Brown University Tidemark Users Guide

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# Tidemark Overview

What is Tidemark?

Tidemark, Brown's budget planning application, is a cloud-based system that you will access from Workday. **Google Chrome is the only supported browser. Please ensure you have the latest version of Chrome installed on your computer. If you use any other browser, the system will not work correctly.**

Logging In and Out of Tidemark

You will log into Tidemark from a worklet located on your Workday 2.0 page.

Quicklink Group
Tidemark

To log out of Tidemark, click your user name in the lower left corner of the screen. When the menu opens, select "Log Out".

User Actions
Return to App List
Change Password
Log Out

Moser, Deborah
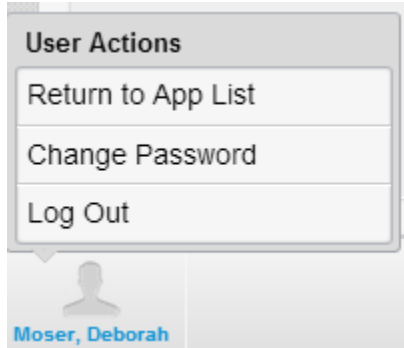
Panels

Tidemark panels are used for data entry, review and reporting. Brown's Budget Planning process is made up of multiple panels that are used to complete all of the steps in the annual budget planning/development process. When you log in to Tidemark, you will need to click on the main process panel called "Planning and Analysis" and then again on the panel called "Budget Planning." The panel map will display showing all of the panels you have access to.

The panel map displays all the panels that you can access as part of the Budget Planning process.

|								
P1 Total Salary Bud...	P2 Cost Center Dri...	P3 Gift Driver Posit...	P4 Grant Driver Po...	P5 Internal Grant D...	P6 Project Driver P...	P7 Spendable Gift ...	P8 Position Allocat...	P9 Position Comp...
P10 Pooled Salarie...	P11 Position Alloca...	E1 Cost Center Dri...	E2 PRG193 Driver E...	E3 Internal Grant D...	E4 Gift Driver Expe...	E5 Spendable Gift ...	R1 Revenue: General	R2 Revenue: Auxili...
R3 Revenue & Exp...	R4 Revenue: Gifts	R5 Revenue: Spen...	S1 Compensation ...	S2 Compensation: ...	S3 Compensation ...	S4 Compensation ...	S5 Compensation ...	S6 Expense Revie...
S7 Expense Revie...	S8 Expense Revie...	S9 Expense Budge...	S10 Revenue Sum...	S11 Total Budget b...	S12 Total Budget b...			

You can move between panels in two ways:

- Click on any panel in the map to go directly to that panel. Once a panel is open you can show the panel map by clicking the "Budget Planning" tab in the upper left side of the screen and then select the next panel you want.
- Click on a paddle (the gray arrows on the sides of each panel) to advance one panel forward or backward.

Panel Layout

Panels are used to input data, edit data, add new budget lines, and review/report on your budget. Panels include the following areas (which will be explained in more detail below):

