Table of Contents

The Submission Submodule

The **Submission Submodule** enables you to enter an electronic Form-50058 file on to the PIC system. The submitted files contain the entire record history and background information for a HUD tenant. This information is stored in the HUD database.

It is recommended that you use this submodule to submit a new Form-50058 file every time the status of a tenant changes, such as a change of address, a name change, or a new baby. By updating the application, the PIC system can maintain the most accurate and current information for its residents.

Note: Refer to Appendix C for a quick reference guide for using this submodule.

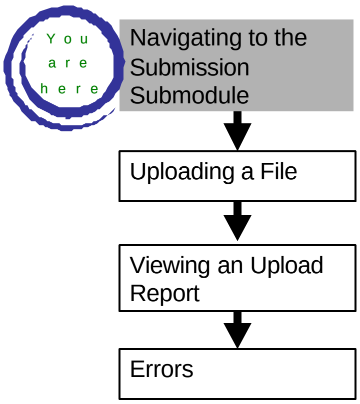
Preparing a File for Submission

Several different software applications create the specific types of files required for the **Submission Submodule**. The Family Reporting Software (FRS) is one such application.

FRS collects, stores, and transmits Form HUD-50058 data via the Internet to the Submission Submodule. The software is available on the HUD Web site at no charge.

To learn more about FRS:

Step	Action/Result
1. Go to the **Public and Indian Housing (PIH)** home page.	This is located in: http://www.hud.gov/offices/pih/index.cfm
2. Locate the **Quick Find** list in the lower right	
3. Click **Family Reporting Software-FRS.**	
4. Click **Go to this page**.	The FRS information page appears.



Navigating to the Submission Submodule

To submit the file to the PIC, first find the Submission page of this application. To find the Submission Page:

Step	Action/Result
1. Log on to PIC.	The PIC main page is displayed.
2. Move your cursor over the **Form-50058** button on the PIC main page.	A list of submodules is displayed (see Figure 1).
3. Click the **Submission** hyperlink.	The **Upload** page is displayed.

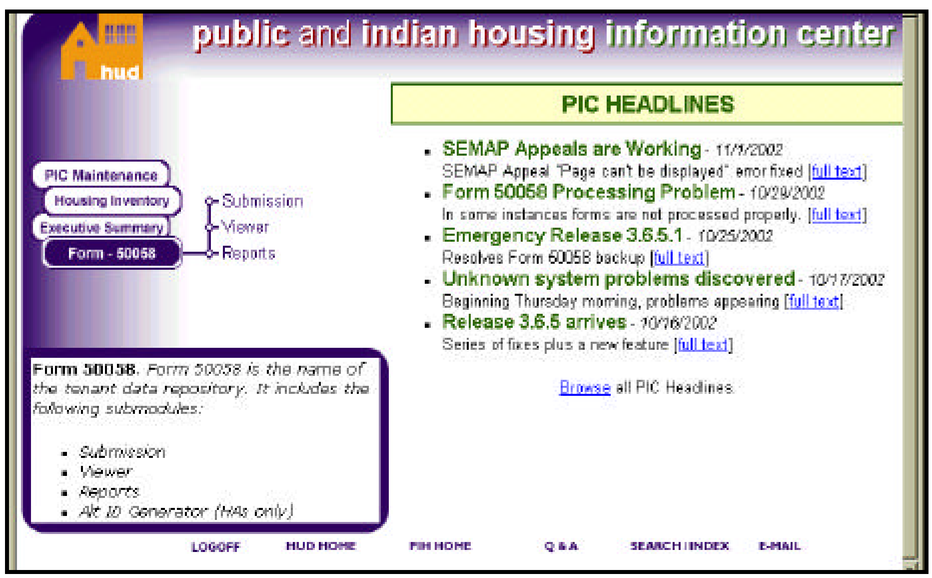
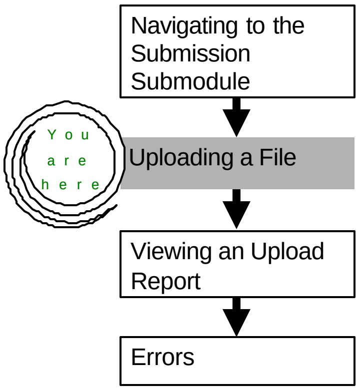


Figure 1: The PIC main page. The Submission Submodule link is at the top.

