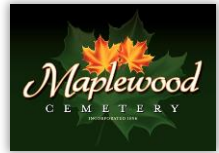


MWC Section Map Training

The Maplewood Cemetery Financial Process



Introduction

Welcome to Section Map Training!

Up to date and accurate section maps are critical to the overall sales and operations of the cemetery.

Here are a couple of slides from the Cemeteries-101-Basics presentation by the NYS Division of Cemeteries.

Please read the NYS **cemeteries-101- basics.pdf** document on **MWC Admin**.

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Ideally, every cemetery board should appoint a person(s) who will sell, locate, and arrange for the opening of graves.

If possible, have the previous person(s) orient you to the map and layout of the cemetery. Some sections may be laid out differently.

Interment errors typically happen because all map copies are not updated promptly! The measurement point must be from a permanent point or the map's orientation for that section will be incorrect.

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Keep accurate records of lots sold and interments by updating all maps and lot cards simultaneously.

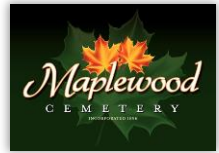
Two of the most frequent map and record related complaints we receive are lots being sold twice and interment in the wrong grave.

The overall cemetery map must be on file with our Division. We do not keep records of individual interments.

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The MWC maps have evolved over time and may continue to do so to meet the needs of our customers and our staff. Currently the MWC maps for our active sales sections are based on MS Excel. The older, mostly inactive, sections may use a more static mapping approach.

We are fortunate that the new J&K Sections have surveyor installed markers for accurate location references. These newer sections are also laid out in a row and column grid pattern making locating a grave much easier than in the older sections. Hopefully a similar grid method will be used when the East and South sections are laid out.

The map updates typically start with the sale of a grave. More information on Grave Sales can be found on MWC Admin in the Sales Training document.

The new grave sale information will be sent to multiple people including the

- Secretary, for records and inventory (graves) management.
- Treasurer, for customer contact, sales, and financial management.
- Webmaster, for customers and MWC Admin website maps and customer updates.

So, who maintains and updates the maps?

- As the NYS Cemetery Division slide mentions above, it would be 'ideal' to appoint a person or persons that are involved in the sales, layout, and operations of the cemetery.

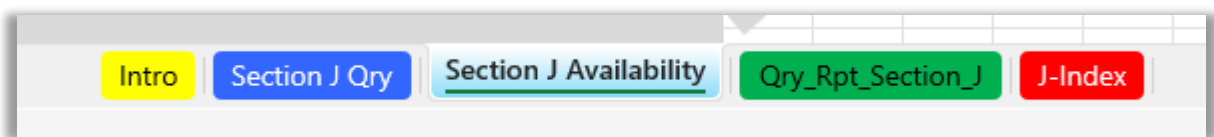
Let's see how the grid maps are Updated.

Updates to a map can be easy.

I have created a **Microsoft (MS) Excel** spreadsheet to load the data and calculate the availability map and the query map from the Excel data. There should be 1 spreadsheet for each active section.

Step 1: We will use the Section J map for this exercise: **Section J + Availability (20240103).xlsx**

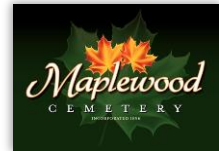
- **Open the map to be updated in Excel.**
 - Whenever a map has been updated, do a 'Save As' and update the date. This is a good indicator of when the map was updated.
 - Once the map is open in Excel, you will see the bottom worksheet tabs:



- **Intro tab:** discusses the important notes and tips about the map.
- **Section J Qry** and **Section J Availability** are the actual maps. More on those shortly.
- **J-Index, the RED tab,** should NOT be edited. This will be discussed in a later section.
- Click on the **Qry_Rpt_Section_J** tab.

