



Generating a Form-50058 Adhoc Report

March 2019

An Adhoc Report will allow you to create a customized report that shows some or all the lines from the 50058 forms that you submit on a regular basis. This kind of report can serve many purposes, including providing you with an up to date tenant list; showing you data about when the next reexamination or flat rent update is due; shows you the HQS inspection dates for your tenants; and many other uses. To run an Ad Hoc Report, follow the instructions below.

Note: When you submit 50058s in IMS-PIC, the most recent action overrides the previous action that was present. Because of this, you will not be able to view all actions for a specific tenant with this report. You will only be able to see the most recent 50058 submitted, which is in the current database in Form-50058 Viewer.

1. Login to Secure Systems (REAC) as you normally would and single click on PIH Information Center (PIC) link in your Main Menu.
2. When the PIC Main page loads, under the ADHOC heading (module) single click on the Form 50058 Adhoc Report link (sub module).
3. The main page of the ad hoc report selection screen should appear. Your PHA will already be selected for you (if you administer a program for more than one PHA, select the PHA you want information for and single click the Select button). Single click on the radio button next to the program type you wish to run a report for—you can only choose one. Single click on the Continue button.
4. Depending on the program type you selected, the action types you can select will vary. Select the action types that you want to see in your report. Examples:
 - To see a list of information for all active tenants in your PHA, select all action types except End of Participation (all program types) and Portability Move-Out (Section 8 only).
 - To see a list of all tenants that are listed in the current database in IMS-PIC for your PHA, single click on the Select All checkbox. This will show you all current tenants plus any tenants that you have done an End of Participation (EOP) on that are not currently listed under another PHA.
5. Select whether you want to see information between two effective dates of action OR update dates of action. Unless you specifically know when you submitted the 50058 you want to see, and it is the most current information in IMS-PIC for that household, leaving it at the default of effective date of action is best.
 - Effective date of action will search for tenants who have an effective date between the two dates you will select later.
 - Update date of action will search for tenants who have been updated (a 50058 submitted) between the two dates you will select later.
6. Select your date range. After you select your date range according to the guidelines below, single click the Go To Field Selection button.
 - If you selected the Effective Date of Action option, you will want to use a broad range of dates, use something way back like 01/01/1900 for the **From** date. Use the end of the current year for your **To** date (if it is within a month or two of the end of the year go a couple of months into the next year). This will make sure you get all the 50058s in the current database that meet your search criteria.
 - If you selected the Update Date of Action option, you will want to choose dates right before and right after the date(s) that the 50058s were updated (accepted) by the system.

7. On the field selection page, you will see the first of two pages of options. This page covers Sections 1 to 8 of the 50058s form as well as the head of household name. Place a checkmark next to each line number you want to view in your report. If you would like to view all the lines in a specific section, single click on the Select All checkbox next to the Section heading. Some examples of lines you can select are below; these are the most common ones that are selected.
 - 1) Head of household first name and Head of household last name. This way you know who each line of the report refers to. This is not required but very useful. You will be shown the tenant SSN even if you do not select any of these lines. The Update Date is the date that IMS-PIC accepted the 50058 submission.
 - 2) For Public Housing: Project number (1d) and Unit number (1g). You can also select Building number (1e) and Building entrance number (1f) if you have similar unit numbers in multiple buildings.
 - 3) Section 2: Type of action (2a), Effective date of action (2b), Date of admission to program (2h), Projected effective date of next reexamination (2i), and Projected date of next flat rent reexamination (2j)
 - 4) Section 3: 3a through 3q will only give you information about the Head of Household, not about the household members.
 - 5) Section 5: For Section 8, Date unit last passed HQS inspection (5h) and Date of last annual HQS inspection (5i)
8. To select lines of the form in Sections 9 to 17 of the 50058 form, single click on the Continue button and continue to the next step. If are you ready to view your report, skip to step 11.
9. On page 2 of the field selection screen continue selecting the lines you wish to view in your report.
10. Single click on the Generate Report button at the bottom of the page. A new window will open. When it is finished loading, you will be presented with the report. Depending on the number of lines you chose, you may need to scroll to the right to see the entire report. Also, depending on the number of records that met your search criteria, you may or may not have page navigation links that you can use to navigate between the pages.
11. Depending on the number of lines and columns in your report, you may be able to print it using the printer icon at the top of the page. If you are unable to print the report properly because it is too wide, you can either try to print it using Landscape mode or you can download the information to Excel to format as you wish and to select more advanced printing options. You can also download the information to Excel to do further analysis. To download to Excel:
 - a. Single click on the Download in Excel icon at the top of the page. You will be taken to the bottom of the page. Single click on the Excel icon that shows you how many records will be downloaded.
 - b. Depending on your computer you may be presented with a box that asks if you want to Open or Save the file. It is recommended that you save the file instead of open. If you save the file, make sure to take note of where you save it to. It saves the file in the csv file format (Comma Separated Value), meaning there is no formatting. If you open the file, it should open the file in Excel for you. To ensure that you do not lose any formatting, etc, it is suggested that you save the file to your computer after you start working with it using the Save As option to save it in the Excel format.
12. After you have viewed, printed, or downloaded the report to Excel, you can close the window the report was displayed in. If you are finished working in IMS-PIC, scroll to the top of the page and single click the Logoff link on the left side of the page to end your IMS-PIC

session. Don't forget to go back to the WASS Main page (Secure Systems) to log out of there as well.

- 1) Single click to print the report
- 2) Single click to download to Excel
- 3) Single click on this icon after you click on the Download in Excel icon to download your report into Excel.
- 4) Example of page navigation in the report



MTCS Adhoc Report

Program Type : **Public Housing**
Effective Start Date : **01/01/1990**

Housing Authority : **NE001 OMAHA**
Effective End Date : **12/31/2009**

1  [Print](#)

2  [Download in Excel](#)

Records 1 to 50 Total Records = 2453

4 1 2 3 4 5 6 7 8 9 10 [Next 10>>](#)

SSN Head	Head of household first name	Head of household last name	Project number (Public Housing only)	Building number (Public Housing only)	Building entrance number (Public Housing only)	Unit number (Public Housing only)	Type of action	Effective date (mm/dd/yyyy) of action	Date (mm/dd/yyyy) of admission to program	Proj effective date (mm/dd/yyyy) of reexam
			NE001000014	H011	1	3169	2	03/01/2009	03/19/2007	03/01
			NE001000008	H005	1	1995	12	10/01/2008	10/24/2005	10/01
			NE001000010	H007	1	2530	2	11/01/2008	11/29/2007	11/01
			NE001000013	H010	1	2903	12	01/01/2009	01/26/2001	01/01
			NE001000013	H010	1	2950	1	12/17/2008	12/17/2008	12/01
			NE001000010	H007	1	2594	2	02/01/2009	01/03/2005	01/01

3  [1 to 2453](#)

(Note:- please close opened excel(s), before opening another excel)