- Slice – specifies the current cost center or cost center hierarchy being viewed
- Page Edges – options for filtering data that displays in the grid on each panel
- Grid – displays rows and columns of data
- Input Area – cells shaded in yellow enable you to input values
- Paddles – arrows located on the sides of each panel used to navigate to previous/next panel
- In-Context – enables you to use itemizations (used to add new salary allocations or new operating budget lines)
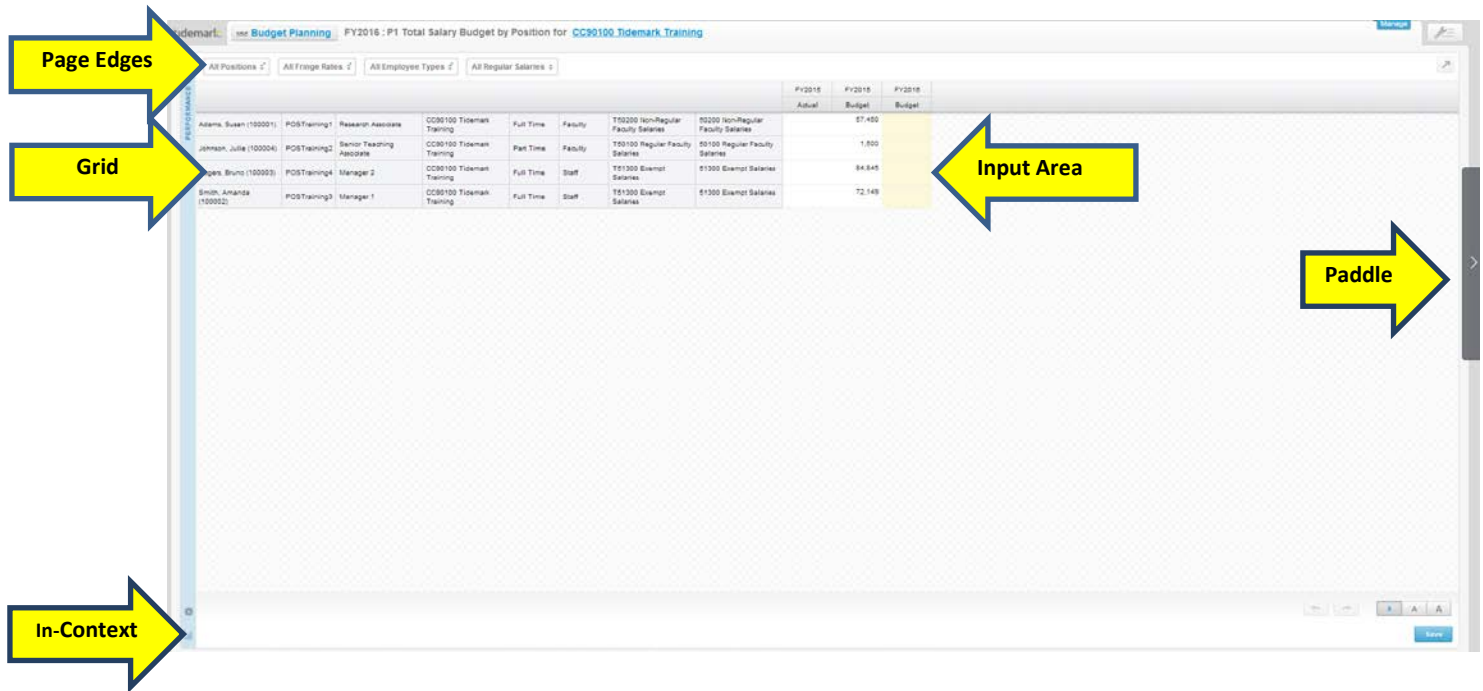
Data Slice in a Panel

Data in the panels is displayed by cost center or cost center hierarchy. The "slice" at the top of each panel limits the data displayed to the cost center or hierachy that is selected. As you move from panel to panel, the slice you have selected stays the same. If you have access to a hierarchy node or more than one cost center, you can change the cost center that displays on a panel in two ways:

- Click on the cost center displayed in blue. In the box that appears, type in the id of the cost center or hierarchy (e.g., CC50530 or CCH005-03). Tidemark will narrow your search as you type. Select the name of the cost center or hierarchy from the list.

- Use the hierarchy viewer. Click on the gray button ⟨ ⟩ to the right of the name of the slice. Your hierarchy will display. Click on the arrows on the right to move down the hierarchy. Select the desired hierachy level and then click the "Apply" button.
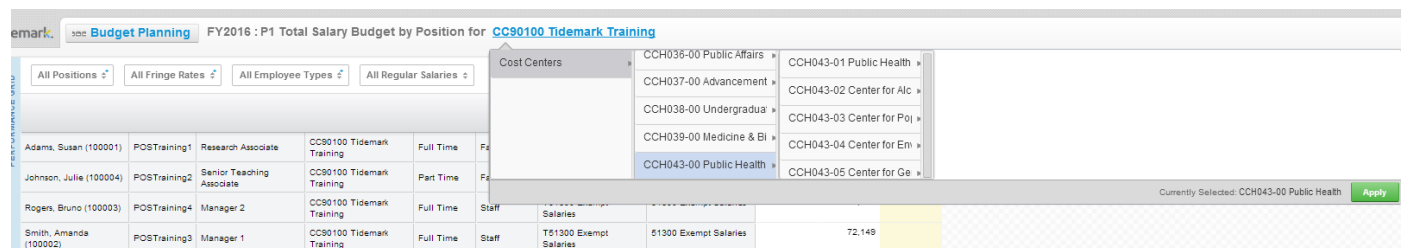
Entering Data in a Grid

You can enter or edit data in any yellow cell in a grid. White cells are not editable. To enter data, double-click a yellow cell to make it active and then enter the data. Use the arrow keys (or tab) on your

keyboard to move between contiguous cells. You can then enter data in the next cell. If you hit enter, you will need to double-click on a yellow cell to return to entering mode.

