



# Tidemark Budget Data Entry – Operating Expenses (2016)

This document contains information for entering proposed budget amounts into the Tidemark software for Operating Expense accounts.





## Overview:

This document provides guidance for entering proposed budget amounts for individual operating expense ledger accounts within individual cost centers.

You will only have access to the panels in Tidemark that match to your security profile.

These instructions are focused on use of the Tidemark budgeting software only. These instructions do not include any guidance on preparing or calculating budget amounts. Budget amounts are typically determined after considering recent experience (for the first few months of the current year and the immediately preceding completed year) and plans for the budget year. The Tidemark budgeting software will provide some of this information for analysis, but the person preparing the budget must develop the proposed budget amounts that will be input into the Tidemark budgeting software.

## Tidemark Tips:

***SCREENS WITHIN THIS DOCUMENT ARE FOR DEMONSTRATION AND TRAINING PURPOSES***

*All screens, within Tidemark, are security driven. What you see on your screens within the system may differ slightly than what is shown on the screens within this document.*



### ***ENTRY INTO INDIVIDUAL CELLS***

*Information may only be entered into cells that are shaded in yellow or tan within an individual panel. Click **twice** on the cell to enter the information.*

### ***NAVIGATION BETWEEN PANELS***

*Navigate to another panel by clicking on the blue tabs with the arrows at the sides of each panel, called "Paddles".*

### ***EXPORTING INFORMATION***

*To export a panel into Excel, click on the*



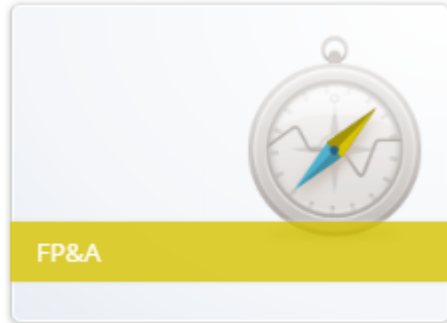
**EXPORT**

*icon located in the upper right corner of the*

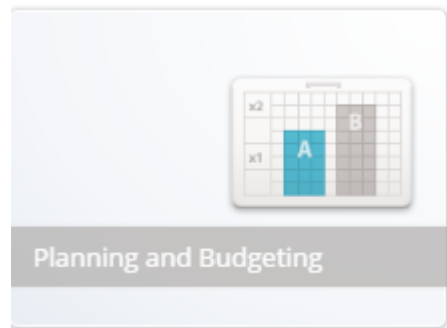




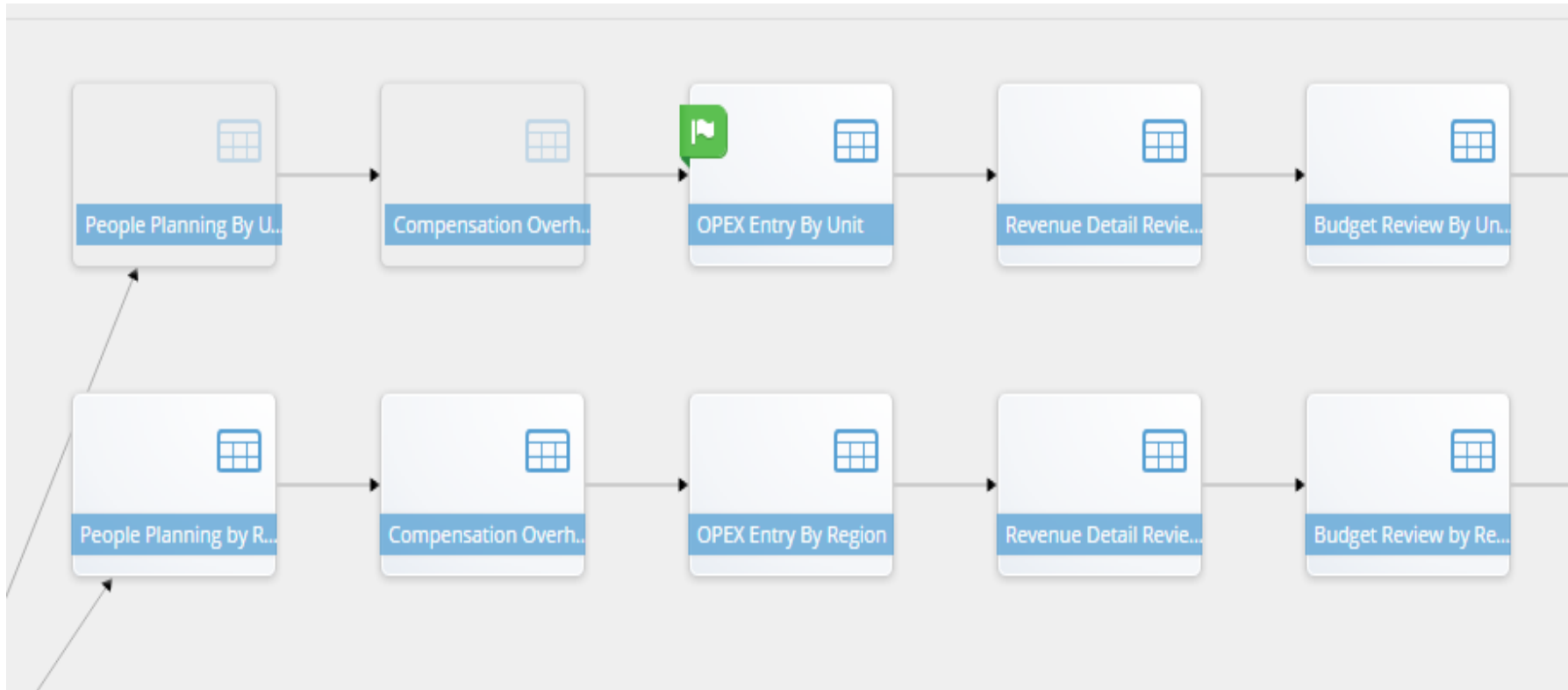
After logging into Tidemark you will be at a screen that lists the available applications within the system. The Financial Planning and Analysis (FP&A) application is the primary application used by Masonic Villages. Within the FP&A application there are sub-applications that will lead you to where you can view reports and perform various variance analysis activities. Click the **FP&A icon** to proceed.



