Malibu is a web-based companion system created by the Belk College of Business and used in tracking budgets, expenses, and revenue. Malibu provides some advantages not found in Banner since expenses and encumbrances can be recorded as soon as they are processed instead of waiting until they are posted in Banner. Malibu is reconciled with Banner through a daily reconciliation report/process, and offers many customized reports to aid in the decision-making processes. There is also an option to download transactions to Excel for further analysis. Since Malibu offers timely financial data and reporting, it also eases reporting requests from Deans, Academic Affairs, and other units across campus.

Malibu is divided into three main sections:

1) Administrator Menu – Setup funds, budget pools, tags, permissions, etc. (very limited access)
2) Finance Team Menu – Used solely by the Finance Team to record transactions, budget revisions, and Budget Owner Annual Budgets (limited access to those entering transactions)
3) Budget Owner Menu – Gives budget owners detailed information on their budgets (view only access to budget and transaction reports – many have access)

More detail on each section will be provided in this guide.

**BIG PICTURE:**

**Connection:** Throughout this guide, the connection symbol to the left will be found. This is to bring attention to the bigger picture and how input in one section of Malibu works together with others.
Malibu Guide: Administrator Menu

The Administrator Menu of Malibu is used to set up Malibu and maintain it. Ideally, one person is designated as the administrator (with the Business Officer as a backup) since one change affects many aspects that not everyone is aware of. The Administrator should work towards being an expert of how the system functions.

Fund Numbers

In this screen, add all funds that will be used for operating expenses, including those used for salary lines that will come from operating money (part-time faculty, special payments, GA’s).

Note 1: Funds used only for trust scholarships should not be entered here, but rather be entered from the Manage Trust Scholarships box.

To add funds:

1. Click New.
2. Fund: Enter the university fund number
3. Description: Enter the description as shown in Banner
4. **Fund Type:** Enter the type of fund from the drop down list
5. **Grant Start / End Date:** If a grant, enter the term of the grant in these fields
6. **Category:** Enter the category of the fund (These are set up by you from the Admin Menu/Fund Category button)
7. **Departments:** Select the department/s this fund will reside under on the Finance Team menu.  **Connection:** The department chosen in setting up the fund is the “button” on the Finance Team menu that the fund will show up under
8. **Tags 1, 2, 3, and 4:** Default budget categories may be set at levels 1, 2, 3, and 4 for each fund.
   **Connection:** The tags chosen is a budget category associated with a budget owner’s budget that is set up in Tag Management. This is only a default, and can be changed in data entry. A default tag is optional here and these can be left blank.
9. **Trust Balance:** Check this box if this is a trust fund and you want to track the balance in Malibu. By checking this box, this fund will appear on the Trust Fund Balances button in the Admin Menu.
10. **Assistantship Type:** Select Assistantship or Scholarship for it to show up under the “Assistantship/Scholarship” tab of the Finance Team menu
11. **Report Category:** Add an entry here that separates the funds into sections on the State Roll Up and other reports. You can duplicate your category’s above in number 6, or elaborate depending upon how you’d like reports to be separated.
   **Connection:** This selection assigns the category it will fall under on the State Roll Up and other reports from the Finance Team Menu
12. Click **Create** to save the fund
13. **Edit/Delete:** After initially entered, to make changes, use this option

**Budget Pools**

Budget pools & account codes are entered here and tells Malibu how to treat certain expenses.

1. To add a new budget pool, click New.
2. Enter the Budget Pool number
3. Use the Banner Description of the Budget Pool. Use the list [here](#) for guidance.
4. Choose the category of expense. This will determine what tab the budget pool will fall under on the Finance Team menu, in data entry.
5. Click Create.
6. Once the budget pool has been entered, set up the account codes that fall under this pool. To do so, click on the blue arrow to the right of the budget pool in order to open the account code list to the right.

7. From here, add the account codes that fall under the budget pool. For guidance, click here.

8. For type, choose the type of expense for this account code from the dropdown list that appears.

9. Check the “Include in Banner Rec” column if that expense should be included with the daily reconciliation report. Typically, salary lines and revenue are not included in the Banner Rec Report and are reconciled separately.

