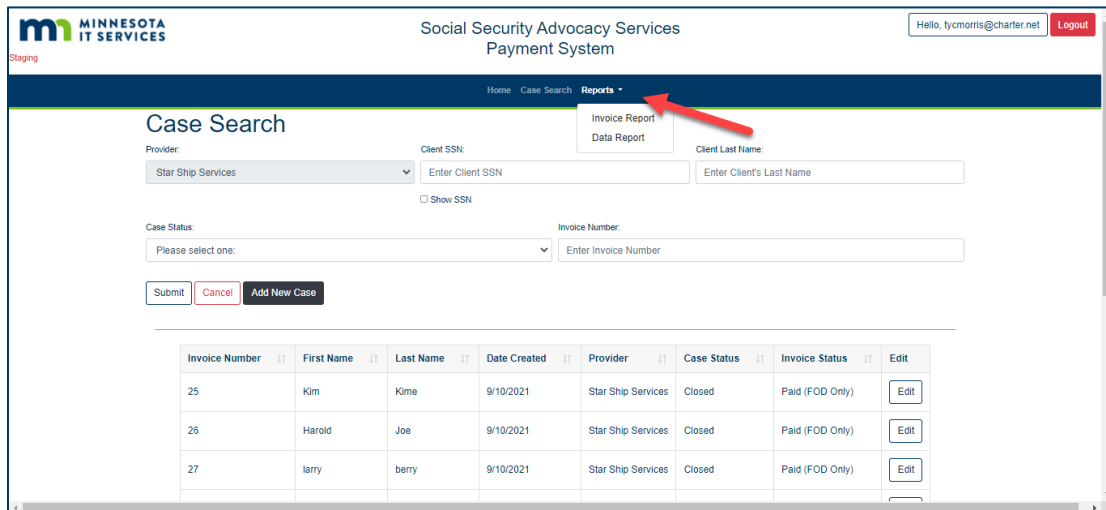


Social Security Advocacy Services Payment System Reports

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.



The screenshot shows the 'Case Search' page of the Social Security Advocacy Services Payment System. The top navigation bar includes 'Home', 'Case Search', and 'Reports'. A red arrow points to the 'Reports' menu, which is open, showing 'Invoice Report' and 'Data Report' options. The main content area contains search filters for Provider (Star Ship Services), Client SSN, Client Last Name, Case Status, and Invoice Number. Below the filters is a table with columns: Invoice Number, First Name, Last Name, Date Created, Provider, Case Status, Invoice Status, and Edit. The table contains three rows of data.

Invoice Number	First Name	Last Name	Date Created	Provider	Case Status	Invoice Status	Edit
25	Kim	Kime	9/10/2021	Star Ship Services	Closed	Paid (FOD Only)	Edit
26	Harold	Joe	9/10/2021	Star Ship Services	Closed	Paid (FOD Only)	Edit
27	larry	berry	9/10/2021	Star Ship Services	Closed	Paid (FOD Only)	Edit

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.



The screenshot shows the 'Invoice Report' page of the Social Security Advocacy Services Payment System. The top navigation bar includes 'Home', 'Case Search', and 'Reports'. The main content area contains search filters for Provider (Star Ship Services), Invoice Submitted From (01/01/2022), and Invoice Submitted To (03/01/2022). Below the filters are 'Submit' and 'Cancel' buttons. A red arrow points to the 'Submit' button.

Sample Invoice Report:

Provider Name	Client First Name	Client Last Name	SSN	Case Created Date	Invoice Number	Case Status	Invoice Submitted By	Invoice Subm
Star Ship Services	Barry	Foster	55557878	1/3/2022	209	Open	Ty Morris	1/3/2022
Star Ship Services	Kim	Coffee	688663333	1/3/2022	210	Open	Ty Morris	1/3/2022
Star Ship Services	Kelly	Kline	25524747	1/4/2022	213	Open	Ty Morris	1/4/2022
Star Ship Services	Terry	Tent	887886964	1/20/2022	242	Open	Ty Morris	1/20/2022
Star Ship Services	Jim	John	447565252	1/20/2022	244	Closed	Ty Morris	1/20/2022
Star Ship Services	Sam	Snow	11222525	1/20/2022	247	Closed	Tod Norris	1/20/2022
Star Ship Services	Julie	Pine	554557875	1/20/2022	248	Open	Tod Norris	1/20/2022
Star Ship Services	Randy	Mills	545997841	1/20/2022	251	Open	Ty Morris	1/20/2022
Star Ship Services	Charles	Road	559873231	1/27/2022	262	Open	Tod Norris	1/27/2022
Star Ship Services	Jon	Waters	555013636	1/27/2022	263	Open	Tod Norris	1/27/2022
Star Ship Services	Zak	Burger	665878845	1/27/2022	264	Open	Tod Norris	1/27/2022
Star Ship Services	Howard	Moon	777117171	1/28/2022	266	Open	Tod Norris	1/28/2022
Star Ship Services	Nicole	Barber	777337733	2/1/2022	268	Closed	Tod Norris	2/1/2022
Star Ship Services	Karl	Colt	25551212	2/15/2022	270	Closed	Tod Norris	2/15/2022
Star Ship Services	Chris	South	111116478	2/24/2022	1272	Open	Ty Morris	2/24/2022
Star Ship Services	Landon	Lang	333446464	2/25/2022	1274	Open	Tod Norris	2/25/2022

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.

Sample Data Report:

Provider Name	Client First Name	Client Last Name	SSN	DOB	Case Created Date	SSA-1696 Uploaded	SSAS Case Status	Date Client Qualified
Elk River Advocacy	Johnny	Goode	125874865	6/10/1986	9/10/2021		Closed	
Elk River Advocacy	Uncle	Buck	112223344	1/13/1971	9/10/2021		Closed	9/3/2021
Elk River Advocacy	Sara	Waters	477129856	4/5/2001	9/10/2021		Closed	9/1/2021
Elk River Advocacy	Trouble	Maker	999447777	4/5/1992	9/23/2021		Closed	9/1/2021
Elk River Advocacy	Uncle	Buck	112223344	1/13/1971	10/4/2021		Closed	9/3/2021
Elk River Advocacy	Sara	Waters	477129856	4/5/2001	10/4/2021		Closed	9/13/2021
Elk River Advocacy	Uncle	Buck	112223344	1/13/1971	10/4/2021		Closed	8/23/2021
Elk River Advocacy	Khalli	Mack	874967815	3/7/1985	10/5/2021		Closed	7/15/2021
Elk River Advocacy	Sea	Turtle	151515151	10/23/2003	10/25/2021		Closed	8/15/2021
Elk River Advocacy	Rita	Johnson	318251600	7/21/1970	10/25/2021		Closed	8/23/2021
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: ty.morris@state.mn.us or call 651-431-6271.