Entering Child/Spousal Expenses

CBMS | Process Manual | Revised: December 2023

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

Beginning Data Entry

1. Log in to **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 I.I. 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 (I.I.) 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.

Billing and Payment Information

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**

ACCESSIBILITY

This document is designed to comply with the Web Content Accessibility Guidelines (WCAG) 2.1 AA standard. If you experience any difficulty accessing the content or have questions regarding the process, please contact SOC_StaffDevelopment@state.co.us for assistance.