

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?

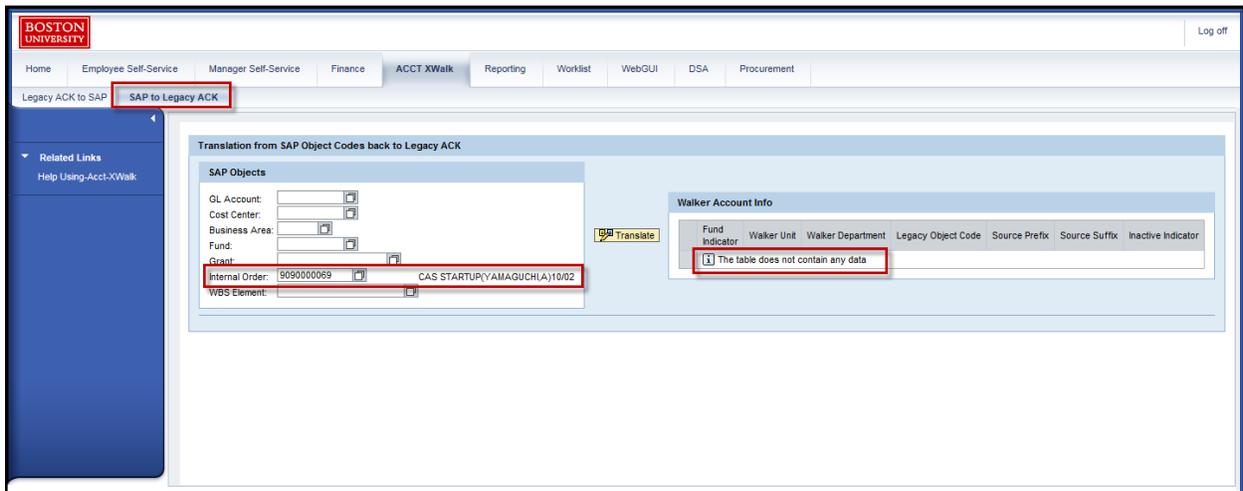
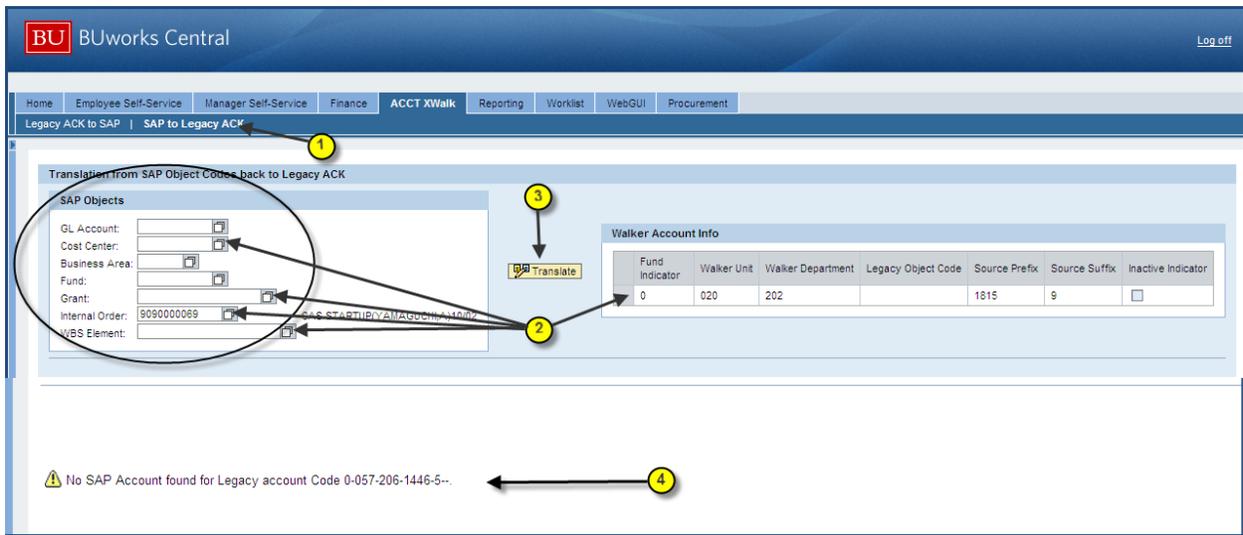
A **SAP** cost object consists of one of these three items: a **Cost Center, Internal Order, and WBS Element** number.

