

## APPENDIX A - CODES

## I. GENERAL LEDGER ACCOUNT CODES

## A. State (100 Series Account Codes)

ACCOUNT CODE	DESCRIPTION
001	Internet Crimes Against Children Fund
014	Regional Congestion Relief Fee (RCRF)
021	Fire Suppression
029	Reserved
030	Boating Safety Education Civil Fee
035	VOF (Virginia Outdoor Foundation) Fee
036	Deed Processing Fee
037	Wills & Administration
038	Deeds of Conveyance
039	Deeds & Contracts
048	Reserved
049	Writ Tax (Law)
101	Bank Interest - Checking account
103	Marriage License
104	State Police (expired tag, concealed handgun permit)
106	(TTF) Technology Trust Fund Fee (Circuit Court)
107	Drug Offender Assessment Fund (DOAF)
108	Virginia Health Care Fund
109	State Interest
110	Fines & Forfeitures
111	Forfeited Property/Confiscated Money (no-drug)
112	Process Fees
113	Costs - Commonwealth
114	Child Restraint Device Penalty
115	State Money Collected (General District) – (not valid)
116	Criminal History Fee
117	State Money Collected (JDR District) – (not valid)
118	Civil Processing Fee
119	Commonwealth Attorney Fee

ACCOUNT CODE	DESCRIPTION
120	Court Appointed Attorney Fee
121	Failure to Appear
122	Guardian Ad Litem (GAL) Fees
123	Legal Aid Services
125	Weighing Fee
126	Liquidated Damages
128	Littering
129	Safety & Health
130	ASAP
131	Driver Clinic
132	CICF (Criminal Injuries Compensation Fund)
133	Blood Test
134	Game Replacement
135	Bad Check/Credit Fee (criminal only)
136	Confiscated Money (Drug/Gambling) NOTE: Send to Department of Criminal Justice Services under the Forfeited Asset Program)
137	TTP Management Fee
138	Custody/Visitation Filing Fee (District)
140	DCJS (Department of Criminal Justice Services)
143	CJAF (Criminal Justice Academy Fee)
145	VSLF (Virginia State Library Fund)
146	Fraudulent Student Loan Penalty
147	Indigent Assistance (INA)
148	Petrol Fund
150	Credit Card Convenience Fee (Circuit)
151	Methamphetamine Cleanup Fund §18.2-248, -284.04
157	Putative Father Registry
160	Commercial Fisherman's Registration Penalty (CFRP)
161	Toll Facility - VDOT Photo
162	OAG (Office of Attorney General) - Appeal Fee
163	Virginia Stormwater Management Fund §10.1-603.15:4
164	Transportation Trust Fund (penalty – CDL Texting/CMV Cell phone)
170	Court Technology Fund (Supreme Court of Virginia)

ACCOUNT CODE	DESCRIPTION
180	SWCF (State Water Control Board Fund)
181	State Jury Costs
182	VEERF (Virginia Environmental Emergency Response Fund)
183	Civil Penalty - Highway Advertising
190	Sportsman License (DGIF Hunting, Fishing License and Permits)
191	Reserved
192	Trauma Center Fund (multiple DUI fee)
193	Reserved
194	Toll Facility – VDOT No Photo
195	Domestic Violence Fund
196	Tax Underpayment

**B. Local (200 Series Account Codes) - Primary Jurisdiction**

ACCOUNT CODE	DESCRIPTION
201	Fines & Forfeitures
202	Local Prosecutor
203	Commonwealth Attorney Fee
204	Land Redemption
205	Delinquent Land Tax
206	Sheriff Fees
207	Delinquent Land Penalty
208	Delinquent Land Interest
209	Delinquent Land Costs
210	Local Jury Fees
211	Sewer Liens
212	Transfer Fees
213	Grantee Tax - County
214	Grantee Tax - City 1
215	Local Probate Tax - County Wills & Administration
216	Local Probate Tax - City Wills & Administration
217	Court Appointed Attorney
218	City Trial Fee