Trust Scholarships

The trust scholarships are handled separately in Malibu from other funds. Enter trust funds in the Trust Scholarship section that will be used only for scholarships.

**Connection:** Since these funds are ONLY used for scholarships, and it’s not necessary for them to show up in every button on the FT menu, they are entered here and only show up on the Finance Team menu under the “Trust Scholarships” button.

From the Manage Trust Scholarship menu, click New. A Creat New Entry screen will pop up. Enter the information requested and click the Create button. To make any changes to these funds, simply choose “Edit/Delete,” from that line.

Trust Scholarship Categories
From the Trust Fund Categories button, set up the categories of your trust funds so that you can sort by department or program. Simply click “New” and add a description of the category. After these are set up, trust scholarships will be organized by categories in the Finance Team data entry.

**Tag Management**

Tag Management is where Budget Owner categories are set up that drive the Budget Owner reports and track Budget Owner Budgets (projections/spending plan for the year). There are 4 Levels of tags. Each Tag Level 1 has its own Level 2’s, which has its own Level 3’s and so forth.

By clicking on “Chart of Accounts” in the upper right hand corner, a list is generated of all tags in Malibu. New tags can be added throughout the year. Best practice would be to review tags at the end of a fiscal year and make any changes before a new fiscal year begins. Keep in mind that for historical purposes, you want to keep tags that you have used in the past, but you can add new tags as the need arises.

To enter a new tag, start at level 1 and enter New Tag 1. Click BO Button if you want this tag to have a separate budget owner button and budget owner report (typically all Level 1s and some Level 2s). Click Budget if this tag should have a budget associated with it (typically all, unless it’s inactive). Once the Level 1 is entered, click the blue arrow to the right to open the Level 2 options. From here, click New Tag 2. Complete the same process as New Tag 1. Continue in this manner until all the tags are entered.

*Connection*: The original budget on this screen is pulled in from the Annual Budgets page on the Finance Team menu and Budget Owner menu. The adjusted budget is also pulled in from the Annual Budgets whenever a budget is adjusted by hitting the +/- button. See the Finance Team Annual Budgets section for more information.
Department setup is where the buttons that show up on the Finance Team menu are set up. To enter a new one, click New. Enter an acronym for the department, the full name of the department, and then in order to have it show up as a button on the Finance Team menu, check the Display on FT Menu box. If the box is not checked, it will not show on the Finance Team Menu. Then click Create.

Connection: When setting up Funds, you will select the Department the fund should fall under for the Finance Team menu.

Programs

Use the Program menu to set up the program/s to be associated with salary line expenses (Part-time Faculty, GAs, Special Pays and Scholarships)

Connection: There are many reports that can be run from Malibu. Choosing a program for expenses allows those reports to pull in that field for sorting and analyzing. This is helpful for GAs, Scholarships, PTF and Special Pays to subtotal by program.

Connection: The four column selections at the top of the screen are acronyms. Display PT: Display as an option in the Part Time Faculty button, Display SP: Display as an option in the Special Pays button, Display GA: Display as an option in the Graduate Assistantship/Scholarships button and Display SCH: Display as in option in the Trust Scholarships button.

To enter a new program, click New and enter an acronym for the program and a description. Make sure to check the boxes for where on the Finance Team data entry that program should show up.

Fund Categories

Determine categories for your funds and set them up by clicking
“New.”. This is helpful in running custom reports for analysis. Samples: SBTI, E&T, General, Majors, etc.

**Fund Report Categories**

Fund Report Categories are used on some reports on the Finance Team menu (ex: State Roll Up) in order to organize the report output. Set up how you want your funds separated on the reports by setting up the fund report categories here. You can simply use the same categories as in the Fund Categories button if you wish, or choose to go more detailed or less detailed.

**Trust Account Balances**

This table is a place to enter trust fund available balances in Malibu. *Note:* This available balance is manually entered, and there is currently no programming to pull this available balance into the Finance Team/Data Entry Side. This would be an enhancement and will be looked at by the Malibu Functional Management Team.