Click the **Planning and Budgeting icon** to bring up the Process Map.



On the Process Map, click on the icon labeled **OPEX Entry by Unit** or **OPEX Entry by Region**.



The Cost Centers and Regions for which you are responsible will populate the Page Edge drop down menus in the top left corner of the Tidemark panel.

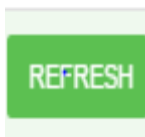


COMPANY	REGION	COST CENTER	TIME
Masonic Villages of ...	Elizabethtown	Marketing - RLC (377...	FY 2017
			FY 201
			Actual

If the default Region is not the one you want to work with, click on the Region field, then click the “x” beside the default region. This will remove the default region. Then select the Region you want to work with by scrolling through the list of regions available to you based on your security profile. Click on your selection, then click on the double arrow in the box, then click on the green Apply button.

If the default Cost Center is not the one you want to work with, click on the Cost Center field, then click the “x” beside the default cost center. This will remove the default cost center. Then select the Cost Center you want to work with by scrolling through the list of cost centers available to you based on your security profile. Or, if you know the number of the cost center you want to select, type the number within parentheses in the blank white field. Click on your selection, then click on the double arrow in the box, then click on the green Apply button.

Once you have selected the appropriate Region and Cost Center, click on the Refresh button in the upper right corner of the Tidemark panel.





The Op Ex Entry By Unit panel is used to enter the budget for a cost center by individual ledger accounts and spend category. This panel will also include actual final amounts for the most recently completed fiscal year, the current year’s approved annual budget , and year-to-date actual expenses for the current year in progress. Since the Tidemark software is updated for current year expense activity on a daily basis, amounts in the current year actual column may change over the course of the several weeks allotted for entry of the operating expense budget. The following fictitious Op Ex entry panel is an example of an in-progress budget entry process.

COMPANY Masonic Villages of ...				REGION Elizabethtown		COST CENTER Dining Room - RLC (3...		TIME FY 2017		
				FY 2015	FY 2016					
				Actual	Budget	Actual	Working Budget	Current Year Budget vs. Priorr Year Budget	Current Year Budget vs. Priorr Year Budget %	Explanation
Salaries and Wages	6000	No Category		652,900	656,363	318,852		-656,363	-100%	
Payroll Taxes	7020	Payroll Taxes	7020	(47)	50,212	(172)		-50,212	-100%	
		No Category		49,276	0	24,098		0		
Employee Benefit Plan Cost	7030	Employee Benefit Plan Cost	7030	65,246	76,729	38,365		-76,729	-100%	
Pension - Plan Admin Expense	7040	Pension - Plan Admin Expense	7040	1,182	1,142	571		-1,142	-100%	
Pension - Actuarial Expense	7041	Pension - Actuarial Expense	7041	5,483	7,246	3,623		-7,246	-100%	
Pension - Employer Contribution	7042	Pension - Employer Contribution	7042	4,633	11,627	3,520		-11,627	-100%	
		No Category		5,791	0	3,606		0		
Training and Education	7050	Training and Education	7050	246	635	70	1,500	-635	-100%	New seminar on cooking with spam.
Travel	7122	Travel	7122	160	100	91	2,000	-100	-100%	Travel to Spam seminar
Operating Supplies	7100	Operating Supplies	7100	27,466	29,245	11,097		-29,245	-100%	
Operating Supplies - Central Supply	7101	Operating Supplies - Central Supply	7101	2	25			-25	-100%	
Alcoholic Beverage Purchases	7154	Alcoholic Beverage Purchases	7154	2,293	2,808	1,007	100,000	-2,808	-100%	Anticipate heavy drinking after 2016 presidential election.
Greenhouse Supplies	7227	Greenhouse Supplies	8227	4,670	10,000	3,090		-10,000	-100%	
Outside Services	7300	Outside Services	7300	158		91				
Laundry	7329	Laundry	7329	27,278		14,465				





Information can be input into the cells that are shaded on the panel. Click twice on the cell to enter information and brief written explanations.

You may see amounts for an account in the prior year actual column and or a prior year budget , but the area is not shaded for your input. Budget amounts for these specific accounts are entered by the Finance Department. Finance may be entering their budget amounts at the same time you are entering your amounts.

Once you have entered the budget amounts in the Working Budget column and any written explanations for the cost center, click on the Save button in the lower right corner of the Tidemark panel.

A blue rectangular button with the word "SAVE" in white, uppercase, sans-serif font.

SAVE

If you need to enter information for another region and/or cost center, repeat the process for selecting a new region and cost center described previously in this document. If you have completed all of your data entry for operating expenses, click on the down arrow in the upper left corner of the panel to return to the Process Map, where other types of budget work may be performed.

