

# EXACT BURIALS

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EXACT BURIALS is a fully-functional integrated package containing all the features of Technisoft's EXACT PLUS ACCOUNTING that has special facilities for burial societies and funeral services companies.

Specially developed over the past 5 years for this industry BURIALS can handle the needs of any society that needs to process large numbers of transactions in the shortest possible time and then be able to analyse the data and produce reports that are needed for determining the membership status of members and their dependants.

## *Special Features:*

- Automatically calculates and generates regular subscription fees for each member Subscription classes may be set up for each type of member (for example, ordinary member (single person), family member (spouse and dependants), disabled, committee member (pays reduced or no fees because they voluntarily help with administration), etc.
- Fees may be allocated to each class so that if there is a change in fees they only need be changed in one place within the system.
- Reports may be generated to give a statistical analysis of the members by class or age.
- There is a special report on age that, for example detects when dependants have reached 21 years of age when they are no longer eligible for dependant status. This may also be used for detecting birthdays, etc to be used for sending special messages.

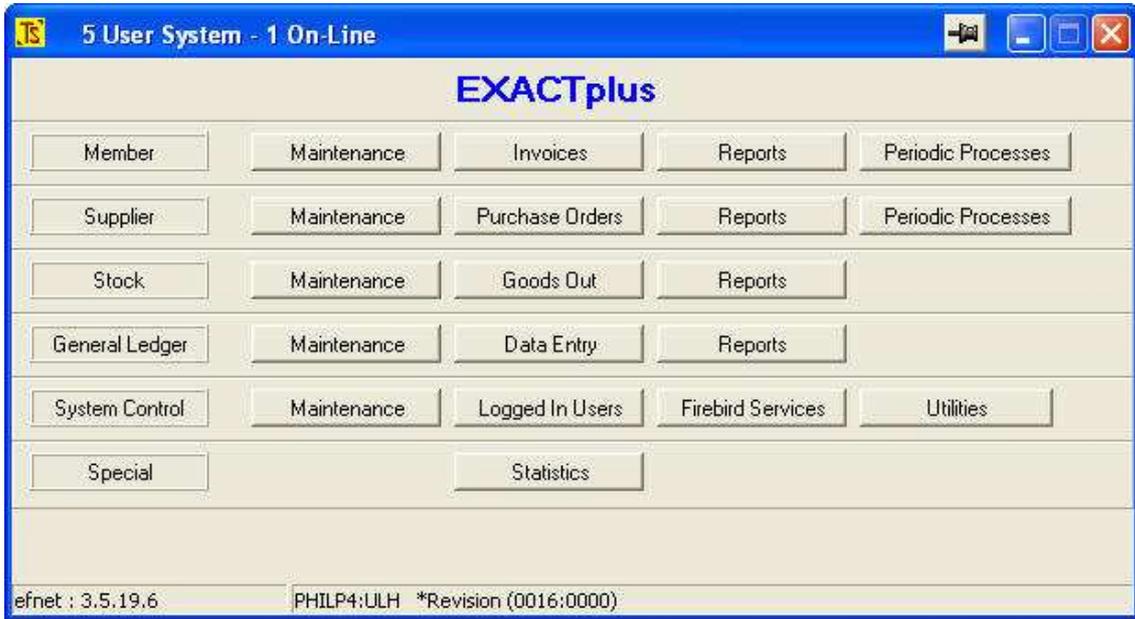
## *Optional Built-in Features:*

- The system may optionally be used to record scanned images of documents pertaining to the member (birth, marriage, identity documents or death certificates).
- There are facilities to generate bar codes for each member. These codes may be placed on membership cards for extremely rapid and accurate processing of members transactions. (For example we have one client who can process over 300 members paying subscriptions in cash at a three hour meeting).
- A fast till slip printer may be used to produce receipts that are free-form (user designed) and may take the form of a mini statement so the member can see his exact status.

When the programme is first started a screen such as the one below will appear, showing the main menu structure of the programme.

The operator will notice that the main menu items are in the left column, (Member, Supplier, Stock, General Ledger, System Control and Special) whilst the various buttons controlling functions are to the right of the menu items.

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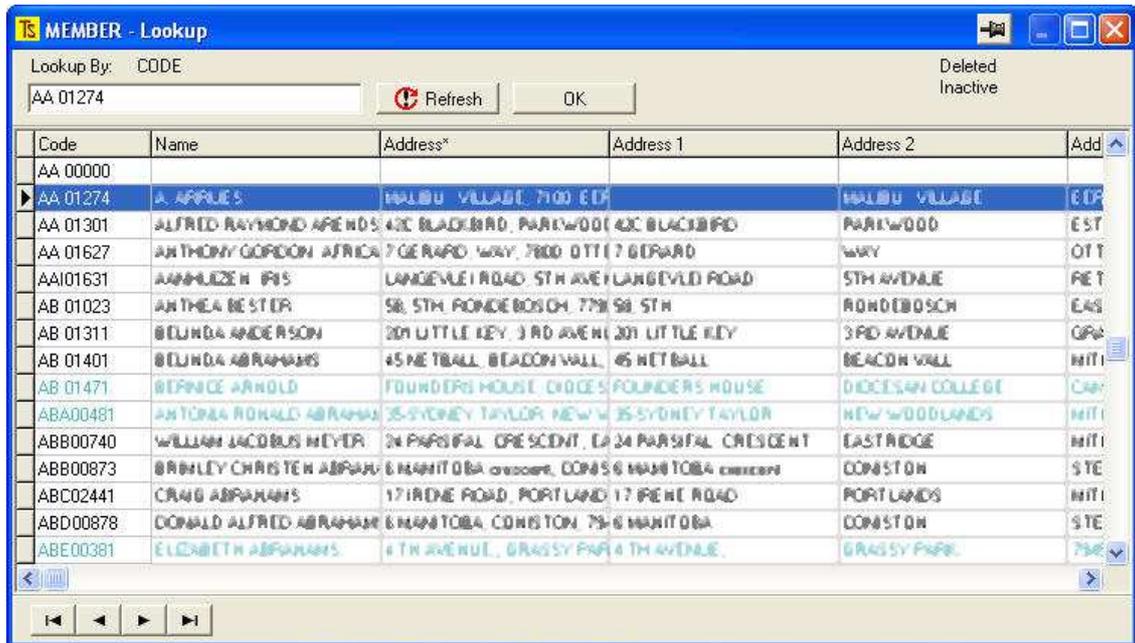
**Note:**

Throughout the whole programme where you see, at the top of a window, the following bar:



The following conventions apply:

The [Locate] Button will bring up a screen like this, where existing records may be selected:



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See <http://www.technisoft-online.com/download/Manuals/manualmenu.htm> (User name free, password technisoft ) for downloads of other manuals that will give more information about the look-up screen.