At the beginning of each fiscal year, the beginning balance for both the foundation and university fund is entered along with any spending distribution. Every quarter, once earnings have been posted, the trust fund balances table should be updated with any additional foundation gifts (less any fees). To update any field, simply click into the field, enter the amount, and hit enter.

The last two columns of the “Trust Account Balances” screen is used to enter professorship beginning balances as well as the annual spending limits for each. *Connection:* The information from the “Prof Beg Bal” and “Prof Ann Spend” columns are pulled into the Professorship Budget Owner reports.

**Enter GA/Scholarship Budgets**

Currently, the “Enter GA/Scholarship Budgets” is not used outside of the Belk College of Business. For BCOB, this screen is used to enter the beginning balances of the Center for Real Estate Scholarship funds. This is found by adding together the CRE Scholarship fund beginning balances for the fiscal year from the Trust Fund Summary file (s:drive).

**Run Banner Import**
Click this button in order to pull in the transactions that have cleared Banner the previous day. Doing so will update the Banner Reconciliation Report, which is used daily to reconcile with Banner.

**User Accounts**

Use this button to set up account access for users. Click Add User and enter the 800#, name, NinerNet ID, and click Update to add each to Malibu. Once that is completed, click on their 800# to pull up a screen to the right. Check the boxes to the right that the user needs access to.

The **FINANCE TEAM and ADMIN MENU options are strictly limited.** ADMIN Menu should be STRICTLY LIMITED. This is where all the structure of Malibu is set up. **ONLY** those entering transactions should have Finance Team access. This is where all data is entered and maintained. Many people will have Budget Owner access. Once that box is checked, scroll down and select which tags that employee should have access to.

**Audit Trail**

The Audit Trail tracks who has made changes in Malibu and what those changes were.
This screen is used to set up and maintain fiscal years. In order to add a fiscal year, under system years, simply type in the year needed in the box and click the plus sign. Then, check the box to have the year visible from the Finance Team menu.

The “Set Current FY” section is used for annual budget requests. When it's time to enter budgets for a new fiscal year, change the “Budget Request Year” to the upcoming fiscal year from the drop down menu. Then click “Turn Budget Requests On.”

Once ALL budgets have been entered and SUBMITTED for the upcoming fiscal year, return to the Admin Menu/System Settings page and click the “Turn Budget Requests Off” button. Make sure ALL budgets are entered before turning off the budget requests, otherwise the ones that have been entered will be deleted.

**Connection:** Once the Budget Requests are turned off, the budgets are populated for the upcoming fiscal year and will show up on the Budget Owner Reports as well as the College Rollup Report.

“Copy to New Fiscal Year” is used to copy the database for the upcoming fiscal year (funds, pools, department names, tags, etc.). This step should be completed BEFORE any expenses for the upcoming fiscal year are added. Enter the “Choose From Year” and the “Chose To Year” and click “Copy Fiscal Year.”
Malibu Guide: Finance Team Menu

The Finance Team menu is the screen where transactions are recorded and specific reports are found. The page has the following sections: 1) Fiscal Year Toggle 2) Search Bar, 3) Department Screens, 4) Specialized Screens, and 5) Reports

1 - Fiscal Year Toggle

Click on the Fiscal Year at the top in the Malibu Green Header in order to toggle between fiscal years. This can be done when in most screens in Malibu (not just from the Finance Team main menu).

2 - Search Bar

The Finance Team Menu offers a search bar at the top. First, select a field in the gray drop down box to search, and then type search keywords in the search box. Click the green magnifying glass icon. The program will return a list of transactions that meet the request. This is very helpful in looking up a purchase order number, TXN#, or travel when you use standardization of description names.

3 - Department Screens:

There are two sections of data entry buttons: department screens and specialized screens. Both types are used to enter and edit transactions. For operating expenses, except GAs, Scholarships, Part-time Faculty, Special Pays, use the Department Screens to enter transactions.
For Department Screen data entry:

1) Click on the Department button containing the fund needed. A fund summary page will appear with all the funds in that department (box).