ACCOUNT CODE	DESCRIPTION
219	Law Library
220	Grantor Tax – Locality 1
221	Recordation Tax Estimate
222	Transfer Fee – Locality 2
223	Grantor Tax – Locality 2
224	Grantee Tax – City 2
225	Transfer Fee – Locality 3
226	Grantor Tax – Locality 3
227	Local Miscellaneous /Court Reporter
228	Court House Construction Fee (CHCF)
229	Courthouse Maintenance Fee (CHMF)
230	High Constable Fees (Norfolk, Virginia Beach)
231	Local Alcohol Safety Action Program (ASAP)
232	Local Liquidation Damages
233	Blood Test/DNA Fee
234	Jail Admission Fee
235	Detention Home Costs
236	Copies – local (Document Reproduction Costs)
237	Concealed Weapon Permit (CWP) Background fee/Local Civil
238	Local Commonwealth Fees
239	Animal Control Loc1
240	Animal Control Loc2
241	Electronic Summons Fee (§17.1-279.1)
242	Local Interest
243	Local Training Academy
244	Courthouse Security Fund (CHSF)
245	Non-consecutive Jail Time
246	Reserved
247	Reserved
248	Local Health Care Fund
249	Reserved
250	Town Interest
251	Town Interest

ACCOUNT CODE	DESCRIPTION
252	Town Interest
253	Town Interest
254	Town Interest
255	Town Interest
256	Town Interest
257	Town Interest/Private Toll Facility Non-VDOT Interest
258	Jail Admission Fee – LOC 2
259	Jail Admission Fee – LOC 3
260	Town Fines
261	Town Costs
262	Electronic Summons Fee (§ 17.1-279.1) – Locality 2
263	CHMF
264	Courthouse Security Fund – LOC 2
265	Town Fines
266	Town Costs
267	Electronic Summons Fee (§ 17.1-279.1) – Locality 3
268	CHMF
269	Courthouse Security Fund – LOC 3
270	Town Fines
271	Town Costs
272	Electronic Summons Fee (§ 17.1-279.1) – Locality 4
273	CHMF
274	Town Fines
275	Town Fines
276	Town Costs
277	Electronic Summons Fee (§ 17.1-279.1) – Locality 5
278	CHMF
280	Town Fines
281	Town Costs
282	Electronic Summons Fee (§ 17.1-279.1) – Locality 6
283	CHMF
285	Town Fines
286	Town Costs

<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>
287	Electronic Summons Fee (§ 17.1-279.1) – Locality 7
288	CHMF
290	Town Fines
291	Town Costs
292	Electronic Summons Fee (§ 17.1-279.1) – Locality 8
293	CHMF
295	Town Fines/Private Toll Facility Non-VDOT
296	Town Costs
297	Electronic Summons Fee (§ 17.1-279.1) – Locality 9
298	CHMF
25A	Town Interest (Locality 10)
25B	Town Interest (Locality 11)
2B0	Town Fines (Locality 10)
2B2	Electronic Summons Fee (§ 17.1-279.1) – Locality 10
2B5	Town Fines (Locality 11)
2B7	Electronic Summons Fee (§ 17.1-279.1) – Locality 11
2XO	Electronic Summons Fee (§17.1-279.1) on State violations

**C. Clerk Fees (300 Series Account Codes)**

<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>
301	Deeds
302	Wills & Administration
303	Reserved
304	Civil Filing Fee (Law & Equity)
305	Clerk's Fee (Criminal)
306	Qualifying Notaries
307	Judgment Docket Fee
308	Commissioner State Revenue
309	Commissioner Hunting/Fishing License
310	Marriage License Fee
311	Commission (Local Deed Tax)
312	Commission (Local Tax Penalty)

<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>
313	Copies - State
314	Court Reporter Fee
315	Miscellaneous Fees & Commissions
316	Ex-Officio Salary
317	Financing Statements
318	Commissioner (Local Record Tax)
319	Commissioner (Local Probate Tax)
320	Compensation Local Share
321	Land Assessment Appraisal
322	Commissioner (Local Fines & Fees)
323	Commissioner (General Receiver)
324	Register Fictitious Name
325	Passports
326	Marriage Ceremonies Performed
327	Pawnbrokers License
328	Bail Bondsman License
345 - 347	Reserved
348	Administration Fee – Remote Access (not valid)
349	Reserved
350	Postage
375	Investment Income
390	Supplemental Payments from State
391	Clerk Salary Supplement - Locality
392	Deputy Salary Supplement - Locality
393 - 394	Reserved
397	Clerk Fees (summary TR-270 transmittal account)
399	State Cash Advances