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Step 2: The open worksheet should look like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Sec	Index	Index Value	LOT	Gr	CR	Int	Pre	Name	First	Birth	Death	Age	Relation	MaidenName	Vet	Details	Verified	Monument	MN
254	J	10000	10018	10	18														FALSE	
255	J	10000	10019	10	19														FALSE	
256	J	10000	10020	10	20														FALSE	
257	J	10000	10021	10	21	C		P	Rybinski	Erin				wf of Steven					FALSE	
258	J	10000	10021	10	21	C		P	Rybinski	Steven				hus of Erin					FALSE	
259	J	10000	10022	10	22	C		P	Theis	David									FALSE	
260	J	10000	10023	10	23	C	X		Theis	Monica		11/7/2023	64	wf of Scott	Hagedorn				FALSE	
261	J	10000	10023	10	23	C		P	Theis	Scott				hus of Monica					FALSE	
262	J	10000	10024	10	24														FALSE	
263	J	10000	10025	10	25		X		Gaskill	Frederick	4/28/1937	9/25/2023	86	grandfather of Kale Burns, hus of Rachel					TRUE	X
264	J	10000	10026	10	26		X		Gaskill	Rachel	1/2/1942	4/30/2023	81	grandmother of Klee			9/8/2023		TRUE	X
265	J	10000	10027	10	27				Not Available								Road Berm		FALSE	
266	J	11000	11001	11	1		X		Antonio	Pauline	12/2/1970	5/27/2015	44	wf of Edward	Badillo		11/17/2015		TRUE	X
267	J	11000	11002	11	2			P	Saint-Joy	Luther				son of Lusene					FALSE	
268	J	11000	11003	11	3			P	Saint-Joy	Margaret				wf of Lusene					FALSE	
269	J	11000	11004	11	4			P	Saint-Joy	Lusene				hus of Margaret					FALSE	
270	J	11000	11005	11	5		X		Fetsyak	Roman	3/28/2003	9/6/2023	20	son of Yuriy & Nataliya					TRUE	X
271	J	11000	11006	11	6														FALSE	
272	J	11000	11007	11	7														FALSE	
273	J	11000	11008	11	8														FALSE	
274	J	11000	11009	11	9														FALSE	
275	J	11000	11010	11	10			P	Benjamin	Mandy									FALSE	
276	J	11000	11011	11	11			P	Benjamin	Christian									FALSE	
277	J	11000	11012	11	12														FALSE	
278	J	11000	11013	11	13		X		Rhinehart	Anne		11/18/2015		mother of Sarah Rozwood					FALSE	
279	J	11000	11014	11	14	C		P	Roberts	Gael	3/7/1946	7/15/2020	74	wf of Philip	McGill		6/8/2022		TRUE	X
280	J	11000	11014	11	14	C		P	Roberts	Philip	10/20/1942			hus of Gael			6/8/2022		TRUE	X
281	J	11000	11015	11	15														FALSE	
282	J	11000	11016	11	16														FALSE	

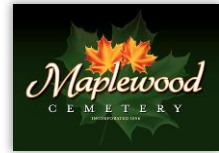
Note that columns B and C should NOT be edited. The data in those columns is key to determining the map layout and positioning.

- The data in columns D through T determine the content in the map cells and can be edited.
- The **INITIAL DATA** was generated by the MWC Access Database and imported to this worksheet for Section J.
- The **UPDATES** can be done simply by entering (typing) the new data in the proper row and column.
 - To enter a new grave sale, scroll down to the row for that LOT and GRAVE.
 - Note: If there already is customer data in that row you selected there may be a problem.
 - Verify the data for the new grave sale to make sure it is correct, and previously NOT sold, or NOT marked 'Not Available'.
 - Contact the Secretary immediately with any questions.
 - Once the new sale data has been entered, the maps will be updated 'automatically'.
 - Note: All the columns in the row you are editing do not have to be filled in.
 - The critical column in that row is the **Name**, which is the last name. Any entry in the Name field will make that grave 'sold' on the maps.
 - If you know that the person plans to be cremated, the **CR** column should have a 'C'. Leave that column blank if you don't know or if they plan on a full-casket burial.
 - Mark the **Pre** column with a 'P' for Preneed.
 - Once a burial has been completed at that grave, the Int column should be marked with an 'X' and the 'P' deleted from the Preneed column.
 - You will notice that some of this data shows on both the **Availability** and the **Qry** maps. Columns such as **Int**, **Mn**, or **Vet** will only show on the Qry map.

Step 3: Make sure to save the spreadsheet with the date updated in the filename.

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Step 4: The updated file will need to have the map worksheets each **saved (published)** in the web page *.html/*.htm format for posting on the websites. (The webmaster may be responsible for the map publishing and posting.)

- Section_J + Availability (20240107).htm
- J_Qry_Rpt_Section_J (20240107).htm

Let us see how the 2 maps look and the differences.

The map we usually show the customer when selling a grave is the **AVAILABILITY** map which is on the tab.

Section J Availability

Grave	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
Index	10001	10002	10003	10004	10005	10006	10007	10008	10009	10010	10011	10012	10013	10014	10015	10016	10017	10018	10019	10020	10021	10022	10023	10024	10025	10026	10027
Lot	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Avail	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Grave	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Index	10001	10002	10003	10004	10005	10006	10007	10008	10009	10010	10011	10012	10013	10014	10015	10016	10017	10018	10019	10020	10021	10022	10023	10024	10025	10026	10027
Lot	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11
Avail	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Grave	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Tree																											

- Here are the rows of Section J shown in data of step 2 above.
- Notice that the **SOLD Graves** are colored **RED** with the last name shown.
 - A grave that has been determined to be **Not Available** will also be colored **RED**.
- The **available** graves are all the other graves without the RED color.

