



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

Prefix	Reserved for	Contact Name/Email	Telephone	Purpose
AD	Advancement Batches	Heather Simms	721-8907	Advancement
APG	Accounts Payable General Feeds	askacct@uvic.ca	472-4525	Electronic File Transfers - various vendors
AR	Accounts Receivable	fastar@uvic.ca	721-6558	University Invoices
ARJ	Accounts Receivable	fastar@uvic.ca	721-6558	AR Journal Entries
ARP	Accounts Receivable	fastar@uvic.ca	721-6558	UVISU
BA	Bank Adjustments	banking@uvic.ca	472-4525	Bank Adjustments
BD	Budget Development	budgdept@uvic.ca	721-7027	Budget entries
BKS	Bookstore	Fiona Statham	721-8340	Departmental Internal Charges
BP	Accounts Receivable	fastar@uvic.ca	721-6558	Bad Debt Provision
BR	Accounts Receivable	fastar@uvic.ca	721-6558	Bad Debt Reversal
BT	Budget Trust (Lansdowne, Maltwood)	budgdept@uvic.ca	721-6676	Budget
CA	University Systems	systems@uvic.ca	472-5924	Manual CASS transactions
CCJJ	Campus Security Services	Alexis Osmond	721-6381	Security Charges
CCJR	Campus Security Services	Alexis Osmond	721-6381	Security Radios
CCJV	Campus Security Services	Alexis Osmond	721-6381	Visitors Permits
CCSA	Campus Security Services	Emily Boulter	721-6618	Alarm Charges
CE	Continuing Studies	Stefan Grbavec	721-8464	Continuing Studies
CN	Accounts Payable General Feeds	askacct@uvic.ca	472-4525	Canon Canada Inc
DC*	Daily Cash Report	banking@uvic.ca	472-4525	Daily Cash Reports
ESC	RESS-Conference Services	Kathryn MacLeod	472-4866	Accommodation Charges
ESS	RESS-Residence Services	Rose-Marie Roxburgh	472-5300	IVC Report
F	Banner Feed Documents			
	Payroll	Payroll	721-7034	Payroll
	Application Fees	stsmgr@uvic.ca	721-8117	Application Fees
	Student AR	Tory Hastings	721-6648	Student AR
FC	University Club A/P Interface	financeassistant@uvic.ca	721-7029	Departmental V account payments
FJ	FAST Journal vouchers	financial4@uvic.ca	472-5987	Journal Entries
FM*	Facilities Management	sumiller@uvic.ca	472-5609	FMGT Charges
FR	Advancement	Heather Simms	721-8907	Cost recovery
FT	Budget Entries	budgdept@uvic.ca	721-7027	Budget Entries
GRAP	Graphic & Photography	Carole Richter	721-8281	Graphic Charges
GT	Accounts Payable General Feeds	askacct@uvic.ca	472-4525	Grand & Toy
HD	University Systems	systems@uvic.ca	472-5924	MISC Charges
I	Payment Feeds			
	Accounts Payable Invoices	askacct@uvic.ca	472-4525	Vendor Invoices and Credit memos
	Payment Requisitions	askacct@uvic.ca	472-4525	Payment Requisitions
	Travel Expense Claims	askacct@uvic.ca	472-4525	Travel Expense Claims
	Research Travel Claims	Suzana Hedji	721-7025	Research Travel Expense Claims
II	Electronic Invoice Feeds	askacct@uvic.ca	472-4525	Electronic Invoice Feeds



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IM	Bookstore Invoice Electronic Feeds	askacct@uvic.ca	472-4525	Bookstore Invoices & Credit memos
INFS	Network Services	systems@uvic.ca	472-5924	Various system charges
IS	Accounts Payable General Feeds	askacct@uvic.ca	472-4525	Island Office
J	Journal Entries	financial4@uvic.ca	472-5987	Journal Entries
KY	Accounts Payable General Feeds	askacct@uvic.ca	472-4525	Kyocera Mita Canada Ltd
MJE	Monthly Journal Entries	financial3@uvic.ca	472-5984	Recurring Monthly JE's
MR*	Mail Room	Megan Roberts	721-8986	Various Mail Charges
MK	Marketing Batches	Carole Richter	721-8281	Marketing Charges
MN	Accounts Payable General Feeds	askacct@uvic.ca	472-4525	Monk Office Supply
OB	Budget Other	Wendy Graham	721-7031	Non-recurring Budget
PC	Purchasing Services	Judy Mackinley	721-6666	Scotiabank Visa Commercial Card
PD*	Printing and Duplicating	printing@uvic.ca	721-8301	Manual Printing and duplicating
PHOT	Graphic & Photography	Carole Richter	721-8281	Photographic Charges
PO	Purchase Order	Purchasing Services	721-8326	Purchase Orders
RS	Research	Jessica Page	472-5964	Research Accounting Journal Entry
RI	Accounts Payable General Feeds	askacct@uvic.ca	472-4525	Ricoh Canada Inc.
SP	Accounts Payable General Feeds	askacct@uvic.ca	472-4525	Staples
SR	Salary Reallocation	Regina Tiba	472-5398	Reallocate Salary charges
SS	Science Stores	scistoresup@uvic.ca	721-7190	Science Store charges
SY	University Systems	systems@uvic.ca	472-5924	Systems Documents
TA	Accounts Payable General Feeds	askacct@uvic.ca	472-4525	Thompson Ahern Customs Brokerage
TEC	University Systems	systems@uvic.ca	472-5924	Manual technical transactions
TECB	University Systems	systems@uvic.ca	472-5924	Electronic technical transactions
TECH	University Systems	systems@uvic.ca	472-5924	CASS batch generated by Homer
TEL	Nets-Telephone Office	systems@uvic.ca	472-5924	Manual telephone transactions
TELD	Nets-Telephone Office	systems@uvic.ca	472-5924	LD-Direct Dialed
UC	University Club	financeassistant@uvic.ca	721-7029	Departmental V account payments
UF	University Food Services	Sue Gaudet	721-6493	ICV Cash Report
UFC	University Food Services	Sue Gaudet	721-6493	Journal Entries
UFJ	University Food Services	Sue Gaudet	721-6493	Journal Entries
US	University Systems	systems@uvic.ca	472-5924	UVSS
UV	Accounts Payable General Feeds	apfeeds@uvic.ca	472-4525	Various System Charges
WR	Web Requisitions	purchase@uvic.ca	721-8326	Requisitions created in WEBREQ

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