Uploading a File



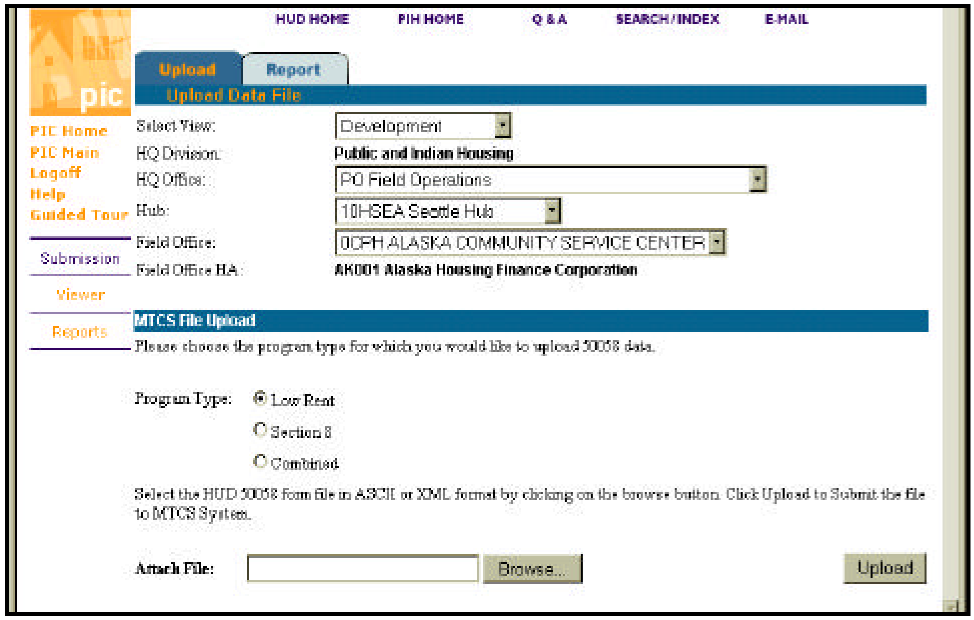


Figure 2: The Submission Submodule Upload page.

You can submit electronic Form-50058 records via the **Upload** page of the **Submission Submodule** (see Figure 2).

Note: The **Upload** page is the default page of the **Submission Submodule**.

To submit a file into this submodule:

Step	Action/Result
1. Generate a file in **ASCII** or XML format with custom software, or use **FRS** to generate an ASCII file.	Make written record of where the file folder is located so that it can be loaded into the system using the steps below. **Note:** Only ASCII and XML files designated by either the **.**ASCII or **.**xml file extension are accepted. (The *Form HUD-50058 Technical Reference Guide* provides file format information. To view the Reference Guide, click **Form-50058 documents** in the Quick Find list on the PIH homepage.)

After you generate a file, identify the HA you are submitting records for.

To find a field office PHA:

Step	Action/Results
1. Click PO Field Office Operations in the **HQ Office** dialog box.	PO Field Operations is the default and agency code for Field Office Operations.
2. Click on one hub in the **Hub** dialog box.	If you do not know this Hub information, refer to Appendix B.
3. Click on one field office in the **Field Office** dialog box.	If you do not know this Field Office information, refer to Appendix B.
4. Click on one Field office HA in the **Field Office HA** dialog box.	If you do not know this Field Office information, refer to Appendix B.

To find a TARC HA:

Step	Action/Result
1. Click **TARC Development** in the **Select View** dialog box.	
2. Click PB Office of Troubled Agency Recovery in the **HQ Office** dialog box.	PB Office of Troubled Agency Recovery is the default choice and the agency code for TARC operations.
3. Click the TARC you want from the **TARC** dialog box.	If you do not know the TARC you want, refer to Appendix B.
4. Click the TARC HA you are looking for from the **TARC** dialog box.	

