

Navigating Tidemark

This document contains information on navigating the Tidemark system:

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Application List:

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 will be 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.



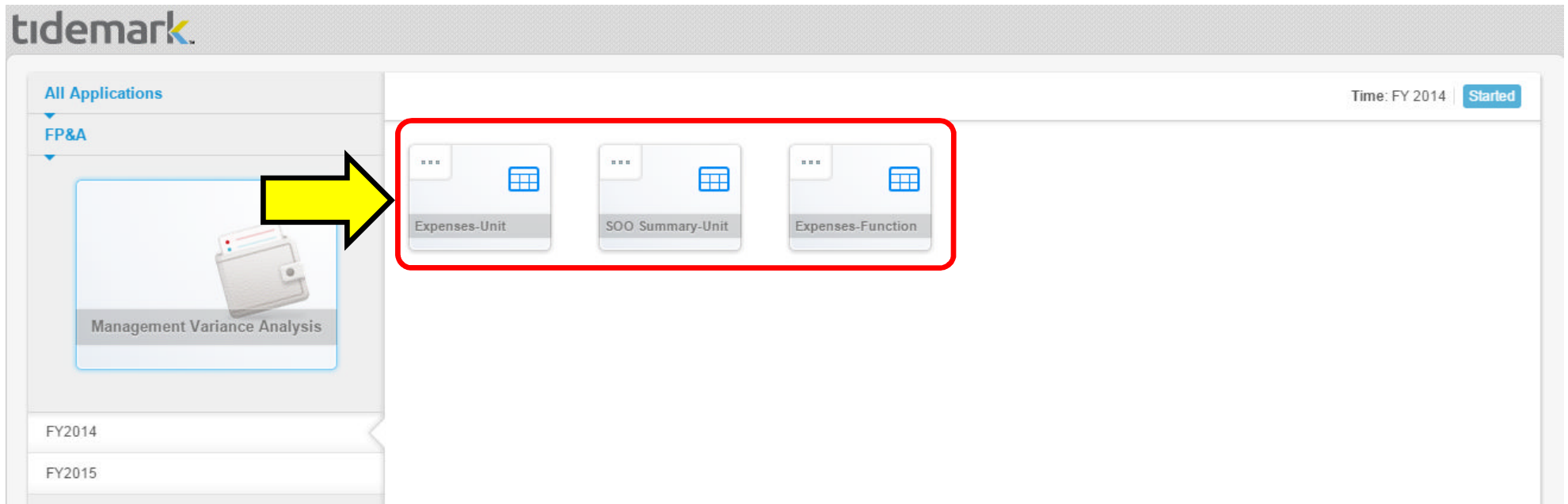
Process List:

Click the **applicable process** to proceed to the list of panels available for your security profile.

The screenshot displays the Tidemark user interface. On the left, a navigation pane titled "All Applications" contains a "FP&A" application icon (a compass) and a "Cycle1" label. A yellow arrow points from this application to the "Management Variance Analysis" process in the main content area. The main content area shows two process cards: "Management Variance Analysis" (with a folder icon) and "Labor Distribution" (with a hierarchy icon showing CEO, LOB, and SVP). A red rectangular box highlights both of these process cards.

Panel Selection:

Click a panel from the group displayed to starting working with it. If you cannot see the entire name of a panel hover over the panel and the name will scroll allowing you to see the entire line of text.



Panel Navigation Image:

The following image is intended to show you the different items as you navigate a panel within Tidemark. There are certain items, like page edge options, that are security driven so your options may be slightly different than what is shown depending on your permissions within the system. All fields are read-only so do not fear accidentally changing anything.

The screenshot displays a 'Variance Analysis' report for 'FY14 : SOO by Unit High Level for All Business Units'. The report is organized into three main columns: 'Month To Date', 'Year To Date', and 'FY 2014'. A fourth column for 'January 2013' is partially visible on the right. The 'Month To Date' and 'Year To Date' columns have sub-columns for 'Actual', 'Budget', 'Variance', and 'Variance %'. The 'FY 2014' column has sub-columns for 'Actual', 'Budget', and 'Variance'. The 'January 2013' column has a sub-column for 'Actual'. The report lists various revenue and expense categories, with some values in red indicating negative variances. Yellow callout markers (A-L) are placed throughout the interface to highlight specific elements: A (top left navigation), B (top center navigation), C (filter dropdowns), D (left sidebar), E (table row selection), F (table header), G (table data), H (table data), I (table data), J (top right user profile), K (bottom right navigation), and L (vertical scroll bars).