The **Qry** map is named for the **Access Database QUERY** used to gather the detailed map data.

The **Qry** map is used when we need more information. Using this map, we can quickly see if there is a monument at or near the grave in question.

Section J Qry

Mnt																												
Name	0	0	0	0	0	0	X	X																				
First	0	0	0	0	0	0	Keo	Bousson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Lot	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	
Grave	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	
Int.																												
Vet																												
Index	10001	10002	10003	10004	10005	10006	10007	10008	10009	10010	10011	10012	10013	10014	10015	10016	10017	10018	10019	10020	10021	10022	10023	10024	10025	10026	10027	
Name	Antonio	Saint-Joy	Saint-Joy	Saint-Joy	Fetsyak	0	0	0	0	Benjamin	Benjamin	0	Elkehant	Roberts	0	0	0	0	0	0	0	0	0	0	0	0	0	
First	Pauline	Luther	Margaret	Lussene	Roman	0	0	0	0	Mandy	Christian	0	Anne	Gael	0	0	0	0	0	0	0	0	0	0	0	0	0	
Lot	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	
Grave	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	
Int.	X																											
Mnt	X																											
Tree												Tree																Tree

- These are the same rows of Section J shown in data of step 2 above, shown in the Qry map.
- Notice that the **SOLD Graves** now have more information.
- The **Qry** maps also show if there is a **monument**, an **interment** and **veteran status**.

These maps can be accessed and printed from the MWC Admin website.

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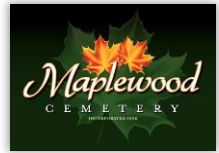
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- **Printing a map** from the Excel worksheet is easy. The print parameters are already set.
- You can also print from the **website HTML format display**. In the print preview screen, you may need to adjust the scale to be sized properly for the printer.

Let us see how the data is initially imported.

- There are a couple of methods to get the data for the initial import into the

Qry_Rpt_Section_J

Worksheet.

- The **best method** is to request the **Qry_Report_Section_J data.xlsx** file from the Secretary.
- The **2nd method** is to screen scrape the data from the MWC Admin display. This method is not recommended to load the data but may serve to verify any potential data issues you may encounter.

Step 4: Open this data file in Excel and have the **Section J + Availability (20240103).xlsx file open and on the**

Qry_Rpt_Section_J

Worksheet Tab.

The **worksheet formats** should be the same. The data file rows and **columns D -T** should be selected for 'COPY' in the data file and 'PASTED' into the map worksheet. Remember, **DO NOT** overwrite the data in **columns A-C**.

Step 5: The values in the worksheet B and C columns should recalculate the cell data locations based on the new data imported.

Note: Many times, the number of rows of new data **exceeds** the number of rows in the map data worksheet. If that happens, go to the last row where the columns A-C data does exist. Copy that last row of **A-C** data and paste it in the rows below until all the new data has **columns A-C**.

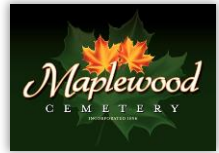
- **Occasionally** you may look at the maps and see that the data is missing, or an 'N/A' appears. This may be the issue above where the map cannot find the corresponding location index.

Note: When a grave has more than 1 person listed, only the 1st one listed will appear in the QRY map.

- This could cause some confusion if, for example, the 2nd person listed has passed away, but the 1st person listed has not, then the **QRY map** will not show any interment.
- This does not affect the **Availability Map**. The Availability Map could be confusing if the 1st and 2nd people listed for a grave do not have the same last names. The 1st last name will be shown.

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How does the Excel spreadsheet figure out where to put data on the maps?

First, we start with the **J-Index** worksheet:

Lot	Index	
1	1000	Do Not Edit
2	2000	new lookup table
3	3000	
4	4000	
5	5000	
6	6000	
7	7000	
8	8000	
9	9000	
10	10000	
11	11000	
12	12000	
13	13000	
14	14000	
15	15000	
16	16000	
17	17000	
18	18000	
19	19000	
20	20000	
21	21000	
22	22000	
23	23000	

This worksheet table determines the base location-**INDEX** for the Lot.

For this example, we will select LOT 16.

All graves in Section J, Lot 16 will start with the base location-**INDEX** of 16000.



Once the **Qry_Rpt_Section_J** data has been imported or updated in this worksheet, columns D – T, the

INDEX value in column B will be 'looked up'. The equation below shows that we want the **INDEX** value for the **LOT** in column D440. The **VLOOKUP** command will search for the D440 value of '16' in the **J-Index** table. The **INDEX** value of 16000 is returned to cell B440.