Click on "save" to save your data. You may need to scroll down to see the save button.

Unsaved data displays with a red triangle in the upper right corner of the cell. After you have saved, the red box will disappear.

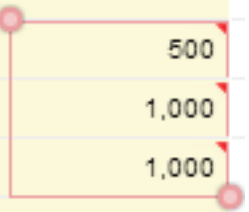| FY2015	FY2016
Budget	Budget
46,620	48,000

Not Saved

Input panels (all panels that contain yellow cells) cannot display totals in the grid. There are a number of summary panels that you can use to see totals. Please see the section on summary panels. Within an input panel your only option is to sum the data in a range of cells that you select. There are two ways to sum a range cells:
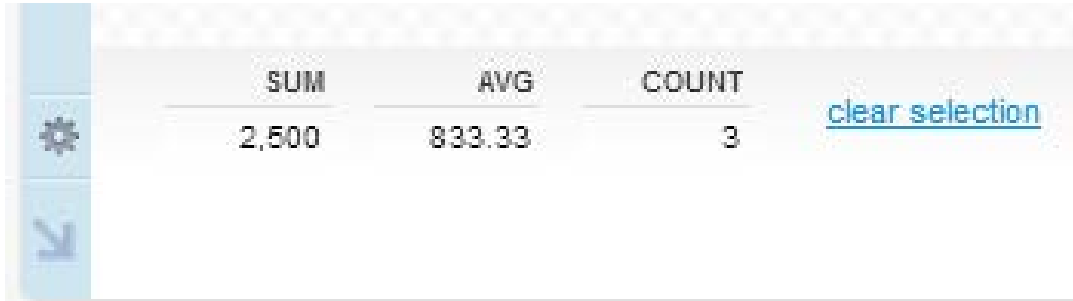
- Drag the red dot in the lower right corner of the active cell to select the range below or to the right of the actives cell. Drag the red dot in the upper left corner of the active cell to select the range above or to the left of the active cell.
- Select the first cell in the range and then hold the shift key while pressing the right or down arrow keys.

The sum of the data in all the cells selected will display in the summary analytics at the bottom left of the panel. Please note that the sum will not change when you change or enter additional data. If you choose to use this feature, you will have to select the range of cells each time you want to see a sum.

		FY15 Budget	% Change	Total $ Budget	
63000 Supplies & General	Existing	4,000			
63000 Supplies & General	Existing	300		500	
63000 Supplies & General	Existing	700		1,000	
63000 Supplies & General	Existing	550		1,000	
67000 Travel & Business Domestic	Existing	500			

The sum of the numbers in the red box will appear at the bottom of the page:

Filtering Data in a Grid

Tidemark panels use page edges to limit the data that is displayed in the panel. The available page edges depend on the panel. For some page edges you must select a value from the drop down list, including "all" (e.g., "all programs" or "all employees"). For others you may also select "no …" (e.g., "no grant" or "no program"). Page edges used as part of the budget planning process include Workday wortags (fund, gift, grant, program, etc.) and position information (employee, position, fringe benefit rate, employee type).

Many of the page edges allow for multiple selections. Before applying new filters the existing filters must be removed. To remove filters click the "x" next to the existing filter. Select new filters and then click the check mark to apply the change. For example, the program page edge will allow you to select multiple programs and when applied will filter the data on the grid to show only budget lines with these programs.
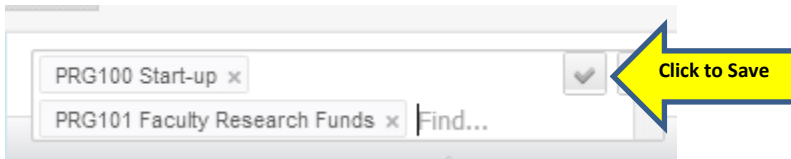
Using Itemizations

New line items (for both budgeted costing allocations and operating budgets) are added using the itemization process. Click on the blue "in context" arrow on the lower left side of a panel (above your user name). Then click on the itemizations tab and select "new" at the bottom of the screen. Tidemark will provide you with a number of input fields, all highlighted in yellow. You must have a value in each yellow field or the line item will not save.

