

How to use the BUworks Central Portal ACCT XWalk

What is the ACCT XWalk tab in the BUworks Central portal used for?

The Acct XWalk (crosswalk) tab is used to translate Legacy account numbers to SAP cost objects or SAP Objects to Walker Account(s) Information.

What is a Legacy account?

A Legacy account consists of a Walker account with a Fund, Unit, Department, Object Code and Source Code, if applicable (an example of a Legacy account - 0 057 249 908 1841-5).

What is a SAP cost object?

A SAP cost object consists of one of these three items: a Cost Center, Internal Order, and WBS Element number.



How to use the ACCT XWalk translator tool - Legacy ACK to SAP

When a legacy account code cannot be found, the XWalk will state that the table does not contain any data.



1	Legacy ACK to SAP	Click on Legacy ACK to SAP to translate a Legacy Walker account to a SAP cost object.
2	Walker Account Info	Enter - Legacy Accounting Code(s) (Fund, Unit, Department, Object
		and Source).
3	Translate	Click on the Translate button to execute the conversion function.
		Legacy Account(s) to SAP cost object
4	System Message	Review message results.
		Results will display on the bottom left hand corner of the Window.

How to use the ACCT XWalk translator tool – SAP to Legacy ACK



BOSTON UNIVERSITY Home Employee Self-Service	Log off Manager Self-Service Finance ACCT XWalk Reporting Worklist WebGUI DSA Procurement
Related Links Help Using-Acet-XWalk	Translation from SAP Object Codes back to Legacy ACK SAP Objects GL Account Info Cost Center:
	Business Area: Fund: Grant Internal Order: 9090000089 CAS STARTUP(YAMAGUCH(A)1002 W65 Element

1 SAI	P to Legacy ACK	Click on SAP to Legacy ACK to translate a SAP Object(s) to a Legacy ACK account.
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2	SAP Chart of Accounts	Enter SAP Object(s) - (Objects consist of a Cost Center, Fund, Grant,
		Internal Order and/or WBS Element).
3	Translate	Click on the Translate button to execute the conversion function.
		SAP Object(s) to Walker Account(s) Info.
4	System Message	Review message results.
		Results will display on the bottom left hand corner of the Window.

XWalk scenarios

The example below displays a translation of one SAP Cost Center to many Legacy ACK accounts.

BOSTO																Log off
Home	Employee Self-Serv	ice	Manager Self-Service	Finance	ACCT XWalk	Reporting	Worklist \	WebGU	II DSA	Procureme	int					
Legacy ACP	K to SAP SAP to L	.egac	y ACK													
	•					Examp	ble of SAP Cos	t Obje	ect to							
 Related 	d Links		Translation from SAP Object	ct Codes bac	k to Legacy ACK	many	Walker/Galaxy	Acco	unts							
Help Us	Help Using-Acct-XWalk						W	alker Account l	nfo		_					
			SAP Objects						Fund Indicator	Walker Unit	Walker Department	.egacy Object Code	Source Prefix	Source Suffix	Inactive Indicator	
			OL Account:						0	007	068					
			Cost Center: 107060000		OTHER BEN	EFIT PLANS	Translate		0	007	070					
			Fund:				_		0	007	080					-
			Grant:		Ø				0	007	106					-
			Internal Order:	0	1				0	007	130					
			WBS Element:						Ľ		130					

The example below displays a translation of an SAP Internal Order to a single Legacy ACK account.

BOSTON UNIVERSITY											Log	off
Home Employee Self-Service Legacy ACK to SAP SAP to Leg	Manager Self-Service Finance	ACCT XWalk Reporting	Worklist	WebGUI	DSA P	Procurement						
Related Links Help Using-Acct-XWalk	Translation from SAP Object Codes ba	ck to Legacy ACK										
	GL Account Cost Center: Business Area Fund: Internal Order: V055 Element	FRANK E.H. GARY SCHOLA	RSHIP FUND	[999] Translate	Fund Indicator	nt Info Walker Unit	Walker Department	Legacy Object Code	Source Prefix 1080	Source Suffix	Inactive Indicator	
												-

The example below displays an attempt to translate a **SAP Grant**-related **Internal Order** to a **Legacy ACK** account when there is no **Legacy** account available.

A Legacy account is not available because the SAP Internal Order was created after July 1, 2011 (SAP Go Live date). In this case, OSP/PAFO office will need to be contacted for further information.



BU BUworks Central			
Home Employee Self-Service Manager Self-Service Legacy ACK to SAP SAP to Legacy ACK	Finance ACCT XWalk Report	ng Worklist Web(GUI Procurement
Translation from SAP Object Codes back to Lega SAP Objects GL Account: Cost Center: Business Area. Fund. Genet Internal Order: 9500218165	cy ACK Psychiatric Emergency Room Care: Staff P	(PP Translate)	Walker Account Info Fund Indicator Walker Unit Walker Department Legacy Object Code Source Prefix Source Suffix Inactive Indicator The table does not contain any data Inactive Indicator Inactive Indicator Inactive Indicator

The example below displays a translation of an **SAP BUMC Cost Center** to several **Legacy ACK** accounts.