**D. Liability (400 Series Account Codes) – Miscellaneous**

<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>
401	Escheat Funds
402	General Unspecified Funds

ACCOUNT CODE	DESCRIPTION
403	Invalid Revenues
404	DC/33 Receipts
405	Tax Set-Off (TSO) Collections
406	Tax Department Fees
407	Credit Card Fees (district) and Convenience Fee (circuit)
408	Commonwealth Attorney Collection Fee
409	Float Fund
410	Machine Recording Fee
411	Cash Over/Short
412	Collection Agency Fee
413	Unclaimed restitution
414	Reserved
415	Secure Remote Access (SRA) Subscriber Fee
416	Officer of the Court Remote Access (OCRA) Fee
417	Reserved
420	TTP Reimbursements
421	Reserved
422	Reserved
423	E-Recording Fee
424	Hunters for the Hungry
425	Digital Copy Certification Fee
426	EFILE Fees (copies, subscribers, initial paper submission fee)
441	Restitution Interest
442	Transfers to 113/315
450	Fixed Felony Fee
451	Fixed Felony Fee – Revocation
452	Fixed Felony Reduce to Misdemeanor Fee
453	Fixed Felony Reduce to Misdemeanor Revocation Fee
460	Fixed District Fee – Traffic Infraction
461	Fixed District Fee – Misdemeanor
462	Fixed District Fee – Drug
463	Misdemeanor (Reserved)
470	Fixed Misdemeanor Fee



<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>
471	Fixed Misdemeanor Fee - Drug
472	Fixed Misdemeanor Fee - Revocation
495	Operation Expenses (§ 17.1-295)
499	Increase Rate Fee (Collections)

**E. Liability (500 Series Account Codes) - Individual Accounts**

<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>
501	Collections for Others
502	Bonds (Criminal) (includes Traffic)
503	Bonds (Civil)
509	Escrow/Collections for Others
510	Reserved
511	Trust Funds (§ 8.01-600)
515	Refunds (Pass-through)
517	Condemnation Funds
518	Fiduciaries
520	Restitution
521	Equity Deposit (partitions, delinquent tax sale surplus)
522	Law Deposit
523	Garnishment
547	Direct Deposit of Local Funds (District courts only)

**F. Accounts Receivable (600)**

<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>
601	Accounts Receivable

**G. Expenses (700 Series Account Codes)**

<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>
701	Clerk Drawing
702	Personal Services
703	Postage Expense

ACCOUNT CODE	DESCRIPTION
704	Microfilming/Indexing
705	Performance Bonds
706	Conference Expenses
707	Burglary/Theft Insurance
708	Telecommunications Expenses
709	Errors/Omissions
710	Copying Equipment
711	Miscellaneous Expenses
712	Reserved
713	Reserved
714	Temporary Employees
716	OASDI Permanent Employees
717	VSRS
718	Group Insurance
719	OASDI Temporary Employees

#### H. Payroll Deduction & Excess Fees (800 Series Account Codes)

ACCOUNT CODE	DESCRIPTION
801	FICA
802	State Withholding
803	Federal Withholding
804	VSRS Withholding
805	Other Retirement Withholding
806	Health Insurance
807	Life Insurance
808	United Way Fund
809	Credit Union (Regular)
810	Credit Union (Share Draft)
811	Excess/deficiency
812	Deferred Compensation
813	Medicare Payments

## I. Cash &amp; Receivables (900 Series Account Codes)

ACCOUNT CODE	DESCRIPTION
901	Checking Account
902	Checking Account
903	Checking Account
904	Checking Account
905	Checking Account
906	Checking Account
907	Checking Account
908	Checking Account
909	Checking Account
920	Daily Collections (deposit in transit/daily receipts)
950	Savings Account
951	Savings Account
952	Savings Account
953	Savings Account
954	Savings Account
955	Savings Account
956	Savings Account
957	Savings Account
958	Savings Account
959	Savings Account
960	Savings Account
961	Savings Account
962	Savings Account
963	Savings Account
964	Savings Account
975	Accounts Receivable
997	Change Fund
980	Returned Checks (circuit only)
995	Petty Cash Fund
999	Miscellaneous Assets

