



# Client Enrichment Series

Welcome to today's presentation:

*eRETA Digest*

*April 25, 2023*

*The presentation will start at 1 pm Eastern*

**Note:** Participant audio is automatically muted during the presentation. You can ask questions via the Q&A feature and our eRETA eXPERTS will address them. A formal Q&A document, session slide deck, and a recording of this class will be made available on [www.gsa.gov/ces](http://www.gsa.gov/ces) after our session.

*eRETA Digest****Presented by:*****Rachel Bichsel**

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Center for Customer Delivery

GSA-PBS Office of Design and Construction (CO)

***Hosted By:*****James Fotopoulos**

Regional Account Manager

Heartland Region (Region 6)





## ***Use of eRETA is required to send RWAs and RWA Work Requests***

Resources, guides, presentations, Q&A  
and training videos are available online at:

[www.gsa.gov/ereta](http://www.gsa.gov/ereta)

and

[www.gsa.gov/ces](http://www.gsa.gov/ces)

# Audience Poll - eRETA Digest Class Experience

Is this your first eRETA Digest class?

- Yes
- No

# Audience Poll - Returning eRETA Digest Class Participants

If you are a returning participant, what areas are you most interested in? Choose all that apply.

- Gaining access to eRETA
- Submitting a new Work Request
- Performing a search in eRETA
- Uploading documents
- Amending an existing RWA
- Other (please add your interest to the “Chat” pane)

# Audience Poll - eRETA Access

What access do you currently have in eRETA?

- Data Entry user
- Read Only user
- I don't have an eRETA user ID yet

# Audience Poll - Number of Work Requests

If you are a Data Entry User, approximately how many RWA Work Requests have you sent to GSA in eRETA since eRETA was required in Oct 2019?

- 1-5
- 6-10
- More than 10
- More than I can remember!
- I am not a Data Entry User

# Today's Topics

- *eRETA Website and Access*
- *Understanding the eRETA Searches and a walkthrough of all search fields*
- *Work Request/RWA “Progress Tracker”*
- *Creating a Work Request*
  - *Data Entry - Customer Info, Billing Info, Accounting Details, Customer Approval*
  - *Component Treasury Account Symbol (TAS) Format and “My Favorites”*
  - *Multiple Funding Strings and the “Line to Bill” Feature*
  - *Validations on Dollar Amounts, Treasury Symbols, and Period of Performance*
  - *Digital Signatures*
- *Four RWA Amendment Input Codes*
- *Contacts for more help*



# Gaining Access and Training Materials

Visit [www.gsa.gov/ereta](http://www.gsa.gov/ereta) for eRETA access and Training

## How to request access to eRETA:

(also available on the "[How do I access eRETA?](#)" section of the webpage)

1. Complete initial online application (Account Request Form)
2. Forward completed Account Request Form to your supervisor and have them send directly to [ereta@gsa.gov](mailto:ereta@gsa.gov) with a statement affirming your request for access
3. Receive "Welcome to eRETA" email and follow final instructions

## How to login to eRETA:

- Once you have been granted access, go to <https://extportal.pbs.gsa.gov/> and click the "Sign In" link at the top of the screen

## Where to find Training Materials: "[eRETA Training Materials](#)" page:


- Detailed user guides and Quick Tips on how to navigate and use eRETA
- Video demonstrations and recordings of past training sessions

## Can't find what you're looking for?




- RWA Policy, Process and FAQs are available at [www.gsa.gov/RWA](http://www.gsa.gov/RWA)
- Reach out for help: [Contact Us](#)



# Work Request-RWA Process

<b>Pre-Planning Status</b>	Customer enters and saves WR information
<b>Unassigned Status</b>	Customer sends WR to GSA  <i>Email from eRETA: New WR is submitted to GSA</i>



*GSA may take up to 5 business days to assign a PM/POC*

<b>Planning/Estimate Status</b>	<ol style="list-style-type: none"> <li>1. GSA assigns PM/POC to project or service   <i>Email from eRETA: Work Request W## has been assigned</i></li> <li>2. GSA PM/POC and Customer develop requirements (Scope, Estimates) and links an estimate in RETA</li> </ol> <p>---- <b>This timeframe varies depending on type of project or service</b> ----</p>  <i>Email from eRETA: GSA has approved the estimate ## for W##</i> <ol style="list-style-type: none"> <li>3. Customer enters remaining information and sends RWA to GSA for acceptance   <i>Email from eRETA: WR/RWA Sent to GSA for Acceptance</i></li> </ol>
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*GSA may take 15 business days to review before routing for signatures*

