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.

Submission errors occur when housing authorities (HAs) submit <u>incompatible or incomplete Form-50058 files</u> 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) Number of 50058 rejected without any processing Number of 50058 having fatal errors Total number of fatal errors in transmission Total number of warnings in transmission	93 1 19 25 2

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

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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Form-50058 Submission Error Categories

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Fatal Errors

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

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

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

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

- Submission Report
- "Current" Records in the <u>Viewer Submodule</u>
- 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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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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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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HAs can significantly reduce the amount of submission errors and radically improve their reporting rates by:

- Checking for error trends using the <u>Form-50058 Submission</u> <u>Analysis Report</u>
- Ensuring the <u>viability of vendor</u>
 <u>software</u> error-checking features
- Switching to <u>Family Reporting</u>
 <u>Software (FRS)</u> 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.

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

- Checking for error trends using the Form-50058 Submission Analysis Report
- Ensuring the <u>viability of vendor</u>
 <u>software</u> error-checking features
- Switching to <u>Family Reporting</u>
 <u>Software (FRS)</u> for Form-50058

 file generation

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

- Checking for error trends using the <u>Form-50058 Submission</u> <u>Analysis Report</u>
- Ensuring the viability of vendor software error-checking features
- Switching to <u>Family Reporting</u>
 <u>Software (FRS)</u> for Form-50058

 file generation

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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- Ensuring the <u>viability of vendor</u>
 <u>software</u> error-checking features
- 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:

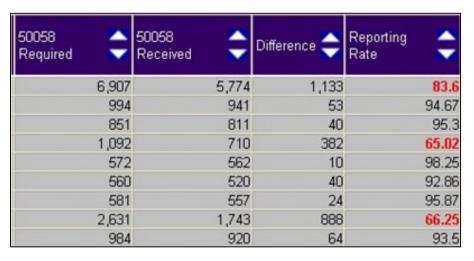
http://www.hud.gov/offices/pih/systems/pic/50058/frs/.

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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



A section of a Delinquency Report.

Next: Support and Reference Material for Form-50058 Submission

Checking Form-50058 Reporting Rates

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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

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

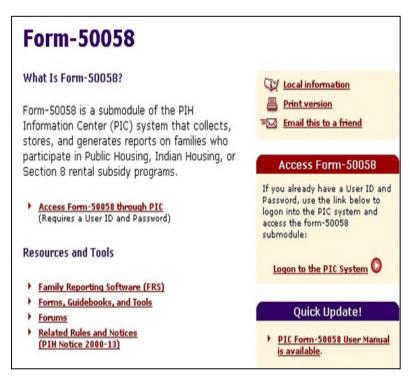
- The Number of Form-50058s Required (by HUD)
- The Number of Form-50058s
 Received (by the PIC database)
 - In the last month
 - In the last 3 months
 - In the last 6 months
 - Total
- The Reporting Rate

The Reporting Rate This rate is the percentage generated by	Reporting 🔷
dividing the number of Form-50058s	83.6
received by the number of Form-50058s	94.67
required.	95.3
1.	65.02
Reporting rates that require attention	98.25
(normally below 90%) are highlighted in	92.86
red.	95.87
icu.	66.25
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Next: Support and Reference Material for Form-50058 Submission

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



The Form-50058 Web page.