Many of the fields have drop down lists from which you can pick a value. Tidemark has an autocomplete feature that displays a filtered list of data as you begin to type in fields with drop down menus. Select the item you want and use the right arrow key to move to the next field.
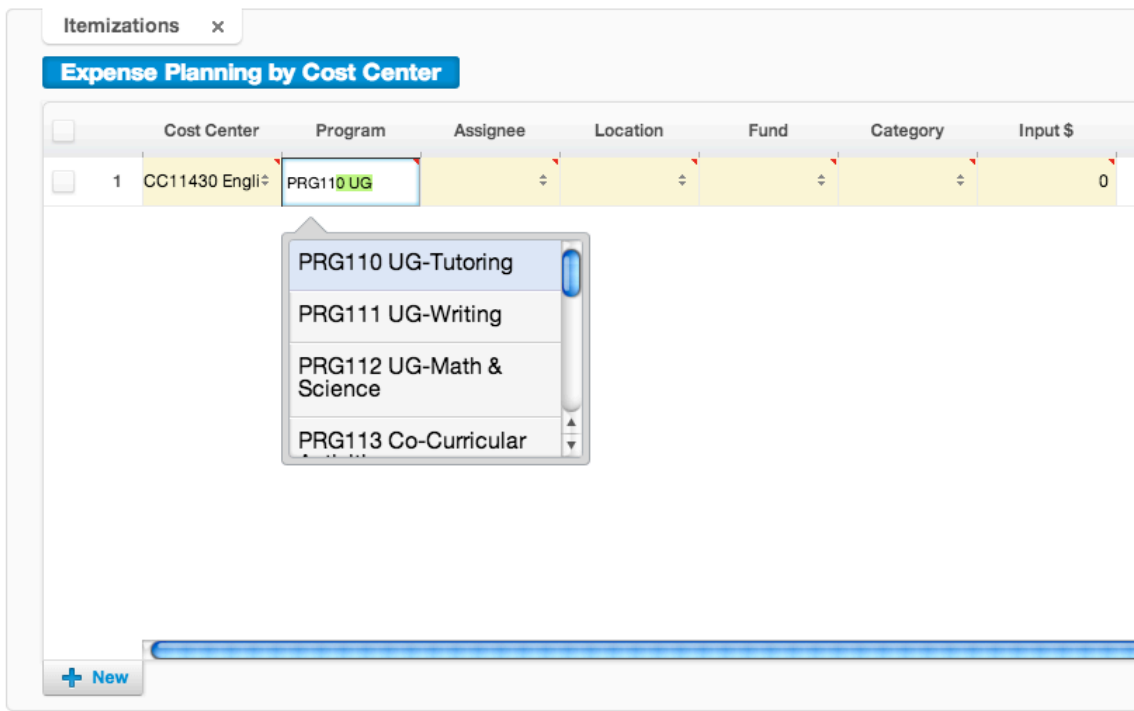
Exporting Data to Excel

You can export all the data in a grid to Microsoft Excel. Click the Export icon (the wrench icon in the upper right of a panel) and select "Export to Microsoft Excel."

Position Planning

The first step in preparing your budget is typically to budget and plan for salaries and fringe benefits for every position. There are ten panels available for position planning (panels P1-P10). You will enter the total salary for each position on panel P1 and then use the panels by driver worktag to review/enter/change the budgeted costing allocation for each position. You should budget for the full annual cost of your positions. For example, if you have a full-time vacant position that you expect to fill as of September 1, you still need to budget for that position's full 12-month salary.