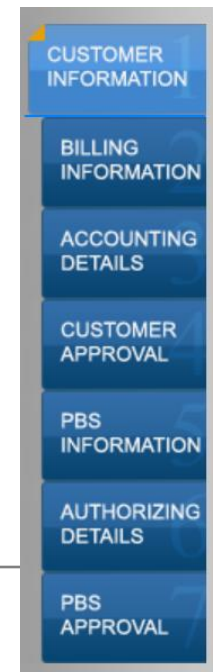
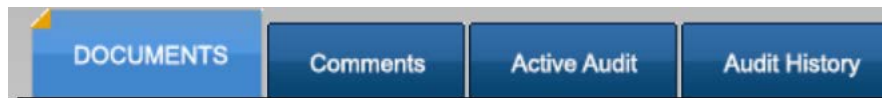
<b>Pending-New Status</b>	GSA reviews and enters GSA-specific information
<b>Sig-Requested Status</b>	GSA routes for digital signatures
<b>Accepted Status</b>	Customer and GSA digitally sign RWA via DocuSign Email  <i>Email from eRETA: Acceptance Letter</i>

# Standard Features

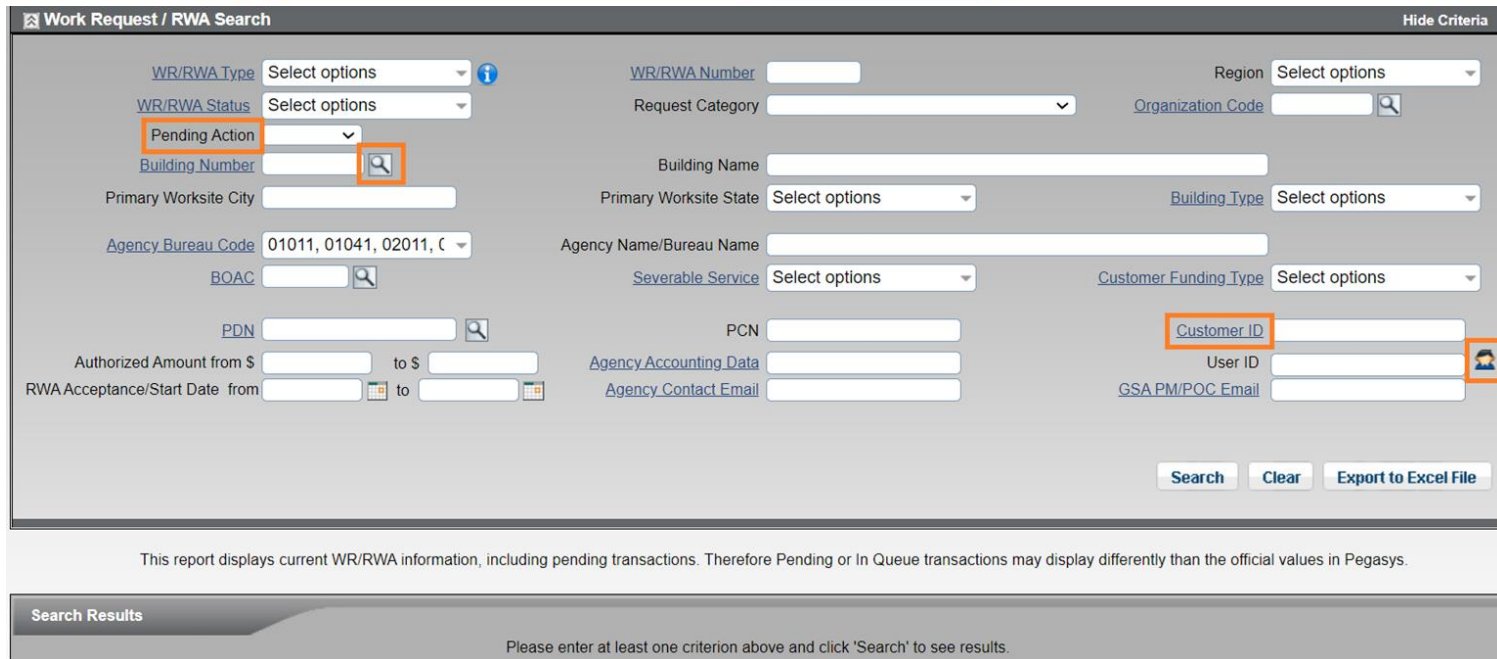
- **Blue words** are hyperlinks: they open up the Glossary definitions
- A **Magnifying Glass**  helps you do a more detailed item/code search
- \* **Red Asterisks** mean the field is required
- Searches can be **downloaded to Excel** by clicking export 
- **Yellow links** at the bottom help navigate between different screens

