



Client Enrichment Series

Welcome to today's presentation:

eRETA Advanced Course

September 24, 2019

The presentation will start at 1 pm Eastern

Note: Phones are automatically muted during the presentation. You have the ability to send questions to your fellow attendees and our presentation team via your Chat pane. Our team will answer as many of the questions as possible throughout and at the end of the presentation. **All** questions will be captured, and answers sent to all participants prior to the next presentation.



external RWA Entry and Tracking Application (eRETA)

eRETA Advanced Course-

In eRETA, How Do I...?

September 24, 2019

Presented by:

Steve Sacco

Reimbursable Services Program Manager

GSA-PBS Project Delivery Excellence Division

Office of Design & Construction



Hosted by:

Rebecca Hood

Customer Relationship Specialist

PBS Great Lakes Region (R5)





Client Enrichment Series

Using eRETA to send RWAs and RWA Work Requests is going to become MANDATORY October 1, 2019 (Beginning FY2020)

We have an extensive outreach and training program developed that will allow preparation time to enable our customers to institute this new process.

Come back to either eRETA session as often as you like, or tell a peer about our events:

eRETA Overview (Basics)

Tuesday, October 8th 2019 1pm-3pm Eastern [Register Now](#)

In eRETA, How Do I...? (Advanced)

Thursday, October 24th 2019 1pm-2:30pm Eastern [Register Now](#)

(attending “eRETA Overview” and gaining eRETA access is advised prior to attending this session)

A host of resources, guides and training videos are available online at:

www.gsa.gov/ereta

Today's Topics

- *eRETA Website and Access*
- *Work Request Workflow*
- *Understanding the eRETA Searches and a walkthrough of all search fields*
- *Four RWA Amendment Input Codes*
- *Component Treasury Account Symbol (TAS) Format and “My Favorites”*
- *Multiple Funding Strings and the “Line to Bill” Feature*
- *Digital Signature Recap*
- *Open Q&A*

Gaining Access and Training Materials

www.gsa.gov/ereta

GSA

TRAVEL

REAL ESTATE

ACQUISITION

TECHNOLOGY

POLICY &
REGULATIONS

Home > Real Estate > Real Estate Services > Reimbursable Services (RS) Program > ERETA RWA Customer Portal >

REIMBURSABLE SERVICES (RS) PROGRAM

Overview

About RWAs

Billing & Payment

> eRETA RWA Customer Portal

eRETA Training Materials

How do I access eRETA

Policy & Guidance

Training & FAQs

eRETA RWA Customer Portal

[How Do I Access eRETA? | eRETA Training Materials](#)

RETA
RWA ENTRY
& TRACKING
APPLICATION

New Digital Features Now Available in eRETA

We are very excited to announce that in May 2017, the General Services Administration, Public Buildings Service (GSA-PBS) enhanced its Reimbursable Work Authorization (RWA) intake process by offering an electronic alternative to several existing manual processes.

These new features include:

Work Request Workflow Steps

- 1 – Customer Action - Customer enters Work Request (WR) information
- 2 – Customer Action – Customer sends WR to GSA
- 3 – GSA Action – GSA assigns PM/POC to project or service
- 4 - Jointly – GSA PM/POC and Customer develop requirements (scope, estimates, schedules, etc)
- 5 – Customer Action – Customer enters remiaing WR information (equal to page 1 of RWA Form) and send to GSA
- 6 – GSA Action – GSA enters GSA-specific information (equal to page 2 of RWA Form)
- 7- GSA Action – GSA routes for digital signatures
- 8 – Jointly – Once the Customer and GSA sign, the RWA is accepted

eRETA Search Tips and Tricks

Work Request / RWA Search Hide Criteria

WR/RWA Type Select options ⓘ WR/RWA Number Closure Status Select options

WR/RWA Status Select options Organization Code ⓘ Region Select options

Pending Action Building Number ⓘ Overtime Utilities

Primary Worksite City Building Name Primary Worksite State Select options Building Type Select options

Agency Bureau Code 01001, 01044, 02804, ⓘ Agency Name/Bureau Name

BOAC ⓘ Severable Service Select options Customer Funding Type Select options

PDN ⓘ PCN Customer ID

Authorized Amount from \$ to \$ Agency Accounting Data User ID ⓘ

RWA Acceptance/Start Date from ⓘ to ⓘ Agency Contact Email GSA PM/POC Email






This report displays current WR/RWA information, including pending transactions. Therefore Pending or In Queue transactions may display differently than the official values in Pegasys.