There are costing allocation panels for each driver worktag (i.e., cost center, gift, grant, internal grant, project and spendable gift). Please ensure that costing allocations for each of your positions total 100%. You will not be able to see budgeted costing allocations for cost centers or driver worktags in cost centers that do not belong to you. If you have positions that are split between two or more departments you will need to communicate with the other department(s) to ensure that posiitons are correctly and fully allocated.

P1 Total Salary Budget by Position: Entering New Year Salaries

Open the "P1 Total Salary Budget by Position" panel and enter/select a cost center in the slice at the top of the panel. The panel will display all existing positions in the selected slice.

This panel includes positions that were budgeted in the selected home cost center for FY15. It also shows unbudgeted positions whose home cost center (the default on the position org assignment) is in the selected slice and that had actuals from a specific payroll that was loaded into Tidemark. You can only enter salaries for positions in your own cost centers.

Summary - Entering New Year Salaries:

- Open the "P1 Total Salary Budget by Position" panel
- Enter the cost center in the slice
- Enter Total Budgeted Salary for each position
- Click the "Save" button

New Positions

New positions must be created in Workday and must have an open requisition before the position is available to be budgeted in Tidemark. You will need to contact the Budget Office to add a new position

to the Total Salary Budget by Position panel. Please do so after you complete all the steps to create a new position in Workday.

P2 to P7: Position Costing Allocations by Driver Worktag

Budgeted costing allocation percentages for the new year have been automatically populated with the <u>budgeted</u> allocations from the current year. For positions without a budget in FY15, Tidemark will automatically create a budgeted costing allocation based on the position's default worktags in Workday. You will need to review position allocations carefully and adjust as needed.

Budget allocations represent the plan for the position for the full year. They will often be different from the actual costing allocations in place in Workday, which represent costing at a specific point in time.

Note: You will need to update and revise your actual costing allocations for positions in Workday as needed during the year to ensure that payroll actuals are charged against the appropriate worktags.

Changing an Existing Allocation

There are budgeted allocation panels for each driver worktag. The allocation panels should include all positions or portions of positions that are expected to be charged to your driver worktags. For example, if a position is split 50-50 between Chemistry and Physics, there will need to be a budgeted allocation for 50% in both Chemistry and Physics (or other driver worktags belonging to those two cost centers). You can only view allocations budgeted to your driver worktags. Remember that many positions may have their budgeted allocations split between several different driver worktags, so you may need to use several different panels to allocate your positions fully. All positions must be allocated 100% when final budgets are submitted to the Budget Office.

You change position allocations by entering new percentages in the FY16 allocation column. Allocations are entered as decimals: enter .50 for 50%, .25 for 25% or 1 for 100%. Allocations display only two decimals although the calculation will be done with the full number you enter. You can delete an allocation by entering 0 (zero) or by backspacing or deleting the existing allocation in the FY16 allocation column. Click "Save" and Tidemark will recalculate the allocated salary and associated fringe benefits.

Position allocation budgets from Tidemark for all driver worktags will be loaded to Workday into its position budget functionality. In addition, the position allocations budgeted for cost center drivers (FD1xx), gifts (FD400), spendable gifts (FD600), and internal grants (FD100) will be a part of the operating budget for that driver worktag. Position allocations for grants (FD500) and projects (FD700) will be a part of Workday position budgets, but they will not load to your operating budget.

Summary – Changing Existing Position Allocations:

- Open the driver allocation panel
- Enter the cost center in the slice
- Double-click in the "FY16 Allocation %"column for the position
- Enter the new allocation percentage and click "Save"

Adding a New Allocation (for an existing or new position)

You will use itemizations to enter new allocations for existing and new positions. To access itemizations, click on the blue arrow at the bottom left of a panel and select the "Itemizations" tab.
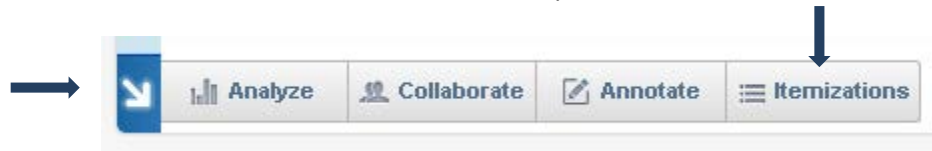
Click on "New" to create a new row in the itemization window. The cost center in the slice will automatically populate. **New allocations must be entered at the cost center level.** If the slice is at a hierachy level, you should change it prior to opening itemizations.