B440		=VLOOKUP(D440,'J-Index'!\$A\$2:'J-Index'!\$B\$24,2,FALSE)							
	A	B	C	D	E	F	G	H	I
1	Sec	Index	Index Value	LOT	Gr	CR	Int	Pre	Name
440	J	16000	16022	16	22			P	McClurg
441	J	16000	16023	16	23		X		McClurg
442	J	17000	17001	17	1				
443	J	17000	17002	17	2			P	Gauger
444	J	17000	17003	17	3		X		Gauger

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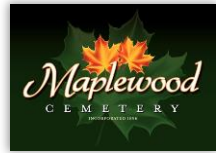
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The next step is to calculate the exact grave location, now that the LOT Index has been found.

The equation below calculates the **INDEX VALUE** by adding the **LOT Index B440** and the **GRAVE number 22** for a result of **INDEX VALUE 16022**.

C440

fx

=B440+E440

	A	B	C	D	E	F	G	H	
1	Sec	Index	Index Value	LOT	Gr	CR	Int	Pre	Name
440	J	16000	16022	16	22			P	McClurg
441	J	16000	16023	16	23		X		McClurg
442	J	17000	17001	17	1				
443	J	17000	17002	17	2			P	Gauger
444	J	17000	17003	17	3		X		Gauger
445	J	17000	17004	17	4				

VLOOKUP
Offset = 7

So far so good, but how do the maps know what goes where?

If we look carefully at the **Qry Map** at LOT 16 Grave 22, we will see an MAP Index value assigned to that location on the map. In this case the MAP Index is 16022. If you click on the Qry Map on the cell below the index, you will see the following equation:

=VLOOKUP (W124, Qry_Rpt_Section_J!\$C\$2:Qry_Rpt_Section_J!\$T\$1537,18,FALSE)

This VLOOKUP uses the INDEX in cell W124, which is the MAP Index value 16022. This will now find the **INDEX Value of 16022**, column C in the above **Qry_Rpt_Section_J** data.

The VLOOKUP 'offset' for this map cell is 18, which indicates whether there is a monument on this grave or not.

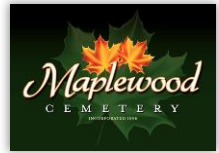
21	16022	16023
	X	X
	McClurg	McClurg
	Richard	Joyce
	16	16
	22	23
		X

- The **VLOOKUP 'offset'** for the **LAST NAME** for this map cell is **7**. (shown above) The VLOOKUP offsets start at 1, being the **Index Value**, 2 being the **LOT #**, 3 being the **Grave #**, and so on.

The process is the same for the AVAILABILITY Map as far as data VLOOKUP equations go. There are fewer lookups required on this map. This map also uses a **CONDITIONAL** Formatting rule that makes the cell background color RED if there is data there. This color rule makes the map grave availability easier to see just by scanning for non-RED graves. The last name is also shown. It is faint to avoid confusion when searching for an available grave. Use the QRY Map if you need more information, such as 'is there a monument nearby'? Many times, knowing the monument landmarks will help find the available grave you are looking for.

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Wrapping Up:

Using a **grid style layout**, row, and column, **for** the new sections has provided several benefits. Mapping is a critical function that requires frequent updates. The easier we can make the update and publishing of these maps the better off we are.

The older sections have been laid out in a **sequential wrap around** method that is difficult to navigate. I have adapted the Section Map methodology shown here to some of these older sections. Laying out the base INDEX worksheet is the key. Sections C, D, and F maps have been created using a modified base INDEX to align the data to the physical layout of these graves. Care must be taken when doing this modified approach because there are anomalies in the grave numbering. Some of these older sections have evolved over the years. Once labeled as a walkway was later used as a new grave. The grave numbering for these is not consistent and must be indexed carefully.

When the new sections are designed, hopefully they will be laid out in a grid style. New Section maps can be created using the same methods shown in this training.

Communication is a key factor, especially if we have multiple people involved in sales, record keeping, finance, and map updates.

Other Reference materials: All are on the [MWC Admin website](#).

Reports/NYS Cemetery Div

- cemeteries-101-basics
- cemeteries-101-accounting-basics
- Not-For-Profit-Corporation-Law-Article-15-Public-Cemetery-Corporations
- NYS public cemetery regulations
- NYS treasurers-manual-final-100611

Reports/Training

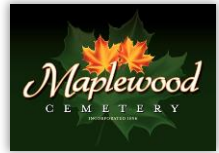
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- MWC Sales Training
- MWC Business Reports
- MWC PM Reports
- MWC Graves SOLD Reports
- MWC Section Maps (this document)