

Process Manual

# Entering a Child/Spousal Expense

## Overview

This document provides a step-by-step guide for how to enter a Child or Spousal Expense in CBMS.

Note: This process may not be required if the Automated Child Support Enforcement System (ACSES) interface will post the expense if someone is paying support through ACSES.

## Process

- 1) Log into **CBMS**
- 2) Navigate to the Case by entering the Case Number in the **Global Search** bar on the Home Page
- 3) Click on Case Number in the results table to access the **Members** page
- 4) From the Members page, hover over the **Actions** button
- 5) Select **Begin Interactive Interview** to initiate the II queue
- 6) On the **Case Questions** page, be sure the 'Yes' radio button is selected for *Does anybody have expenses:*
  - a) Selecting 'No' will not populate the Expense page in the Interactive Interview (II) queue
- 7) Navigate to the **Expense** page
- 8) From the **Name** drop-down, select the person who is paying the child or spousal support
- 9) Select the **Child Spousal Expense** tab
- 10) To add a new record, click the plus (+) sign in the blue detail header
- 11) Enter the **Effective Begin Date**
  - a) Refer to **Online Help** for assistance with which date you should use
- 12) Select the appropriate **Type of Support** from the drop-down options
- 13) Select the individual from **Support Paid for** drop-down options
  - a) If the individual is not listed on the assistance case, they must be added to the CBMS case, and marked as 'Not in Home' and 'Not requesting' assistance
- 14) Select the appropriate **Frequency** from the drop-down options
- 15) Select the appropriate **Verification** from the drop-down menu
- 16) Select the appropriate **Source** from the drop-down menu
- 17) Enter the **Date Reported**
- 18) Enter the **Date Verified**
- 19) Click **Save**

Once you have saved this page, the related lists will appear and be displayed to the right.

- 1) Click on the **Billing** related list
- 2) To add a new record, click the plus (+) sign in the blue detail header
- 3) Enter the **Effective Begin Date**
  - a) Refer to **Online Help** for assistance with which date you should use
- 4) Enter the **Amount** of support that is billed to the client/member
- 5) Enter the **Bill Date**
- 6) Select the appropriate **Verification** from the drop-down menu
- 7) Select the appropriate **Source** from the drop-down menu

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- 8) Enter the **Date Reported**
- 9) Enter the **Date Verified**
- 10) Click **Save**
- 11) Click on the **Payment** related list
- 12) To add a new record, click the plus (+) sign in the blue detail header.
- 13) Enter the **Effective Begin Date**
  - a) Refer to **Online Help** for assistance with which date you should use
- 14) Enter the **Amount** of support that the client/member is paying
- 15) Enter the **Date Paid**
- 16) Select the appropriate **Verification** from the drop-down menu
- 17) Select the appropriate **Source** from the drop-down menu
- 18) Enter the **Date Reported**
- 19) Enter the **Date Verified**
- 20) Click **Save**

*Do you have any questions or suggestions regarding this process? Please contact the SDC via email [SOC\\_StaffDevelopment@state.co.us](mailto:SOC_StaffDevelopment@state.co.us)*

