

## 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
<b>AD</b>	Advancement Batches	giftprocessing@uvic.ca	Advancement
<b>AR</b>	Accounts Receivable	fastar@uvic.ca	University Invoices
<b>ARJ</b>	Accounts Receivable	fastar@uvic.ca	AR Journal Entries
<b>ARP</b>	Accounts Receivable	fastar@uvic.ca	Invoice Payments by FAST Account Transfer
<b>BA</b>	Bank Transactions	banking@uvic.ca	Bank Entries
<b>BD</b>	Budget Development	budget@uvic.ca	Budget Entries
<b>BP</b>	Accounts Receivable	fastar@uvic.ca	Bad Debt Provision
<b>BR</b>	Accounts Receivable	fastar@uvic.ca	Bad Debt Reversal
<b>BT</b>	Budget Trust (Lansdowne, Maltwood)	budget@uvic.ca	Budget
<b>CA</b>	University Systems	christinefletcher@uvic.ca	Various System Charges
<b>CE</b>	Continuing Studies	sgrbavec@uvic.ca	Continuing Studies
<b>DC*</b>	Daily Cash Report	banking@uvic.ca	Daily Cash Reports
<b>ESS</b>	RESS-Residence Services	resacct@uvic.ca	RESS ICV Report
<b>F</b>	Banner Feed Documents		
	Payroll	payroll@uvic.ca	Payroll
	Student Application Fees	ljacklin@uvic.ca	Student Application Fees
	Student AR	tuition@uvic.ca	Student AR
<b>FJ</b>	FAST Journal Vouchers	finadmin@uvic.ca	Journal Entries
<b>FM*</b>	Facilities Management	gaudets@uvic.ca	FMGT Charges
<b>FT</b>	Budget Entries	budget@uvic.ca	Budget Entries
<b>GT</b>	Accounts Payable General Feeds	payments@uvic.ca	Grand & Toy
<b>I</b>	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

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<b>IC</b>	Chrome River Claims	accountspayable@uvic.ca	Chrome River Claims
<b>IE</b>	Electronic Invoice Feeds	apfeeds@uvic.ca	Electronic Invoice Feeds
<b>IM</b>	Bookstore Invoice Electronic Feeds	payments@uvic.ca	Bookstore Invoices
<b>INFS</b>	Network Services	christinefletch@uvic.ca	Various System Charges
<b>MR*</b>	Mail Room	zroberts@uvic.ca	Various Mail Charges
<b>MN</b>	Accounts Payable	payments@uvic.ca	Monk Office Supply
<b>MO</b>	Accounts Payable	accountspayable@uvic.ca	Moneris Fees
<b>PC</b>	Commercial Card	ccard@uvic.ca	Scotiabank Visa Commercial Card
<b>PD*</b>	Printing and Duplicating	printing@uvic.ca	Manual Printing and Duplicating
<b>PO</b>	Purchase Order	purchase@uvic.ca	Purchase Orders
<b>RS</b>	Research Accounting	researchaccthelp@uvic.ca	Research Accounting Journal Entry
<b>RI</b>	Accounts Payable	payments@uvic.ca	Ricoh Canada Inc.
<b>SP</b>	Accounts Payable	payments@uvic.ca	Staples
<b>SR</b>	Research Accounting	researchaccthelp@uvic.ca	Reallocate Salary Charges
<b>SS</b>	Science Stores	sciencestores@uvic.ca	Science Store Charges
<b>TA</b>	Accounts Payable	payments@uvic.ca	Thompson Ahern Customs Brokerage
<b>TEL*</b>	Nets-Telephone Office	christinefletch@uvic.ca	Telephone Transactions
<b>UC</b>	University Club	banking@uvic.ca	Departmental V Account
<b>UF*</b>	University Food Services	ericachristie@uvic.ca	University Food Services
<b>US</b>	University Systems	christinefletch@uvic.ca	Various System Charges
<b>UV</b>	Accounts Payable	apfeeds@uvic.ca	UVSS Charges
<b>WR</b>	Web Requisitions	purchase@uvic.ca	FAST Web Req

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