	Month To Date				Year To Date				FY 2014			January 2013
	Actual	Budget	Variance	Variance %	Actual	Budget	Variance	Variance %	Actual	Budget	Variance	Actual
Room & Board	8,188,630	8,026,333	162,297	2	8,188,630	8,026,333	162,297	2	64,151,540	96,316,000	32,164,459	
Ancillary Revenue	1,578,872	1,165,583	413,289	35	1,578,872	1,165,583	413,289	35	12,697,008	13,987,000	1,289,992	
Medical Supplies Revenue	22,242	35,250	(13,008)	(37)%	22,242	35,250	(13,008)	(37)%	151,254	423,000	271,746	
Other Resident Service Revenue	4,100,981	4,061,767	39,214	1	4,100,981	4,061,767	39,214	1	33,023,421	48,741,203	15,717,782	
Contractual with Charity Allowances	(3,214,888)	(2,500,417)	(714,472)	29	(3,214,888)	(2,500,417)	(714,472)	29	(24,953,775)	(30,005,000)	(5,051,225)	
Resident Service Revenue	10,675,837	10,788,517	(112,680)	(1)%	10,675,837	10,788,517	(112,680)	(1)%	85,069,448	129,462,203	44,392,755	
Provision for Bad Debts	(2,709)	(11,667)	8,957	(77)%	(2,709)	(11,667)	8,957	(77)%	(78,622)	(140,000)	(61,378)	
Net Resident Service Revenue	10,673,128	10,776,850	(103,723)	(1)%	10,673,128	10,776,850	(103,723)	(1)%	84,990,825	129,322,203	44,331,377	
Amort of Entrance Fees	726,461	755,333	(28,873)	(4)%	726,461	755,333	(28,873)	(4)%	6,600,161	9,064,000	2,463,839	
Other Operating Revenue	229,377	253,957	(24,580)	(10)%	229,377	253,957	(24,580)	(10)%	2,248,064	3,047,489	799,424	
Investment Income	1,469,662	996,333	473,329	48	1,469,662	996,333	473,329	48	6,758,616	11,956,000	5,197,384	
Unrealized Interest Rate Appreciation		131,333	(131,333)	(100)%		131,333	(131,333)	(100)%	(2,575,974)	1,576,000	4,151,974	
Total Operating Revenue	13,098,628	12,913,808	184,820	1	13,098,628	12,913,808	184,820	1	98,021,693	154,965,691	56,943,998	
Payroll Salary Accounts	6,110,703	8,193,100	(2,082,397)	(25)%	6,110,703	8,193,100	(2,082,397)	(25)%	47,822,699	71,006,867	23,184,168	

See the next page for a legend corresponding with the yellow markers on the image above.



Panel Navigation Legend:

A: Panel Selection - click to bring up a window of additional panels to view.

B: Filter - click to display different options for filtering the current panel.

C: Page Edge - click the menus to display different options for “slicing” the current panel to display specific information. This area is equal to the options you could select when using the report writer in HCS to analyze variances.

D: Current Panel Name - displays the name of the current panel.

E: Row Headers - labels for the rows that go across the adjoining grid.

F: Month To Date - month to date information.

G: Year To Date - year to date information through the requested month.

H: Fiscal Year Data – This section will provide the annual budget amounts and the most recent actuals information.

I: Prior Year’s Month’s Actuals - this column will become more useful as we progress with Tidemark (and Workday) when more actuals data will be available in the format needed for analysis.

J: Toolbox - options for exporting panels to a Microsoft Excel format for easier printing and further data analysis.

K: Text Sizing - use the different buttons to either increase or decrease the on-screen text size.

L: Paddles- use to “flip” through other Tidemark panels.

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.

DATA AGE

Actuals data within the panels is refreshed periodically.

- *All general ledger information is refreshed daily as part of an overnight process.*
- *All payroll data is refreshed the morning of the day before the check date. For example, payroll data for a check date of 11/07/2014 would be available in Tidemark the morning of 11/06/2014 for managers to review.*



Tidemark software has the ability to combine all expenses for a business unit or function into a single panel, which may be valuable to department directors responsible for the activities of many cost centers. The same panel may be requested for individual cost centers for a more in-depth review. The aggregate business unit or function typically appears in the drop down menu for cost center, followed by the cost centers included in the business unit or function. When requesting panels, the aggregate business unit or function will be identified in the drop down menu by its title, and sometimes the three-digit business unit number in a smaller font. When a business unit and cost center have identical titles (such as Hospice or Wellness Center), the business unit number or cost center number may also appear in a smaller font in the drop down menu.

Accounting activity recorded in Workday is periodically updated into Tidemark. Tidemark users will have the ability to request months in the Time slice that have not yet been officially closed by the Finance Department. This “unofficial” information may be useful for department directors as they assess their progress against the annual budget. However, because this data is both incomplete and constantly changing, it will not be as reliable as year-to-date information for the latest month that has been closed by the Finance Department.

Each Tidemark panel may be requested using four characteristics, or “slices”, to sort and present the data. These four slices are Company, Region, Cost Center (including Business Units and Functions), and Time. Drop down menus for these four slices appear in the upper left corner of the screen. The drop down menu for each slice includes a selection of the available options that is based on the individual user’s security profile.



