

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	<a href="mailto:Tracy.Wadlow@uvic.ca">Tracy Wadlow</a>	721-8908	Advancement Batches
APG	Accounts Payable General Feeds	<a href="mailto:askacct@uvic.ca">askacct@uvic.ca</a>	472-4525	Electronic File Transfers - various vendors
AR	Accounts Receivable	<a href="mailto:fastar@uvic.ca">fastar@uvic.ca</a>	721-6558	University Invoices
ARJ	Accounts Receivable	<a href="mailto:fastar@uvic.ca">fastar@uvic.ca</a>	721-6558	AR Journal Entries
ARP	Accounts Receivable	<a href="mailto:fastar@uvic.ca">fastar@uvic.ca</a>	721-6558	UVISU
BA	Bank Adjustments	<a href="mailto:banking@uvic.ca">banking@uvic.ca</a>	472-4525	Bank Adjustments
BD	Budget Development	<a href="mailto:budgdept@uvic.ca">budgdept@uvic.ca</a>	721-7027	Budget entries
BKS	Bookstore	<a href="mailto:Fiona.Stathem@uvic.ca">Fiona Stathem</a>	721-8340	Departmental Internal Charges
BP	Accounts Receivable	<a href="mailto:fastar@uvic.ca">fastar@uvic.ca</a>	721-6558	Bad Debt Provision
BR	Accounts Receivable	<a href="mailto:fastar@uvic.ca">fastar@uvic.ca</a>	721-6558	Bad Debt Reversal
BT	Budget Trust (Lansdowne, Maltwood)	<a href="mailto:Michele.McDonald@uvic.ca">Michele McDonald</a>	721-6676	Budget
CA	University Systems	<a href="mailto:Trish.Kearley@uvic.ca">Trish Kearley</a>	721-7646	Manual CASS transactions
CCJJ	Campus Security Services	<a href="mailto:Alexis.Osmond@uvic.ca">Alexis Osmond</a>	721-6381	Security Charges
CCJR	Campus Security Services	<a href="mailto:Alexis.Osmond@uvic.ca">Alexis Osmond</a>	721-6381	Security Radios
CCJV	Campus Security Services	<a href="mailto:Alexis.Osmond@uvic.ca">Alexis Osmond</a>	721-6381	Visitors Permits
CCSA	Campus Security Services	<a href="mailto:Jay.Bowles@uvic.ca">Jay Bowles</a>	721-6618	Alarm Charges
CE	Continuing Studies	<a href="mailto:Stefan.Grbavec@uvic.ca">Stefan Grbavec</a>	721-8464	Continuing Studies
CN	Accounts Payable General Feeds	<a href="mailto:askacct@uvic.ca">askacct@uvic.ca</a>	472-4525	Canon Canada Inc
DC*	Daily Cash Report	<a href="mailto:banking@uvic.ca">banking@uvic.ca</a>	472-4525	Daily Cash Reports
ESC	RESS-Conference Services	<a href="mailto:Kathryn.MacLeod@uvic.ca">Kathryn MacLeod</a>	472-4866	Accommodation Charges
ESS	RESS-Residence Services	<a href="mailto:Rose-Marie.Fagerholm@uvic.ca">Rose-Marie Fagerholm</a>	472-5300	IVC Report
F	Banner Feed Documents			
	Payroll	<a href="mailto:Payroll@uvic.ca">Payroll</a>	721-7036	Payroll
	Application Fees	<a href="mailto:stsmgr@uvic.ca">stsmgr@uvic.ca</a>	721-8117	Application Fees
	Student AR	<a href="mailto:Tory.Hastings@uvic.ca">Tory Hastings</a>	721-6648	Student AR
FC	University Club A/P Interface	<a href="mailto:financeassistant@uvic.ca">financeassistant@uvic.ca</a>	721-7029	Departmental V account payments
FJ	FAST Journal vouchers	<a href="mailto:financial4@uvic.ca">financial4@uvic.ca</a>	472-5348	Journal Entries
FM*	Facilities Management	<a href="mailto:sumiller@uvic.ca">sumiller@uvic.ca</a>	472-5609	FMGT Charges
FR	Advancement	<a href="mailto:Heather.Simms@uvic.ca">Heather Simms</a>	472-5966	Cost recovery
FT	Budget Entries	<a href="mailto:budgdept@uvic.ca">budgdept@uvic.ca</a>	721-7027	Budget Entries
GRAP	Graphic & Photography	<a href="mailto:Carole.Richter@uvic.ca">Carole Richter</a>	721-8281	Graphic Charges
GT	Accounts Payable General Feeds	<a href="mailto:askacct@uvic.ca">askacct@uvic.ca</a>	472-4525	Grand and Toy
HD	University Systems	<a href="mailto:systems@uvic.ca">systems@uvic.ca</a>	472-5924	MISC Charges
I	Payment Feeds			
	Accounts Payable Invoices	<a href="mailto:askacct@uvic.ca">askacct@uvic.ca</a>	472-4525	Vendor Invoices and Credit memos