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

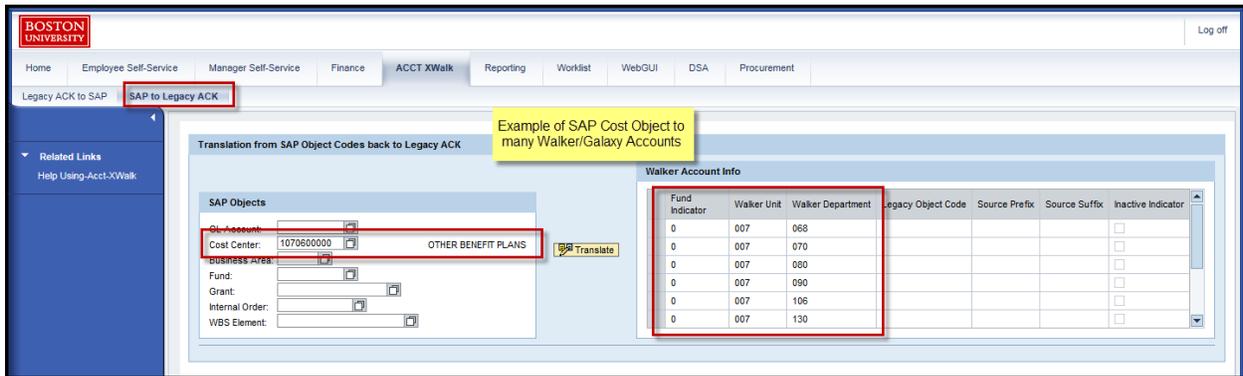


1	SAP to Legacy ACK	Click on SAP to Legacy ACK to translate a SAP Object(s) to a Legacy ACK account.
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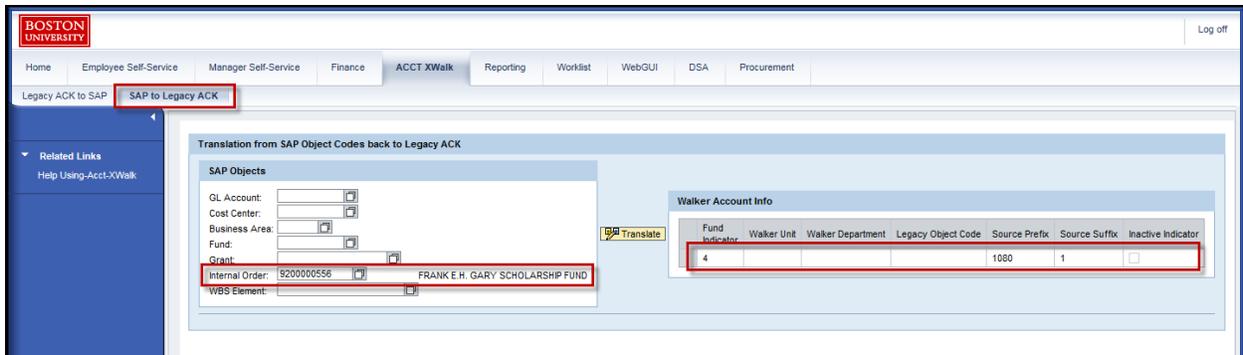
2	SAP Chart of Accounts	Enter SAP Object(s) - (Objects consist of a Cost Center, Fund, Grant, Internal Order and/or WBS Element).
3	Translate	Click on the Translate button to execute the conversion function. SAP Object(s) to Walker Account(s) Info.
4	System Message	Review message results. Results will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

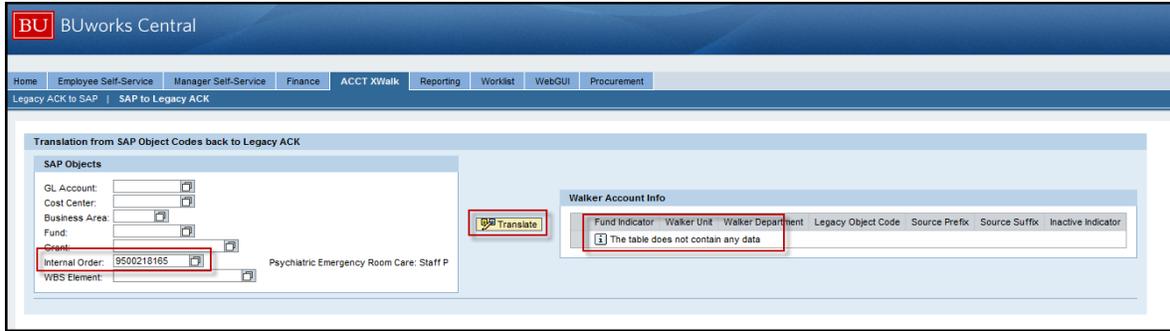


The example below displays a translation of an **SAP Internal Order** to a single **Legacy ACK** account.