The portion of the screen that looks like this:  is for moving on to the next, previous, first and last records.

The portion like this:  is where you take on a new record (the +), delete an existing record (the -), edit an existing record (the triangle), or refresh the data (the bent arrow).

If the ▲ is clicked then the bar changes, thus: . Now you can either post changes you have made (click on the tick) or reject changes you have made (tick on the cross)

The curved arrow on the right is to refresh the display.

## Setting up the System

The first task when running any Technisoft EXACT program is to set up the system so that the system will function according to your company's needs.

An explanation of how to do this may be found at <http://www.technisoft-online.com/manuals/manualmenu.htm>

## EXACT BURIALS OPERATION

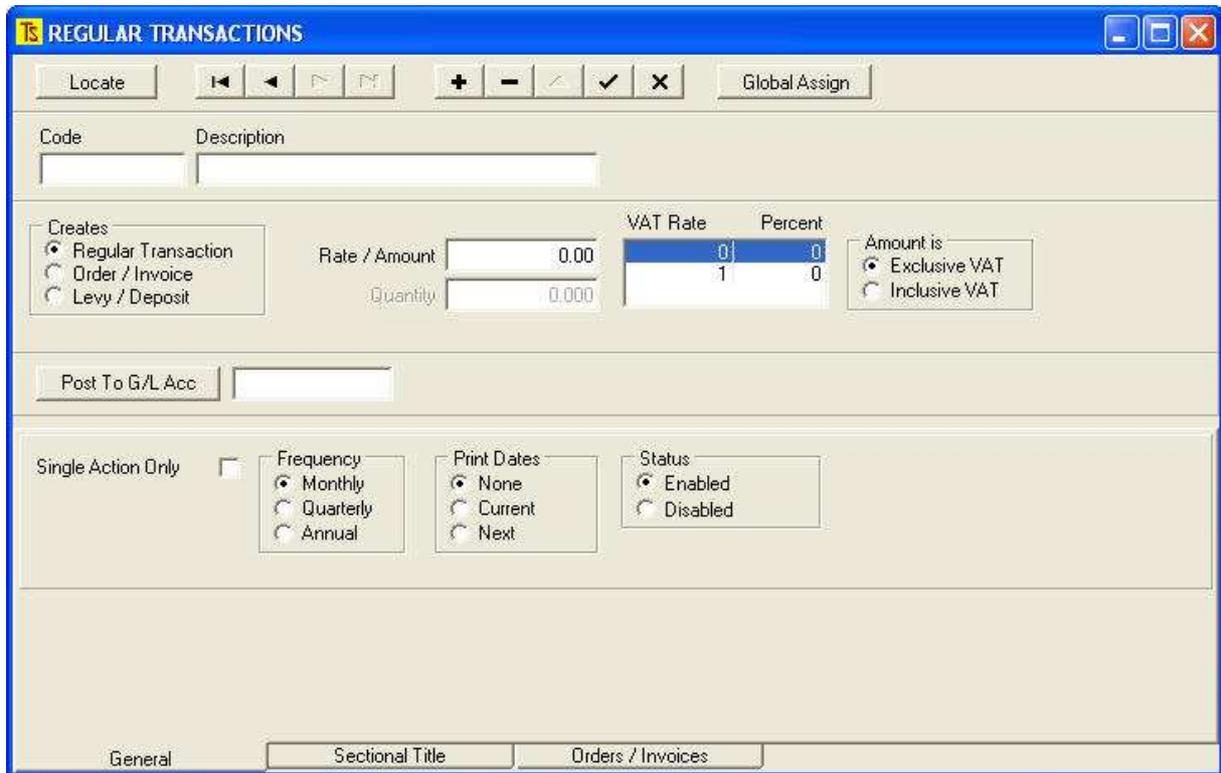
**Firstly, you should gather details of all of your members and also of the type of membership that they have.**

**For example you may have different subscription rates for different types of members. A member may have minor dependants who pay different subscription rates to the main member.**

**Now go and enter the different **SUBSCRIPTION RATES** into the system by going to:**

[Members](#) [[Maintenance](#)][[Reg. Transactions](#)]

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Click on the + to enter a new subscription rate.

Give the subscription rate a code (e. g. SUB1) and a description, set the radio button to “Regular Transaction”, set the amount charged, whether it is inclusive or exclusive of VAT , which ledger account it is to be posted to and how often the amount is to be applied to whichever member it is allocated to (Monthly, Quarterly, Annual). Also mark whether any printed documents will have no date, the current date or the date of the next period on them.

A regular transaction may also be enabled or disabled.

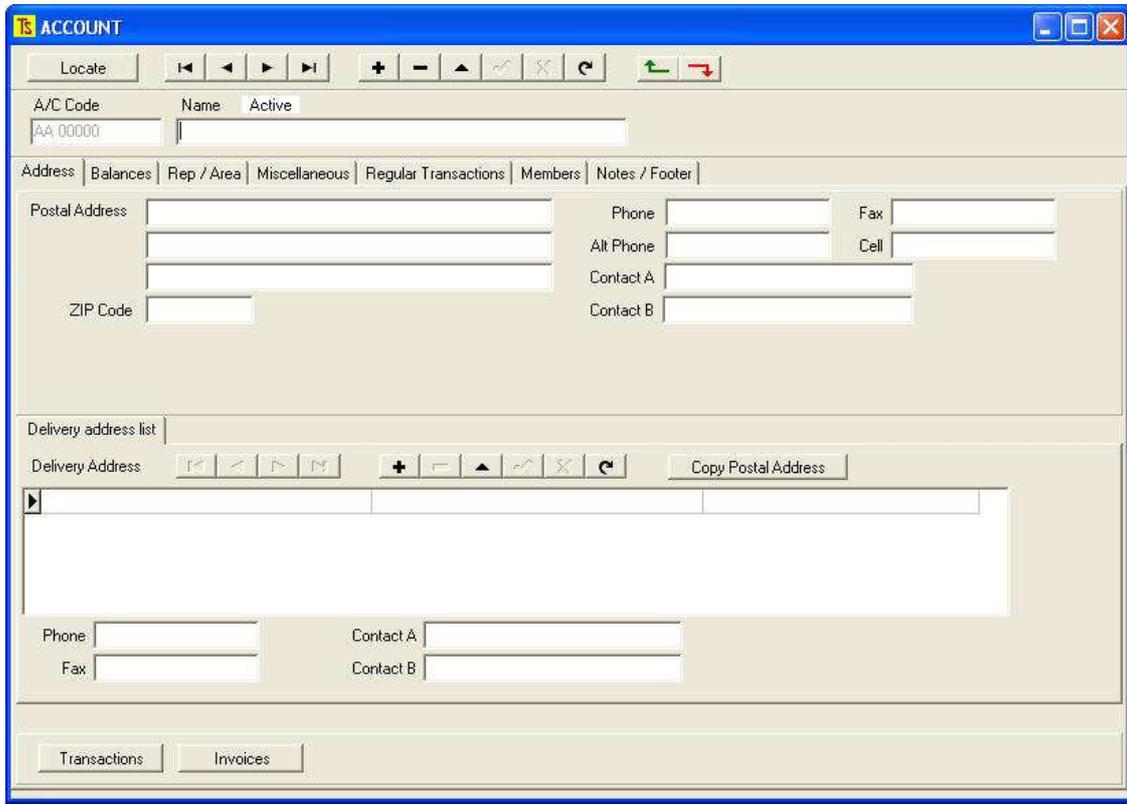
## MEMBERS

The next thing to do in the system is to take on the members.