2) From here, click on the fund needed. Once you click the fund, two buttons will appear below the fund. Reports has options for reconciliation reports for that fund. The Data Entry Button is clicked to add a new expense. In addition, a fund summary will appear to the right showing budgets, expenses, and balance for each pool in that fund.

3) Click the Data Entry button.

**Connection:** The funds that appear in each department’s data entry button is connected to the department field from the Manage Funds button in the Admin Menu. To the right of the funds list, is an account code list with budgets that connect to the Budget Revisions button of the Admin Menu. This Fund Summary Page also contains links to four reports: Long Form, Short Form, Banner Reconciliation, and Aging Report. These reports are shorter versions of the reports found on the Finance Team page but will only pull in those transactions from the funds listed on the Fund Summary Page.

4) A screen appears with a list of all the transactions entered for this fund so far. There are four tabs at the top. Click each to see only those types of expenses. You can also use the dropdowns below the fund number to filter to certain vendors, pools, accounts, types, and status as well as enter keywords in the search bar.
5) Click New and a Create New Entry screen appears. Enter all the requested information.

**PAID:** The “Paid” box should only be checked when the transaction clears Banner. When it does, it will be checked during the Daily Reconciliation Process.

**EXEMPT:** The “Exempt” box should only be checked if the transaction won’t be tagged to a budget using the Level 1, Level 2, Level 3 or Level 4 selections. This is often the case with FTR correcting entries, so that an expense only shows up once on a budget owner report (instead of original, credit line, and correcting line).

**TRAVEL REIMBURSEMENT:** The “Travel Reimbursement” box should be checked for expense lines once the final travel package for that expense is sent to the travel department. DO NOT check the box for TXN’s (pCard) transactions. **Connection:** Checking the box updates the date in Malibu to the current date for those travel lines and resets the “age” of the expense line to zero on the Aging Report.

**NOTES:**

For revenue and transfers, there are the following options for the type of transaction:

- **Revenue:** Select this option for most deposits
- **Transfer:** Select this option for transfers
- **Special Deposit:** Select this option for revenue needed to show up as a line item credit on a budget owner report
- **Refund:** Select this option to reverse a deposit when a refund is used

**Program Expense and Overhead:** Neither have been used in recent years – may now be obsolete

4 - **Specialized Screens:**

**Budget Revisions**

State budgets and grant budgets are tracked from the Budget Revision button. From this screen, base budget amounts, any budget revisions made to the base budgets, as well as the current budget can be seen.
Click on the fund
To enter base budget, click on the row in the original budget column that needs to change, enter the amount and press enter
To add any budget revisions – click on update for the pool
Once in the update screen (image above), enter the amount and description. Choose “adjustment” if going from our college, to outside our college or vice versa. Choose “budget transfer” if moving money within our funds/account codes
Connection: Budget Revisions are reflected on the State Roll Up report and on the Finance Team side from the main fund page. On the State Roll-Up Report, the bottom section gives details about all budget revisions. By choosing “adjustment” for a budget revision type, it will show on the State Rollup as an individual line and the description entered. If “Budget Transfer” is chosen, it will be combined into one line labeled “Clean Up” on the State Roll-Up report.

**Big Picture:** When referring to budgets, there are 2 types of budgets a person can be referring to:

- **State/General Fund Budget:** This refers to how much money we get in our funds from the state. The state budget only refers to general (aka state) funds.
- **Connection:** The state budget is tracked using the budget revisions page and is connected to the State Roll Up report.
- **Budget Owner’s Budget:** This refers to how much money each budget owner in the college is projected or plans to spend for the year. They are allocated a budget that comes from general/state funds as well as trust/discretionary funds.
- **Connection:** Budget Owner’s Budgets are tracked using tags on the Finance Team side of Malibu. Reports that pull this information are the Budget Owner Reports as well as the College Rollup Report.

