radio"/> Dwelling Type	<input type="radio"/> Doctor/Caregiver	<input type="radio"/> Occupancy Class	<input type="radio"/> Paternal Grandmother
<input type="radio"/> Status	<input type="radio"/> Authorized By	<input type="radio"/> Status	<input type="radio"/> Paternal Grandfather
<input type="radio"/> Land Use	<input type="radio"/> Undertaker		<input type="radio"/> Father
<input type="radio"/> Fire District	<input type="radio"/> Interred Type	<input type="radio"/> License	<input type="radio"/> Mother
<input type="radio"/> Police District	<input type="radio"/> Marker Type	<input type="radio"/> Category	<input type="radio"/> Brother
<input type="radio"/> Flood District	<input type="radio"/> Marker Vendor	<input type="radio"/> Department Check	<input type="radio"/> Sister
<input type="radio"/> Planning District	<input type="radio"/> Deed Salesperson	<input type="radio"/> License Subtype	<input type="radio"/> Son
<input type="radio"/> Sanitary District	<input type="radio"/> Space Type	<input type="radio"/> Business Type	<input type="radio"/> Daughter
<input type="radio"/> School District	<input type="radio"/> Space Status	<input type="radio"/> Status	
<input type="radio"/> Sewer District	<input type="radio"/> Military Branch	<input type="radio"/> Miscellaneous	
<input type="radio"/> Water District	<input type="radio"/> Military Rank	<input type="radio"/> Customer Type	
<input type="radio"/> Hazardous Storage	<input type="radio"/> Military Conflict	<input type="radio"/> Customer Status	
<input type="radio"/> Warning Type	<input type="radio"/> Maintenance Type	<input type="radio"/> Name Prefix	
<input type="radio"/> Property Line	<input type="radio"/> Maintenance By	<input type="radio"/> Investigate Result	
<input type="radio"/> Electricity Provider		<input type="radio"/> Inspection Level	
<input type="radio"/> Watershed	<input type="radio"/> Assessment / Project	<input type="radio"/> Inspection Priority	
	<input type="radio"/> Type	<input type="radio"/> Inspection Status	
<input type="radio"/> Violation	<input type="radio"/> Project Status		
<input type="radio"/> Status	<input type="radio"/> Assessment Status		

\* Reserved code - no change/delete allowed

Please note that many of the fields have default descriptions. However, as you create specific descriptions for fields they may be added as you wish.

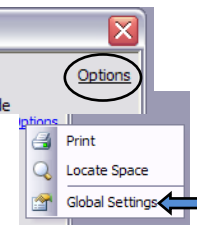
## SETUP CEMETERY MAPPING



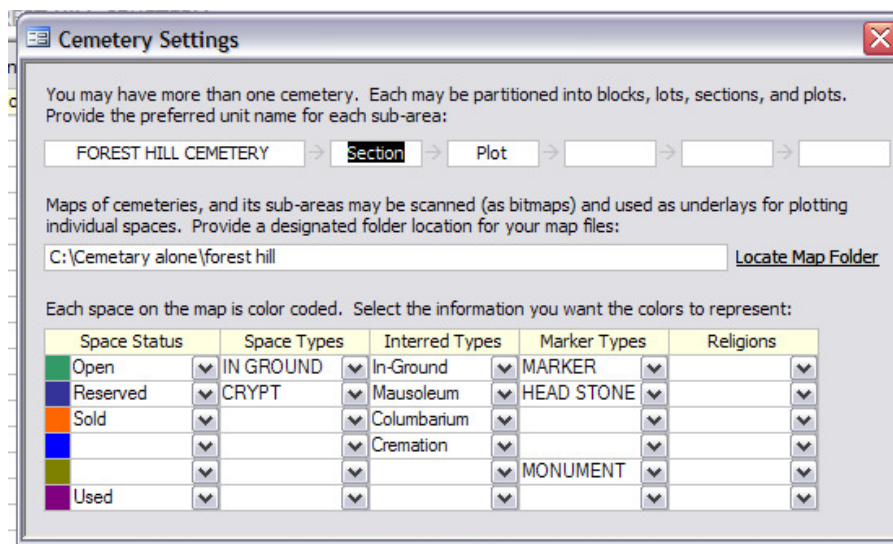
Before you can attach a plot or site to the deceased, you must first set up the Cemetery mapping.

Go to Tools in the upper left corner menu. Highlight Setup Options, select Cemetery.

Click on Options in the upper right corner, then select Global Settings



### Cemetery Settings



The cemetery management settings can be partitioned to five (5) tiers. The first field is for the Entity Name and the system will automatically fill that in. Unless you have one Cemetery, the

second field should be named Cemetery. You can name your partitions whatever you wish, we have used blocks, lots, sections and plots as examples. As you can see, we have one cemetery that breaks down into Sections and plots.

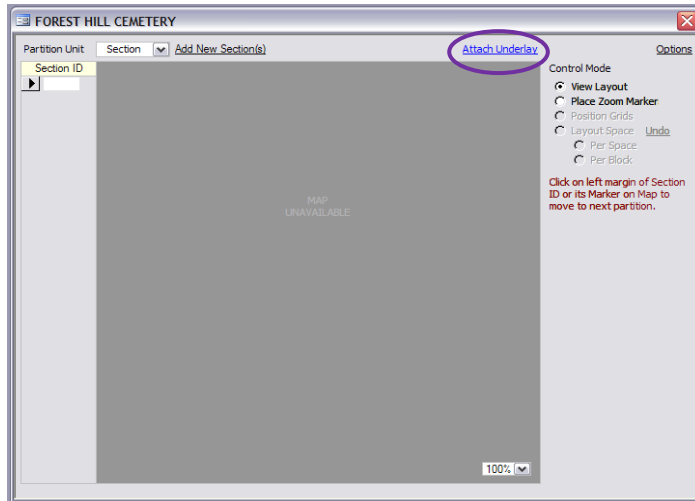
Enter the path to the folder that holds your maps (Underlay). You can also search for the folder by clicking on Locate Map Folder.

Select the color codes you wish for each field. When you have finished your selections click on the X in the right corner of the window.

## Map Settings

### Attach Underlay

To help with the visual structure of your Cemetery you can attach a map as an Underlay. **An underlay is a map.** Click on **Attach Underlay**. Select the picture (map) that you will have previously saved to your computer.



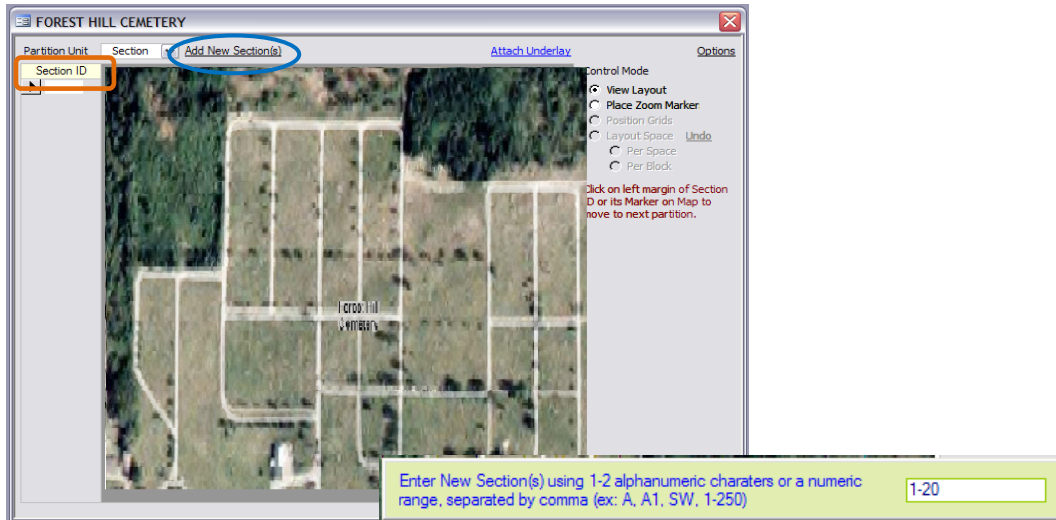
This first map shows an overall view of our Cemetery. We will continue to build on this map.



- ✚ If your first partition is Cemetery then this first map would be a map of your city, showing the locations of your cemeteries.
- ✚ To keep the maps appearing proportional and less distorted, save them as bitmaps in a size of 6"x6".

## Add new Sections


The next step is to add Sections. Click on **Add New Sections**.

