

PIC Essentials: Form-50058 Submission

Identifying and Preventing
Form-50058 Submission Errors in the
Public and Indian Housing Information Center (PIC)

Hub and PC Version, March 2004

*Click the screen to
advance the slide show.*

*Click the hyperlinked text
to view additional information.*

The Cause of Form-50058 Submission Errors

Submission errors occur when housing authorities (HAs) submit [incompatible or incomplete Form-50058 files](#) to PIC.

- Vendor software programs, or their users, often generate these types of files.

Form-50058 Submission Error Categories

PIC separates submission errors into two categories:

- [Fatal Errors](#)
- [Warning Errors](#)

Number of 50058 Submitted	113
Number of 50058 accepted (may contain warnings)	93
Number of 50058 rejected without any processing	1
Number of 50058 having fatal errors	19
Total number of fatal errors in transmission	25
Total number of warnings in transmission	2

The summary of an HTML Submission Error Report. This particular submission has 25 fatal errors.

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The Cause of Form-50058 Submission Errors

Submission errors occur when housing authorities (HAs) submit incompatible or incomplete Form-50058 files to PIC.

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Incompatible or Incomplete Form-50058 Files

Information in submitted files must be:

- Complete
For example: If a required field is left blank, a submission error will occur.
- Correctly formatted
For example: PIC requires dates to be in the MM/DD/YYYY format. If an HA submits a file with MM/DD/YY formatted dates, a submission error will occur.
- Free of conflicting information
For example: A submitted file cannot contain an effective date that is earlier than an admission date. If it does, a submission error will occur.

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The Cause of Form-50058 Submission Errors

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Form-50058 Submission Error Categories

PIC puts submission errors into two categories:

- Fatal Errors
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Fatal Errors

If the error causes PIC to reject the file, it is classified as fatal.

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The Cause of Form-50058 Submission Errors

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Form-50058 Submission Error Categories

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Warning Errors

If the error is not significant enough to warrant a file rejection, it is classified as a warning. Files containing Warning Errors only *are* uploaded into the PIC database.

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Identifying Files with Form-50058 Submission Errors

You can identify the files that contain Form-50058 submission errors by reviewing the:

- [Submission Report](#)
- “Current” Records in the [Viewer Submodule](#)
- [Detailed Unit Report](#)

Submission Error Report Format	
<u>HTML</u>	HTML representation of the Entire Error report
<u>HTML - WARNING</u>	HTML representation of the Warnings only
<u>HTML - FATAL</u>	HTML representation of the Fatal Errors only
<u>XML</u>	XML representation of the Error report
<u>CSV</u>	Comma Separated Values -- can be viewed in MS-Excel
<u>TXT</u>	Text representation of the Error Report
<u>ANALYSIS</u>	Analysis Report on Error Messages

If the Submission Report page displays red text, the submitted file contains fatal errors.

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Identifying Files with Form-50058 Submission Errors

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- “Current” Records in the [Viewer Submodule](#)
- [Detailed Unit Report](#)

The Submission Report

If you see green text on the report page, the transfer was successful. If you see red text, PIC found fatal errors in the file transfer. If errors occurred, click the link titled “HTML” on the report page to view specific fatal error details.

To Access the Submission Report:

Click the “Report Tab” in the **Submission Submodule**, and then select a ticket number for the submission you want to view.

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- “Current” Records in the Viewer Submodule
- [Detailed Unit Report](#)

The Current Records in the Viewer Submodule

These records display the last successful Form-50058 submitted for a specific household. The date of this successful submission is listed as the “Update Date.” If an HA has submitted a Form-50058 file after the Update Date, PIC rejected it because of a fatal error.

To Access the Viewer Submodule:

Click the “Viewer” hyperlink in the Form-50058 Module.

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Identifying Files with Form-50058 Submission Errors

You can identify the files that contain Form-50058 submission errors by reviewing the:

- [Submission Report](#)
- “Current” Records in the [Viewer Submodule](#)
- Detailed Unit Report

The Detailed Unit Report

Cross-check the names in a Detailed Unit Report with the names in the **Viewer Submodule** current records. This enables you to verify that a Form-50058 is submitted for every household in a development.

Note: Be sure to check the occupancy box when generating a Detailed Unit Report with names. If the box is not checked, no names appear in the report.

To Access a Detailed Unit Report:

Click the “Unit Reports subtab” in the Reports Tab of the **Development Submodule**. The submodule is located in the Housing Inventory Module.

