



Tidemark Budget Panel Review (2016)

This document contains information for reviewing proposed operating and payroll budgets in the Tidemark software.



Overview:

This document provides guidance for reviewing proposed operating and payroll budgets for individual cost centers, business units, regions and companies.

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, or determining the adequacy of the proposed 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 in each panel to assist in analysis of the proposed budget.

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".

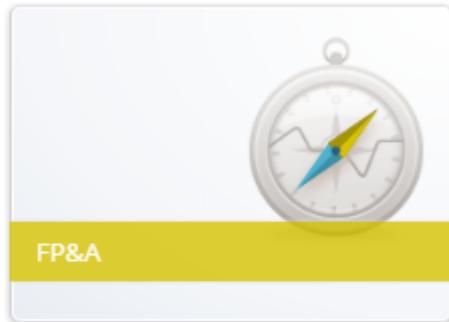
EXPORTING INFORMATION

To export a panel into Excel, click on the

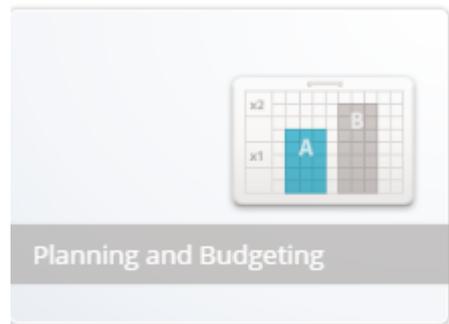
**EXPORT**

icon located in the upper right corner of the

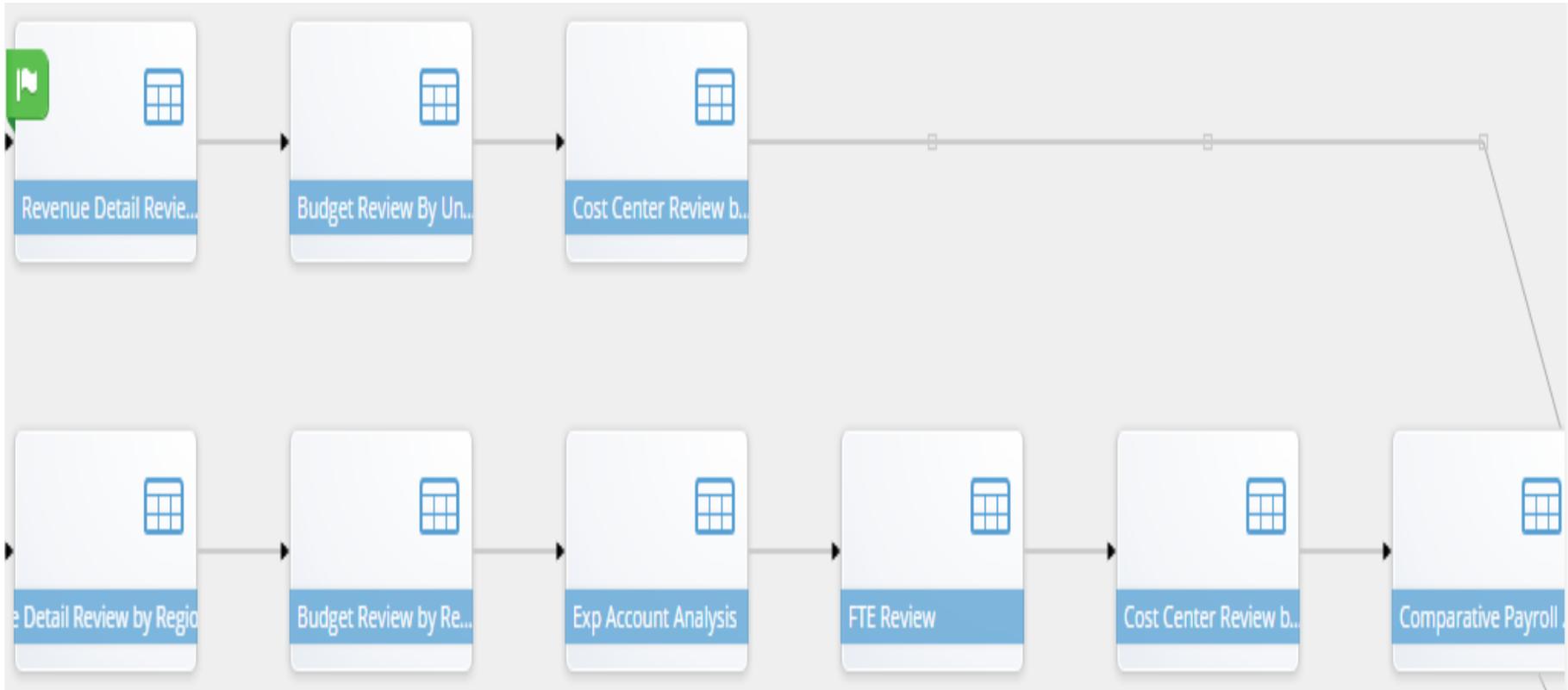
After logging into Tidemark you will be at a screen that lists the available applications within the system. The Financial Planning and Analysis (FP&A) application is the primary application used by Masonic Villages. Within the FP&A application there are sub-applications that will lead you to where you 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 one of the icons for the available budget review panels. Descriptions of each of these budget review panels are provided in a separate document. In this example the Revenue Detail Review By Unit has been selected.