Go to: [Members \[Maintenance\]\[Members\]](#)

You will see a screen similar to:

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Click on the + to add a new member.

Fill in all of the relevant details, on all of the tags. (Address, Balances, Rep / Area, Miscellaneous, Regular Transactions, Members, Notes / Footer)

## *Address:*

This is self-evident

## *Balances:*

You need not fill anything here

## *Rep /Area:*

If you have a reps or geographical areas that you wish to associate with members, you may set them up in [Members][Maintenance][Reps] and/or [Area / Territory] and then associate these with this member here.

## *Miscellaneous:*

This is where you may enter a member's Tax (VAT) number, set-up electronic delivery of documents to an e-mail address, etc.

## *Regular Transactions:*

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The screenshot shows the ACCOUNT software interface. At the top, there is a title bar with the text 'ACCOUNT' and standard window controls. Below the title bar is a toolbar with various navigation and editing icons. The main area is divided into several sections:

- Header Fields:** A/C Code (AA 00000), Name (adams), and Active (checkbox).
- Navigation Tabs:** Address, Balances, Rep / Area, Miscellaneous, Regular Transactions, Members, Notes / Footer.
- Assigned Debits Table:**

| Code   | Anchor | Desc                         | Amount | VAT | Freq | G/L Code | Expires |
|--------|--------|------------------------------|--------|-----|------|----------|---------|
| ▶ SUBV | 0      | Subscription Class Voluntary | 0.000  | E   | M    | INV.VOL  |         |
- Available Debits Table:**

| Code      | Description              | Amount | Vat | Freq | G/L Code |
|-----------|--------------------------|--------|-----|------|----------|
| ▶ FLTSDNT | FULL TIME STUDENT MEMBER | 0.00   | E   | M    | MC       |
| SUBA      | Subscription Class A     | 15.00  | I   | M    | MC       |
| SUBB      | Subscription Class B     | 20.00  | I   | M    | MC       |
| SUBC      | Subscription Class C     | 0.00   | I   | M    | MC       |
| SUBD      | Subscription Class D     | 0.00   | I   | M    | MC       |

Buttons for 'Add', 'Remove', and 'Post Changes' are located between the two tables.

You will see from the above screen that all of the available Debits or subscription rates that you have entered as shown in the previous section are shown in the bottom portion of the screen. You may allocate one or more of these to the member, depending on how many other members are in his/her record.

To allocate one of them to a member, click on the  button, or to remove one, click the  button

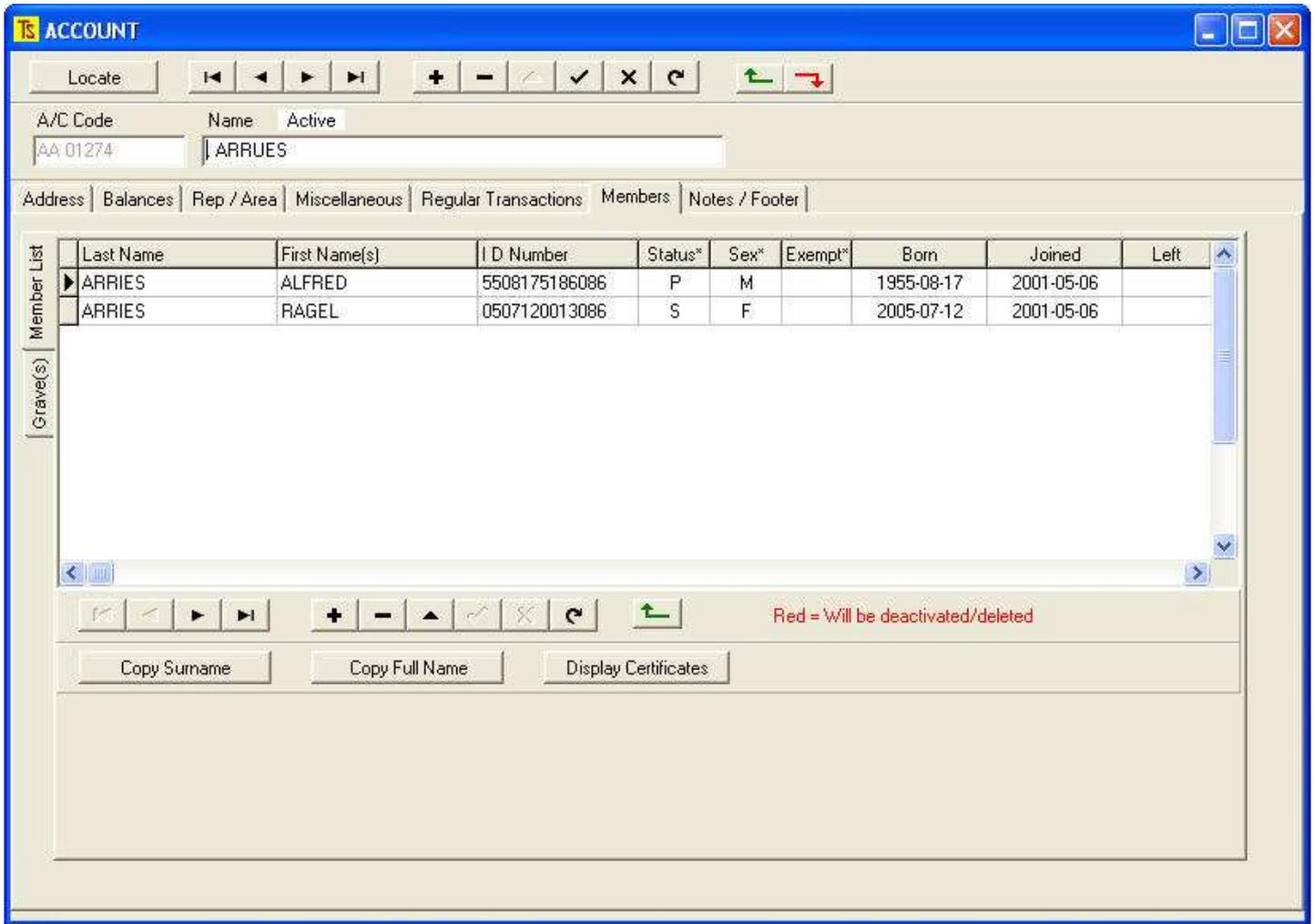
## Members:

On this tag you will be able to insert all of the members in the same family. **Please note, you must add the principle member and all of the dependants of the principle member.**

Click on the + to enter a new member.

