

## The Cemetery Manager Features

### **General Ledger**

- Five (5)-Position Account Number
- Departmental Breakdown Within a Company
- Prior Year Comparisons for the Balance Sheet and Income Statement
- Budgeting Sub-Module for Monthly Annual Budgets
- Ability to Export Data to Lotus or Excel Worksheets
- Automatic Standard and Reversing Entries for Monthly Statement Preparation
- Optional Comment and Memo Fields
- Bank Reconciliation Program

### **Accounts Payable**

- Five (5)-Position Vendor Number
- Accounts Payable History Reports
- 1099 Programs
- Ability to Query Vendors Across Companies
- Cash Requirement Reports
- Invoice Detail

### **Sales/Accounts Receivable**

- Sales and Cash Receipts Input from Remote Locations
- Multi-Level Commission Calculations
- All Sales and Commissions Approved at Central Office
- Merchandise Trust and Perpetual Care Fund Calculations and Reports
- Funeral Director/Third Party Vendor Billing
- Marketing Profile Created on Entry
- Sales Profiles Created by Client/Contract
- Historical Data Files
- Burial/Cremation Module
- Direct Input of Burial/Cremation Information
- Updates to Trust Items Delivered
- Next of Kin Information
- Permit and Permission Tracking
- Interment/Cremation Work Order Forms

### **Marketing/Mailing Module**

- Mailing List/Labels Based on Statistical Information
- Lead Tracking
- Follow-up Programs and Tracking
- Mail/Merge with Popular Word Processors
- Sort Options including City, Zip Code, Products, Etc.

### **Work Order Module**

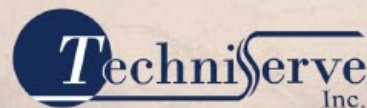
- Tracking of Work Order Requests and Completions
- Ability to Monitor Staffing Needs and Work Performance
- Collection of Sales Information from People Requesting Work
- Reports by Type of Work Requested
- Memo Fields for Special Notes, Etc.



Our Cemetery Management Team has over 55 years of combined knowledge in cemetery software design, implementation and service. To learn more about TechniServe's ability to help your organization call: (248) 989-0100 or email [info@techni-serve.com](mailto:info@techni-serve.com)

TechniServe offers a complete facilities management package that includes software and hardware support, ongoing communication equipment maintenance, system monitoring, data archiving and more.

[www.techni-serve.com](http://www.techni-serve.com)



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# The Cemetery Manager

Complete Management Solutions for Cemetery Owners



**T**he Cemetery Manager offers a complete cemetery information and accounting system. Our goal is to work with you on the functional aspects of cemetery management as well as offer you the tools to operate your system.

***“The services offered by TechniServe and staff have exceeded our expectations. TechniServe has made what was an overwhelming undertaking a manageable project.”***

– Rev. Msgr. Thomas V. Banick, Administrator  
St. Mary’s Cemetery Assoc., Wilkes-Barre, PA

The Cemetery manager is a totally integrated system for cemetery management. Coupled with our assistance, the cemetery manager will serve as the core for your future. Working together, we give you the ability to reorganize your staff for maximum productivity while giving your customers the highest rate of service.

Our system is designed to provide you with cost saving measures. Access to work order tracking and sales tools to help defray costs and generate new business, ultimately allowing our services to pay for themselves. Using the system will also allow elimination of duplicate input and system monitored/controlled accountability for the handling of cash receipts.

Wherever possible, we will convert existing data and download to the new programs during the start-up phase of implementing The Cemetery Manager.



**The Cemetery Manager** Information and Accounting Software coupled with Comprehensive Facilities Management includes reasonable program changes and enhancements designed to meet your needs.

**The Cemetery Manager provides a complete set of tools to assist you with such items as:**

**Laser Check Writing** as a by-product of our invoice entry system with automatic updates to your general ledger accounts.

**Comprehensive Contract Entry Program** creates general ledger entries, accounts receivable, commission and over-ride computations and trust reports. This program offers the ability to enter directly from your remote locations with central office review and control.

**Burial/Cremation Order Entry System** creates burial orders, updates property availability, checks contract payment history, updates trusted items and creates a history file.

**Cash Receipts** are printed directly from the system for your customers with direct entry to the accounting system and deposit reports to assist your office staff with internal control.

**Also Available from TechniServe, Inc.**

**Life’s Treasures – A Marketing and Memory Kiosk for Cemeterians.**

Life’s Treasures is a completely customizable marketing and memory system that provides family and friends of deceased persons with a way to store photos and memories, while providing the cemetery with contact information for potential customers.

**Life’s Treasures Key Features Include:**

**Privacy Option** available to each person in the Life’s Treasures system.

**The Family Tree** – stores and displays information about a loved one’s family.

**Memoriam Pages** – for both the deceased and the living. Users can write a letter to a loved one, compose a poem, list major accomplishments, or store an obituary.

**Photos** of a loved one are saved indefinitely when they are stored in the Life’s Treasures system. Each photo page can be customized by choosing from a variety of backgrounds. Captions can also be included for each photo.

**Maps** – providing a user with four distinctive views of your cemetery. Where sites are available for purchase, information will be provided regarding the appropriate contact.