[RWA History](#) [Financial Review](#) [Documentation/Audit](#) [Comments](#) [ETN:SCMT0280020254008](#)

- Tabs help navigate different elements within a screen
  - Sometimes they appear on the left 
  - Sometimes they appear up top 



# eRETA Search Tips and Tricks



**Work Request / RWA Search** Hide Criteria

WR/RWA Type  ⓘ  
WR/RWA Status   
**Pending Action**   
Building Number  ⓘ  
Primary Worksite City   
Agency Bureau Code   
BOAC  ⓘ  
PDN  ⓘ  
Authorized Amount from \$  to \$   
RWA Acceptance/Start Date from  to

WR/RWA Number   
Request Category   
Region   
Organization Code  ⓘ  
Building Name   
Primary Worksite State   
Agency Name/Bureau Name   
Severable Service   
Customer Funding Type   
PCN   
Agency Accounting Data   
Agency Contact Email

**Customer ID**  ⓘ  
User ID  ⓘ  
GSAPM/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.

**Search Results**

Please enter at least one criterion above and click 'Search' to see results.

eRETA will search for all records that match ALL criteria entered - **less is more** when searching.

- “Pending Action” filter allows you to find WR/RWAs waiting for your “Customer” action and attention.
- “Customer ID” - works like a keyword search for the “Customer Order Number”, “Agency Accounting Data”, or the “Brief Project Description” fields.
- The “person” icon auto-populates your name in the User ID field.

# eRETA Search Tips and Tricks (cont.)

The screenshot displays the eRETA system interface. On the left, the 'Work Request / RWA Search' panel includes fields for 'WR/RWA Type', 'WR/RWA Status', 'Pending Action', 'Building Number', 'Primary Worksite City', 'Agency Bureau Code', 'BOAC', 'PDN', and 'Authorized Amount from \$ to \$'. A magnifying glass icon next to the 'Building Number' field is highlighted with an orange box and an arrow pointing to the right. On the right, a 'Building Search' form is open, showing fields for 'Building Number', 'Building Name', 'City' (filled with 'albany'), 'Zip Code', 'Organization Code', 'Address', and 'State' (filled with 'New York'). Below the form is a 'Search Results' table with columns: Bldg No, Organization Code, Building Name, Address, City, State, and Zip Code. The table lists 20 records, with the first few rows visible. At the bottom of the search results, it says '20 records found. Displaying page 1 of 2'.

This report displays current WR/RWA information, including pending

- A Magnifying glass icon opens a drill down search for that field.





# eRETA Search Export to Excel

**Work Request / RWA Search** Hide Criteria

<a href="#">WR/RWA Type</a> <input type="text" value="Select options"/>	<a href="#">WR/RWA Number</a> <input type="text"/>	<a href="#">Region</a> <input type="text" value="Select options"/>
<a href="#">WR/RWA Status</a> <input type="text" value="Select options"/>	<a href="#">Request Category</a> <input type="text"/>	<a href="#">Organization Code</a> <input type="text"/>
<a href="#">Pending Action</a> <input type="text"/>	<a href="#">Building Name</a> <input type="text"/>	<a href="#">Building Type</a> <input type="text" value="Select options"/>
<a href="#">Building Number</a> <input type="text"/>	<a href="#">Primary Worksite State</a> <input type="text" value="Select options"/>	<a href="#">Agency Bureau Code</a> <input type="text" value="01011, 01041, 02011, C"/>
<a href="#">Primary Worksite City</a> <input type="text"/>	<a href="#">Agency Name/Bureau Name</a> <input type="text"/>	<a href="#">BOAC</a> <input type="text"/>
<a href="#">Agency Bureau Code</a> <input type="text" value="01011, 01041, 02011, C"/>	<a href="#">Severable Service</a> <input type="text" value="Select options"/>	<a href="#">Customer Funding Type</a> <input type="text" value="Select options"/>
<a href="#">PDN</a> <input type="text"/>	<a href="#">PCN</a> <input type="text"/>	<a href="#">Customer ID</a> <input type="text"/>
<a href="#">Authorized Amount from \$</a> <input type="text"/> to \$ <input type="text"/>	<a href="#">Agency Accounting Data</a> <input type="text"/>	<a href="#">User ID</a> <input type="text"/>
<a href="#">RWA Acceptance/Start Date from</a> <input type="text"/> to <input type="text"/>	<a href="#">Agency Contact Email</a> <input type="text"/>	<a href="#">GSA PM/POC Email</a> <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.

