

Miscellaneous Accounts Receivables (Misc AR)

What is Misc AR: Miscellaneous payments to UW without a Workday customer invoice. These are processed by the Engineering Shared Environment (ESE).

Examples:

Procard holders accidentally use their Procard and need to return funds to UW.
Employees received an expense reimbursement and need to return the funds to UW.

How do I submit a Misc AR request to the ESE:

1. In UW Connect Finance, submit a General Finance Help Request. State that you have a Misc AR deposit to make.
2. On the General Finance Help Request, please include the following information -
 - a. Who the check is from
 - b. Reason for the Misc AR
 - c. Amount of the check
 - d. Workday transaction ID number when applicable; Example: ERXXXXXXX or PCXXXXXXX
 - e. If applicable, the Workday Spend Category that is associated with the Workday transaction
 - f. Worktags the Misc AR should be applied to
 - i. Please note, these worktags should be the original worktags from the original Workday transactions. If different, please note so, and provide rationale why)
3. Ensure the check is made out to UW, or University of Washington. Note, it **MUST** be made out to UW or University of Washington.
4. Send check to the following UW address:
 - a. C/O The ESE (MISC AR)
371 Loew Hall, Box 352180
3920 E. Stevens Way NE
Seattle, WA 98195
5. The ESE processes Misc AR payments on Thursdays each week.

What happens once I have submitted a request in UW Connect Finance:

1. The ESE will receive your General Finance Help Request in UW Connect Finance, and a specialist will follow up with any necessary questions.
2. The ESE will wait for the Misc AR check to arrive in our UW box in Loew Hall.

3. The ESE will deposit the Misc AR check and create a Cash Remittance for it in UW Connect Finance. This Cash Remittance is sent to the UW Central Banking and Accounting office so they can match the check with the information provided.
4. The ESE will wait for confirmation from the submitted cash remittance that the check has been applied to the worktags provided to them.
5. The ESE will check and confirm the amount has been applied to the correct worktags, follow up with the UW central offices if they have not been, and get them corrected.
6. On your submitted UW Connect Finance General Help Finance Request, an ESE specialist will follow up and inform you once the amount has been applied correctly, so you can go and confirm.