You will notice that there are buttons at the bottom to make your life easier by copying the main member's surname and/or Full names into the relevant fields.

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You should also note that, under the Column **[Status]** you should enter the correct status by clicking the  that will appear and selecting the correct status from the drop-down list ----- as shown.

- Principal
- Spouse
- Dependan

In a similar way you may enter the Sex of the sub-member and also a reason for exemption.

You should also enter the date of birth of the member and the date he joined your scheme.

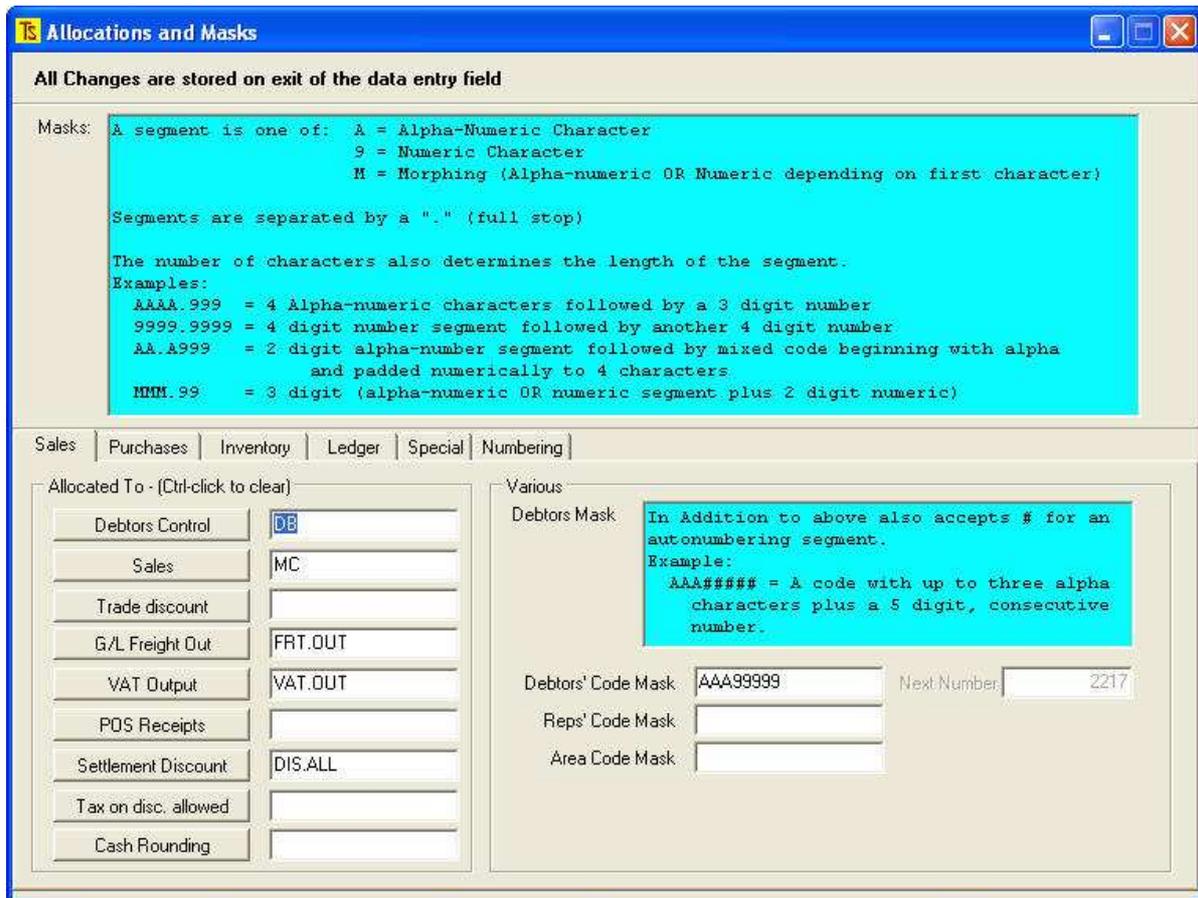
If the member leaves the scheme or dies, this screen is also where the relevant information is captured, for example the type of burial, the reason for leaving, etc.

You will notice that there is a tag on the left of the screen that allows you to enter information about the grave or graves associated with departed members. **This is for future expansion.**

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The [Notes] Tag may be used to make any notes that may be useful to record, and the footer is a message that can be shown on any documents that you send to the Member.

Once you have entered all of your Members you should make sure that the Ledger allocations are correct in the [System Control][Maintenance][Allocations].



Enter the correct allocation for each field on each of the tags (Sales, Purchases, Inventory, Ledger, Special and Numbering) Your accountant should be able to assist with this because he will know what your ledger accounts are. With the Burials programme, there may be a special ledger account to which you may allocate “Grave Transactions”, this is done under the [Special] tag, as shown above.

## OPERATION

Now that you have set up your system and have entered all of the relevant information, you may start to operate the system.

