DEPARTMENT OF HUMAN SERVICES

Social Security Advocacy Services Payment System Reports

Client data entered into the Social Security Advocacy Services (SSAS) Payment System may be downloaded via the Reports function located on the blue tool bar.

MINNESOTA Staging			Social Security Advocacy Services Payment System					lo, tycmorris@charter.net
			Home Case Sear	rch Reports -				
Case Search	I	Client SSN:		Invoice Report Data Report	Client Last Name:			
Star Ship Services		Enter Client	SSN		Enter Client's L	ast Name		
		Show SSN						
Case Status:			h	nvoice Number:				
Please select one:	Please select one:							
Submit Cancel Add Na	w Case							
Invoice Number	First Name	ast Name 💷	Date Created	1† Provider 1†	Case Status	Invoice Status	Edit	
25	Kim K	üme	9/10/2021	Star Ship Services	Closed	Paid (FOD Only)	Edit	
26	Harold J	00	9/10/2021	Star Ship Services	Closed	Paid (FOD Only)	Edit	
27	larry b	erry	9/10/2021	Star Ship Services	Closed	Paid (FOD Only)	Edit	
4								

Invoice Report

The SSAS Invoice Report allows users to see detailed client invoice including who submitted invoices, warrant numbers, and date paid. Users can either enter an invoice date range or leave these fields blank to see all invoice information. Click the Submit button to generate an Excel spreadsheet report.

	Social Security Ac Payment		Hello, tycmorris@charter.net Logout		
	Home Case Se	arch Reports -			
Invoice Report					
Provider: Star Ship Services	~				
Invoice Submitted From:		Invoice Submitted To:			
01/01/2022		03/01/2022			
Submit Cancel					

≣৲ে⇒				Invoice Report -	2022-03-10 - Excel				
File Home I	Insert Page Layout For	mulas Data Revie	w View Develope	r Acrobat	💡 Tell me what you wan			Morris, Ty	C (DHS) 🔉 Share
Paste Clipboard	Verdana ▼ 10 B I U ~ 2 Fr Font Font Font		Wrap Text		≠	hal Format as Cell g * Table * Styles * Styles	Insert Delete Forr	at → AutoSum * A ↓ Fill * Z ↓ Fill * Sort & F ↓ Clear * Filter * S Editing	
11 × :	× 🗸 fx								
	A	в	с	D	E	F	G	н	1
1 SSAS Invoice Re	eport								
2 Provider: Star S									
	ted From: 1/1/2022								
4 Invoice Submitt	ted To: 3/1/2022								
5 Date Report Rar	n: 3/10/2022								
6									
7 Prov	vider Name	Client First Name	Client Last Name	SSN	Case Created Date	Invoice Number	Case Status	Invoice Submitted By	Invoice Subn
8 Star Ship Service	95	Barry	Foster	555557878	1/3/2022	209	Open	Ty Morris	1/3/2022
9 Star Ship Service	5	Kim	Coffee	888663333	1/3/2022	210	Open	Ty Morris	1/3/2022
10 Star Ship Service	95	Kelly	Kline	255254747	1/4/2022	213	Open	Ty Morris	1/4/2022
11 Star Ship Service	95	Terry	Tent	887886964	1/20/2022	242	Open	Ty Morris	1/20/2022
12 Star Ship Service	95	Jim	John	447565252	1/20/2022	244	Closed	Ty Morris	1/20/2022
13 Star Ship Service	es.	Sam	Snow	112222525	1/20/2022	247	Closed	Tod Norris	1/20/2022
14 Star Ship Service	25	Julie		554557875	1/20/2022	248	Open	Tod Norris	1/20/2022
15 Star Ship Service	9S	Randy	Mills	545997841	1/20/2022	251	Open	Ty Morris	1/20/2022
16 Star Ship Service	25	Charles	Road	559873231	1/27/2022	262	Open	Tod Norris	1/27/2022
17 Star Ship Service	es a constant	Jon		555013636	1/27/2022	263	Open	Tod Norris	1/27/2022
18 Star Ship Service	35	Zak		665878845	1/27/2022	264	Open	Tod Norris	1/27/2022
19 Star Ship Service	es s	Howard		777117171	1/28/2022	266	Open	Tod Norris	1/28/2022
20 Star Ship Service	35	Nicole	Barber	777337733	2/1/2022	268	Closed	Tod Norris	2/1/2022
21 Star Ship Service	es	Karl	Colt	255551212	2/15/2022	270	Closed	Tod Norris	2/15/2022
22 Star Ship Service	es.	Chris	South	111116478	2/24/2022	1272	Open	Ty Morris	2/24/2022
23 Star Ship Service	35	Landon	Lang	333446464	2/25/2022	1274	Open	Tod Norris	2/25/2022
SSAS	Invoice 🕘					4			ŀ
teady								III II	+ 10