- Multiple search criteria means eRETA will search for all records that match ALL criteria entered
- The “little person” icon auto-populates your name in the User ID field
- Hyperlinks on the searches and throughout eRETA open up the Glossary definition for that term
 - Customer ID - searches for records that have the matching data in the “Requisition ID”, “Customer Order Number”, “Agency Accounting Data”, or the “Brief Project Description” fields
- “Pending Action” filter allows you to locate WR/RWAs awaiting your action and attention

eRETA Search Tips and Tricks (cont.)

The screenshot displays the eRETA system interface. On the left is the 'Work Request / RWA Search' panel with various filters. An orange arrow points from a magnifying glass icon in the 'Building Number' field to a search window. The search window, titled 'Building Search', contains fields for Building Number, Organization Code, Building Name, Address, City (set to 'albany'), State (set to 'New York'), and Zip Code. Below the search window is a 'Search Results' table with 20 records. At the bottom of the screenshot, a caption reads: 'This report displays current WR/RWA information, including pending...'.

Work Request / RWA Search

WR/RWA Type: Select options
WR/RWA Status: Select options
Pending Action: [Dropdown]
Building Number: [Input]  
Primary Worksite City: [Input]
Agency Bureau Code: [Input] 
BOAC: [Input] 
PDN: [Input] 
Authorized Amount from \$ [Input] to \$ [Input]
RWA Acceptance/Start Date from [Input] to [Input]

Building Search

Building Number: [Input]
Organization Code: [Input]
Building Name: [Input]
Address: [Input]
City: albany
State: New York
Zip Code: [Input]
[Search] [Clear] [Cancel]

Search Results

Bldg No	Organization Code	Building Name	Address	City	State	Zip Code
NY0002ZZ	P0225510	JAMES T. FOLEY USPO & CT HOUSE	445 BROADWAY	ALBANY	NY	12207
NY0300ZZ	P0225510	LEO W OBRIEN FB	1 CLINTON AVE	ALBANY	NY	12207
NY6478ZZ	P0225500	401 NEW KARNER ROAD	401 New Kerner Rd	ALBANY	NY	12205
NY6479ZZ	P0225500	BARRM BETTY & LEDUKE	52 CORPORATE CIR	ALBANY	NY	12203
NY7106ZZ	P0225500	1 WINNERS CIRCLE	1 Winners Cir	ALBANY	NY	12205
NY7123ZZ	P0225500	DYKEN POND ROAD	20 MODONNA LAKE ROAD	ALBANY	NY	12082
NY7136ZZ	P0225510	200 MCCARTY AVENUE	200 MCCARTY AVENUE	ALBANY	NY	12209
NY7169ZZ	P0225500	39 NORTH PEARL STREET	39 N PEARL ST	ALBANY	NY	12207
NY7226ZZ	P0225500	8 AUTOMATION LANE	8 AUTOMATION LN	ALBANY	NY	12205
NY7297ZZ	P0225500	ALBANY INTERNATIONAL AIRPORT	ALBANY INTERNATIONAL AIRPORT	ALBANY	NY	12211

20 records found. Displaying page 1 of 2

- Magnifying glass icons open search windows for the search criteria in question

eRETA Search Export to Excel

Work Request / RWA Search Hide Criteria

WR/RWA Type Select options	WR/RWA Number <input type="text"/>	Closure Status Select options <input type="text"/>
WR/RWA Status Select options <input type="text"/>	Organization Code <input type="text"/>	Region Select options <input type="text"/>
Pending Action <input type="text"/>	Building Name <input type="text"/>	Overtime Utilities <input type="text"/>
Building Number <input type="text"/>	Primary Worksite State Select options <input type="text"/>	Building Type Select options <input type="text"/>
Primary Worksite City <input type="text"/>	Agency Name/Bureau Name <input type="text"/>	
Agency Bureau Code 01001, 01044, 02804, 1 <input type="text"/>	Severable Service Select options <input type="text"/>	Customer Funding Type Select options <input type="text"/>
BOAC <input type="text"/>	PCN <input type="text"/>	Customer ID <input type="text"/>
PDN <input type="text"/>	Agency Accounting Data <input type="text"/>	User ID <input type="text"/>
Authorized Amount from \$ <input type="text"/> to \$ <input type="text"/>	Agency Contact Email <input type="text"/>	GSA PM/POC Email <input type="text"/>
RWA Acceptance/Start Date from <input type="text"/> to <input type="text"/>		

This report displays current WR/RWA information, including pending transactions. Therefore Pending or In Queue transactions may display differently than the official values in Pegasys.