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	Payment Requisitions	<a href="mailto:askacct@uvic.ca">askacct@uvic.ca</a>	472-4525	Payment Requisitions
	Travel Expense Claims	<a href="mailto:askacct@uvic.ca">askacct@uvic.ca</a>	472-4525	Travel Expense Claims
	Research Travel Claims	<a href="#">Suzana Hedji</a>	721-7025	Research Travel Expense Claims
IE	Electronic Invoice Feeds	<a href="mailto:askacct@uvic.ca">askacct@uvic.ca</a>	472-4525	Electronic Invoice Feeds
II	Electronic Invoice Feeds	<a href="mailto:askacct@uvic.ca">askacct@uvic.ca</a>	472-4525	Electronic Invoice Feeds
IM	Bookstore Invoice Electronic Feeds	Margo Robbie	721-8319	Bookstore Invoices & Credit memos
INFS	Network Services	<a href="#">Scott Campbell</a>	472-5150	Various system charges
IS	Accounts Payable General Feeds	<a href="mailto:askacct@uvic.ca">askacct@uvic.ca</a>	472-4525	Island Office
J	Journal Entries	<a href="mailto:financial4@uvic.ca">financial4@uvic.ca</a>	472-5348	Journal Entries
KY	Accounts Payable General Feeds	<a href="mailto:askacct@uvic.ca">askacct@uvic.ca</a>	472-4525	Kyocera Mita Canada Ltd
MJE	Monthly Journal Entries	<a href="mailto:financial3@uvic.ca">financial3@uvic.ca</a>	721-7035	Recurring Monthly JE's
MR*	Mail Room	<a href="#">Megan Roberts</a>	721-8986	Various mail charges
MK	Marketing Batches	<a href="#">Carole Richter</a>	721-8281	Marketing Charges
MN	Accounts Payable General Feeds	<a href="mailto:askacct@uvic.ca">askacct@uvic.ca</a>	472-4525	Monk Office Supply
OB	Budget Other	<a href="#">Wendy Graham</a>	721-7031	Non-recurring Budget
PC	Purchasing Services	<a href="#">Teresa Rush</a>	721-8227	Purchasing Card/BMO MasterCard
PD*	Printing and Duplicating	<a href="mailto:printing@uvic.ca">printing@uvic.ca</a>	721-8301	Manual Printing and duplicating
PHOT	Graphic & Photography	<a href="#">Carole Richter</a>	721-8281	Photographic Charges
PO	Purchase Order	<a href="#">Purchasing Services</a>	721-8326	Purchase Orders
RS	Research	<a href="#">Jessica Page</a>	472-5964	Research Accounting Journal Entry
RI	Accounts Payable General Feeds	<a href="mailto:askacct@uvic.ca">askacct@uvic.ca</a>	472-4525	Ricoh Canada Inc.
SR	Salary Reallocation	<a href="#">Helena Filmer</a>	472-5398	Reallocate Salary charges
SS	Science Stores	<a href="#">Derek Harrison</a>	721-7191	Science Store charges
SY	University Systems	<a href="mailto:systems@uvic.ca">systems@uvic.ca</a>	721-8208	Systems Documents
TEC	University Systems	<a href="mailto:systems@uvic.ca">systems@uvic.ca</a>	721-8727	Manual technical transactions
TECB	University Systems	<a href="mailto:systems@uvic.ca">systems@uvic.ca</a>	721-8727	Electronic technical transactions
TECH	University Systems	<a href="mailto:systems@uvic.ca">systems@uvic.ca</a>	721-8727	CASS batch generated by Homer
TEL	NETS-Telephone Office	<a href="mailto:systems@uvic.ca">systems@uvic.ca</a>	721-7648	Manual telephone transactions
TELD	NETS-Telephone Office	<a href="mailto:systems@uvic.ca">systems@uvic.ca</a>	721-7648	LD-Direct dialed
UC	University Club	<a href="mailto:financeassistant@uvic.ca">financeassistant@uvic.ca</a>	721-7029	Departmental V account payments
UF	University Food Services	<a href="#">Sue Gaudet</a>	721-6493	Daily Cash Report
UFC	University Food Services	<a href="#">Sue Gaudet</a>	721-6493	ICV Cash Report
UFJ	University Food Services	<a href="#">Sue Gaudet</a>	721-6493	Journal Entries
US	University Systems	<a href="mailto:systems@uvic.ca">systems@uvic.ca</a>	721-8727	UVSS
UV	Accounts Payable General Feeds	<a href="mailto:apfeeds@uvic.ca">apfeeds@uvic.ca</a>		Various System Charges
WR	Web Requisitions	<a href="mailto:purchase@uvic.ca">purchase@uvic.ca</a>	721-8326	Requisitions created in WEBREQ

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