

1. Click on Acctg-> General Accounting->, Receipting

C.A.R.E. - Main Application - Windows Internet Explorer

https://care.utcourts.gov/site/CARE.jsp

File Edit View Favorites Tools Help

Home FindCase Case Party Incident Assess Petition Calendar Upload Minutes Acctg Order Fulfill Victim CaseLoad Service Admin E-Referral Profile Help Logout

Order Acct Sum / Order Acct Det / Edit Order Act / Extend Date

Find Case [input] [button]

Name [input]

Total Due Total Overdue

No results have been found or no case has been selected.

Order Acct Type Amount Ordered Received to Date Adjustments to Date Balance Due

No results have been found.

CARE UPDATES

Current Release

Prev. Release

Email HelpDesk

Order Acct Number	Incident Number(s)	Order Acct Type	District Office	Amount Ordered	Received to Date	Adjustments to Date	Order Acct Balance	Overdue Amount	Date of Last Recv'd	Order Acct Due Date	Time Pay	Notes	Hold Status	OSDC Date
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Case # No Current Case - -

Sheri Knighton

Make sure you enter your User ID and Password so that it will take you to the accounting screen.

Enter User ID and Password

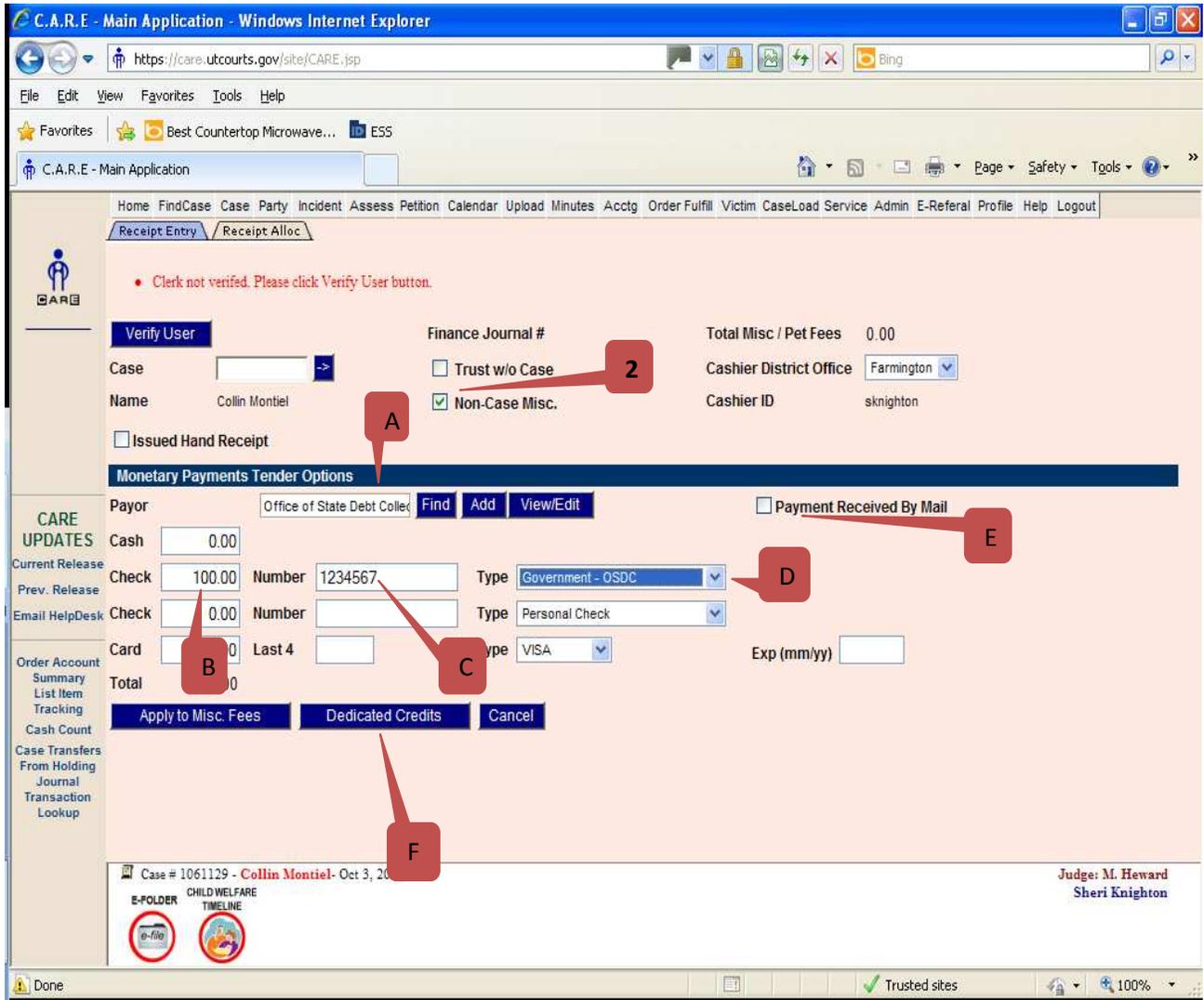
User ID [input]

Password [input]

OK Cancel

2. Check box for "Non-Case Misc." DO NOT ENTER THE CASE NUMBER.

- A. Enter the payor as "Office of State Debt Collection",
- B. Enter the amount of the check
- C. Enter the check number
- D. Choose OSDC as the type of check from the drop-down box
- E. Click on "Payment Received by Mail"
- F. Click on "Dedicated Credits"



- G. Click on the “80/20 Split” button (this will automatically enter the amounts for you)
- H. Enter information in the note field
- I. Click on “Print & Post Receipt”

The screenshot shows the C.A.R.E. Main Application interface in Internet Explorer. The browser address bar shows the URL <https://care.utcourts.gov/site/CARE.jsp>. The application has a menu bar with options like Home, FindCase, Case, Party, Incident, Assess, Petition, Calendar, Upload, Minutes, Acctg, Order Fulfill, Victim, CaseLoad, Service, Admin, E-Referral, Profile, Help, and Logout. Below the menu bar, there are tabs for Receipt Entry and Receipt Alloc. The main form area contains several sections:

- Buttons:** "Print & Post Receipt" (pointed to by callout I), "Cancel", and "80/20 Split" (pointed to by callout G).
- Form Fields:** "Cashier ID" (sknighton), "Journal ID" (Cashier District Office), "Farmington", "Payor" (Office of State Debt Collection), and "Received Amount" (100.00).
- Table:** A table with columns "Fee Type", "Prev. Balance", "Received", and "Balance". It lists "Local Budget (LM)" and "Other Trust Deposit" with sub-items "RWF Working" and "RWF Admin".
- Notes:** A text area containing "Check received from Office of State Debt Collection for Case No. 1065443." (pointed to by callout H).
- Totals:** A summary row showing "Totals" with a "Received" amount of "100.00".
- Footer:** "Case # No Current Case - -" and "Sheri Knighton".