## Search Results

Please enter at least one criterion above and click 'Search' to see results.

- Export to Excel to see more data.

# Work Request/RWA “Progress Tracker”

The screenshot displays the 'Progress Tracker' sidebar on the right, which includes a vertical progress bar with stages: Pre-Planning, Unassigned, Planning/Estimate (highlighted with a black dot), Pending-New, Signature Requested - Customer, Signature Requested - GSA, and Accepted. A 'GSA' button with an information icon is located above the progress bar. A green arrow points from this button to the 'Awaiting Action From' field in the main form, which also contains a 'GSA' button with an information icon.

- The Progress Tracker shows up on the side for all pending Work Requests and RWAs.
- The top will indicate who has the current action: you as the customer, GSA, GSA HQ Office, or no action (this final status will display for RWAs that are now accepted or those that are cancelled).
- The bubble will move down the path as the Work Request gets closer to RWA Acceptance.
- The Progress Tracker currently only displays for Work Requests up to RWA Acceptance. Subsequent RWA amendments will not show a new set of statuses.

# Creating/Submitting Work Requests (WR)

RETA & TRACKING APPLICATION

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

GSA

Customer Information

- Create Work Request  
- Modify Work Request/RWA

WR/RWA Number:  
Status:  
Input Code:

Customer Request Date:  
Customer Signature:  
GSA Region:

Requested By:  
GSA Data Entry:  
Estimate Tracking No:

\* Required Fields

\* Agency Bureau: 07051-Department Of Homeland Security-Customs And Border Protection (Cbp)

\* Primary Building State: Michigan

Building: MI1980ZZ

Address: 2321 PINE GROVE AVE

Room Number/Specific Location in Facility:

\* Request Category: Nonseverable (Projects)

\* Estimated FY Needed: Current

\* Estimated Amount: \$50,000 to \$250,000

\* Agency POC: kristan.n.wulfkuhle@cbp.dhs.gov  
Name: Wulfkuhle, Kristan  
Phone: (317) 995-5602

\* Description of Requirements: Cargo Building Break Room - Renovate to include demo and procure/install new cabinets, solid surface counters, sink, disposal, mount microwave and add electrical outlets

(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

Enter comments to provide additional information to GSA:

Save Reset Form

- Hover over “DATA ENTRY” and select “ Create Work Request”

- Enter all available information. Required fields are marked by a red asterisk (\*).

- The “Description of Requirements” field should be as detailed as possible.

- If you think you already know who your GSA PM/POC is, you can enter their name as a suggestion to GSA.

- This will also allow you to enter limited financial information before GSA formally assigns a PM/POC.



# Creating/Submitting Work Requests (WR), con't

**Customer Information** [Read-Only View](#)

**WR/RWA Number:** W2608332  
**Status:** Pre-planning  
**Input Code:** A

**Customer Request Date:**  
**Customer Signature:**  
**GSA Region:** 05

**Requested By:** GSA Data Entry  
**Estimate Tracking No.:**

**Required Fields**

**\* Agency Bureau:** 07051-Department Of Homeland Security-Customs And Border Protection (Cbp)

**\* Primary Building State:** Michigan  
**Building:** MI1980ZZ  
**Address:** 2321 PINE GROVE AVE

**\* City:** Port Huron  
**Building Name:** BLUE WATER BRIDGE  
**Zip Code:** 48060  
 Request for multiple buildings (if yes, Address in Desc. of Reqs.)