BOSTON UNIVERSITY													Log
Home Employee Self-Service Legacy ACK to SAP SAP to Lega	Manager Self-Service	Finance	ACCT XWalk	Reporti	ng Worklist	WebGUI	DSA	Procurement					
 Related Linka Help Using AccLXWalk 	Translation from SAP Objects GL Account Cost Center: 2570430 Business Area Fund: Grant Internal Order: WBS Element	Close back	NED VA C	Grants	[99] Translate	Walker Acco	unt Info dicator Walke 014 057	r Unt Walker Department 001 043	Legacy Object Code	Source Prefix 2717	Source Suffix 9	hactive Indicator	

There may be times when an "alpha character" will appear on the **Source Prefix** field, when translating an Internal Order. This is not an error; it will usually apply to <u>new **SAP** Cost Objects</u> created after July 1, 2011.

Below is an example of a translation of SAP to legacy with an alpha charater as the Source Prefix field. A new legacy account set up.

Home Employee Self-Service Manager Self-Service Finance ACCT XWalk Reporting Worklist WebGUI DSA Procurement	BOSTON UNIVERSITY											Lo	ig off
Legary ACK to SAP SAP to Legary ACK Related Links Related Links	Home Employee Self-Service	Manager Self-Service Finance	ACCT XWalk Rep	porting Worklist	WebGUI	DSA I	Procurement						
Related Links Help Using Acct3:Walk Basiness Area Timesa Timesa area	Legacy ACK to SAP SAP to Legac	ty ACK	ack to Legacy ACK										^
Valker Account Info Under Accoun	 Related Links Help Using-Acct-XWalk 	SAP Objects											
		Cost Center:	CAS Neurobio Hire	: Cruz-Martin (24 Cumtn)	Translate	Fund Fund Indicator	Walter (Int 091	Welker Department	Legacy Object Code	Source Brafix 4 D294	Source Suffix	Inactive Indicator	

The example below displays a translation of legacy balance sheet account to SAP Cost Object; legacy petty cash account for SAP Business Area, Fund and Grant codes.



BOSTON													
Home En	mployee Self-Service	Manager Self-Service	Organizational Chart	Finance	ACCT XWalk	Reporting	Worklist	WebGUI	BU DSA	Procurement			
Legacy ACK to	SAP SAP to Le	gacy ACK											
 Related Lin Help Using-J 	Inks	Walker to SAP Translati	ion										
		Walker Account Info Fund - Unit - Dept - Object - Source ACK 0 -				anslate	SAP Chart of Accounts Business Area: ICRC Charles River Campus Grant: GRANTNR NOT RELEVANT GRANT GRAN: 100100 PETTY CASH						
		Clear	2				Cost Center: Order: WBS Element Fund:	1000200230		PSY/TOMPSON			



Additional Information

- A. If a SAP account cannot be found contact the Central Office responsible for the fund.
- **B.** If a **Legacy ACK** cannot be found for a cost object, contact the Central Office responsible for the cost object.

Department	Website	Contact Information
General Accounting	http://www.bu.edu/cfo/comptroller/departments/gen	617-353-4266
	eral-accounting/	genacctg@bu.edu
Budget & Planning Office	http://www.bu.edu/budget/	617-353-4330
		Click here for a list of contacts
Office of Sponsor Programs	http://www.bu.edu/researchsupport/administration/	617-353-4365
(OSP)		ospinfo@bu.edu
Post Award Financial	http://www.bu.edu/researchsupport/administration/	<u>617-353-4355</u>
Operations (PAFO)		pafo@bu.edu

Department	Website	Contact Information
General Accounting	http://www.bu.edu/cfo/comptroller/departments/genera	617-353-4266
	I-accounting/	genacctg@bu.edu
Budget Office	http://www.bu.edu/budget/	617-353-4330
		http://www.bu.edu/budget/contact-us/
Sponsor Programs	http://www.bu.edu/researchsupport/administration/	617-353-4365 – CRC
		ospinfo@bu.edu
Post Award Financial	http://www.bu.edu/researchsupport/administration/	<u>617-353-4355</u>
Operations		pafo@bu.edu

Important Important

Note: If the correct **Legacy ACK** or **SAP Cost Object** is not used, the posting will have to be corrected by creating a Journal Entry or a Salary Adjustment will need to be made through Student Payroll or Payroll Services. Contact your Finance Director, Grants Administrator or the Central Office responsible for the Legacy account or cost object for further information.