Clerk of Court Revenue Remittance System
What's New for March 2013

Clerk of Court Revenue Remittance System Update

The Florida Department of Revenue has developed an option that will allow an upload process to the Clerk of Court Revenue Remittance System (CCRRS) for fines and fees. This functionality will be available to you on March 25th. Please note that taxes will not be included in the upload process. There is no cost to the Clerks' offices in utilizing this upload function. The idea is to save you time and reduce any errors when making your monthly remittances that might occur when manually keying the data. Please keep in mind that this is a tool to help you, and it is not a mandatory process. You can continue to manually key the data into the CCRRS.

We have provided a file that can be used as your template for uploading, or your system can be modified to include our required fields. If you're able to use our file as a template, then you can use a look up function in Excel to pull in your figures from your files using the line number column. Once this is done, the file can then be saved in the .csv format for uploading in the CCRRS. It would be necessary to keep the amount column in a very general format and not formatted with any commas as this would cause errors in the upload. If you do not want to use our file, then we would need to discuss options in your file output to include our necessary fields for upload. Please contact Marsha Revell or revenueaccounting@floridarevenue.com if you are interested in this process, and we will work with you on testing your file formats prior to utilizing the upload functionality.

DOR File Template descriptions:

The first column is the line number and is not in CCRRS, however, it is on our worksheets that we provide you. We believe that this field is in your system for downloading purposes, please let us know if it is not. This is the field that you can use with a look up function in Excel to populate the amount columns. The next column is the field screen which represents the Court Related I (CR1), Court Related II (CR2), and Court Related III (CR3) on the CCRRS. The next column is the tab name such as Filing Fees tab, Motor Vehicle tab and Court Cost tab, etc. The next column is the field name which is not in CCRRS but is a mandatory field used for reporting purposes and must be included in the file. The last column is for the amount, which cannot be formatted with commas for this process to work. If you're using Excel, then please save this file as a comma delimited file type (.csv).