FAST Document Identification Codes

The following prefix codes are used in the document reference field to identify the originating department (or person) for financial transactions that are posted to FAST. Please contact the appropriate person directly with any questions about your transaction(s).

Prefix	Reserved for	Contact Email	Purpose
AD	Advancement Batches	giftprocessing@uvic.ca	Advancement
AR	Accounts Receivable	fastar@uvic.ca	University Invoices
ARJ	Accounts Receivable	fastar@uvic.ca	AR Journal Entries
ARP	Accounts Receivable	fastar@uvic.ca	Invoice Payments by FAST Account Transfer
BA	Bank Transactions	banking@uvic.ca	Bank Entries
BD	Budget Development	budgdept@uvic.ca	Budget Entries
BP	Accounts Receivable	fastar@uvic.ca	Bad Debt Provision
BR	Accounts Receivable	fastar@uvic.ca	Bad Debt Reversal
BT	Budget Trust (Lansdowne, Maltwood)	budgdept@uvic.ca	Budget
CA	University Systems	systems@uvic.ca	Various System Charges
CCJJ	Campus Security Services	aosmond@uvic.ca	Security Charges
CE	Continuing Studies	sgrbavec@uvic.ca	Continuing Studies
DC*	Daily Cash Report	banking@uvic.ca	Daily Cash Reports
ESS	RESS-Residence Services	resacct@uvic.ca	RESS ICV Report
F	Banner Feed Documents		
	Payroll	payroll@uvic.ca	Payroll
	Student Application Fees	oregfinanceadmin@uvic.ca	Student Application Fees
	Student AR	tuition@uvic.ca	Student AR
FJ	FAST Journal Vouchers	finadmin@uvic.ca	Journal Entries
FM*	Facilities Management	gaudets@uvic.ca	FMGT Charges
FT	Budget Entries	budgdept@uvic.ca	Budget Entries
GRAP	Graphic & Photography	crichter@uvic.ca	Graphic Charges
GT	Accounts Payable General Feeds	payments@uvic.ca	Grand & Toy
HD	University Systems	systems@uvic.ca	Various System Charges
I	Payment Feeds		
	Accounts Payable Invoices	payments@uvic.ca	Vendor Invoices
	Payment Requisitions	accountspayable@uvic.ca	Payment Requisitions
	Travel Expense Claims	accountspayable@uvic.ca	Travel Expense Claims
	Research Travel Claims	researchclaims@uvic.ca	Research Travel Expense Claims

Prefix	Reserved for	Contact Email	Purpose
IC	Chrome River Claims	accountspayable@uvic.ca	Chrome River Claims
IE	Electronic Invoice Feeds	apfeeds@uvic.ca	Electronic Invoice Feeds
IM	Bookstore Invoice Electronic Feeds	payments@uvic.ca	Bookstore Invoices
INFS	Network Services	systems@uvic.ca	Various System Charges
KY	Accounts Payable	payments@uvic.ca	Kyocera Canada Ltd
MR*	Mail Room	zroberts@uvic.ca	Various Mail Charges
MK	Marketing Batches	crichter@uvic.ca	Marketing Charges
MN	Accounts Payable	payments@uvic.ca	Monk Office Supply
MO	Accounts Payable	accountspayable@uvic.ca	Moneris Fees
PC	Commercial Card	ccard@uvic.ca	Scotiabank Visa Commercial Card
PD*	Printing and Duplicating	printing@uvic.ca	Manual Printing and Duplicating
PHOT	Graphic & Photography	crichter@uvic.ca	Photographic Charges
PO	Purchase Order	purchase@uvic.ca	Purchase Orders
RS	Research Accounting	researchaccthelp@uvic.ca	Research Accounting Journal Entry
RI	Accounts Payable	payments@uvic.ca	Ricoh Canada Inc.
SP	Accounts Payable	payments@uvic.ca	Staples
SR	Research Accounting	researchaccthelp@uvic.ca	Reallocate Salary Charges
SS	Science Stores	scistoresup@uvic.ca	Science Store Charges
SY	University Systems	systems@uvic.ca	Various System Charges
TA	Accounts Payable	payments@uvic.ca	Thompson Ahern Customs Brokerage
TEL*	Nets-Telephone Office	systems@uvic.ca	Telephone Transactions
UC	University Club	banking@uvic.ca	Departmental V Account
UF*	University Food Services	unfsfinance@uvic.ca	University Food Services
US	University Systems	systems@uvic.ca	Various System Charges
UV	Accounts Payable	apfeeds@uvic.ca	UVSS Charges
WR	Web Requisitions	purchase@uvic.ca	FAST Webreq

*Indicates that there may be more than one prefix, but they all belong to same department.