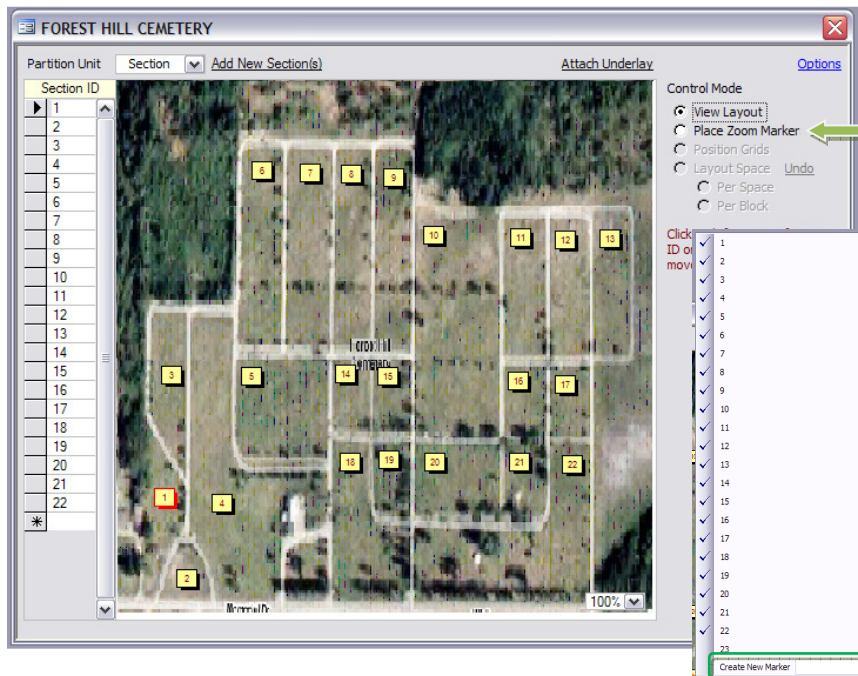


Enter the new sections.

The sections will list on the left side under **Section ID**.

## Place Zoom Markers

Click on **Place Zoom Marker**. A yellow box with a red x  will appear on the screen. Left click on the map in the section that you want to place the marker. Select the section name/number from the drop down menu that appears after you have left clicked. The system will place the marker in the section with the section name/number in it.



If you did not create enough sections, you can add the sections now by entering the name/number in the **Create New Marker** box.



## Add Lots/Plots

Next you want to setup the next level down. In this case we are setting up the Plot level. Click on the Section name/number under Section ID or click on the section name/number on the map (the yellow box with the Section ID in it). You will see the next level screen, in our case it is the Plot screen.

You can again attach the Underlay map if you wish. Follow the previous instructions.

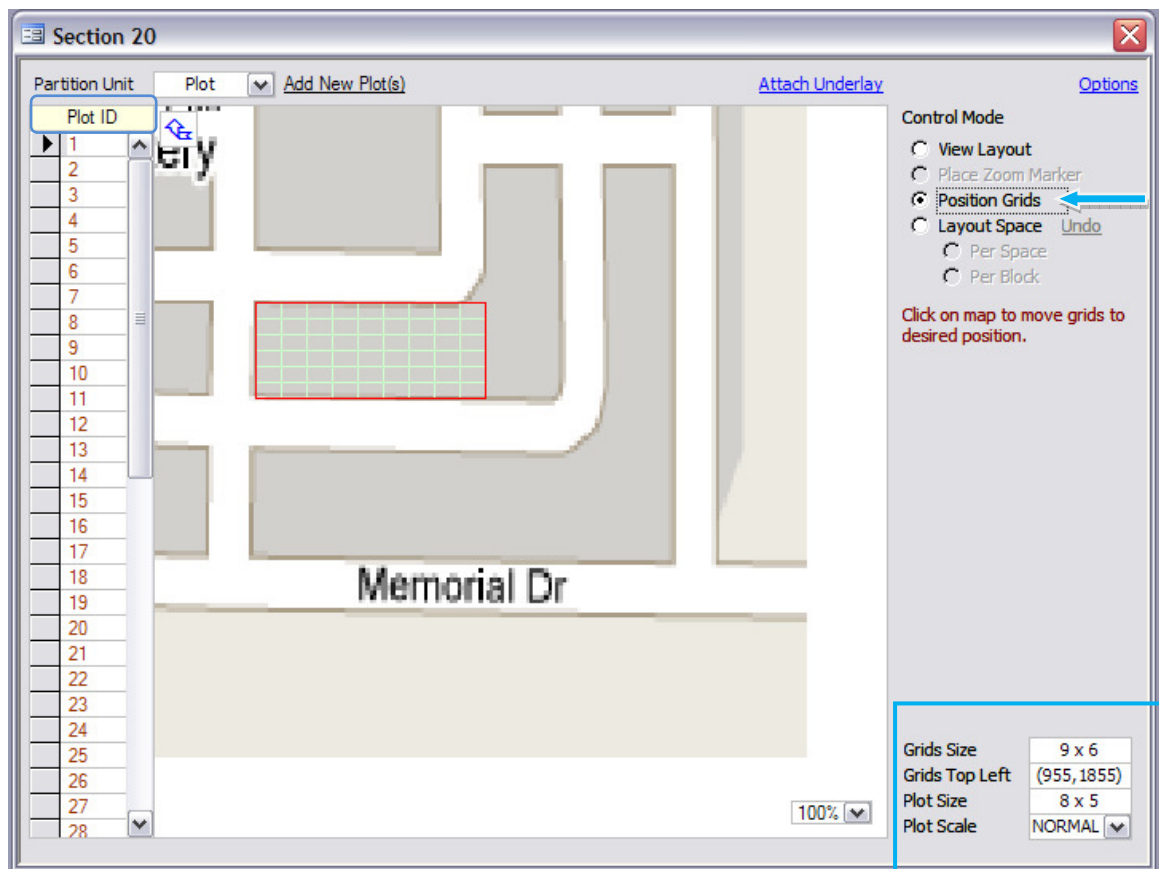
Click on Add New Plot(s).

Enter New Plot(s) using 1-2 alphanumeric characters or a numeric range, separated by comma (ex: A, A1, SW, 1-250)

1-54

Click Ok when it asks if it's Ok to add Plots. The systems will list the Plots under **Plot ID** on the left side of the screen.

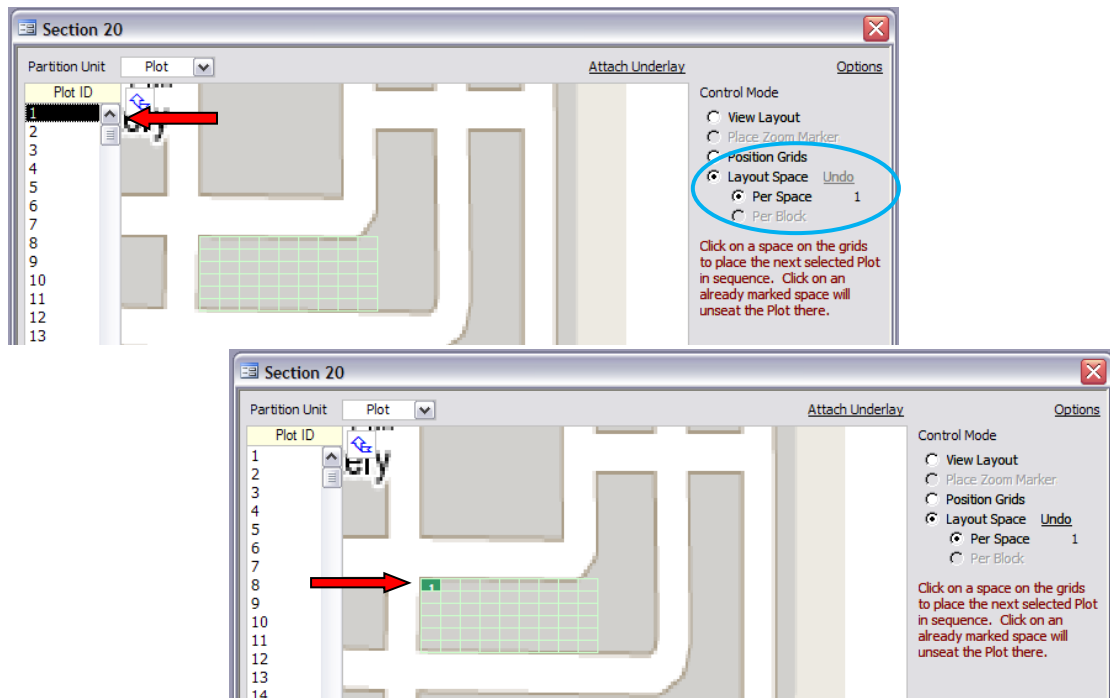
Click on Position Grid.