**II. PAY TYPE CODES (Field Name Is PAY)**

CODE	DESCRIPTION
A	Allocation of payment
F	Full payment
P	Partial payment
R	Prepayment (district only)
M	Multiple Deed Calculation (circuit only)

**III. TENDER TYPE CODES (Field Name Is TENDER: )**

CODE	DESCRIPTION
0	Cash
1	Money Order
2	Certified Check
4	Credit Card
6	Electronic Fund Transfer (EFT)
9	Personal Check (check endorsement)
A	Personal Check (no check endorsement)

**IV. INDIVIDUAL ACCOUNT BROWSE ACCOUNT TYPES (FIELD NAME IS ACCOUNTS)**

CODE	DESCRIPTION
A	Accounts receivable
B	Bonds (general ledger accounts 502/503)
C	Condemnation (general ledger account 517)
E	Escrow (general ledger account 509)
G	Garnishment (general ledger account 523)
L	Linked accounts (joint and several 520 accounts)
M	Multiple liabilities (case has more than one liability)
O	Other (accounts with 501, 511, 515, 518, 521, or 522)
P	Partial payment account (time-to-pay, deferred)
R	Restitution (general ledger account 520)
X	Account delinquent and sent to collections

## V. INDIVIDUAL ACCOUNT TYPES (FIELD NAME IS ACCT TYPE)

CODE	DESCRIPTION
C	Criminal unpaid
F	Liabilities only (otherwise use receivable ACCT TYPE C,T,P)
P	Partial Payment Plan (Traffic/Criminal - time to pay)
T	Traffic unpaid
V	Civil unpaid (civil/adoption/juvenile civil appeal)

## VI. INDIVIDUAL ACCOUNT ACTION CODES (FIELD NAME IS ACT \_\_)

CODE	DESCRIPTION
___	Blank. At the current time, the case is not in collections.
APL	For courts with the CMS/FMS Interface, this code indicates that the case was appealed. Do not reduce the owed amounts. Post the judgment to the Judgment Lien Docket. If the sentencing order does not provide for a stay on the execution of the judgment, remove the <b>APL</b> action code.
BNK	Represents an order/decreed from a bankruptcy court. The account is not eligible for outside collection action and no notice of license suspension is sent to DMV. Abstracts of conviction, however, are still sent to DMV.
COL	This code indicates that the case is under contract for collection with a Collection Agency. When the court notifies the OES/SCV about the collection contract, the system (BU51) marks eligible cases at month-end with a <b>COL</b> code.
COM	The receivable account is referred to the Commonwealth Attorney and Judge for further action under the § 19.2-349 Collection Program. The (BU51) Listing of Unpaid Fines and Costs Report will automatically update the record with <b>COM</b> when the individual account is unpaid thirty-days (partials) and forty-days (unpays) after the <b>DUE ON</b> date.
EST	When a defendant is deceased and their estate is pending settlement, the court uses the <b>EST</b> to hold the unpaid account until they receive payment to satisfy fines and costs from the personal representative or executor.
NEW	The court must enter <b>NEW</b> into the action code field when time to pay is given a defendant after the license has been suspended for failure to pay. The system will send notification to DMV that there has been a time to pay agreement established between the defendant and the court and that the driver's license may be reinstated. The court must enter the <b>NEW</b> code into the action code field even if there is an action code in the field. The <b>NEW</b> will drop off during overnight processing and the previous code will re-display.
NEW	See above explanation. For FMS DB2 courts, the court uses <b>NEW</b> to link <u>defaulted TTP</u> accounts. See Appendix D – FMS DB2 for specific linking instructions.