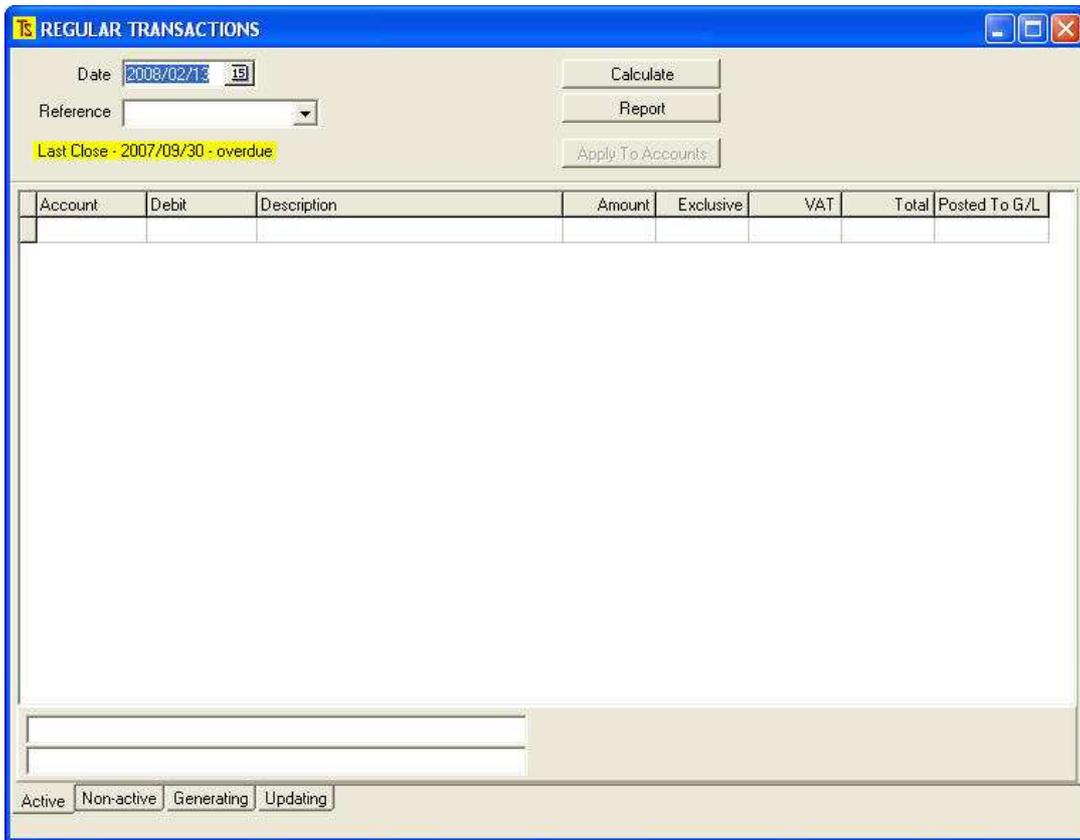
The BURIALS programme relies on the regular debiting of Members with their weekly, fortnightly, monthly or annual fees.

## APPLYING THE REGULAR DEBITS

To do this, at the selected interval, the operator should go to: [Member][Periodic Processes][Repeat Transactions]

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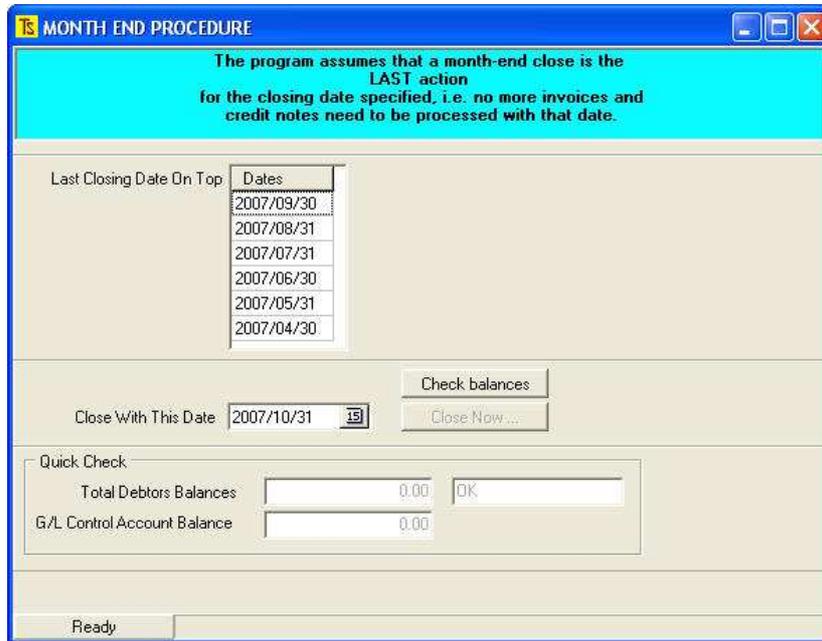
**NOTE:** In the above example there is a warning, in yellow that a close is overdue. If this warning appears, you should not continue because the members accounts will not have been aged correctly.

Escape from the above screen and select [\[End of Month\]](#) where you will see a screen like the one shown below.

Check that the dates are correct and, if so, click on [\[Check Balances\]](#)

The computer will now check the balances in the Members' records against the balances carried in the General Ledger. These balances should be the same. If they are not, an error will appear in yellow in the right-hand field and the error will need investigating before proceeding.

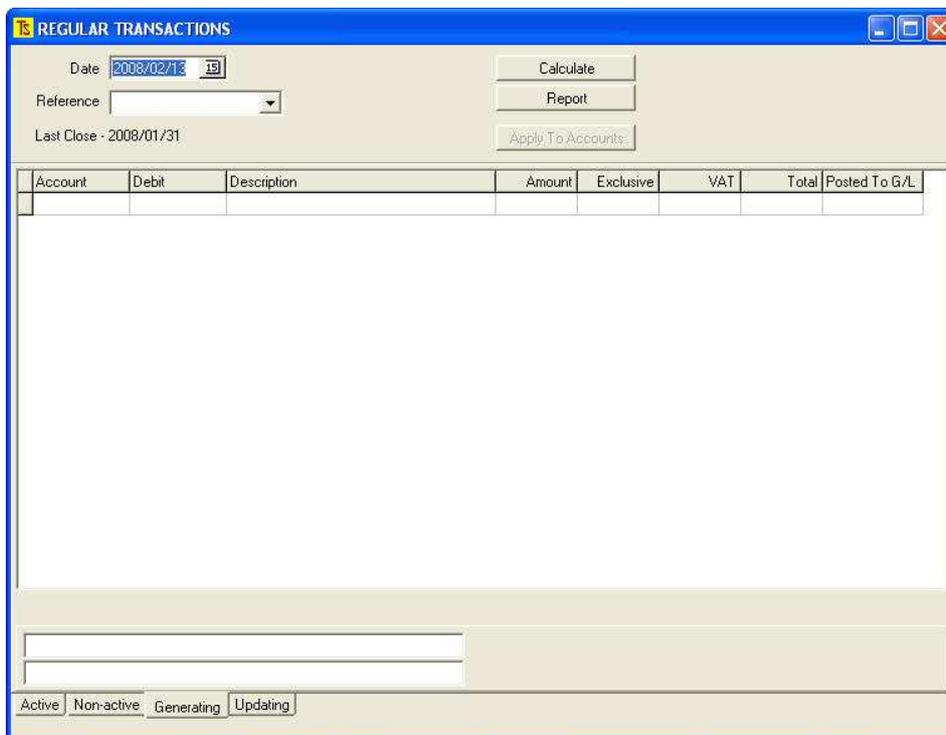
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If there is no error, or if you are aware of the nature of the error and wish to deal with it later, you may proceed to close the period by clicking [\[Close Now\]](#)

The computer will close the period and age the Members' balances.