**Room Number/Specific Location in Facility:**

**\* Request Category:** Nonseverable (Projects) **Requested Period of Performance:**  to

**\* Estimated FY Needed:** Current  
 This work is related to other RWA(s)

**\* Estimated Amount:** \$50,000 to \$250,000

**Related RWA Number(s):**   
**Agency RWA Mailbox:** Add new...  
**GSA PM/POC: (if known)** Add new...  
**Agency POC:** kristan.n.wulfkuhle@cbp.dhs.gov  
**Name:** Wulfkuhle, Kristan  
**Phone:** (317) 995-5602

**Description of Requirements:** Cargo Building Break Room - Renovate to include demo and procure/install new cabinets, solid surface counters, sink, disposal, mount microwave and add electrical outlets

(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

Enter comments to provide additional information to GSA:

**Delete** **Save** **Submit Request** **Reset Form**

- You now have a “Work Request/RWA Number”. You will always be able to find it with that number.
- The WR is not yet submitted to GSA yet. It will remain in “pre-planning” status until submitted to GSA. Pre-planning allows customers to prioritize internally *before* getting GSA involved.
- Once the customer is ready for GSA to assign a PM/POC, click “Submit Request”.
- A popup will make you confirm you understand that this WR is **NOT** an accepted RWA yet.

# Creating/Submitting Work Requests (WR), conclusion

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Customer Information [Read-Only View](#)

WR/RWA Number: W2608332      Customer Request Date: 5/6/2022      Requested By: external.DataEntryUser@gsa.gov  
Status: **Unassigned**      Customer Signature:      GSA Data Entry  
Input Code: A      GSA Region: 05      Estimate Tracking No:

\* Required Fields

\* Agency Bureau: 07051-Department Of Homeland Security-Customs And Border Protection (Cbp) ▼

\* Primary Building State: Michigan ▼      \* City: Port Huron ▼  
Building: MI1980ZZ      Building Name: BLUE WATER BRIDGE  
Address: 2321 PINE GROVE AVE      Zip Code: 48060 -   
Room Number/Specific Location in Facility:        Request for multiple buildings (If yes, Address in Desc. of Reqs.)

\* Request Category: Nonseverable (Projects) ⓘ      Requested Period of Performance:  to  ⓘ

\* Estimated FY Needed: Current ▼

This work is related to other RWA(s)      Related RWA Number(s):

\* Estimated Amount: \$50,000 to \$250,000 ▼      Agency RWA Mailbox: Add new... ⓘ

\* Agency POC: kristan.n.wulfkuhle@cbp.dhs.gov ⓘ      GSA PM/POC: (if known) Add new... ▼  
Name: Wulfkuhle, Kristan      Name:  
Phone: (317) 995-5602      Phone:

\* Description of Requirements: Cargo Building Break Room - Renovate to include demo and procure/install new cabinets, solid surface counters, sink, disposal, mount microwave and add electrical outlets  
(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

Enter comments to provide additional information to GSA:

[Cancel Work Reques](#)

- After submitting the request to GSA, the Work Request status will be 'Unassigned'. This means GSA is in the process of assigning a PM/POC to the project/service.
- The Customer now waits for GSA to formally assign a PM/POC.
  - If a GSA PM/POC is already entered on the WR, the customer may continue filling out limited information on the following tabs.

Progress Tracker

Awaiting Action From : **GSA** ⓘ

Pre-Planning

**Unassigned**

Planning/Estimate

Pending-New

Signature Requested - Customer

Signature Requested - GSA

Accepted

# Edit Mode vs Read Only Mode

Customer Information

[Read-Only View](#)

WR/RWA Number: W2607812      Customer Request Date: 5/6/2022      Requested By: external.DataEntryUser@gsa.gov  
Status: Planning/Estimate      Customer Signature:      GSA Data Entry: diana.lee@gsa.gov  
Input Code: A      GSA Region: 05      Estimate Tracking No: SCMI0705122126001

\* Required Fields

RWA Type:      \* WR/RWA Number: 2607812      Generate

\* Agency Bureau: 07071-Department Of Homeland Security-Office Of Field Operations Facilities

\* Primary Building State: Michigan      \* City: Port Huron

Building: MI1980ZZ      Building Name: BLUE WATER BRIDGE

Address: 2321 PINE GROVE AVE      Zip Code: 48060 -

Room Number/Specific Location in Facility:       Request for multiple buildings (If yes, Address in Desc. of Reqs.)

