Entering a Child/Spousal Expense

Overview

This document is 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 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 Home Page's **Global Search** bar
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 listed on the assistance case, they may be selected (this is NOT a required field)
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
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 SDD via email SOC_StaffDevelopment@state.co.us