CODE	DESCRIPTION
OFF	The receivable account remains unpaid for three years and there is no activity within the third year. Activity is defined as a receipt, voucher or disbursement transaction posted to the receivable. Once marked with the <b>OFF</b> code by the BU50 TSO Program, the receivable is scheduled to be reclassified as an "inactive receivable".
OTH	The criminal or traffic receivable individual account is eligible for collection by Title 19.2-349 Collection Program. The (BU10) Delinquent Payment Report automatically updates the record with <b>OTH</b> when the individual account is unpaid ninety days after the <b>DUE ON</b> date and no social security number exists on the record.
REV	The court is reviewing the receivable individual account to determine what type of action is needed. The account is not eligible for outside collection action and no notice of license suspension is sent to DMV. Abstracts of conviction, however, are still sent to DMV.
TAX	This means the case is under contract for collection with a special enforcement unit of the <u>Department of Taxation</u> . When the court notifies the OES/SCV about the collection contract, the system (BU51) marks eligible cases at month-end with a <b>TAX</b> code.
TSO	The criminal or traffic receivable individual account has been referred to the Title 19.2-349 Collection Program. The (BU51) LISTING OF UNPAID FINES AND COSTS REPORT will automatically update the record with <b>TSO</b> when the individual account is unpaid ninety days after the <b>DUE ON</b> date and no social security number exists.
TTP	<b>For FMS DB2</b> courts, the court uses TTP to link multiple cases under one time-to-pay agreement. This feature <b>cannot be used</b> for restitution accounts or cases with both restitution and unpaid fine/costs. Use the <b>NEW</b> code to link <b>defaulted</b> TTP accounts. See APPENDIX D – FMS DB2 for specific linking instructions.
225	The individual account requires that a Form DC-225 (BU53) FINAL NOTICE TO PAY be printed within two business days.

**VII. JOURNAL VOUCHER DEBIT AND CREDIT TYPES (FIELD NAMES ARE DEBIT AND CREDIT)**

CODE	DESCRIPTION
C	General ledger control account - used when there is either no debit case number ( <b>FROM CASE</b> ) or credit case number ( <b>TO CASE</b> )
F	Full payment (also used for 500 series liability accounts)
P	Partial payment
R	Prepayment

**VIII. JOURNAL VOUCHER ENTRY REASON CODES (FIELD NAME IS RSN)**

<b>CODE</b>	<b>DESCRIPTION</b>
BD	Bond distribution
BF	Bond forfeiture
BK	Bank deposit
CC	Credit Card Surcharge, Credit card services
CD	Cash disbursement
CF	Credit Card Refund
CO (Mass Entry)	Collection agency program
CR	Cash receipt
CS (Mass Entry)	Community service
DF	Disbursement fee
DI (Mass Entry)	Community diversion incentive
EF	Escheated funds
EI (Mass Entry)	Earned Interest
MA	Miscellaneous adjustment
OE	Operational Expenses (495) under § 17.1-295
ME	Month end (not used)
PR	Payroll (not used)
RC	Returned Check/Credit Card
RF	Reclassify funds to account code 515
RP	Restitution Payment (special format to apply a payment credit)
RV	Reverse voucher
SC	Credit card surcharge
TF	Transfer liability
TU	Tax Underpayment Allocation (FMS generated)
TX (Mass Entry)	Tax set-off program
VR	Voided receipt
VV	Voided voucher (unprocessed JV only)

**IX. CASE AND INSTRUMENT NUMBER FORMATS****A. Valid Case Number Formats**

- Available automatic case numbering for **CL**, **CA**, **CJ**, and **CM** receipts

- Available automatic case docketing in CCMS for CA, CJ, and CM receipts
- Available receipt record transfer to CIS for CR, CA, CJ, and CM cases

CASE	COURT TYPE	CASE TYPE	BASE		SUFFIX
			Year	Number	
Criminal	C	R	12	123456	01
Law	C	L	12	123456	01
Adoption	C	A	12	123456	01
Juvenile Appeal	C	J	12	123456	01
Fiduciary (bond)	C	F	12	123456	01
Miscellaneous Activity	C	M	12	123456	01

**B. Valid Recordation Instrument Number Formats**

- Available automatic instrument numbering for all recordation receipts
- Available receipt interface (file transfer) with RMS, ILS, LOGAN systems

TYPE OF RECORDATION	TYPE	COURT TYPE	RECORD YEAR	RECORD NUMBER
Fictitious Name	C	FN	12	1234567
Financing Statements	C	FS	12	1234567
General Miscellaneous	C	GM	12	1234567
Judgment	C	JD	12	1234567
Land Record (deed and contracts)	C	LR	12	1234567
Marriage License	C	ML	12	1234567
Name Change	C	NC	12	1234567
Notary Public	C	NP	12	1234567
Pre-paid Expense	C	PE	12	1234567
Wills and Fiduciary	C	WF	12	1234567