- Export to Excel of any search provided additional data that cannot be displayed on screen (due to space limitations)
- The Financial Review Export to Excel is one of the most widely used, supplementing data you might pull from other GSA websites (i.e. the PBS Customer Dashboard).

RWA Amendment Input Codes

The screenshot shows the 'RWA Summary' page. The status is 'Accepted Successfully'. The last modified by is 'mandy.honn@gsa' and the last modified date is '06/20/2018'. The 'Input Code' field is currently empty, and a dropdown menu is open, showing the following options: 'Customer Administrative Change - E input code', 'Customer Administrative Change - E input code', 'Billing Change - H Input code', 'Cancel/Early Completion (Halt Project/Service) - N Input Code', and 'Amount/Scope Change - X Input Code'. The 'Apply' button is visible next to the dropdown. The page also displays various RWA details:

RWA #:	A5007820	REXUS Lease Project #:	
Estimate Tracking #:	SCWA0280417145016	Lease #:	
Work Site:	WA0063ZZ	Building Type:	Owned
Building Name:	FED BLDG USPO & CH		

When do I need an amendment?

- If GSA entered the RWA before eRETA and you want to correct or add any missing data
- You need to cancel the RWA after acceptance due to priority changes in your organization
- You need to add funding to an RWA

Four Amendment Types:

- E-input code: Customer Administrative Change - direct submission to Pegasys
- H-input code: Billing Change
- N-input code: Cancel/Early Completion
- X-input code: Amount and/or Scope Change

RWA Amendment Input Codes (cont.)

Agency Accounting Details

WR/RWA Number: A5007820
Status: Accepted Successfully
Input Code: E
[Read-Only View](#)

Edit Agency Accounting Detail Line

Agency Certified Amt \$836,325.23

Agency Fund Year

Fund Type

Expiration Date of Obligational Authority

Authorized Line Amt \$

Treasury Symbol

* Agency Accounting Data

CAN: 4001132 SOC: 3225 Appropriation: 28178704

(Limited to 255 Characters)

[Agency Accounting Detail Lines Help](#)

Line to Bill	Created Date	Modified Date	Treasury Symbol	Fund Year	Fund Type	Exp Date of Oblig Auth	Authorized Line Amt	Agency Accounting Data	Modify Delete
1	05/25/2017	06/19/2018	02820172 017 8704000	2017	Annual	09/30/2017	\$836,325.23	CAN: 4001132 SOC: 3225 Appropriation: 28178704	

Agency Cert Amt: \$836,325.23
Authorized Line Amt: \$836,325.23

- Depending on the “Input Code” selected, certain fields are editable and others are disabled (grayed out).
- E-input code amendments can be submitted immediately to GSA’s Financial Management System. Other require GSA review and approval.

Treasury Account Symbol (TAS) and “My Favorites”

[WR/RWA Number: A5007820](#) [Status: Accepted Successfully](#) [Input Code: X](#) [Read-Only View](#)

*** Required Fields**

Edit Agency Accounting Detail Line

Agency Certified Amt \$836,325.23
 * Agency Fund Year 2017 * Authorized Line Amt \$ 836325.23
 * Fund Type A: Annual * Treasury Symbol 02820172017 8704000
 Expiration Date of Obligational Authority 09/30/2017
 CAN: 4001132 SOC: 3225 Appropriation: 2817870

* Agency Accounting Data

(Limited to 255 Characters)

[Agency Accounting Detail Lines Help](#)

My Favorites [Close](#)

Component Treasury Symbol	Available From	Available To	Main Account Code	Remove Favorite
02820192019 8704000	2019	2019	8704	<input type="checkbox"/>
02820192019 0404000	2019	2019	0404	<input type="checkbox"/>
02020192019 0101000	2019	2019	0101	<input type="checkbox"/>
02020192020 5445000	2019	2020	5445	<input type="checkbox"/>
02020192019 1824000	2019	2019	1824	<input type="checkbox"/>

[View All/Add Favorites](#)

Line to Bill	Created Date	Modified Date	Treasury Symbol	Fund Year	Fund Type	Exp Date of Oblig Auth	Authorized Line Amt

Treasury Account Symbol (TAS) and “My Favorites” con’t

Treasury Symbol Search

Treasury Symbol Main Account Code

Available From Year Available To Year

Description My Favorites **NEW**

The Department of Treasury is transitioning Treasury Symbol format across the federal government to what is called the Component Treasury Account Symbol (TAS). For a full description of the Component TAS please see "Attachment B" at The Department of Treasury's Bureau of Fiscal Service Fact Sheet website - [click here](#).