\* Request Category: Nonseverable (Projects)      Requested Period of Performance:      to

\* Estimated FY Needed: Current

This work is related to other RWA(s)      Related RWA Number(s):

\* Estimated Amount: \$50,000 to \$250,000      Agency RWA Mailbox: janette.m.matravers@cbp.dhs.gov

\* Agency POC: kristan.n.wulfkuhle@cbp.dhs.gov      GSA PM/POC: (if known) christopher.ibanez@gsa.gov

Name: Wulfkuhle, Kristan      Name: Ibanez, Christopher  
Phone: (317) 995-5602      Phone: (313) 317-9635

\* Description of Requirements: Cargo Building Break Room - Renovate to include demo and procure/install new cabinets, solid surface counters, sink, disposal, mount microwave and add electrical outlets.

(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

To view any previously entered Comments click the Comments link at the bottom of this screen.

Cancel Work Request      Save      Save & Proceed >>>      Reset Form

Documentation      Comments      [ETN SCMI0705122126001](#)

- Clicking “Read Only View” will take you out of edit mode.
- To enter edit mode again, click the Edit button (pencil)



- There are yellow links at the bottom of the screen which take you to the estimate, documents or other related sections of the WR/RWA

You can look at the linked GSA Estimate by clicking the yellow link at the bottom that starts with “ETN” (Estimate Tracking Number)

# Completing/Submitting the RWA Information

**Customer Information** Read-Only View

WR/RWA Number: W2607812      Customer Request Date: 5/6/2022      Requested By: external.DataEntryUser@gsa.gov  
 Status: Planning/Estimate      Customer Signature: GSA Data Entry: diana.lee@gsa.gov  
 Input Code: A      GSA Region: 05      Estimate Tracking No: SCMI0705122126001

**Required Fields**

RWA Type:       \* WR/RWA Number: 2607812      Generate

\* Agency Bureau: 07071-Department Of Homeland Security-Office Of Field Operations Facilities

\* Primary Building State: Michigan      \* City: Port Huron

Building: MI1980ZZ      Building Name: BLUE WATER BRIDGE

Address: 2321 PINE GROVE AVE      Zip Code: 48060 -

Room Number/Specific Location in Facility:        Request for multiple buildings (If yes, Address in Desc. of Reqts.)

\* Request Category: Nonseverable (Projects)      Requested Period of Performance:  to

\* Estimated FY Needed: Current

This work is related to other RWA(s)

Related RWA Number(s):

Agency RWA Mailbox: janette.m.matravers@cbp.dhs.gov

GSA PM/POC: (if known) christopher.ibanez@gsa.gov  
 Name: Ibanez, Christopher  
 Phone: (313) 317-9635


Building Break Room - Renovate to include demo and procure/install new cabinets, solid surface counters, sink, mount microwave and add electrical outlets.

Cancel Work Request      Save      Save & Proceed >>>      Reset Form

**Progress Tracker**

Awaiting Action From : **Customer**

- Pre-Planning
- Unassigned
- Planning/Estimate**
- Pending-New
- Signature Requested - Customer
- Signature Requested - GSA
- Accepted

- Once GSA assigns a PM, the customer receives an automated email notifying them of the assigned PM.
- Customer now has access to edit all customer tabs in RETA. Find the WR/RWA and remember to click the “Edit” button (pencil) 
- Requirements development and cost estimating should occur between GSA and customer outside of eRETA.
- Once GSA PM creates estimate in RETA they can link it to your WR for easy viewing in eRETA and/or email it to you.



# Entering RWA Information (Billing Info)

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

**Billing Information**

WR/RWA Number: W2607812 Status: Planning/Estimate Input Code: A [Read-Only View](#)

\* Required Fields

Agency Bureau Code: 07071 Estimate Total \$95,545.20

Agency Name: DEPARTMENT OF HOMELAND SECURITY, OFFICE OF FIELD OPERATIONS FACILITIES Agency Certified Amount \$ 95,545.20

\* Billing Type: O: IPAC Agency Billing Contact: cbpinvoices@cbp.dhs.gov

\* Billing Term: M: Monthly Billing Contact Name: Invoices, CBP

\* ALC: 70050800 Billing Contact Phone: (317) 469 - 8762 Ext

\* Account Code/BOAC: 705AAC Funding Agency Code (FPDS): 7014

Billing Office Name: DHS CUSTOMS AND BORDER PROTECTION Funding Office Code (FPDS): 70B021

Agency Finance Billing Address: 6650 TELECOM DRIVE Hold Billings: No

Street Address: Customer Order Number: W2607812

City: INDIANAPOLIS Fiscal Station Number:

State: Indiana Requisition ID: 20115444

Zip Code: 46278 Agency/Customer BPN/DUNS: 879824324

[Save](#) [Save & Proceed >>>](#) [Reset Form](#)

[Documentation](#) [Comments](#) [ETN:SCM0705122126001](#)

- Customers can update data on the first 4 tabs. The last 3 are for GSA only.
- Customers should begin finalizing data in eRETA as soon as a GSA estimate is linked to the work request.
- Star icon allows customers to save some information to “My Favorites” for easy lookup on future WR/RWAs

- You can look at the linked GSA Estimate by clicking the yellow link at the bottom that starts with “ETN” (Estimate Tracking Number)

- The Magnifying glass icon provides “lookups” to search for information.

# Entering RWA Information (Accounting Details)

Agency Accounting Details

WR/RWA Number: W2607812 Status: Planning/Estimate Input Code: A Read-Only

\* Required

**Add Agency Accounting Detail Line**

Agency Certified Amt \$95,545.20

\* Agency Fund Year  \* Authorized Line Amt \$

\* Fund Type  \* Treasury Symbol

\* Expiration Date of Obligational Authority

\* Agency Accounting Data

(Limited to 255 Characters)

[Multiple Accounting 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
<input checked="" type="radio"/>	05/06/2022	05/06/2022	07020192 020 0509000	2019	Multi-Year	09/30/2020	\$1,500.00	07020192020 0509000		
<input type="radio"/>	05/06/2022	05/06/2022	07020192 019 0530000	2019	Annual	09/30/2019	\$82,939.00	19-19500-61200-936130200-TT0400000000-25RG		

Agency Cert Amt: \$95,545.20
Authorized Line Amt: \$84,439.00

2 Records found. Displaying page 1 of 1 1

- Enter the funding including the fund year, fund type, fund expiration date, Treasury Symbols, and Accounting Data. Use the lookup or favorites .
- Multiple funding sources (e.g. multiple accounts) can fund an RWA. However the sum of all sources must equal the total RWA Agency Certified Amount (from the Billing Information tab and GSA Estimate).
- All data is transferred to future billing statements for easy reconciliation. If multiple funding sources provided, only one funding source can be billed at a time. Confirm which one to GSA should bill first on the “Line to Bill” column.

# Treasury Account Symbol (TAS) and “My Favorites”

**Treasury Symbol Search**

Treasury Symbol  Main Account Code

Available From Year  Available To Year

Description  My Favorites

The Treasury Account Symbol (TAS) format used by RETA, eRETA, and GSA's Financial Management system Pegasys is known as the “Component Format” and has the following structure or components:

- 1) three digit agency code (e.g. 047)
- 2) four digit “beginning” year of the appropriation (e.g. 2020 for annual or multi-year funds; or four empty spaces for no-year funds)
- 3) a four digit “end” year of the appropriation (e.g. 2020 for annual funds; 2021 for multi-year funds; or four empty spaces for no-year funds)
- 4) an empty space for annual or multi-year funds; an X for no-year funds
- 5) four digit Agency Fund Code (e.g. 0544, 1106, 1234)
- 6) three final positions for a sub-account, if no sub-account this will show as three zeros

The following are examples of a complete Component TAS. Note that every other “component” is underlined in these examples to help you visually separate each part:

**Annual Funding example:** 04720202020 0123000  
 (Notice the beginning and ending year are identical (2020). Furthermore there is a SINGLE space between the ending year and the fund code)


**Multi-Year Funding example:** 04720202022 0123000  
 (This is a two-year appropriation as the beginning year (2020) and ending year (2022) are two years apart. Furthermore there is a SINGLE space between the ending year and the fund code)

**No-Year Funding example:** 047 X0123000  
 (Notice that there are EIGHT empty spaces between the agency code and the “X” for no-year, the eight spaces are where the beginning year + ending year would normally be)




This search allows you to query on partial codes or on several components at once. If you get no results, try a broader search such as the Agency Code and just the beginning fund year (e.g. 0472020) and see how many results return. Then refine your query from there.

**“My Favorites”:** To the right of the Treasury Symbol field and the magnifying glass icon is the “My Favorites” (yellow star icon). This feature allows you to locate your Treasury Symbols and then save them as a “My Favorite” by highlighting the star to the left of your desired TAS code(s). The next time you enter an RWA, click directly on the “My Favorites” icon and your favorite Treasury Symbol(s) will display for quick selection.