Data Report

The SSAS Data Report is a more comprehensive report that provides all client information entered into the SSAS system as well as invoice information. Users can either enter a date range or leave these fields blank to see all cases for your agency. Click the Submit button to generate an Excel spreadsheet report.

MINNESOTA IT SERVICES		Social Security A Paymen	dvocacy Services t System	Hello, tycmorris@charter.net
	Data Report			
	Provider:			
	Star Ship Services	*		
	Date Case Created From:		Date Case Created To:	
	01/01/2022	Ö	03/10/2022	
,	Submit			

Sample Data Report:

🗄 5°°°÷								
File Home Insert Page Lay	out Formulas Data	Review View	Developer .	Acrobat 🛛 🖓 1	ell me what you want to do			ebregt, Jill M (DHS) 🛛 🎗 Share
Cut Verdana Paste ✓ Format Painter		= = • • • •	ge & Center 🔹	General \$ • % *		ole = Styles = = = =	≥ Format + Clear +	Sort & Find & Filter * Select *
Clipboard 🕞 F	ont 5	Alignment	5	Number	r⊊ Styles	Cells	Edi	ting
A1 • : × ✓ fx	SSAS Data Report							
A	в	с	D	E	F	G	н	
1 SSAS Data Report		-				_		
2 Provider: Elk River Advocacy								
B Date Case Created From:								
4 Date Case Created To:								
5 Date Report Ran: 3/28/2022								
6								
7 Provider Name	Client First Name	Client Last Name	SSN	DOB	Case Created Date	SSA-1696 Uploaded	SSAS Case Status	Date Client Qualified
8 Elk River Advocacy	Johnny	Goode	125874865	6/10/1986	9/10/2021		Closed	
9 Elk River Advocacy	Uncle	Buck	112223344	1/13/1971	9/10/2021		Closed	9/3/2021
10 Elk River Advocacy	Sara	Waters	477129856	4/5/2001	9/10/2021		Closed	9/1/2021
11 Elk River Advocacy	Trouble	Maker	999447777	4/5/1992	9/23/2021		Closed	9/1/2021
12 Elk River Advocacy	Uncle	Buck	112223344	1/13/1971	10/4/2021		Closed	9/3/2021
13 Elk River Advocacy	Sara	Waters	477129856	4/5/2001	10/4/2021		Closed	9/13/2021
14 Elk River Advocacy	Uncle	Buck	112223344	1/13/1971	10/4/2021		Closed	8/23/2021
15 Elk River Advocacy	Khalil	Mack	874967815	3/7/1985	10/5/2021		Closed	7/15/2021
16 Elk River Advocacy	Sea	Turtle	151515151	10/23/2003	10/25/2021		Closed	8/15/2021
17 Elk River Advocacy	Rita	Johnson	318251600	7/21/1970	10/25/2021		Closed	8/23/2021
18 Elk River Advocacy	Friend	Lee	318251601	1/13/1971	10/25/2021		Closed	9/3/2021

If you have additional questions, please contact the SSAS system administrator Ty Morris at: <u>ty.morris@state.mn.us</u> or call 651-431-6271.