- As an example a "Two Digit Year Treasury Symbol" for annual funding would be 70150544 and for multi-year funding it would be 7015/170544. These two examples in the Component TAS form would be 070201520150544000 and 070201520170544000 respectively. The Component TAS would be broken down as follows:
 - three digit agency code (070 for DHS)
 - four digit "start" year of the appropriation (2015; a single 'X' would be entered if no-year funds)
 - four digit "end" year of the appropriation (2015 or 2017 respectively)
 - four position fund code of agency (0544)
 - three additional positions to cover any sub-accounts, otherwise this will show as three zeros.
- To aid in the transition, RETA users can query either the old, "Two-Digit Year Treasury Symbol", and the new, "Component Treasury Symbol" format in the Treasury Symbol search field. The search results will display a column for both the "old" format and the "new" Component format. Simply click on the line that contains the Treasury Symbol that matches what the customer provided on the RWA form (regardless if they provided the old or new format). RETA will automatically apply the Component TAS format to the RWA and send that value to Pegasys and eventually to Treasury during the RWA billing cycles.
- IS THE PROVIDED TREASURY SYMBOL NOT AVAILABLE IN RETA? If the Treasury Symbol provided by the customer is not found on this RETA Treasury Symbol look up, please review the [Treasury Symbol Glossary definition](#) for instructions on how to add a missing Treasury Symbol in RETA.

- Highlight the “star” icon to save a favorite TAS
- Instructions explain the exact “Component TAS” format required by Treasury and GSA billing system
- Use partial TAS code to run a search
- TAS search allows for both “Component” format and also “Two-digit year” format

Search Results

Favorite	Component Treasury Symbol	Two Digit Year Treasury Symbol	Sub-level Prefix	Agency Identifier	Available From Year	Available To Year	Main Account Code	Sub-Account Code	Description
★	02820192019 0404000	28190404		028	2019	2019	0404	000	PAYMENTS TO SOCIAL SECURITY TRUST FUNDS, SOCIAL SECURITY ADMINISTRATION
★	02820192019 8704000	28198704		028	2019	2019	8704	000	SALARIES AND EXPENSES, SOCIAL SECURITY ADMINISTRATION
☆	02820192020 8704000	2819/208704		028	2019	2020	8704	000	SALARIES AND EXPENSES, SOCIAL SECURITY ADMINISTRATION SUPPLEMENTAL SECURITY

Multiple Funding Strings and “Line To Bill” Feature

- GSA Billing system can only bill one (1) accounting line at a time
- E-input code can be used to change which line is billed

Agency Accounting Details

WR/RWA Number: A5007820 Status: Accepted Successfully Input Code: X [Read-Only View](#)

* Required Fields

[Print/Export](#) [Add](#)

[Agency Accounting Detail Lines Help](#) [Agency Accounting Detail Line has been added successfully.](#)

Line to Bill	Created Date	Modified Date	Treasury Symbol	Fund Year	Fund Type	Exp Date of Oblig Auth	Authorized Line Amt	Agency Accounting Data	Modify Delete
<input checked="" type="radio"/>	06/10/2019	06/10/2019	02820192 019 8704000	2019	Annual	09/30/2019	\$0.00	Line #2 - TEST	
<input type="radio"/>	05/25/2017	06/19/2018	02820172 017 8704000	2017	Annual	09/30/2017	\$836,325.23	CAN: 4001132 SOC: 3225 Appropriation: 28178704	

Agency Cert Amt: \$836,325.23 **Authorized Line Amt: \$836,325.23**

2 Records found. Displaying page 1 of 1 1

Capturing RWA Signatures

RETA RWA ENTRY & TRACKING APPLICATION external.DataEntryUser@gsa.gov

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Customer Approval

WR/RWA Number: W1713095 Status: Assigned Input Code: A Read-Only View

Please complete this screen if entering a new RWA or processing an amendment that requires a new signature. * Required Fields

NEW Click here for signature option instructions

Electronic Signature Request Manual Signature

Signature of Fund Certifying Official: Not Yet Signed

Fund Certifying Official: nicole.rhodes@cbp.dhs Print Form 2957

Name of Signer: Rhodes, Nicole

Certifying Official's Phone: (202) 391-8247 Ext: []

Date: []

I certify that the RWA has been signed by a Fund Certifying Official and either delivered to PBS or uploaded here on this page.

