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.
<table>
<thead>
<tr>
<th></th>
<th>Legacy ACK to SAP</th>
<th>Click on <strong>Legacy ACK to SAP</strong> to translate a Legacy Walker account to a SAP cost object.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Walker Account Info</td>
<td>Enter Legacy Accounting Code(s) <em>(Fund, Unit, Department, Object and Source)</em>.</td>
</tr>
<tr>
<td>3</td>
<td>Translate</td>
<td>Click on the <strong>Translate</strong> button to execute the conversion function. <em>Legacy Account(s) to SAP cost object</em></td>
</tr>
<tr>
<td>4</td>
<td>System Message</td>
<td>Review message results. Results will display on the bottom left hand corner of the Window.</td>
</tr>
</tbody>
</table>

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

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.

4. **System Message**
   - Review message results.
   - Results will display on the bottom left hand corner of the Window.

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

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**XWalk scenarios**

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

![Example of SAP Cost Center to Legacy ACK accounts](image1)

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

![Example of SAP Internal Order to Legacy ACK account](image2)

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

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 new **SAP Cost Objects** created after July 1, 2011.

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

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.
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.

<table>
<thead>
<tr>
<th>Department</th>
<th>Website</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Accounting</td>
<td><a href="http://www.bu.edu/cfo/comptroller/departments/general-accounting/">http://www.bu.edu/cfo/comptroller/departments/general-accounting/</a></td>
<td>617-353-4266 <a href="mailto:genacctg@bu.edu">genacctg@bu.edu</a></td>
</tr>
<tr>
<td>Budget &amp; Planning Office</td>
<td><a href="http://www.bu.edu/budget/">http://www.bu.edu/budget/</a></td>
<td>617-353-4330</td>
</tr>
<tr>
<td></td>
<td>Click <a href="http://www.bu.edu/budget/contact-us/">here</a> for a list of contacts</td>
<td></td>
</tr>
<tr>
<td>Office of Sponsor Programs (OSP)</td>
<td><a href="http://www.bu.edu/researchsupport/administration/">http://www.bu.edu/researchsupport/administration/</a></td>
<td>617-353-4365 <a href="mailto:ospinfo@bu.edu">ospinfo@bu.edu</a></td>
</tr>
<tr>
<td>Post Award Financial Operations (PAFO)</td>
<td><a href="http://www.bu.edu/researchsupport/administration/">http://www.bu.edu/researchsupport/administration/</a></td>
<td>617-353-4355 <a href="mailto:pafo@bu.edu">pafo@bu.edu</a></td>
</tr>
</tbody>
</table>

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.