After you have selected a Development or TARC Development, continue to define your criteria in the next section of the **Upload** page:

Step	Action/Result
1. Click the radio button filter for the program type you are creating.	• Low Rent • Section 8 • Combined
2. Click the **Browse** button to search a local drive for the file.	This displays the File Upload box (see Figure 3).

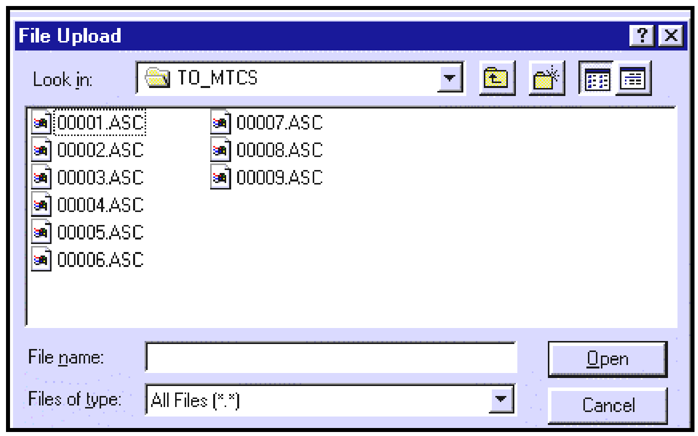


Figure 3: The Dialog box used to select an ASCII or XML file.

To select a file that has already been saved in ASCII or XML format:

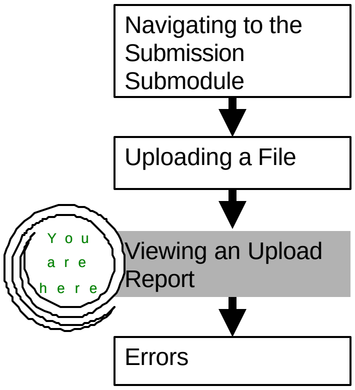
Step	Action/Results
1. Use the dialog box to navigate to the location containing the ASCII or XML file.	Be sure that the **Files of Type** field is set **to All Files (*.*)** to help find the file more easily.
2. Double-click the file.	The file automatically is entered in the **Attach File** field, and the Submission submodule page is re-displayed.

After an ASCII or XML file is selected, the Upload page is re-displayed.

To upload the file:

Step	Action/Result
1. Click the **Upload** button.	The file is copied from its current location to the HUD server. The ASCII and XML files are converted if necessary, and the file is queued for validation.
2. View the **Submission Receipt** that appears after file upload.	The receipt contains a message that: • Confirms that the file has been successfully submitted. • Displays a ticket number.
3. Write down the **Ticket Number.**	Retain this number to obtain results of the file upload.

If the system does not receive the file, an error message is displayed. If this occurs, resubmit the file by repeating the steps above.



Viewing an Upload Report

The **Report** tab enables you to view the uploading results for a submitted file (see Figure 4). It provides detailed information supplied from the ASCII or XML file. If the file was uploaded incorrectly, this section will describe the error in detail and allow you to repair and resubmit the file.

Figure 4: The Report tab of the Submission Submodule.

To view an upload report for a field office PHA in the **Report** tab of the **Submission Submodule** :

Step	Action/Result
1. Click PO Field Office Operations in the **HQ Office** dialog box.	PO Field Operations is the default and agency code for Field Office Operations.
2. Click on one hub from the **Hub** dialog box.	If you do not know this Hub information, refer to Appendix B.
3. Click on one field office from the **Field Office** dialog box.	If you do not know this Field Office information, refer to Appendix B.
4. Click on one Field office HA in the **Field Office HA** dialog box.	If you do not know this Field Office information, refer to Appendix B.

If you are looking for an Upload report for a TARC HA:

Step	Action/Result
1. Click **TARC Development** in the **Select View** dialog box.	
2. Click PB Office of Troubled Agency Recovery in the **HQ Office** dialog box.	PB is the default choice and the agency code for TARC operations.
3. Click the TARC from the **TARC** dialog box.	If you do not know the TARC you want, refer to Appendix B.
4. Click the TARC HA from the **TARC** dialog box.	