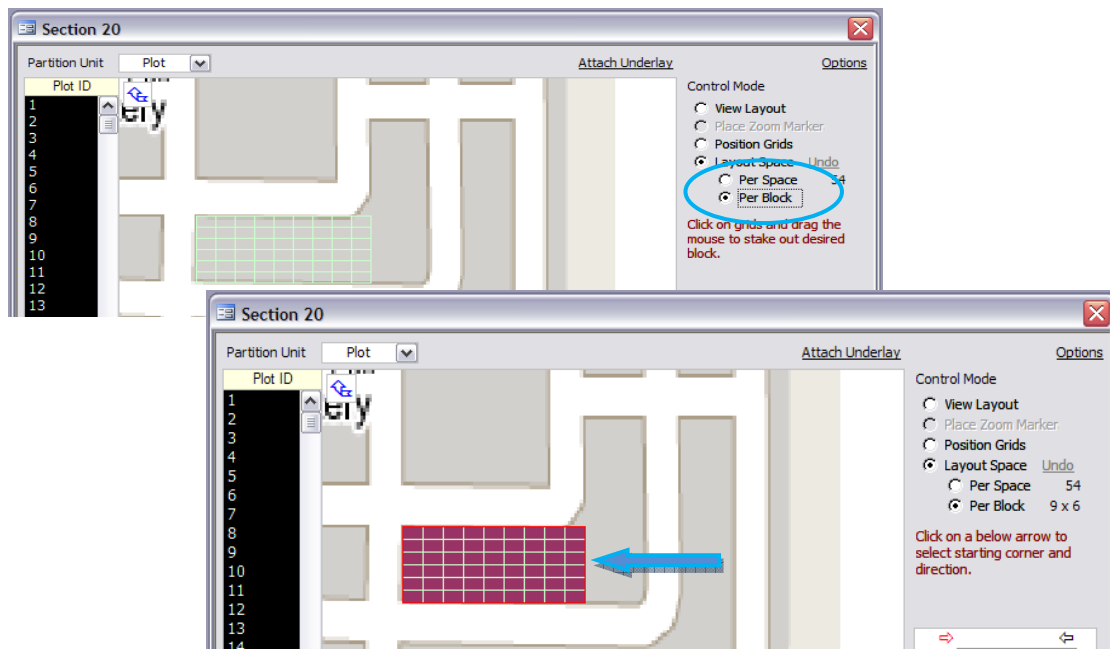
Drag the grid to the position on the screen you want it. Left click and a copy of the grid will stay in that position. Note the grid information in the lower right corner. The grid size is the over all dimension of the grid. The Grid top Left is where the top left corner of the grid is positioned on the screen. Plot Size is the dimension of each plot. Plot Scale is used to make the grid fit within you.

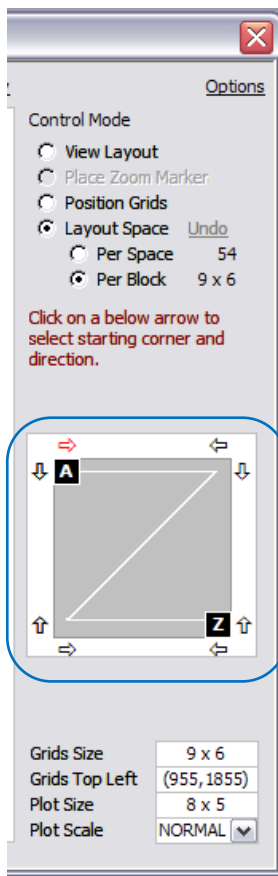
## Layout Space

Click on **Layout Space**. Spaces can be entered one at a time (usually used for unusual shaped sections) or by block. To enter by space, click on **Per Space** on the right side of the window. Click on the Plot name/number listed under Plot ID on the left side of the window then click on the space inside the grid.

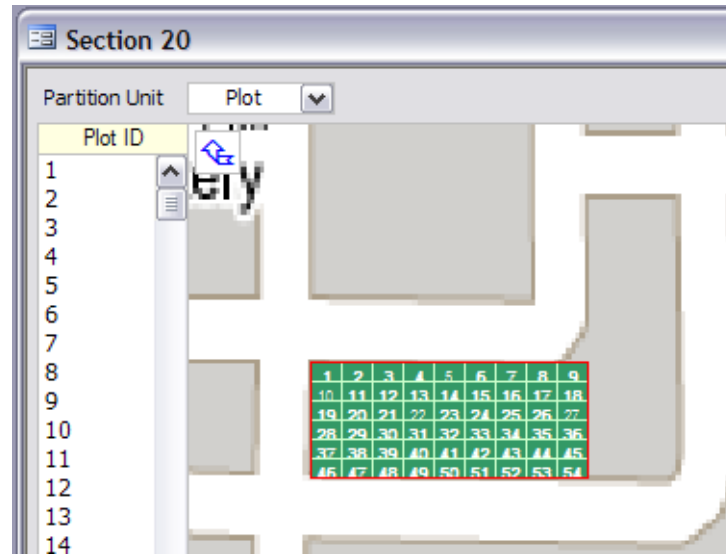


To enter by block, highlight the range of spaces under Plot ID. Click on **Per Block**. Left click and hold in the top left space of the grid, drag down and to the bottom left space of the grid block.






Click on the arrow at the starting point, pointing in the direction that you wish to fill the block. In this case I have selected the arrow in the top left corner pointing to the right. My grid will fill from left to right, top to bottom.



Follow the above mapping setup steps for each section.

### Deleting a Section-Lot-Plot, etc.

Under the ID column on the left side of the screen, highlight the Section, Lot, Plot, etc. name/number. Press your delete key on your keyboard.

 Note: If you make a mistake or don't like the way it looks click on Undo and the layout will revert to the way it looked before.

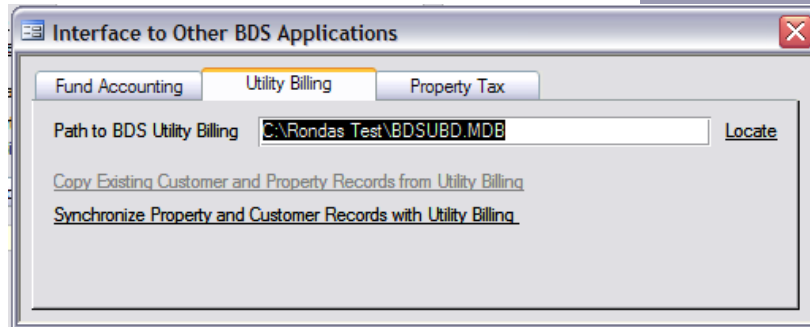
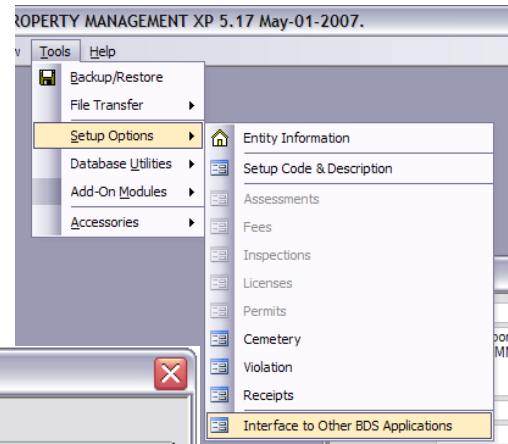
Follow the same steps as you would for the regular shaped sections. For the irregular shaped sections, the grid should cover the entire area of the section. There can be only one defined grid per section, in other words, you cannot piece together parts of the section. The grid size is rows by columns where the rows and columns are the longest row and the longest column in the section.



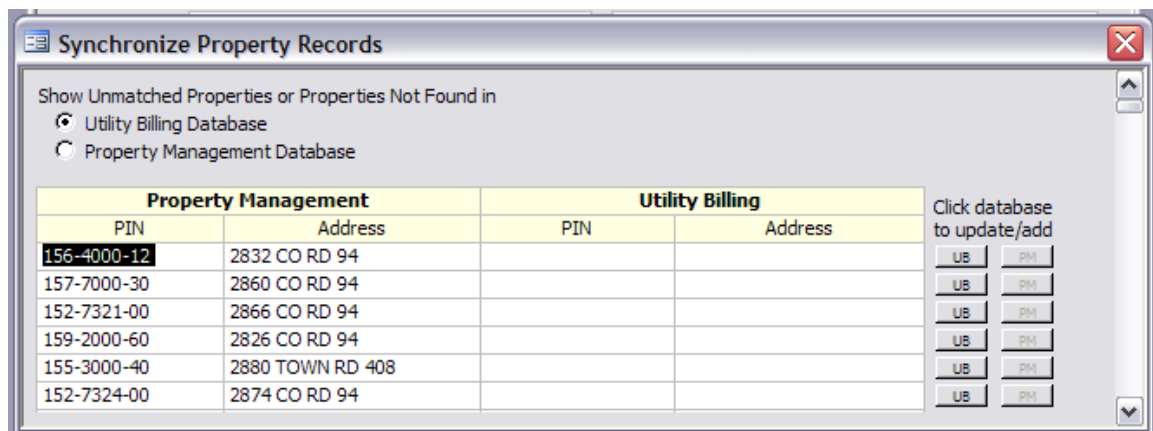
## Interface to Other BANYON DATA Applications

The final setup step is to Interface to other BANYON DATA Applications. Go to Tools in the top left corner of your window. Highlight Setup Options, click on Interface to Other BANYON DATA Applications.