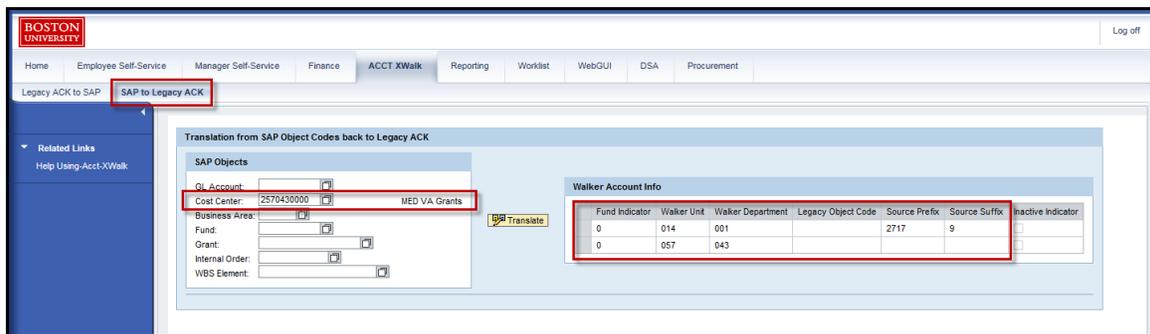


The example below displays an attempt to translate a **SAP Grant-related Internal Order** to a **Legacy ACK** account when there is no **Legacy** account available.

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.

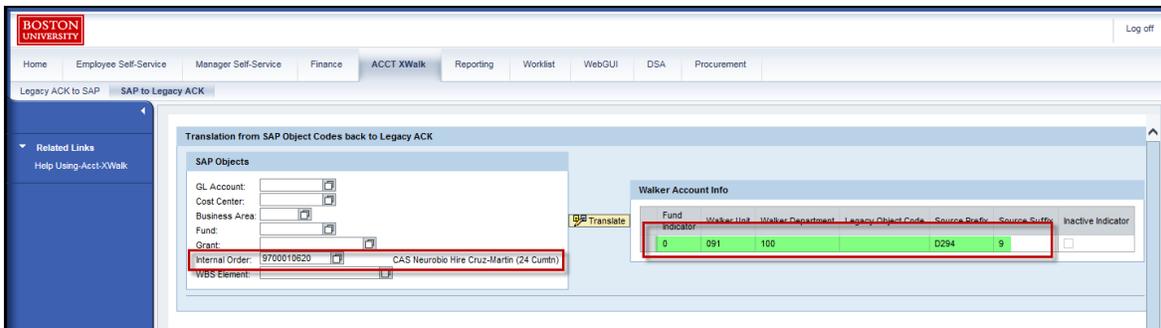


The example below displays a translation of an **SAP BUMC Cost Center** to several **Legacy ACK** accounts.

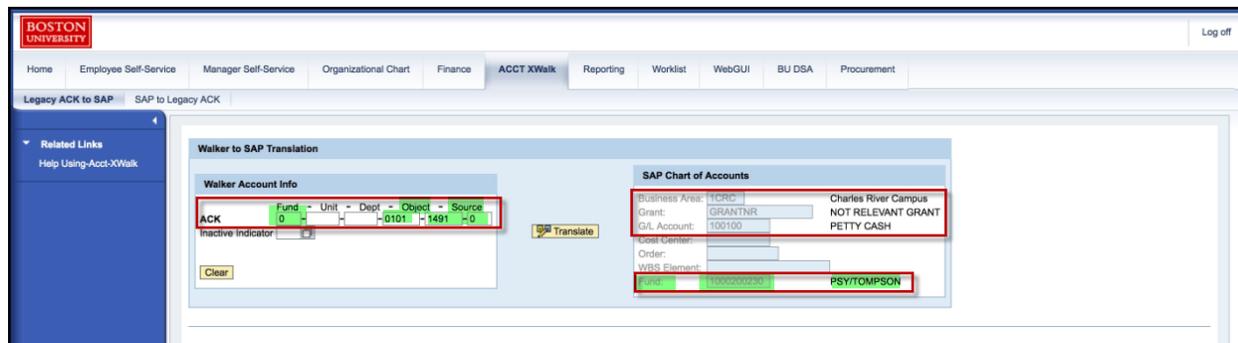


There may be times when an “alpha character” will appear on the **Source Prefix** field, when translating an Internal Order. This is not an error; it will usually apply to new SAP Cost Objects created after July 1, 2011.

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.

Department	Website	Contact Information
General Accounting	http://www.bu.edu/cfo/comptroller/departments/general-accounting/	617-353-4266 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 (OSP)	http://www.bu.edu/researchsupport/administration/	617-353-4365 ospinfo@bu.edu
Post Award Financial Operations (PAFO)	http://www.bu.edu/researchsupport/administration/	617-353-4355 pafo@bu.edu

Department	Website	Contact Information
General Accounting	http://www.bu.edu/cfo/comptroller/departments/general-accounting/	617-353-4266 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 Operations	http://www.bu.edu/researchsupport/administration/	617-353-4355 pafo@bu.edu



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.