



**WRIGHT COMPUTER SERVICES, INC.**

2336 WISTERIA DRIVE, SUITE 240

SNELLVILLE, GEORGIA 30078

Phone 770.469.1818

Fax 770.469.0518

[www.wrightcomputers.net](http://www.wrightcomputers.net)

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MEMORANDUM

Memo to: Lisa Bruce  
Memo From: George Wright  
Memo Date: April 15, 2008  
Subject: PIC Changes in April, 2008

In connection with the PIC update for the month of March, 2008, (the weekend of April 4 through April 6) there was a change by PIC to some of the building numbers. Unless the Housing Authorities change the building numbers in their Unit Master File Records to agree with the building numbers shown by PIC, there will be a fatal error when PIC tries to process the Authority's 50058s. The fatal error will normally read as follows:

FATAL: 4046 – The submitted combination of Building Number, Building Entrance Number & Unit Number does not exist for selected development number.

Correction of this error can normally be made by going to the "Development" module from the PIC main menu and determining the building number shown by PIC for the unit in question. Then this building number can be entered in field number 26 on page 1 of the 50058 Basic Record and this 50058 can be successfully resubmitted to PIC. This same building number should be entered in field number 5 on page 2 of the Unit Master Record for this unit to help prevent this same error in future creation and submission of 50058s.

If the Housing Authority determines that a significant number of building numbers have been changed, perhaps the best way to resolve the differences is to print out the PIC unit listings under the development module of PIC and to compare the building numbers with the building numbers shown on their Unit Master File Records making changes to these records where necessary.