



Generating a Form-50058 Submission Error Report

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Once a submission file has the status of "completed", you can do the following to view the validation results for your submission file.

1. Login to PIC as you normally would and navigate to the Form-50058 Submission sub module.
2. Once in submission, agree to the privacy act statement if it is presented. Look for a tab at the top of the page titled Report and single click on it.
3. In the Report tab, scroll down to find the list of ticket numbers. Find the ticket number that correlates to the file you submitted – it is probably the first one or toward the top of the list. Single click on the ticket number link. You can also search for a specific ticket number.
4. On the page that comes up, looking for one of the two items below and act accordingly.
 - If some of the text is **green** and says that no errors were found, you do not have any fatal errors or warnings in this submission and do not have an error report to review. You can stop with this step.
 - If some of the text is **red** including the links at the bottom of the page, it means you have warnings or fatal errors you need to look at. Single click on the link toward the bottom of the page that says "**HTML**". Proceed to step 5.
5. On the error report it will tell you how many 50058s were accepted (including ones that may have generated warnings). Below the summary area is where the errors appear. You will be given the head of household (HoH) name, program type (P for public housing, VO for Section 8 vouchers), type of action, effective date of action, and unit information (for program type P) that you submitted. Below the HoH name and other information will be the list of warnings and/or fatal errors. The field that says "field contents" tells you the exact information you submitted that is in error (if it is blank then no information was in that field in your submission file). **The Field Contents is your biggest clue of what you need to do to fix the error – the field contents should what is true in the real world.**

Description of error types:

- **Warnings:** Warning errors are like a yellow stop light—caution—you need to take note of these items. If you only receive a warning error(s) for a 50058 then it will be accepted by the system. Warnings mean that IMS-PIC thinks something is "off" from the norm and that you need to look at it. If you look at the warning error and determine that the submitted information is indeed correct you do not need to do anything.
- **Fatal:** Fatal errors mean that the 50058 has not been accepted into IMS-PIC because there is something wrong that must be corrected. **You do not need to use line 2c, Correction, if you are correcting a fatal error.** You need to look at the error you must you received as well as the Field Contents to determine what you need to fix.
 - Example: John Jones moves into unit 4, which is located in building 1 entrance 1. You submit his New Admission to IMS-PIC and you have entered building 2, entrance 2, unit 4 in lines 1e, 1f, and 1g. IMS-PIC gives you a fatal error number 4046. In the Field Contents it shows 2-2-4. You realize that it should be building 1 entrance 1. You correct the data in your software and resubmit the 50058.

You can look at the full list of error codes at <http://portal.hud.gov/huddoc/50058errorcodes.pdf>. This document will tell you the text of the error message, field number and name (50058 line number and name), and page in the TRG (Technical Reference Guide) you can find further information for that line number in. Note that the TRG is a very technical document and many users will find it hard to understand. You can look at the most recently posted version at https://www.hud.gov/program_offices/public_indian_housing/systems/pic/50058/pubs/trg

For additional information with error messages, send an email with the ticket number and question to your PIC Coach.