Now return to [\[Member\]](#)[\[Periodic Processes\]](#)[\[Repeat Transactions\]](#)



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You should now select the [\[Calculate\]](#) button

This will run through all of the Members' accounts and calculate the correct amount of money to debit against their accounts, and will display a list showing all of the members and how much they will be charged.

| Account  | Debit | Description          | Amount | Exclusive | VAT      | Total     | Posted To G/L |
|----------|-------|----------------------|--------|-----------|----------|-----------|---------------|
| AA 00000 | SUBA  | Subscription Class A | 15.00  | 15.000000 | 0.000000 | 15.000000 | MC            |
| AA 01274 | SUBA  | Subscription Class A | 15.00  | 15.000000 | 0.000000 | 15.000000 | MC            |
| AA 01301 | SUBA  | Subscription Class A | 15.00  | 15.000000 | 0.000000 | 15.000000 | MC            |
| AA 01627 | SUBA  | Subscription Class A | 15.00  | 15.000000 | 0.000000 | 15.000000 | MC            |
| AAI01631 | SUBA  | Subscription Class A | 15.00  | 15.000000 | 0.000000 | 15.000000 | MC            |
| AB 01023 | SUBA  | Subscription Class A | 15.00  | 15.000000 | 0.000000 | 15.000000 | MC            |
| AB 01311 | SUBA  | Subscription Class A | 15.00  | 15.000000 | 0.000000 | 15.000000 | MC            |
| AB 01401 | SUBA  | Subscription Class A | 15.00  | 15.000000 | 0.000000 | 15.000000 | MC            |
| ABB00740 | SUBA  | Subscription Class A | 15.00  | 15.000000 | 0.000000 | 15.000000 | MC            |
| ABB00873 | SUBA  | Subscription Class A | 15.00  | 15.000000 | 0.000000 | 15.000000 | MC            |
| ABC02441 | SUBA  | Subscription Class A | 15.00  | 15.000000 | 0.000000 | 15.000000 | MC            |
| ABD00878 | SUBA  | Subscription Class A | 15.00  | 15.000000 | 0.000000 | 15.000000 | MC            |
| ABE01851 | SUBB  | Subscription Class B | 20.00  | 20.000000 | 0.000000 | 20.000000 | MC            |
| ABH00083 | SUBA  | Subscription Class A | 15.00  | 15.000000 | 0.000000 | 15.000000 | MC            |
| ABL02125 | SUBA  | Subscription Class A | 15.00  | 15.000000 | 0.000000 | 15.000000 | MC            |
| ABP02616 | SUBA  | Subscription Class A | 15.00  | 15.000000 | 0.000000 | 15.000000 | MC            |
| ABS02190 | SUBA  | Subscription Class A | 15.00  | 15.000000 | 0.000000 | 15.000000 | MC            |
| ABS02205 | SUBA  | Subscription Class A | 15.00  | 15.000000 | 0.000000 | 15.000000 | MC            |
| ABS02360 | SUBB  | Subscription Class B | 20.00  | 20.000000 | 0.000000 | 20.000000 | MC            |

The list may be printed by pressing the [\[Report\]](#) button.

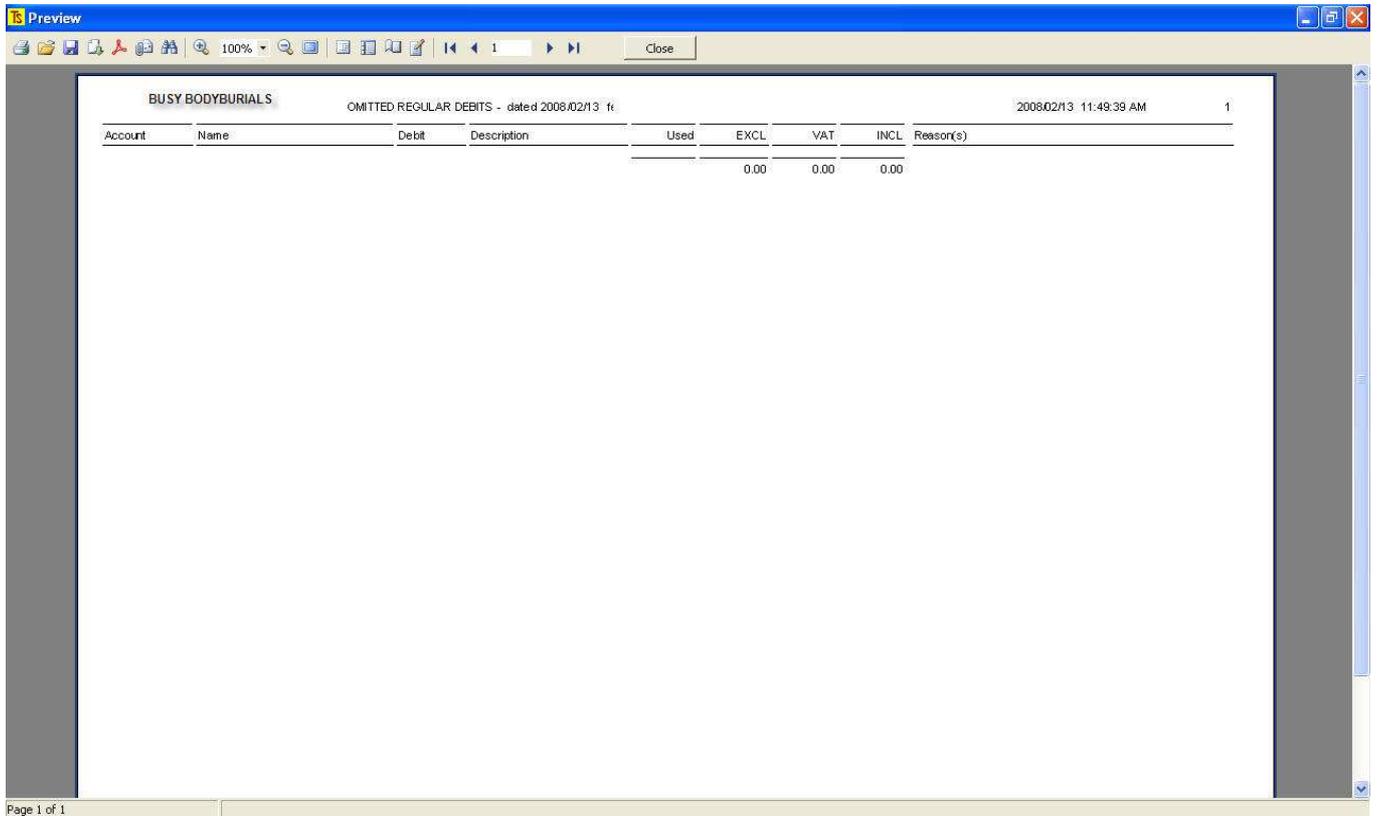
NOTE: CHECK THE LIST CAREFULLY TO MAKE SURE THERE ARE NO MISTAKES.