Upload New

Document Type	Document Name	Upload Date	Delete
No records found			

Save Send to GSA Reset Form

Documentation Comments

- The “Customer Approval” tab is where customers identify who will sign the RWA by selecting “Electronic Signature” and enter the email of the Fund Certifying Official - that’s it!
- The Fund Certifying Official will receive an email from “eSignLive” to apply his/her signature after GSA enters and verifies all information already entered in RETA/eRETA
- The “Send to GSA” button must be clicked to move the RWA towards acceptance. If not clicked, GSA will take no action and the RWA not be accepted.

Digital Signature Email and eSignLive

RWA_F1643770_Mobile_AL_003 - eSign this package sent by John Doe

Inbox x



RETAAdmin <RETAAdmin@gsa.gov>
to me

8:20 PM (0 minutes ago)

Hi Jane Doe,

Jane Doe has added you as a Signer to the e-SignPackage "RWA_F1643770_Mobile_AL_003".

Please click the "Sign/Review" button below to apply your digital signature to this RWA - a new tab or window will open.

Two actions are required:

- 1) Accept the "ESign Disclosures and Consent" document
- 2) Review the RWA 2957 Form and sign in the appropriate block

Below is a summary of the RWA to be signed.

Customer Agency: DEPARTMENT OF JUSTICE,DEPARTMENT OF JUSTICE

Customer POC: Ksenia Petrikova, ksenia.petrikova@gsa.gov

GSA POC: Satish Nadipalli, satish.nadipalli.fp@vencore.com

Building: FB/CT,PROJ. LOCATION TO BE DETERMINED,MOBILE,AL


Description: test

For more information, please contact the appropriate POC listed at F1643770.

[Click here to Sign / Review](#)

The General Services Administration
[1-800-488-3111](tel:1-800-488-3111) / DSSTeam@gsa.gov
www.gsa.gov

Please review and sign this Document by scrolling and clicking on the "Click to Sign" or "Click to Initial" boxes as indicated by the yellow stickies.

25Z. If applicable, enter the Total Line Amount from any attached sheet(s) here		\$0.00
26. Grand Total		\$ 5,367.09
27A. GSA Project Contact Name Patrick Campbell		
27B. GSA Project Contact Phone Number (303) 236-2756	27C. GSA Project Contact E-Mail Address patrick.campbell@gsa.gov	
29A. GSA Approving Official's Signature  Click to Sign		28B. Date
28C. GSA Approving Official's Phone Number (202) 208-6177	28D. GSA Approving Official's Name Steve Sacco	
28E. GSA Approving Official's E-Mail Address steven.sacco@gsa.gov		29. Seller/General Services Administration Business Partner Network/DUNS Number (BPN/DUNS) 177084642
RWA COMPLETION AND CLOSEOUT INFORMATION		
30A. Substantial Completion Date 09/30/2017	30B. Financial Closeout Date (Term Date)	