**Annual Budgets**

All Annual Budgets (projections) for Budget Owners can be viewed for the year from this button. It shows the budget for each level for each Budget Owner. Annually, budgets are entered here to populate the original budget.

**Connection:** This screen connects to the Budget Owner Reports, as well as populates the budget sections of the Organization Roll-Up and Budget Owner reports.

After budgets for the fiscal year are submitted, changes to budgets can be made by clicking the +/- button next to the dollar amount. Enter the amount the budget is increasing (+) or decreasing (-) and a detailed description in order to track your changes throughout the year.
Assistantships / Scholarships

Click on the GA/Scholarship button from the Finance Team menu. This opens GA/Scholarships menu options. From this menu, reports are available that pull from the data entry section.

To enter a new GA or Scholarship, click on Data Entry. The data entry screen appears.

Click New and complete the data entry fields.

Special Payments:

For Special Payments (account codes 911300 and 913300), click the blue Special Payment box from the Finance Team menu. A page will open with options. There are two reports available for special pays listed in the options, Report by Faculty and Report by Fund. To enter a new special pay, click the data entry button.

To enter a new special pay, click new and fill in the fields in the “Create New Entry” window that appears. One feature of the special pay programming, is that the reports are set up to track 3/9ths and 25% thresholds. When entering the special pay, it is required that the total amount is entered using a split in order to accurately allocate the pay to summer, academic year, or annual stipend. When the blue “Split” button is clicked, new lines will appear to prompt for a selection of a term, a type of pay, and a split amount to allocate properly.

The first drop down box is for the TERM. The term is a date range from August to Summer II of specific years (example: FALL2019-SUM2020), so choose the one that coincides with the entry. The second drop down box is for the Type of Pay. The options for Type of Pay are “Annual Stipend,” “Academic Year,” and “Summer.” Make a
selection, then enter the amount for that line in the split amount box.

**KEEP IN MIND,** according to Academic Affairs, you split allocations ONLY when the payment bridges summer and the academic year. For example, if someone is receiving pay for service dates of August 1-31st but getting one payment on August 31st (these service dates bridge summer and academic year), but they are getting paid on the 31st, it would be considered Academic Year pay, since the payment dates don’t bridge academic year and summer.

**EXAMPLE of SPLITTING A PAYMENT when the paydates bridge the summer and academic year:**

Norm Niner is getting paid for work performed from July 1st through September 30th on pay dates of July 15th through September 30th of $3,000. Use the PAY DATES to determine if the allocation needs to be split. Since his paydates bridge the summer and academic year, this payment needs to have a split allocation so that a portion is attributed to summer and a portion is attributed to the academic year. In this case you would determine how much of the $3,000 is summer pay and how much is academic year pay based on the SERVICE DATES. July 1st through August 15th would be considered summer, while August 16th through Sept. 30 would be considered academic year pay. In this example $1,500 is summer pay and $1,500 is academic year pay. This entry would look like this:

**Academic Affairs Guidance on Special Pay Allocations:**

**Special Pay Guidelines**
Based on email guidance from E. Moll

**Academic Year Pay**
Academic year pay has a limit of 25% and $25,000 (when both are met)  
June 30th pay is used when calculating academic year pay percentage  
Annual stipends (9-12 month only) are added to June 30th base pay before calculating 25%  
Special pay/stipends with paydates from August 31st to May 15th are considered academic year pay  
If the paydates bridge between academic year paydates and summer pay dates, use personnel dates to split allocation to each  
Task-based stipends (Exec. Ed. and Cont. Ed.) are exempt from the limit

**Summer Pay (3/9ths)**
Summer pay has a limit of 3/9ths (33%)  
July 1st preceding the summer pay period is used when calculating 3/9ths (i.e. Summer pay 5/16/20-8/14/20, base salary would be 7/1/19)  
Annual stipends (9-12 month only) preceding the summer pay period are added to July 1 base pay before calculating 3/9ths (i.e. Summer pay 5/16/20-8/14/20, Annual stipends 7/1/19-6/30/20 or 8/15/19-6/15/20)  
Special pay/stipends with paydates from May 31st to August 15th are considered summer pay (some exceptions for last minute special pays with paydate of 8/31)  
If the paydates bridge between academic year paydates and summer pay dates, use personnel dates to split allocation to each  
Task-based stipends (Exec. Ed. and Cont. Ed.) are NOT exempt from the limit