This is where you enter-Locate the respective paths to Fund Accounting, Utility Billing and Property Tax.



If you are using Utility Billing, you have the option to copy existing Customers and Property records from Utility Billing – ONE TIME. After that, you would want to choose to Synchronize Property and Customer Records with Utility Billing for normal file maintenance.

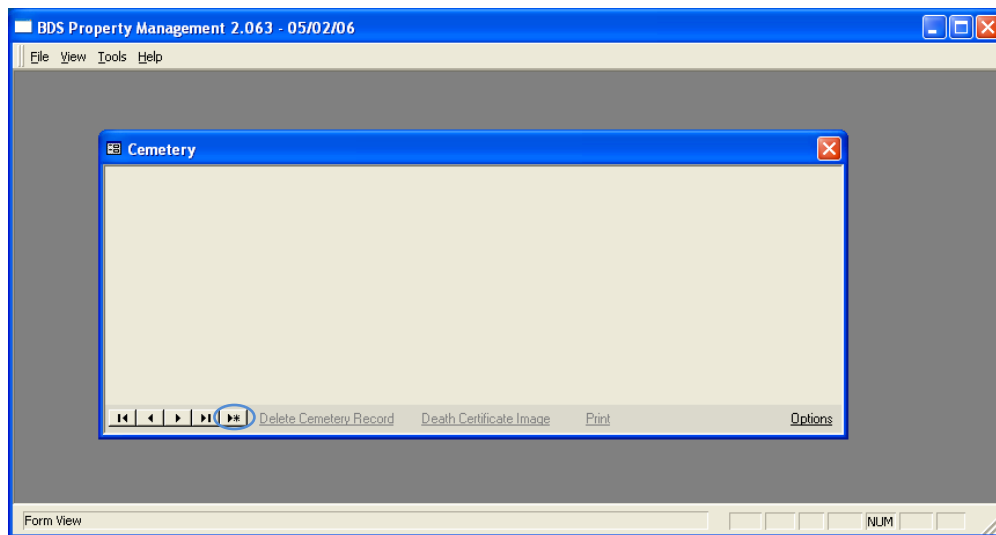


Select on the menu in the upper left corner; **View – Inquiry – Cemetery**.

For purposes of maintaining a consistent and complete database, the word “customer” is used to describe any record that holds people information in the system, including the owner, occupant of site (deceased), contacts, relatives. This name may be changed for reports if needed.

So, if you are adding new or editing existing records, you will select; **View – Inquiry – Cemetery**, from the top left hand corner of the Property Management screen.

To add a new record, click on the >\* (**Add Button**) in the lower left corner. The Customer screen or window will appear and should be completed with the record information. Again, the cemetery screen is generally completed for the deceased individual. Contact information is setup as part of the Cemetery screen.



## Create New Cemetery Record

### New Record Name

Click on View in the upper left corner of your screen, highlight Inquiry, click on Cemetery. Click on the [Add Record Button \(>\\*\)](#). If the new owner is deceased, select \*New Burial Record Only (this will create an entry in the Cemetery database only). Enter the name of the deceased (Example: Doe, John). Press the Enter Key when finished.

Enter Name of Deceased:

If the new owner is a living being with a loved one to execute final wishes for or is just planning ahead, Click on the [Add Record Button\(>\\*\)](#). Select \*New Customer/Burial Record (this will create an entry in the Customer database and the Cemetery database). Enter the name of the new customer; remember to follow the Last name first and First name last format.

Enter Customer Name (Last, First):

The system will prompt you for the name of the Deceased, if the deceased's name is other than the new customer, enter the deceased's name, otherwise enter past the deceased name screen. The Customer screen will come up. Enter the desired customer information and close the Customer screen. The Cemetery screen will remain.

## Cemetery Screen

### General Discussion

First enter in the Maiden name if applicable, gender, date of birth, and place of birth. It is recommended that you complete the tabs in order from left to right. First enter Space Info Tab information, then Contact, Deed, and so on.

The screenshot shows the 'Cemetery' window with the 'Space Info' tab selected. The 'Deceased Name' field contains 'George Hunter'. The 'Maiden Name' field is empty. The 'Date of Birth' and 'Place of Birth' fields are empty. The 'Gender' dropdown menu is set to 'M'. The 'Balance Due' field shows '\$0.00'. The 'Remarks' field is empty. The 'Space Info' tab is active, showing fields for 'Space Type' and 'Record No.'. The 'Attach/Detach Space' button is visible. The 'View Map' button is also present. The bottom of the window has a navigation bar with buttons for 'Delete Cemetery Record', 'Death Certificate Image', 'Print', and 'Options'.

Be aware that all fields are not necessary to use the Cemetery Software. However, to maximize or optimize the record keeping and reporting, it is recommended that all fields be completed.

## Detail Entry and Maintenance

### Space Info

#### Attach Space Info in Cemetery screen

Left click on **Attach/Detach Space**

The screenshot shows the 'Cemetery' screen with the 'Space Info' tab selected. The 'Attach/Detach Space' link is highlighted. A dropdown menu is open, showing a list of sections (Section 1 to Section 17) and plots (Plot 1 to Plot 14). Section 2 is highlighted, and Plot 14 is selected.

Highlight the section, click on the plot.

The screenshot shows the 'Cemetery' screen with the 'Space Info' tab selected. The 'Attach/Detach Space' link is highlighted. The 'Space Type' field is set to 'Section 2 Plot 14'. The 'View Map' link is highlighted.

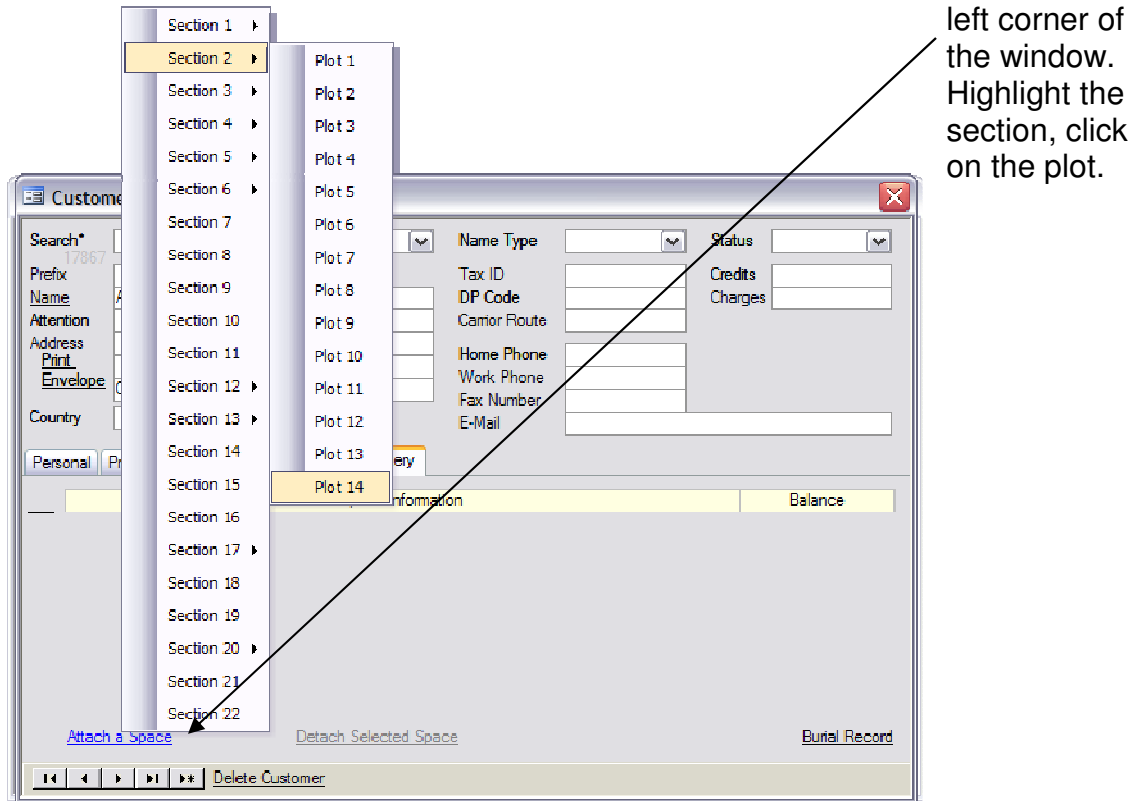
**View Map** will take you to the plot in the map for visual confirmation.