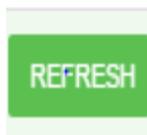
The Cost Centers and Regions for which you are responsible will populate the Page Edge drop down menus in the top left corner of the Tidemark panel.

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 budget detail review panels that have been developed in the Tidemark budget software are used to analyze the operating budget for a cost center by individual ledger accounts and applicable revenue and/or spend category. These panels 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 and review of the operating expense budget. The following fictitious review panel is an example of available information in a typical budget detail review panel.

COMPANY		REGION		COST CENTER					
Masonic Villages of ...		Elizabethtown		Gift Shop (434)					
		FY 2015		FY 2016		FY 2017	Current Year Budget vs. Prior Year Budget	Current Year Budget vs. Prior Year Budget %	
		Actual		Actual	Budget	Working Budget			
Cash Over/Short	4330	(173)	(10)	0	0	0			
Gift Certificates	4335	(103)	(30)	0	0	0			
Gift Shop Sales	4340	63,012	30,245	71,000	71,000	(-71,000)		-100%	
Miscellaneous Revenue	4590	0	94	0	0	0			
Total Operating Revenue		62,736	30,300	71,000	71,000	(-71,000)		-100%	
Salaries and Wages	6000	11,640	0	0	0	0			
Payroll Taxes	7020	1,036	0	0	0	0			
Pension - Plan Admin Expense	7040	21	0	0	0	0			
Pension - Actuarial Expense	7041	98	0	0	0	0			
Pension - Employer Contribution	7042	793	670	2,201	2,201	(-2,201)		-100%	
Operating Supplies	7100	818	58	700	700	0		0%	
Operating Supplies - Central Supply	7101	89	40	106	106	(-106)		-100%	
Inventory Change - Y/E	7240	3,603	0	0	0	0			
Office Supplies	7120	8	0	200	200	0		0%	
Cost of Goods Sold	7794	48,847	18,509	67,000	65,000	(-2,000)		-3%	
Postage	7121	3	0	0	0	0			
Outside Services	7300	0	0	100	100	0		0%	
Telephone	7540	757	379	375	400	25		6.7%	
Depreciation Expense	7990	1,110	1,264	96	96	(-96)		-100%	
Total Operating Expenses		68,823	20,921	70,778	66,400	(-4,378)		-6.2%	
Total Revenue		62,736	30,300	71,000	71,000	(-71,000)		-100%	
Net Income		(6,086)	9,379	222	(66,400)	(-66,622)		-30009.9%	



If you need to review 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 review for a specific budget category (revenue, operating expense or payroll), click on the down arrow in the upper left corner of the panel to return to the Process Map, where other types of budget review panels may be selected.