All of the general ledger-based panels include three columns in the right portion of the screen for current Fiscal Year data. The middle column of this three-column section presents the approved annual budget amount for each line item on the panel. The right column in this section represents the difference between the approved annual budget and the year-to-date actual amounts in the left column of this section. The amounts that will appear in the left column represent year-to-date totals recorded in the general ledger as of the date the panel is run. Because of this, the year-to-date actual information in the current Fiscal Year section is unlikely to agree to the actual column in the four-column Year To Date section in the middle of the panel. For example, a panel requested by selecting September 2014 in the Time slice on December 4, 2014 will include all activity recorded in Workday and passed to Tidemark as of December 4th in the actual column of the current Fiscal Year section. This is a significant difference from similar reports in the legacy HCS system.

Since the year-to-date amounts in the left column of the current Fiscal Year data section represent real-time data that has not yet been verified by the Finance Department, it should be considered “unofficial”. However, department directors may find this “unofficial” information very useful as they assess their progress against the annual budget and need data that is more recent than the latest month that has been closed by the Finance Department.



Tidemark was designed to be integrated with the Workday software, and uses the same terminology as Workday. Knowledge of Masonic Villages' Workday structure is therefore necessary to be able to accurately request information using the Tidemark software. Information on the Workday structure is available in several charts located under the "Additional Resources for Managers" section of Workday Training on Masonic Villages' intranet.

The most significant structural components to understand for requesting Tidemark panels are regions, business units, and functions. Regions represent individual locations (such as Elizabethtown or Sewickley) or Masonic Villages' subsidiary entities (such as Ashlar Creative Solutions, LLC). Business units are activities that produce both revenues and expenses, such as nursing care, pharmacy, or retirement living. Functions are typically supporting activities that may have small amounts of revenue but are primarily used to capture expenses. Examples of functions include housekeeping, maintenance, and food services.

For Masonic Villages' users, the best option to select under the Company slice will be "Masonic Villages Companies". This grouping of companies includes all of Masonic Villages' individual locations and subsidiary entities.

For Masonic Villages' senior management, the best option to select under the Region slice will be "Pennsylvania". This grouping of regions includes all of the unrestricted locations and subsidiary entities that are included in Masonic Villages' consolidated statement of operations. The Region slice also includes the ability to request a panel for an individual location or subsidiary.



The Tidemark panels for the Statement of Operations use indentation of individual lines to indicate totals and subtotals when viewed on the screen. Lines that begin closest to the left of the screen are grand totals, with graduated indentations indicating subtotals or revenue and expense categories within a subtotal.

Since the year-to-date amounts in the left column of the current Fiscal Year data section in the right portion of the screen represent real-time data that has not yet been verified by the Finance Department, it should be considered “unofficial”. However, department directors may find this “unofficial” information very useful as they assess their progress against the annual budget and need data that is more recent than the latest month that has been closed by the Finance Department.

The Tidemark panels for general-ledger based information compare actual data to budgeted data and calculate a variance amount in dollars and the percentage of the variance amount to the budgeted amount. These variance amount calculations are designed to subtract the budget amount from the actual amount in the Month To Date and Year To Date sections. The reviewer must interpret whether the calculated variance is good or bad based on whether the line item is a revenue or an expense.

The Fiscal Year section of the general-ledger based Tidemark panels calculates the variance amount by subtracting the actual amount from the budget amount. The resulting variance, when positive, represents the amount of the budget yet to be earned (for revenues) or spent (for expenses). When the resulting variance is negative, the budget has been exceeded for the line item.

Amounts that appear in red on a Tidemark general ledger-based panel occur when a ledger account has a balance that is not typical for the account type. Revenue accounts with debit balances (such as contractual allowances) and expense accounts with credit balances (such as distributed costs) will appear in red on the Tidemark panels.



The Tidemark software is designed for panels to be reviewed on screen in real time. This includes features enabling panels to be annotated, analyzed graphically, and shared with other employees within the Tidemark user community without ever printing the information. Panels cannot be printed directly from the Tidemark software. The reason for not printing the panels is that they may be easily rerun at any time if necessary.

Although panels cannot be printed directly from the Tidemark software, there is a method to print them using Excel. Panels may be downloaded into Excel, and from Excel they may be printed for later reference. To print a Tidemark panel, click on the wrench icon in the upper right corner of the screen. A button to "Export to Microsoft Excel" will appear. Click on this button and the Tidemark software will convert the panel to an Excel file. The Excel file will appear at the lower left of the screen. Clicking on the Excel file will open the new Excel file. The information from the panel will appear jumbled and must be formatted in order to be legible. The Information Technology Department has developed a standard Excel macro program that automatically formats the downloaded Excel file for easy review. The Information Technology Department will install this Excel macro program on the computers of Tidemark users, to be activated by clicking on a button or icon. Once the Excel macro program has been installed on a Tidemark user's computer, the button or icon will appear automatically when a Tidemark panel has been downloaded into Excel. Click on the button or icon, and the Excel file will be formatted automatically. The newly formatted Excel file may then be printed using the normal Excel printing process.