Enter the remaining worktags and the percentage allocation. You must enter a value in every yellow cell or the entry will not be saved. The allocation data must match the position attributes in Tidemark in order for the allocation to calculate. Click the "Apply" button to save the entry and move the allocation to the top section of the panel grid. If the allocation appears in the grid without a calculated salary, one or more of the position attributes (category, employee type or fringe rate) are incorrect.

Note: You should contact the Budget Office if you need to change a position's fringe benefit rate (full time or part time) or the employee type (faculty or staff). You should not attempt to change these by selecting the new value in itemizations. If you change these values, your itemization will "save" but no calculations will be performed and no salary will display in the grid for that allocation.

If a "new" allocation needs to be changed, you must reopen itemizations and make the changes in the itemization section. You cannot edit rows that say "new" in the grid (the row will not include any yellow cells).

Summary – Entering New Position Allocations:

- Open the driver allocation panel
- Enter the cost center in the panel slice (**do not enter a cost center hierachy**).
- Click the blue "In Context" arrow (in the lower left corner of the panel) and select the "Itemizations" tab
- Click "New" button to open a new budget line
- Complete the worktags in all the yellow cells
- Click "Apply" to save the entry and move the allocation to the top grid of the panel

P8 and P9: Position Allocation Reviews

There are two position allocation review panels that you can used to validate that positions are budgeted with the correct worktags and that each position has been fully allocated.

P8 Position Allocation Review by Cost Center

This panel displays position allocation percentages (and the calculated salary and benefits) for every position with allocations in the selected cost center. The allocations show for all driver worktags. You

can use the page edge to filter the data that is displayed. For example, you could display just one position or all allocations to a particular grant. You should review the allocations for every position and if necessary return to the appropriate data entry panel to correct positions that are not allocated correctly. Some positions may show as under allocated if a portion of the salary is allocated to a cost center outside of the slice. Departments should work together to be sure shared positions are fully allocated before submitting their final budget.

P9 Position Compensation by Worktags
This review panel displays total salaries and benefits by worktags for each position in the selected cost center.

P10 Pooled Salaries and Fringe

The "P10 Pooled Salaries and Fringe" panel is used to budget salary and fringe benefit expenses not related to specific positions. Pooled budgets are for overtime, seasonal part-time positions (if you do not want to budget position by position for these), shift differentials, uniform allowances, temporary teaching , etc. Pooled budgets are entered in a lump sum for each needed ledger account.

Existing Pooled Budgets
Pooled budgets can only be used when cost center is the driver worktag. Users enter the pooled salary budget and Tidemark will automatically calculate and budget the associate fringe.

Summary – Entering Existing Pooled Budgets:

- Open the "P10 Pooled Salaries and Fringe" panel
- Enter the cost center on the slice
- Double-click in a yellow cell and enter a dollar amount
- Click "Save" and the system will calculate and budget the associated fringe benefits

You cannot use itemizations on this panel . If you need to create a new pooled budget for a ledger account, please contact the Budget Office. Once the Budget Office creates the new budget line you will be able to enter an amount for FY16.

P11 Position Allocation Review

This panel, which is only available to users at the senior officer level, shows the total allocation and budgeted salary for each position owned by a cost center (based on the home cost center in Workday).

Operating Expense Budgets

The Budget Planning process includes five panels, E1 to E5, for budgeting operating expenses. The panels are based on driver worktags. Operating budgets are only entered for general funds (FD1xx), gifts (FD400), and spendable gifts (FD600). Because of the special combination of worktags, there is a separate panel for entering budgets for internal grants (Salomons, seed funds, etc.) and one for research

accounts for endowed faculty (those that use PRG193, an endowment and an assignee to identify the endowed chair and the chair holder).

Entering FY16 Amounts for Existing Budget Lines

FY16 expense budgets can be entered in two ways:

1. "% Change" – If you enter a percentage change in this column, the system will calculate the FY16 budget by increasing or decreasing the FY15 budget amount by the percentage
2. "Total $ Budget" – if you enter an amount in this column, it will be saved as your FY16 budget amount

Note: If both a percentage and dollar amount are entered, the percentage takes precedence and will be used to calculate the FY16 budget amount.