 You attach one space or plot per individual Cemetery/Burial record.

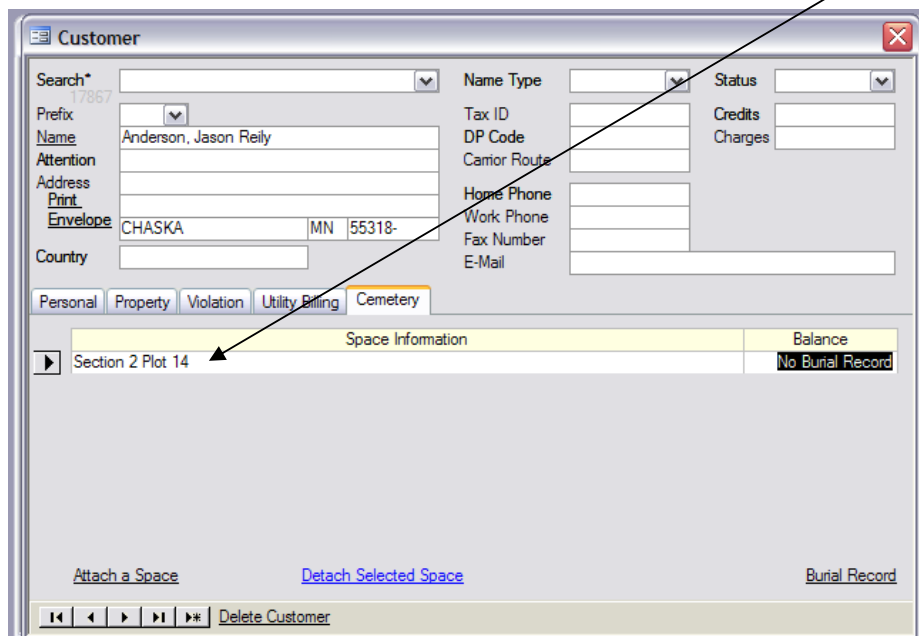


## Attach Space Info in Customer screen

Click on View in the upper left corner of the screen, highlight Inquiry, click on Customer. Click on the Cemetery tab. Left click on Attach a Space in the lower



Note that the information is now in the Space Information table.



More than one space can be attached to a Cemetery Customer.

## Contacts (Create, Attach, and Remove)

The **Contacts Tab** shows the information you specified for the customer (deceased) contact setup. The fields are used to record the person or entity responsible for the burial matters. To add a contact, click on **Attach Contact**. A list or menu of names will appear or you may choose to click on the \*Create New Contact option at the top of the menu.

The screenshot shows the 'Cemetery' software window. The 'Contacts' tab is selected. The 'Owner/Customer' section shows 'Anderson, Jason Reily' with address 'CHASKA MN 55318'. The 'Deceased Name' is 'Anderson, Alison'. The 'Relationship' dropdown is empty. The 'Address' field is empty. The 'E-mail', 'Home Phone', 'Work Phone', and 'Fax Number' fields are also empty. The 'Attach Contact' button is at the bottom left.

When entering New Contact to the Cemetery Record, enter the desired Contact Name (Last name, First name), or use the drop down menu and select and click on the name.

To enter in a street address for a new contact click on more info at the bottom right and select personal. Then enter the address, email, home phone, work phone, and email while on the personal screen.

The screenshot shows the 'Cemetery' software window. The 'Contacts' tab is selected. The 'Owner/Customer' section shows 'Anderson, Jason Reily' with address '11245 N Circle Drive CHASKA MN 55318'. The 'Deceased Name' is 'Anderson, Alison'. The 'Relationship' dropdown is empty. The 'Address' field is '11245 N Circle Drive CHASKA 55318 MN'. The 'E-mail', 'Home Phone', 'Work Phone', and 'Fax Number' fields are also empty. The 'Attach Contact' button is at the bottom left.

Multiple contacts may be attached to the deceased record, but only one may be the primary contact. An \* will indicate the primary contact.

## Deeds

The Deeds Tab contains the registered vital burial information recorded at the City and/or County. Burial permit information, if used, may also be recorded on this screen.

The screenshot shows a software window titled "Cemetery" with a "Deeds" tab selected. The interface includes a search bar with the value "17867". Below it, the "Owner/Customer" section lists "Anderson, Jason Reily" with address "11245 N Circle Drive, CHASKA MN 55318" and links for "More Info" and "Print Envelope". The "Deceased Name" is "Anderson, Alison", with a "Maiden Name" of "Mathers", "Gender" of "Female", "Date of Birth" of "1/22/1940", and "Place of Birth" of "Hollywood, CA". A "Remarks" box is empty. A "Balance Due" of "\$150.00" is shown. A tabbed interface at the bottom includes "Space Info", "Contacts", "Deeds" (active), "Maintenance", "Military", "Genealogy", "Marker", "Burial", and "Authorization". The "Deeds" section contains fields for "Deed No." (554215), "Deed Book" (Aug2007), "Deed Page" (250), "Purchase Date" (08/13/2007), "Cost of Deed" (\$150.00), "Transfer Date", "Certificate No." (123456), and "Marker Permit No." (123456). To the right are fields for "Sales Person", "Transferred To", and "Remarks" with dropdown menus. At the bottom, navigation buttons include "Delete Cemetery Record", "Death Certificate Image", "Print", and "Options".

Enter the specific Deed information and close the Window or click on the next Tab (Maintenance). The completed Deed Screen will contain detail, recorded information for each field.

The screenshot shows a software window titled "Death Certificate". It features a large empty rectangular area for a certificate image. Below this area, there are two buttons: "Click to Locate Death Certificate Image" and "Click to Locate Picture of Marker".

You can view the Death Certificate if it had been scanned and placed in the provided area accessed by clicking on the Death Certificate Image option. You can also print a copy of the Death Certificate (not official copy) by clicking on the Print option.

## Maintenance

The Maintenance Tab records maintenance types and jobs and can store a next maintenance date. To add new or updated maintenance information, click on the [Add New Maintenance](#) option in the lower left

The screenshot shows the 'Cemetery' software window. The 'Maintenance' tab is selected. The 'Add New Maintenance' button is highlighted with an arrow. The 'Balance Due' field shows \$150.00. The 'Memo' field is empty.

Next, enter the completion date and press enter. Press the Esc key to cancel.

Enter Completion Date

The screenshot shows the 'Cemetery' software window with the 'Maintenance' tab. A new record is entered with the date '08/31/07' and the type 'GROUNDS'. The 'Balance Due' field is updated to \$200.00. The 'Memo' field contains the text 'Maintain yearly'.

Then complete the detailed maintenance record and do not forget the total charges as these are needed to interface to the Receipt Entry Option and the Point of Sale module (if applicable). You can also print a maintenance history by clicking on the [Print History](#) option.

Once the total charge has been entered the **Balance Due** field on the Cemetery screen will be update and the amount may be paid by clicking on the **Balance Due**. The balance can also be paid via the Receipt Entry process.

## Military Service

The **Military** Service Tab can record important information about the deceased military service record including branch, rank, overseas service, enlistment date, discharge date, campaigns, medal(s) awarded, etc.

**Cemetery**

Search 17867

Owner/Customer Anderson, Jason Reily  
11245 N Circle Drive  
CHASKA MN 55318  
[More Info](#)  
[Print Envelope](#)

Deceased Name Anderson, Alison

Maiden Name Mathers Gender Female

Date of Birth 1/22/1940

Place of Birth Hollywood, CA

Remarks

Balance Due \$200.00

Space Info Contacts Deeds Maintenance **Military** Genealogy Marker Burial Authorization

Rank  
Branch  
Enlisted  
Discharged  
Conflict  
Plaque  
Duty  
Remarks

Navigation: < << >> > \* Delete Cemetery Record Death Certificate Image Print Options

Complete the fields if available and close screen or click on next tab.

**Cemetery**

Search 17867

Owner/Customer Anderson, Jason Reily  
11245 N Circle Drive  
CHASKA MN 55318  
[More Info](#)  
[Print Envelope](#)

Deceased Name Anderson, Alison

Maiden Name Mathers Gender Female

Date of Birth 1/22/1950

Place of Birth Hollywood, CA

Remarks

Balance Due \$200.00

Space Info Contacts Deeds Maintenance **Military** Genealogy Marker Burial Authorization

Rank Master Sergeant  
Branch Air Force  
Enlisted 4/15/1971  
Discharged 4/1/1975  
Conflict VIET NAM  
Plaque  
Duty LPN  
Remarks

Navigation: < << >> > \* Delete Cemetery Record Death Certificate Image Print Options

## Genealogy

The Genealogy tab contains information about the deceased ancestry. This is an option tab but provided for the family of the deceased and others looking for a family history of the deceased.

