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Introduction to Tidemark

(a reporting and analysis tool integrated with Workday)

This document contains information on Tidemark at the Masonic Villages in the following areas:
- Overview
- Tidemark FAQs
- Tidemark Terms and Concepts
- Tidemark Tips

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Overview:

Tidemark is a budgeting, reporting, and analysis tool that integrates with Workday at Masonic Villages. Budget versus actual analysis for both general ledger accounts and payroll accounts happens within Tidemark using data from Workday.

Corporate officers, directors, and managers will use Tidemark to look at what dollars have actually been spent and how many hours have been worked compared to the budgeted amounts.

Tidemark, like Workday, is cloud-based so it can be accessed from anywhere at any time; even outside of the Masonic Villages' network. Tidemark can also be accessed via mobile web browser using a smartphone or tablet.

What Tidemark replaces starting by the end of 2014:
-variance analysis in HCS (detailed transaction level data will still be found in ProcurIT)
-payroll reports "pushed" to directors and managers through the PC Inquiry program

Additional items Tidemark will replace in 2015:
-HCS-based budgeting system/process (more information and training to come during the second quarter of 2015)

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FAQs:

Q: Why are we using Tidemark for budget analysis since we just implemented Workday as our general ledger and financials system?

A: Workday does not offer the robust budgeting analysis tools that the Masonic Villages needs, however, all actuals data within Workday is brought over through a direct feed into Tidemark and is updated at intervals relative to the Masonic Villages' reporting needs.

Q: What budget information can I see in Tidemark?

A: What you see in Tidemark is driven by a security matrix developed by the Finance team. You are given access to the regions and cost centers you are responsible for.

Q: Does my Tidemark login information stay in sync with my Workday login information?

A: No, the two systems' login information are independent from one another. For security and system design reasons the two systems' login information cannot be synchronized.

Q: Is Tidemark available as a mobile app like the Workday mobile app?

A: While there is no mobile app available for Tidemark, it can be accessed via mobile browser on your smartphone or tablet.

Q: What historical information will be included in Tidemark?

A: All 2014 budget versus actual data will be in Tidemark. For payroll budget versus actual reporting the first three quarters of 2014 will be lumped into one pay period per respective quarter. Starting in 2015, all pay periods/quarters will be populated inline.

Q: Where do I get help with Tidemark?

A: There are several users' guides available for Tidemark at Masonic Villages as well as several staff in the Corporate Finance office (Elizabethtown) that will assist you with the Tidemark application.

Tidemark Terms and Concepts:

Process
A collection of panels (see below for the definition of a panel within Tidemark).

Panel
Panels are Tidemark user interface components that display information and enable you to analyze and export data.

Page Edge
Page edges are, essentially, found at the edges of the Tidemark panel screens. They allow you to move from one panel to the next (like flipping through the pages of a book) and give you drop-down options to further refine (or slice) the data you see on the screen.

Slice
A slice in Tidemark is a subset, or filtered view, of a larger amount of data. For example, if you are looking at data for Elizabethtown (think of Elizabethtown as a whole pizza) you would use the page-edge filters to select a particular nursing unit (a slice within the whole pizza), to display that nursing unit's data as a slice.

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 according to a schedule set by the Finance department.
- *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.*