After the Development or TARC criteria have been selected, you can specify the file to view.

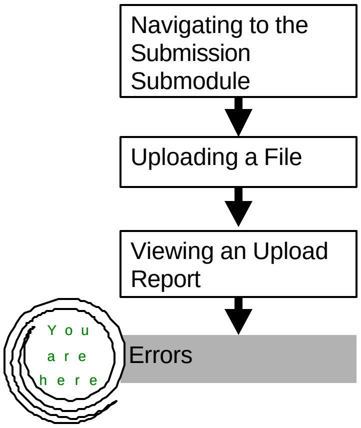
There are two options:

- Type in the ticket number in the blank dialog box. Then click **View Report**.
- Click a hyperlink ticket number from the **Recent Submission** list.

Either action generates an Upload report.

If the Status for the report reads **Complete**, the file was submitted successfully.

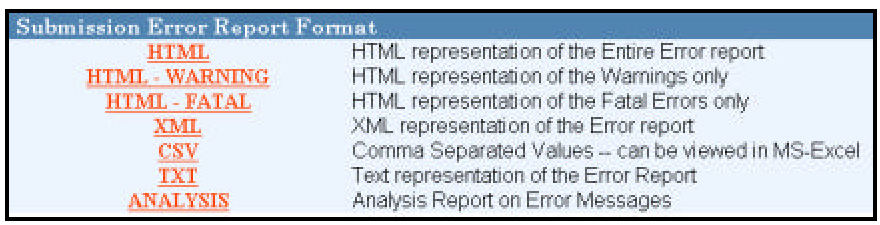
If the status for the report reads **Fatal Error**, further investigation is suggested on the report page.



Errors

Even if the upload is completed, errors can occur during the process. The report page provides a list of all the errors that occur when files are uploaded (see Figure 5). You can view these errors in any of the following seven different formats:

- HTML Error Report: Displays a representation of the entire error report. Errors are noted in red type.
- HTML – Warning: Displays warnings only. Errors are noted in red type.
- HTML – Fatal: Displays fatal errors only. Noted in red type, information in this screen shows the total number of errors in transmission, describes the type of error, and explains the cause of the error.
- XML: Presents an XML representation of the error report.
- CSV: Generates an Excel file of the error report.
- TXT: Downloads the error report into text.
- Analysis: Displays all fatal errors and notes the number of times they occur.



Submission Error Report Format	
HTML	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

Figure 5: The Submission Error Report Format list.

A document titled *List of Error Messages in the 50058 Submission Module* presents details about how to fix these errors. To view this document:

Step	Action/Result
1. Go to the **Public and Indian Housing (PIH)** home page.	This is located in: http://www.hud.gov/offices/pih/index.cfm
2. Locate the **Quick Find** box in the lower right.	
3. Click **Form HUD-50058 Documents.**	
4. Click the link titled **Go to this page**.	The **Forms, Guidebooks and Tools** page appears.
5. Click the link titled **List of Error Messages in the 50058 Submission Module**.	It is in the **Technical Documentation and Tools** section.
6. Click the **Open the PDF File** link in the PDF File Request notice page.	The document opens in PDF form.

The PDF file contains 30 pages that describe different types of error messages, under the following identifying column headings:

- Module Number: Notes the module in which the error occurred
- Error ID: Assigns a number to the error
- Field Number: Assigns the field an identifying number
- Field Name: Lists the field in which the error occurred
- Error Message: Offers a brief description of the type of error
- Error Status: Confirms the error with a 'Y'
- TRG Page: Notes the page on which the fix can be found

Note that the last column heading, TRG Page, is the *Technical Reference Guide* page number and location with information about repairing a specific error.

Avoiding errors saves time and improves efficiency. If even one aspect of the input is incorrect, the system searches for the input and generates error messages.

To understand the most common types of errors, familiarize yourself with the **Development Submodule** in PIC. It can help you understand the origins of several common errors.

Note: The **Development Submodule** is located in PIC's **Housing Inventory** Module. It is available to PHAs only.

Finally, immediately notify HUD Headquarters when errors occur.