Summary – Entering Operating Expense Budgets for Existing Budget Lines:

- Open the driver expense panel
- Enter the cost center in the slice
- Enter either the percent change or the total $ budget. Use arrow keys to move to next cell.
- Click "Save"

Entering FY16 Amounts for New Budget Lines

If you need to add an operating budget for a worktag and spend category combination that did not have a budget in FY15, you will need to use itemizations on the appropriate driver worktag panel.

You must enter itemizations at the cost center level and a cost center must be on the slice at the top of the panel. **Do not enter itemizations at the hierarchy level.**

Complete the remaining worktags, which include the spend category and the dollar amount for the new year budget. All worktags must be completed in order for Tidemark to save the entry. To add additional budget lines, click the "New" tab and repeat the process for additional entries. When all new budget lines for the selected panel have been entered, click the "Apply" button to save and move the entries to the top grid of the panel. Remember to close the itemizations section when you are finished.

Summary – Entering New Operating Expenses Lines:

- Open the driver allocation panel
- Enter the cost center in the slice
- Click the "In Context" button (the blue arrow in the lower left corner of the panel) and click the "Itemizations" tab.
- Click the "New" button to open a new budget line. The cost center from the slice will automatically populate.
- Complete all the highlighted worktags including the budget amount.
- Click "Apply" to save the entry and move the budget to the top grid of the panel.

- If changes need to be made to expenses added through itemizations they must be done in the itemizations section.

Revenue Budgets

There are currently five revenue planning panels in the Budget Planning process. Some users may not have access to these panels. The panels are used to budget general revenue (FD100), auxiliary revenue (FD110), sponsored funding (FD500), gifts (FD400) and spendable gifts (FD600).

R1 and R2: Revenue for General Funds (FD100) and Auxiliaires (FD110)

New year revenue budgets are entered in the grid section of the driver revenue planning panels. Select the appropriate driver revenue panel and then enter the new year budget.

Entering Revenue Budgets in Existing Revenue Budget Lines

New year revenue budgets can be entered in two ways:

1. "% Change" – Tidemark will calculate the new year budget by changing the current year budget by the percentage entered. Positive or negative percentages can be entered.
2. "Total $ Budget" – new year budget will equal the amount entered.

Click the "Save" button and Tidemark will calcuate the new year budget. If both a percentage and dollar amount is entered, the percentage will be used in the calculation.

Summary – Entering Revenue Budgets in Existing Budget Lines:

- Open the driver revenue panel where the revenue will be budgeted.
- Enter the cost center in the slice.
- Double-click the cell for the new year budget and enter either the percent change or the total new year budget. Use arrow keys to move to next cell. The arrow keys eliminate the need to double-click the cell to make active.
- Click the "Save" button and Tidemark will calculate the new year budget.

Entering New Revenue Budget Lines

The revenue panels do not include itemizations. You will need to contact the Budget Office if new revenue budget lines need to be added.

R3: Revenue and Expenses for Sponsored Funding

Only the BioMed Finance Office and the Dean's Office in Public Health will be using these panels. They are used to budget sponsored funding revenue and expense in total for the schools. Enter the data in the FY16 column for both revenue and expenses.

R4 and R5: Revenue for Gifts and Spendable Gifts

These panels enable users with access to budget revenue for gifts and spendable gifts. You should finalize budgets for each gift and spendable gift first. The revenue budget for each gift and spendable gift should equal the expense budgets except when prior year balances are used. The revenue budget should not include amounts coming from balances. The panel will show a variance between revenue and expense for gifts or spendable gifts where balances are being used. You can copy all of the amounts in the expense column and paste them into the "Budgeted Income" column and then manually adjust the revenue for balances. Click save and the variance (difference between expenses and revenue) for each individual gift will calculate.

If you change costing allocations or expense budgets for gifts/spendable gifts, you will need to update the "Budgeted Income" column on this panel.

Summary Review Panels

There are twelve review panels that summarize data in a variety of ways and with different worktags. Some panels present only compensation data, some include only expenses or revenue, and some summarize the entire budget. These panels should be used to review entered budgets and to validate that final budget submission ties to the budget target (total and by fund).