To enter information, just click on the open cell and enter information. Close screen when finished or proceed to next tab (Marker).


The screenshot shows a software window titled "Cemetery" with a red close button in the top right corner. The window is divided into several sections. At the top, there is a "Search" field with the value "17867" and a dropdown arrow. To the right of the search field is a "Remarks" field and a "Balance Due" field with the value "\$200.00". Below the search field, there is a section for "Owner/Customer" with the text "Anderson, Jason Reily", "11245 N Circle Drive", and "CHASKA MN 55318". There are links for "More Info" and "Print Envelope". Below this is a section for "Deceased Name" with the text "Anderson, Alison". Below that is a section for "Maiden Name" with the text "Mathers", a "Gender" dropdown menu set to "Female", and a "Date of Birth" field with the text "1/22/1950". Below that is a "Place of Birth" field with the text "Hollywood, CA". Below these fields is a row of tabs: "Space Info", "Contacts", "Deeds", "Maintenance", "Military", "Genealogy" (which is highlighted), "Marker", "Burial", and "Authorization". Below the tabs is a table with the following columns: "Last and First Name", "Maiden/Birth Name", "Relationship", "Date of Birth", and "Date of Death". The table has three rows: the first row has "Mathers", "Micheal", "Father", "1 /2 /1928", and "5 /12/1965"; the second row has "Mathers", "Renee", "Smithers", "Mother", "5 /10/1930", and "7 /29/1980"; the third row is empty. Below the table is a large empty text area. At the bottom of the window is a navigation bar with buttons for "Delete Cemetery Record", "Death Certificate Image", "Print", and "Options".

Last and First Name	Maiden/Birth Name	Relationship	Date of Birth	Date of Death
Mathers	Micheal	Father	1 /2 /1928	5 /12/1965
Mathers	Renee	Mother	5 /10/1930	7 /29/1980

## Marker

The Marker tab contains information specific to the marker on the plot.

The screenshot shows a software window titled "Cemetery" with a red close button in the top right corner. The window is divided into several sections. At the top, there is a "Search" field with the value "17867" and a dropdown arrow. To the right of the search field are fields for "Remarks" and "Balance Due" with the value "\$200.00". Below the search field, there is a section for "Owner/Customer" with the name "Anderson, Jason Reily" and address "11245 N Circle Drive, CHASKA MN 55318". There are links for "More Info" and "Print Envelope". Below this is a section for "Deceased Name" with the name "Anderson, Alison". To the right of the deceased name are fields for "Maiden Name" (Mathers), "Gender" (Female), "Date of Birth" (1/22/1950), and "Place of Birth" (Hollywood, CA). Below these fields is a row of tabs: "Space Info", "Contacts", "Deeds", "Maintenance", "Military", "Genealogy", "Marker" (which is highlighted), "Burial", and "Authorization". Below the tabs, there is a section for "Marker No." (S2P7), "Marker Type" (MONUMENT), and "Placement Date" (8/29/2007). To the right of these fields are fields for "Vendor" (ACME MONUMENTS), "Size" (12x18x32), and "Legal". Below these fields is a section for "Inscription" with the text "Always in our hearts" and a "Notes" field. To the right of the inscription and notes fields is a photo box containing a photograph of a gravestone in a cemetery. Below the photo box is the filename "101\_2088.JPG". At the bottom of the window, there is a row of buttons: "Delete Cemetery Record", "Death Certificate Image", "Print", and "Options".

Search	17867	Remarks	Balance Due	\$200.00
Owner/Customer	Anderson, Jason Reily 11245 N Circle Drive CHASKA MN 55318 <a href="#">More Info</a> <a href="#">Print Envelope</a>			
Deceased Name	Anderson, Alison			
Maiden Name	Mathers	Gender	Female	
Date of Birth	1/22/1950			
Place of Birth	Hollywood, CA			
<a href="#">Space Info</a> <a href="#">Contacts</a> <a href="#">Deeds</a> <a href="#">Maintenance</a> <a href="#">Military</a> <a href="#">Genealogy</a> <a href="#">Marker</a> <a href="#">Burial</a> <a href="#">Authorization</a>				
Marker No.	S2P7	Vendor	ACME MONUMENTS	
Marker Type	MONUMENT	Size	12x18x32	
Placement Date	8/29/2007	Legal		
<b>Inscription</b> Always in our hearts		Notes		
			 101_2088.JPG	
<a href="#">Delete Cemetery Record</a> <a href="#">Death Certificate Image</a> <a href="#">Print</a> <a href="#">Options</a>				

A photo insert is also available to help identify the site. Click on the photo box and locate the saved \*.jpg or \*.bmp file.

## Burial

The Burial screen contains data about the burial including date, burial number, funeral home used, authorizing person or organization. Notes are also available to enter specific burial requests or concerns.

The screenshot shows a software window titled "Cemetery" with a search bar containing "17867". The "Burial" tab is selected, displaying various fields for burial information. The "Owner/Customer" section includes "Anderson, Jason Reily" and "11245 N Circle Drive CHASKA MN 55318". The "Deceased Name" is "Anderson, Alison", with a maiden name of "Mathers" and a gender of "Female". The date of birth is "1/22/1950" and the place of birth is "Hollywood, CA". The "Date of Death" is "8/1/2007" and the age is "57". The "Place of Death" is "Chaska" and the "Cause of Death" is "Natural". The "Doctor/Caregiver" is "Dr. Kildeer". The "Religion" is "Baptist", the "Funeral Home" is "GREEN-LARSON", the "Authorized By" is "Mr. Green", and the "Undertaker" is "Mr. Green". The "Funeral Location" is "LION LUTHERAN" and the "Date and Time" is "August 18 at 10:00 am". The "Interred" checkbox is checked, and the "Interred Method" is "In-Ground". The "Interred No. & Date" is "552113/18/2007". The "Burial No. & Date" field is empty. The "Balance Due" is "\$200.00". The bottom of the window has navigation buttons and links: "Delete Cemetery Record", "Death Certificate Image", "Print", and "Options".

Search	17867	Remarks	Balance Due	\$200.00
Owner/Customer	Anderson, Jason Reily 11245 N Circle Drive CHASKA MN 55318			
Deceased Name	Anderson, Alison			
Maiden Name	Mathers	Gender	Female	
Date of Birth	1/22/1950			
Place of Birth	Hollywood, CA			
Space Info   Contacts   Deeds   Maintenance   Military   Genealogy   Marker   <b>Burial</b>   Authorization				
Date of Death	8/1/2007	Age	57	
Place of Death	Chaska			
Cause of Death	Natural			
Doctor/Caregiver	Dr. Kildeer			
Religion	Baptist			
Funeral Home	GREEN-LARSON			
Authorized By	Mr. Green			
Undertaker	Mr. Green			
Funeral Location	LION LUTHERAN			
Date and Time	August 18 at 10:00 am			
<input checked="" type="checkbox"/> Interred				
Interred Method	In-Ground			
Interred No. & Date	552113/18/2007			
Burial No. & Date				
◀ ◻ ▶ ▶▶ ▶*				
Delete Cemetery Record   Death Certificate Image   Print   Options				

**Note: Do not delete a record without first making a backup. See Backup and Restore section at the back of this User Guide.**



## Authorization

The Authorized or Permission Tab includes individuals that have permission to be buried at the subject plot in the cemetery. When a person has permission they are also included as a customer in the system.

The screenshot shows a software window titled "Cemetery" with a standard Windows-style title bar (minimize, maximize, close buttons). The window is divided into several sections. At the top, there is a search bar with the number "17867" and a dropdown arrow. To the right of the search bar are fields for "Remarks" and "Balance Due" with the value "\$200.00". Below the search bar, there is a section for "Owner/Customer" with the name "Anderson, Jason Reily" and address "11245 N Circle Drive, CHASKA MN 55318". There are links for "More Info" and "Print Envelope". Below this is a section for "Deceased Name" with the name "Anderson, Alison". Further down are fields for "Maiden Name" (Mathers), "Gender" (Female), "Date of Birth" (1/22/1950), and "Place of Birth" (Hollywood, CA). A horizontal tab bar is located below the deceased information, with tabs for "Space Info", "Contacts", "Deeds", "Maintenance", "Military", "Genealogy", "Marker", "Burial", and "Authorization" (which is currently selected and highlighted). Below the tabs, there is a "Members" section with a list box containing "Anderson, Jason Reily". To the right of the list box are fields for "Relationship" (Husband), "Address" (11245 N Circle Drive, CHASKA 55318 MN), and "Notes". At the bottom of the main content area are buttons for "Attach Member", "Remove Member", and "More Info". The very bottom of the window contains a navigation bar with buttons for "Delete Cemetery Record", "Death Certificate Image", "Print", and "Options", along with some navigation icons on the left.