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Preventing Form-50058 Submission Errors

HAs can significantly reduce the amount of submission errors and radically improve their reporting rates by:

- Checking for error trends using the [Form-50058 Submission Analysis Report](#)
- Ensuring the [viability of vendor software](#) error-checking features
- Switching to [Family Reporting Software \(FRS\)](#) for Form-50058 file generation

Submission Date: 02/03/2004	Submission Time: 09:15:37
Submission Filename: 20040211.ASC	
Ticket Number: 587702	
No Errors were found in the HUD 50058 forms you submitted. All the forms are accepted without any change requirement.	

The "No Errors" message that appears on the Submission Report page.

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Preventing Form-50058 Submission Errors

Significantly reduce the amount of submission errors and radically improve your reporting rate by:

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The Form-50058 Submission Analysis Report

This report shows how many times a specific error occurs in a particular submission. Use this report to find out what part of the form is causing the most errors.

To Access the Form-50058 Submission Analysis Report:

Click the “Analysis” hyperlink on the Submission Report page.

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Preventing Form-50058 Submission Errors

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Ensuring the Viability of Vendor Software Error-Checking Features

If an HA uses vendor software to generate Form-50058 files, be sure it launches the data error-checker before it submits files to HUD. Also, suggest that the HA verify the vendor's error-checker catches all errors.

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Preventing Form-50058 Submission Errors

Significantly reduce the amount of submission errors and radically improve your reporting rate by:

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- Switching to Family Reporting Software (FRS) for Form-50058 file generation

The Family Reporting Software (FRS)

FRS is a free, HUD-provided software program that collects and stores Form-50058 data. It automatically performs error checks before every Form-50058 file generation. This ensures the data will be successfully transmitted to the HUD system.

To Learn More about FRS

To get more information on FRS, or to download the software for free, visit:

<http://www.hud.gov/offices/pih/systems/pic/50058/frs/>.

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Checking Form-50058 Reporting Rates

[Generate a Delinquency Report](#) to check HA Form-50058 reporting rates. This report provides the following data for every HA in a field office:

- The Number of Form-50058s Required (by HUD)
- The Number of Form-50058s Received (by the PIC database)
 - In the last month
 - In the last 3 months
 - In the last 6 months
 - Total
- [The Reporting Rate](#)

50058 Required	50058 Received	Difference	Reporting Rate
6,907	5,774	1,133	83.6
994	941	53	94.67
851	811	40	95.3
1,092	710	382	65.02
572	562	10	98.25
560	520	40	92.86
581	557	24	95.87
2,631	1,743	888	66.25
984	920	64	93.5

A section of a Delinquency Report.

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Generate a Delinquency Report

Click the “Reports” hyperlink in the Form-50058 Module to access the Delinquency Report page. PIC displays this page when you first enter the submodule.

After accessing the page, select a field office, and then click the “Reports” button to generate a report.

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Checking Form-50058 Reporting Rates

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The Reporting Rate	
This rate is the percentage generated by dividing the number of Form-50058s received by the number of Form-50058s required. Reporting rates that require attention (normally below 90%) are highlighted in red. Back to main slide	Reporting Rate
	83.6
	94.67
	95.3
	65.02
	98.25
	92.86
	95.87
	66.25
	93.5

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Support and Reference Material for Form-50058 Submission

- **The Form-50058 Web Page**
(<http://www.hud.gov/offices/pih/systems/pic/50058/>)
- **The Form-50058 User Manual**
(<http://www.hud.gov/offices/pih/systems/pic/50058/pubs/usermanual.cfm>)
- **The Technical Reference Guide**
(<http://www.hud.gov/offices/pih/systems/pic/50058/pubs/trg/index.cfm>)
- **List of Form-50058 Error Messages in the 50058 Submission Submodule**
(http://www.hud.gov/offices/pih/systems/pic/50058/50058errorcodes_03.pdf)

Form-50058

What Is Form-50058?

Form-50058 is a submodule of the PIH Information Center (PIC) system that collects, stores, and generates reports on families who participate in Public Housing, Indian Housing, or Section 8 rental subsidy programs.

▶ [Access Form-50058 through PIC](#)
(Requires a User ID and Password)

Resources and Tools

▶ [Family Reporting Software \(FRS\)](#)
▶ [Forms, Guidebooks, and Tools](#)
▶ [Forums](#)
▶ [Related Rules and Notices \(PIH Notice 2000-13\)](#)

Local information
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Access Form-50058

If you already have a User ID and Password, use the link below to logon into the PIC system and access the form-50058 submodule:

[Logon to the PIC System](#)

Quick Update!

▶ [PIC Form-50058 User Manual is available.](#)

The Form-50058 Web page.