



University
of Victoria

Accounting
Services

FAST Account Holder Responsibilities

FAST account holders are responsible to their vice president, dean or director for staying within a budget or ensuring accounts do not result in a deficit (expenditures exceed revenue).

Account holders are expected to review their FAST accounts on an ongoing basis to ensure that transactions are posted to the correct account, as there is always a chance that transactions may be directed to the wrong account.

For holders of Balance Sheet accounts (few outside of Accounting Services) it is their responsibility to reconcile their accounts on an ongoing basis. A reconciliation consists of a supporting list of the transactions that make up the balance shown in FAST. It is expected that account holders will provide a copy of their Balance Sheet account reconciliations to Accounting Services each quarter.