Search	17867	Remarks	Balance Due	\$200.00
Owner/Customer	Anderson, Jason Reily 11245 N Circle Drive CHASKA MN 55318 <a href="#">More Info</a> <a href="#">Print Envelope</a>			
Deceased Name	Anderson, Alison			
Maiden Name	Mathers	Gender	Female	
Date of Birth	1/22/1950			
Place of Birth	Hollywood, CA			

Space Info | Contacts | Deeds | Maintenance | Military | Genealogy | Marker | Burial | **Authorization**

Members	Relationship	Address	Notes
Anderson, Jason Reily	Husband	11245 N Circle Drive CHASKA 55318 MN	

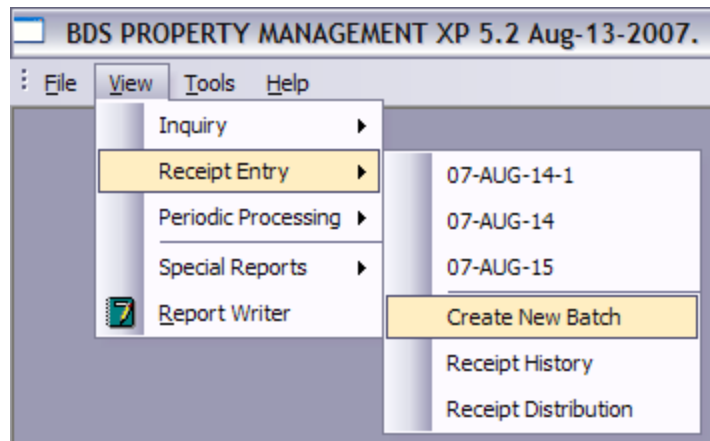
[Attach Member](#) [Remove Member](#) [More Info](#)

Navigation: [Icons] [Delete Cemetery Record](#) [Death Certificate Image](#) [Print](#) [Options](#)

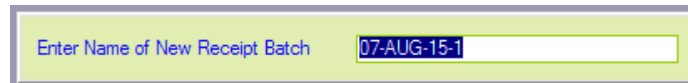
## Receipt Entry

### Receipt Entry Option

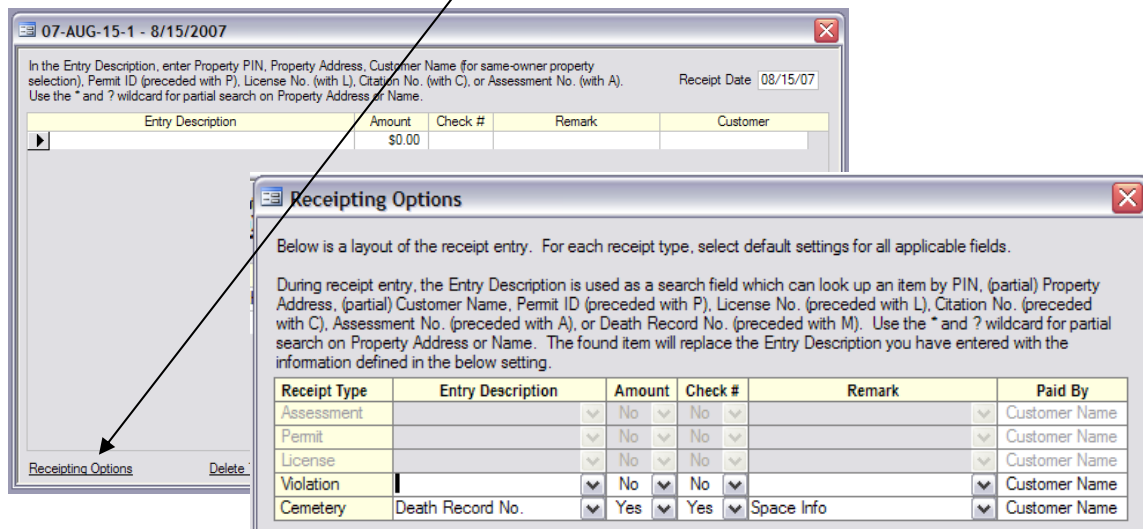
To enter receipts for contact payments of maintenance or plot purchases, click on the View menu option at the upper left corner and click on Receipt Entry.



Select Create New Batch to start a new set of payments. Or, click on an existing batch to append to it. If creating a new batch, enter a new batch name or accept the existing default name (date).



Before you begin entering receipts this first time you may want to set your Receipt options. Click on Receipting Options.



Click on the down arrows to the right of each column and select the desired option.

Now enter in the first open row, name or address or any context of entry for the customer's payment and press ENTER.

07-AUG-15-1 - 8/15/2007

In the Entry Description, enter Property PIN, Property Address, Customer Name (for same-owner property selection), Permit ID (preceded with P), License No. (with L), Citation No. (with C), or Assessment No. (with A). Use the \* and ? wildcard for partial search on Property Address or Name.

Receipt Date 08/15/07

Entry Description	Amount	Check #	Remark	Customer
	\$0.00			

Receipting Options Delete This Batch Receipt Total Preview Report Post Above Receipts

List of matches will show in a Window. Select the correct match by clicking or pressing enter.

If an amount is due on the customer record the amount will be displayed in the amount field.

07-AUG-15-1 - 8/15/2007

In the Entry Description, enter Property PIN, Property Address, Customer Name (for same-owner property selection), Permit ID (preceded with P), License No. (with L), Citation No. (with C), or Assessment No. (with A). Use the \* and ? wildcard for partial search on Property Address or Name.

Receipt Date 08/15/07

Entry Description	Amount	Check #	Remark	Customer
Death Record No. 28	\$175.50	123456	Section 2 Plot 14	Anderson, Jason Reily

Receipting Options Delete This Batch Receipt Total \$175.50 Preview Report Post Above Receipts

Enter the check # if you like and change the remark if necessary. Continue to add payments for each row. When the batch is completed, Preview and print the Report. Post the Receipt. Remember before you post a batch; make a backup. The system will prompt for this step.

Microsoft Office Access

Batch is posted. You can recall its information from Receipt History.

OK

### Additional way to enter payments:

Payments may also be made from the Main Cemetery Screen Balance Due Field. Click on the Balance Due option and create a new batch or add to an existing batch.

You will then see a menu to create a new batch or add this entry to an existing batch that you have open.

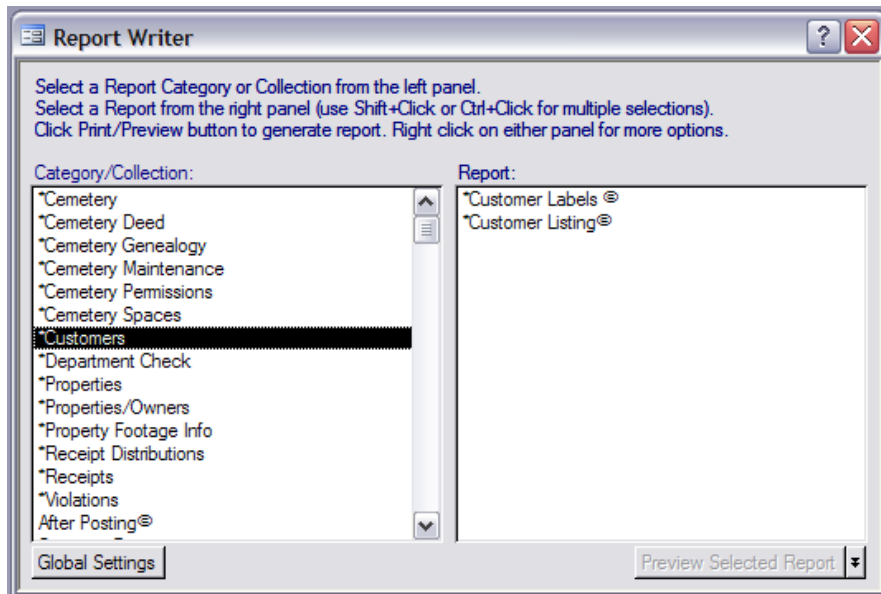
The screenshot shows the 'Cemetery' software window. At the top, there's a search bar with '17867' entered. Below it, the 'Owner/Customer' section displays 'Anderson, Jason Reily' with address '11245 N Circle Drive, CHASKA MN 55318'. The 'Deceased Name' is 'Anderson, Alison', 'Maiden Name' is 'Mathers', 'Date of Birth' is '1/22/1950', and 'Place of Birth' is 'Hollywood, CA'. The 'Gender' is set to 'Female'. A 'Balance Due' field is highlighted with a red box and an arrow pointing to it from the text above. Below the main information, there are tabs for 'Space Info', 'Contacts', 'Deeds', 'Maintenance', 'Military', 'Genealogy', 'Marker', 'Burial', and 'Authorization'. The 'Space Info' tab is active, showing 'Attach/Detach Space' as 'Section 2 Plot 7', 'Space Type' as an empty field, and 'Record No.' as an empty field. A 'View Map' link is next to the 'Space Type' field. At the bottom, there are navigation buttons and links for 'Delete Cemetery Record', 'Death Certificate Image', 'Print', and 'Options'.