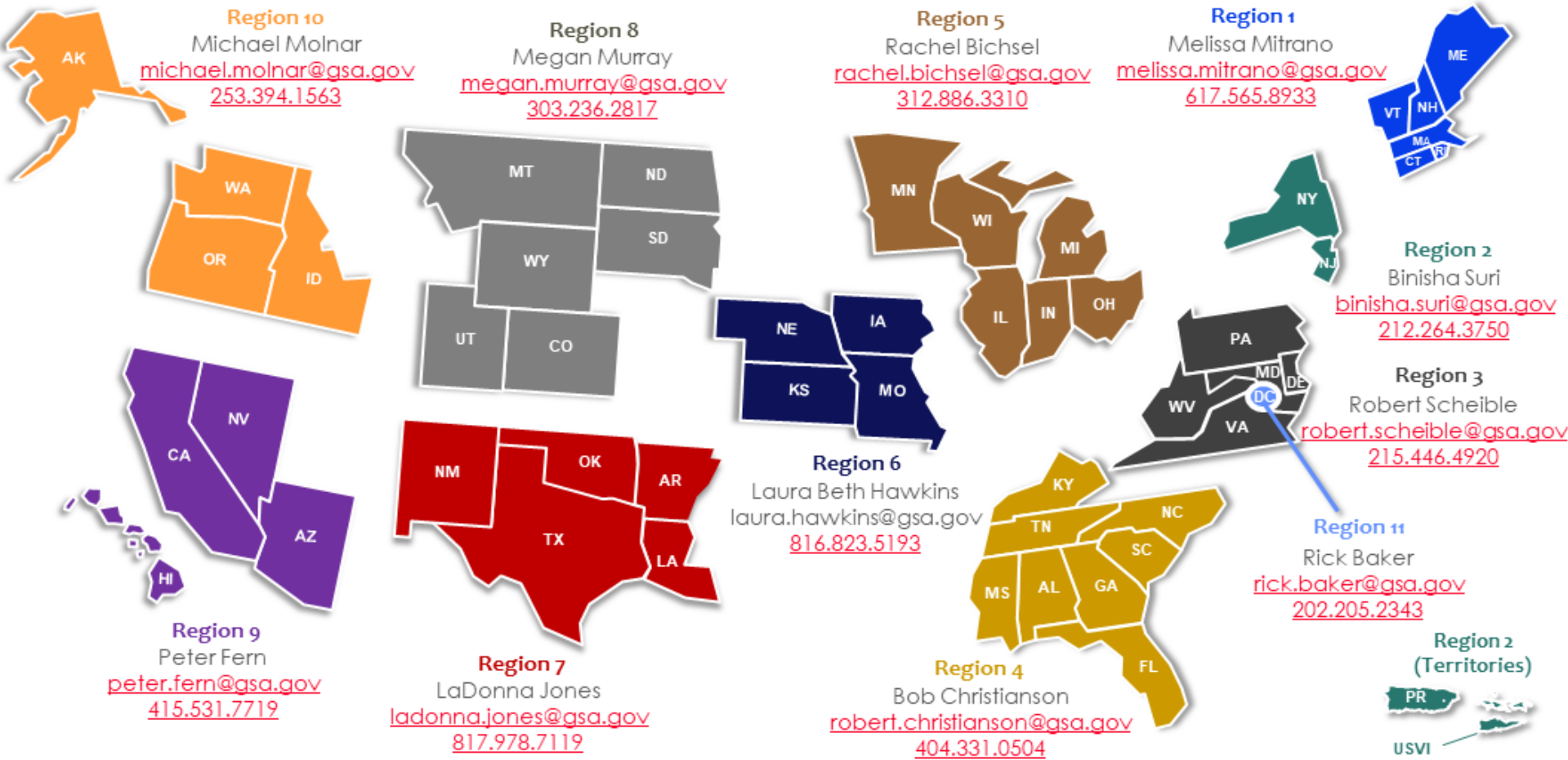
GSA 2957 (REV. 9/2016) PAGE 2



Questions?

- Lots of eRETA info available at www.gsa.gov/ereta
- Lots of RWA info available at www.gsa.gov/rwa
- eRETA System question? ereta@gsa.gov
- General RWA question? AskRWA@gsa.gov
- Specific question on an RWA project or service?
 - Contact the regional RWA Manager (see map) or locate the GSA Project Manager email in eRETA

GSA PBS Reimbursable Services RWA Managers





***Thank you for joining us today for a discussion on
eRETA - “How do I...” Advanced Course***

***Training materials, including PDF User Guides and video recordings of
previous training demonstrations, are available at:***

www.gsa.gov/ereta

Questions?



Join us for our upcoming VIRTUAL CES sessions!

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Tuesday, November 12th 2019 1-3pm Eastern [Register Now](#)

In eRETA, How Do I...? (Advanced)

(attending “eRETA Overview” and gaining eRETA access is advised prior to attending these sessions)

Thursday, October 24th 2019 1-2:30pm Eastern [Register Now](#)

Tuesday, November 19th 2019 1pm-2:30pm Eastern [Register Now](#)

Real Property Disposal Overview - Mission, Services and Opportunities

Thursday, October 17th 2019 2-3pm Eastern [Register Now](#)

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