LOOK AT THE SALES ACCOUNT IN THE GENERAL LEDGER AND MAKE A NOTE OF THE FIGURE BEFORE APPLYING THE REGULAR TRANSACTIONS. YOU CAN THEN CHECK BACK TO SEE IF ALL OF THE TRANSACTIONS HAVE GONE THROUGH CORRECTLY AFTER YOU HAVE APPLIED THE REGULAR TRANSACTION.

IF YOU DO NOT DO THIS ERRORS MAY OCCUR – THERE MAY BE A POWER FAILURE THAT HAPPENS IN THE MIDDLE OF APPLYING THE TRANSACTIONS, OR SOME OTHER HARDWARE FAILURE MAY CAUSE A PROBLEM THAT IS IMPOSSIBLE TO PREDICT.

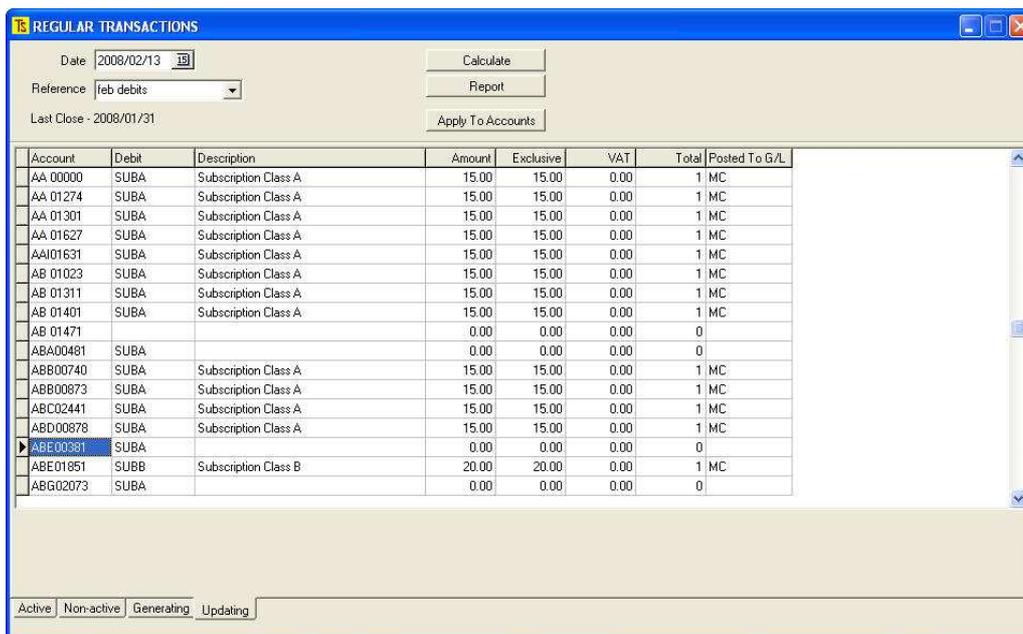
A second report showing regular debits that have been omitted may also be printed.

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Once you have made sure that the transactions that are about to be applied to the members are correct, you may click on the [\[Apply to Accounts\]](#) button. The transactions will be applied. If you have hundreds of members, this will take some time.

A screen like this will appear:



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CHECK THE BALANCES IN THE LEDGER SALES to make sure everything has been posted correctly.

Now that you have automatically charged all of the Members their fees, you will now need to receipt them when they pay their dues.

## RECEIPTS

To process receipts go to [\[General Ledger\]\[Data Entry\]\[Quick Receipts\]](#)

This is a special receipting programme that can make your life much easier when you are faced with a lot of Members arriving to pay their dues at the same time.

You will see a screen like this:

The screenshot shows a software window titled "AMOUNT RECEIVED (Receipts printed)". It features several input fields and buttons. The "Debit Account" field is populated with "INV.INV" and "INVESTEC BANK U/T". The "Number" field contains "0" and the "Date" is "2008/02/13". Below these are fields for "Member's Account", "Amount Received" (0.00), "Receipt No" (0), and "Reference". There are buttons for "OK (F12)", "Cancel", "Unlock debit a/c data panel", and "Reprint last receipt". A table on the right lists "Current", "30 Days", "60 Days", "90 Days", "120 Days", and "Balance Total". A blue bar at the bottom contains "Show printing details" and "Quick Receipts Mode; Receipt Printed".

You should first click on [\[Debit Account\]](#) to select the account into which you will be putting the money.

Next you should click [\[Member's Account\]](#)

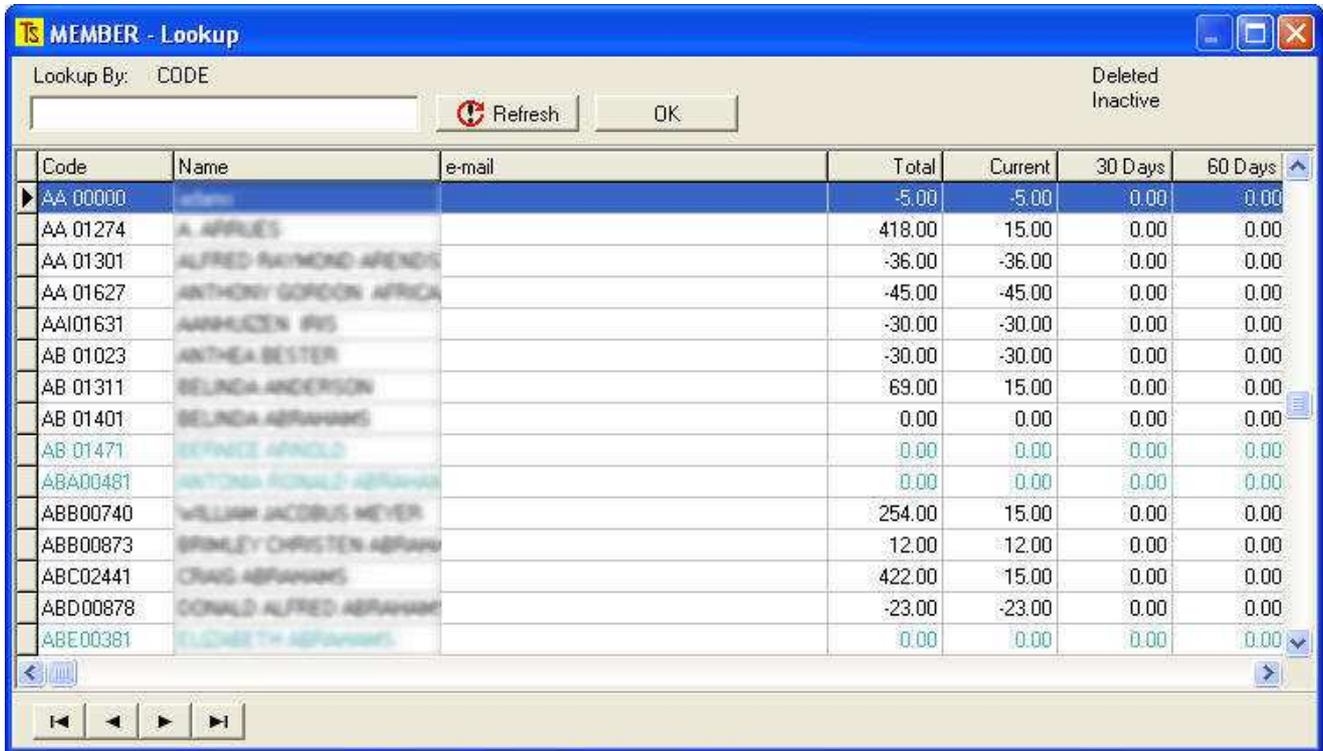
This pop-up appears:



You should select [\[Yes\]](#)

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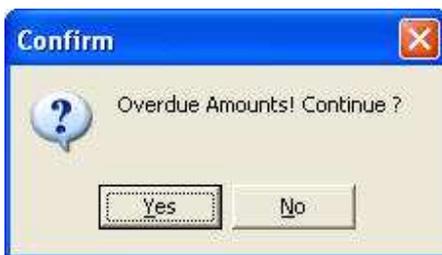
The Members' lookup screen will appear, looking something like:



| Code     | Name                     | e-mail | Total  | Current | 30 Days | 60 Days |
|----------|--------------------------|--------|--------|---------|---------|---------|
| AA 00000 |                          |        | -5.00  | -5.00   | 0.00    | 0.00    |
| AA 01274 | A APPLIS                 |        | 418.00 | 15.00   | 0.00    | 0.00    |
| AA 01301 | ALFRED RAYMOND APRENDS   |        | -36.00 | -36.00  | 0.00    | 0.00    |
| AA 01627 | ANTHONY GORDON AFRICA    |        | -45.00 | -45.00  | 0.00    | 0.00    |
| AAI01631 | ANNEHIZEN IRS            |        | -30.00 | -30.00  | 0.00    | 0.00    |
| AB 01023 | ANTHEA BESTER            |        | -30.00 | -30.00  | 0.00    | 0.00    |
| AB 01311 | SELINDA ANDERSON         |        | 69.00  | 15.00   | 0.00    | 0.00    |
| AB 01401 | SELINDA ABRAMMS          |        | 0.00   | 0.00    | 0.00    | 0.00    |
| AB 01471 | STEPHIE ARNOLD           |        | 0.00   | 0.00    | 0.00    | 0.00    |
| ABA00481 | ANTONIA DONALD ABRAMMS   |        | 0.00   | 0.00    | 0.00    | 0.00    |
| ABB00740 | WILLIAM JACOBUS MEYER    |        | 254.00 | 15.00   | 0.00    | 0.00    |
| ABB00873 | SPINLEY CHRISTEN ABRAMMS |        | 12.00  | 12.00   | 0.00    | 0.00    |
| ABC02441 | CHAD ABRAMMS             |        | 422.00 | 15.00   | 0.00    | 0.00    |
| ABD00878 | DONALD ALFRED ABRAMMS    |        | -23.00 | -23.00  | 0.00    | 0.00    |
| ABE00381 | LUCRETHIA ABRAMMS        |        | 0.00   | 0.00    | 0.00    | 0.00    |

From this you may select the Member who is paying.

If you select an account where the Member is overdue with his / her payments, a warning message will pop up.



You may then decide whether to continue or call a supervisor.

**Note:** The button [\[Show Printing Details\]](#) will cause an additional area to open up below the receipt screen, as shown below. This is to allow you to decide which printer to use, select whether to print a mini statement or not and change the template that determines how the printed output will appear. You may hide this screen when you have made your selections.

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**AMOUNT RECEIVED (Receipts printed)**

Debit Account: INV INV      INVESTEC BANK U/T

Number: 27770

Date: 2008/02/13

Member's Account:       OK (F12)      Cancel      Unlock debit a/c data panel

Amount Received: 0.00      Reprint last receipt

Receipt No: 27770      Reference:

|                      |               |                      |
|----------------------|---------------|----------------------|
| <input type="text"/> | Current       | <input type="text"/> |
| <input type="text"/> | 30 Days       | <input type="text"/> |
| <input type="text"/> | 60 Days       | <input type="text"/> |
| <input type="text"/> | 90 Days       | <input type="text"/> |
| <input type="text"/> | 120 Days      | <input type="text"/> |
| <input type="text"/> | Balance Total | <input type="text"/> |

Hide printing details      Quick Receipts Mode: Receipt Printed

Print On: \PHILP4\HP DeskJet 895Cxi

Dot-Matrix printer lines:        Include mini statement

c:\technisoft\fastreport2\templates\ledger\receipts\

"receipt (default).fr3"      System wide lock

Make this the new default template (this workstation only)      Undo lock

If you continue and have selected the Member you will see a screen like this:

**AMOUNT RECEIVED (Receipts printed)**

Debit Account: INV INV      INVESTEC BANK U/T

Number: 27770

Date: 2008/02/13

Member's Account: ABB00740      OK (F12)      Cancel      Unlock debit a/c data panel

Amount Received: 0.00      Reprint last receipt

Receipt No: 27770      Reference:

|                       |               |        |
|-----------------------|---------------|--------|
| WILLIAM JACOBUS MEYER | Current       | 15.00  |
| 24 PARFIPAL DRESCENT  | 30 Days       | 0.00   |
| EASTRIDGE             | 60 Days       | 0.00   |
| MITCHELL'S PAUN       | 90 Days       | 0.00   |
|                       | 120 Days      | 239.00 |
|                       | Balance Total | 254.00 |

Show printing details      Quick Receipts Mode: Receipt Printed



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## **OTHER FUNCTIONS**

Because EXACT BURIALS is fully integrated with the EXACT ACCOUNTING system, there are many other facilities available that certain Burial organizations may wish to make use of.

Explanations of these facilities are available from our website at <http://www.technisoft-online.com>