You can look up an existing customer under view inquiry cemetery.

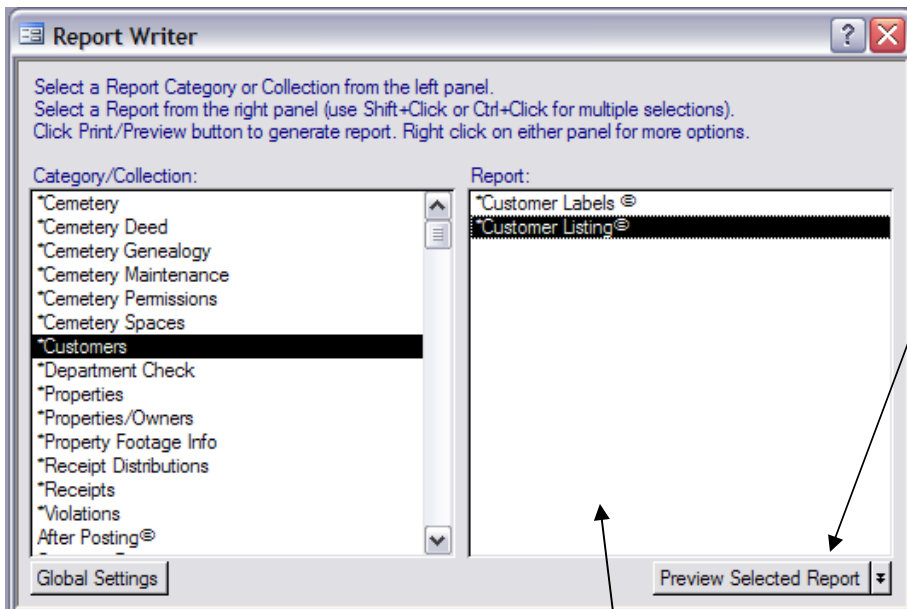
Once the receipts are posted, they may be transferred (distributed) to BANYON DATA Fund Accounting if available. To distribute receipts, click on View in the upper left corner of the screen. Highlight Receipt Entry, click on Receipt Distribution. Select the batch to distribute, select how you want to summarize (by Account or Item). Click on print in the lower left corner to print the report. Click on the amount to distribute.

## Report Writer

To access the Report Writer module, click on the View menu option in the upper left corner of screen and click on Report Writer menu option.



Click on the report Category /Collection in the left window. A selection of reports will appear in the Report window on the right side.



Click on the desired report and click on Preview Selected Report.

Right click on the specific report and you can preview, print, sort or filter.

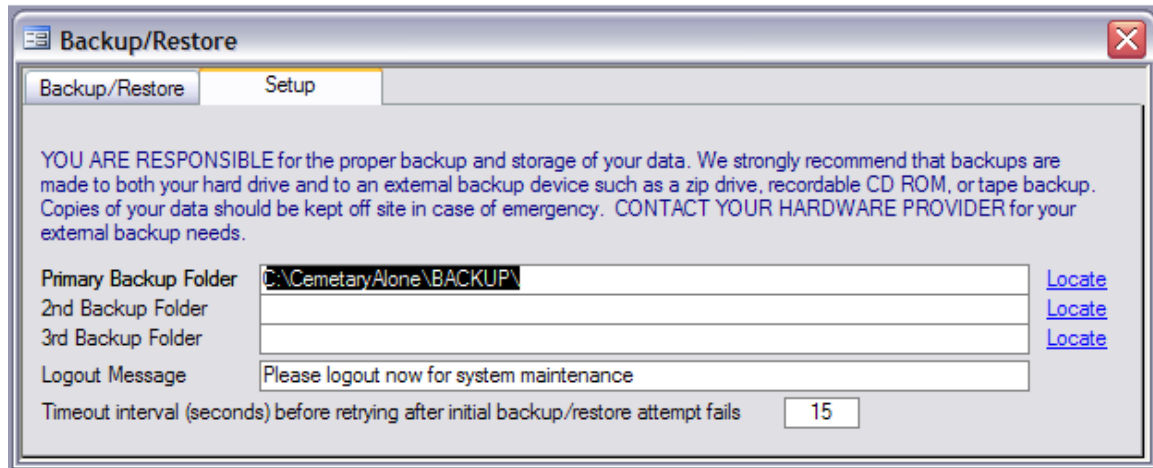
To create a NEW report right click in the right hand box and select New.

## Backup and Restore

To make a data backup or restore a previously backup set of data click on the Tools menu option in the upper left corner and click on Backup/Restore menu option.

### Setup

First, click on the Setup Tab and enter your preferred backup locations. A minimum of two is recommended.



The screenshot shows the 'Backup/Restore' window with the 'Setup' tab selected. It contains a warning message about data responsibility, fields for 'Primary Backup Folder', '2nd Backup Folder', and '3rd Backup Folder', a 'Logout Message' field, and a 'Timeout interval' field.

**Backup/Restore**

Backup/Restore Setup

YOU ARE RESPONSIBLE for the proper backup and storage of your data. We strongly recommend that backups are made to both your hard drive and to an external backup device such as a zip drive, recordable CD ROM, or tape backup. Copies of your data should be kept off site in case of emergency. CONTACT YOUR HARDWARE PROVIDER for your external backup needs.

Primary Backup Folder: C:\CemeteryAlone\BACKUP\ [Locate](#)

2nd Backup Folder: [Locate](#)

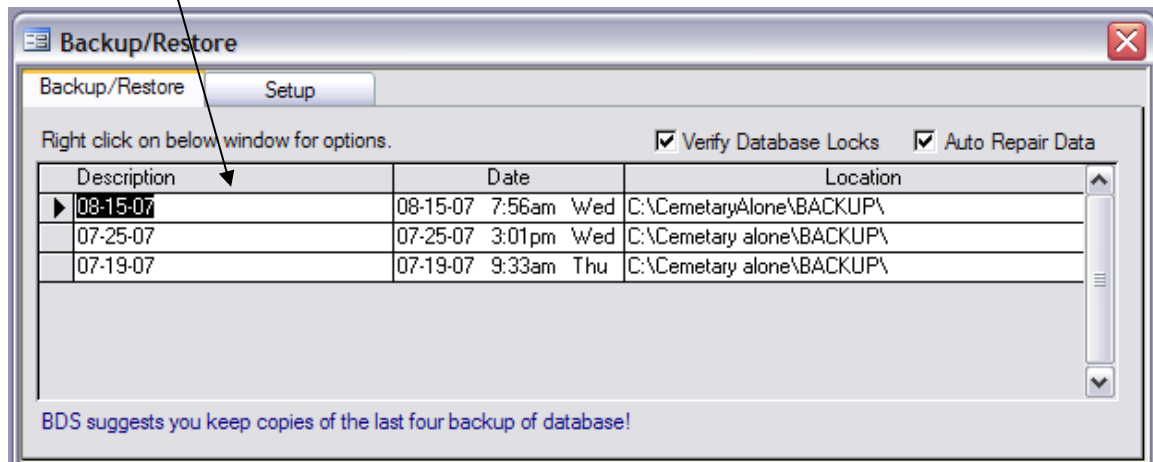
3rd Backup Folder: [Locate](#)

Logout Message: Please logout now for system maintenance

Timeout interval (seconds) before retrying after initial backup/restore attempt fails: 15

### Backup

Click on the Backup/Restore Tab, **Right click** in the open area of the Backup/Restore Window and click on create new. Enter the name of the backup and press enter.



The screenshot shows the 'Backup/Restore' window with the 'Backup/Restore' tab selected. It displays a table of backup records with columns for Description, Date, and Location. A right-click arrow points to the 'Description' column header. Checkboxes for 'Verify Database Locks' and 'Auto Repair Data' are visible. A message at the bottom suggests keeping the last four backups.

**Backup/Restore**

Backup/Restore Setup

Right click on below window for options. ☒ Verify Database Locks ☒ Auto Repair Data

Description	Date	Location
08-15-07	08-15-07 7:56am Wed	C:\CemeteryAlone\BACKUP\
07-25-07	07-25-07 3:01pm Wed	C:\Cemetery alone\BACKUP\
07-19-07	07-19-07 9:33am Thu	C:\Cemetery alone\BACKUP\

BDS suggests you keep copies of the last four backup of database!

### Restore

Click on the backup you wish to restore to select it. Right click and select Restore selected backup. If you do not see the required backup right click and select Locate Unlisted Backup.