**Other notes:**
For new faculty members, use July 1st pay for both calculations  
Those in phased retirement are given a limit from their retirement group - that employee is responsible for tracking
To Enter Part-Time Faculty Payments:

For Part-Time Faculty Payments (account codes 913200), click the Part-Time Faculty box from the Finance Team menu. A page will open with options. The Part-Time Faculty Report pulls all the data into a report broken down by department, so each department’s part-time faculty budget can be tracked.

Click the Data Entry button to enter a new transaction. A new page appears with the transactions already in Malibu. Click New and fill in the fields in the Add New Record window that appears.

Trust Scholarships:

For Trust Scholarships, click the blue Trust Scholarships box from the Finance Team menu. A page will open with options (see image to the left). A report is available from this menu that breaks the scholarships down by department.

Click the Data Entry button to enter a new trust scholarship. Click the tab that correlates with the scholarship being entered. Click New and fill in the fields.

5 - Reports:

From the Finance Team Menu, the special reports available are the College Rollup Report, State Rollup Report, Banner Reconciliation Report, and various Aging Reports.

- **State Rollup Report:** This report shows each general/state fund, the budget in each general/state fund along with what is spent from each, and any remaining budget / deficit. The second section of this report shows the budget revisions for each fund.
  - **Connection:** The State Rollup Report is connected to the Budget Revisions button on the Admin Menu page.
- **Organization Rollup Report:** Run this report to see the Budget Owner’s budgets, what has been spent for the year, and the amount remaining in each budget.
Connection: The College Rollup Report is connected to the Manage Categories and Budgets button on the Admin Menu page.

- **Banner Reconciliation Report**: The Banner Reconciliation Report pulls in information from Banner summarizing the amount cleared the previous day for each fund. This report is ran each morning and transactions that have cleared Banner are checked as “paid” daily. This keeps Malibu reconciled with Banner on a daily basis.

- **Custom Reporting**: This features allows reports to be ran for most anything needed. Running for the entire fiscal year will give all transitions in Malibu for the year. Then it can be filtered and customized as needed in Excel. There are also options for running for specific fields.

- **Aging Reports**: There are 2 options for aging reports. Depending upon what funds desired, choose an option and a report will be generated showing transactions that have not yet cleared Banner (i.e. not yet paid). The report is ran on a regular basis to track any expenses that haven’t cleared and ensure that travel is submitted in a timely fashion in order to avoid tax implications.
MALIBU: Budget Owner Menu

The Budget Owner menu of Malibu is where Budget Owners go to track their spending and what’s available in their budget categories. ✅ Connection: The Budget Owner buttons are set up from the Tag Management button from the Admin Menu. In the Admin Menu, there is a column for each Level 1, 2 and 3 tag that says “BO Button.” Checking this box will cause a button to appear on the Budget Owner page of Malibu for that tag.

From the Malibu Main Menu, click the Budget Owner button.

A Budget Owner Screens Menu will appear. Select the Budget Owner Report to view by clicking that button.

A Budget Owner Summary Report will appear on a new page. From this summary page, there is the option to copy the report and paste into word or excel, in addition to the option to download the report as a CSV file.

At the bottom of this screen, there are options for additional reports at more detailed levels.

The Mid-Level Report gives a breakdown by subcategory and the Detailed Report shows each expense line by subcategory. These reports can be highlighted, copied, and pasted into Excel (no CSV button).

If permissions are granted from the Admin menu, some Budget Owners (Dean’s, Assoc. Deans), will also have access to the Organization Rollup Report and Professorship Report.

The Organization Rollup Report shows ALL Budget Owner Budgets from Tag Level 2.

The Professorship Report shows all professorship budgets, if they have been entered in the Trust Account Balances button on the Admin Menu.