**IS THE PROVIDED TREASURY SYMBOL NOT AVAILABLE IN RETA/eRETA?** If the Treasury Symbol is not found even after ensuring the format is exactly as described above, please review the bottom portion of the [Treasury Symbol Glossary definition](#) for instructions on how to add a missing Treasury Symbol in RETA/eRETA.

- After clicking the  Lookup symbol for the Treasury Account Symbol, you will see this popup screen.
- The TAS format is tricky: the exact “Component TAS” format required by Treasury and GSA billing system. See the instructions - they help.
- Enter a partial TAS code to do a search.
- TAS search allows for both “Component” format and also “Two-digit year” format.
- Highlight the “star” icon to save a favorite TAS.

**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
	01520202020 0327000	15200327		015	2020	2020	0327	000	INDEPENDENT COUNSEL, JUSTICE
	01520202020 0339000	15200339		015	2020	2020	0339	000	OFFICE OF INSPECTOR GENERAL, JUSTICE
	01520202020 0100000	15200100		015	2020	2020	0100	000	SALARIES AND EXPENSES, FOREIGN CLAIMS SETTLEMENT COMMISSION



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

Agency Accounting Details

WR/RWA Number: N0387626 Status: Accepted Successfully Input Code: X Read-Only View

\* Required Fields

**Edit Agency Accounting Detail Line**

Agency Certified Amt \$944,096.78

\* Agency Fund Year 2020 \* Authorized Line Amt \$ 944,096.78

\* Fund Type A: Annual \* Treasury Symbol 07020202020 0540000

Expiration Date of Obligational Authority 09/30/2020

TEST000 000 E1 83-31-00-000 24-30-2000-00-00

\* Agency Accounting Data

(Limited to 255 Characters)

**My Favorites** Close

Component Treasury Symbol	Available From	Available To	Main Account Code	Remove Favorite
<a href="#">01020152015 0930000</a>	2015	2015	0930	<input type="checkbox"/>
<a href="#">020 X7999137</a>			7999	<input type="checkbox"/>
<a href="#">07520192019 0884000</a>	2019	2019	0884	<input type="checkbox"/>

[View All/Add Favorites](#)

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
			07020202020 0540000					NONE000 000 E1 83-31-00-000 24-30-2000-00-00-00-00-00 GE-32-75-00 3ER293	

- Highlight the “star” icon to save a favorite TAS.
- Select the star to generate a “quick list” of common TAS symbols that are saved in eRETA for use on future WRs.
- Click the “X” icon to remove a favorite TAS from the list.



# Confirming “Agency Certified Amount” matches GSA Estimate (page validation)

INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

\* Required Fields

Agency Bureau Code: 02804

Agency Name: SOCIAL SECURITY ADMINISTRATION

\* Billing Type: O: IPAC

\* Billing Term: M: Monthly

Hold Billings: No

Estimate Total \$37,950.00

Agency Certified Amount \$24,000.00

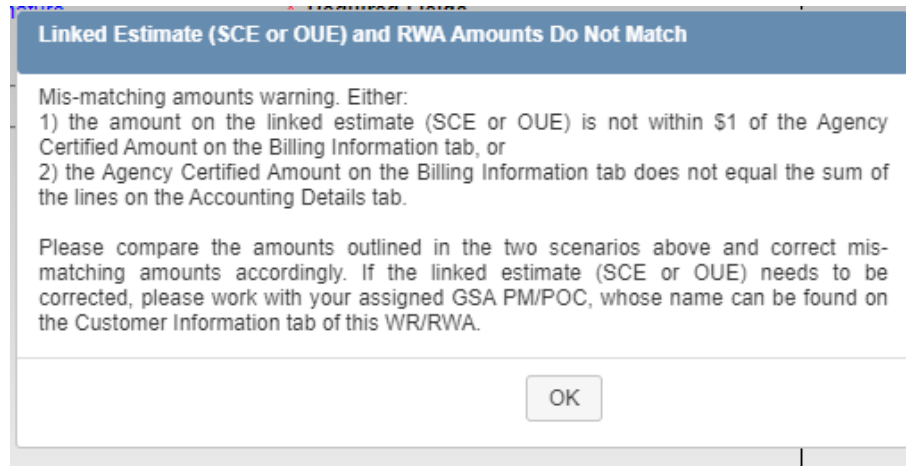
Agency Billing Contact: Add new...

Billing Contact Name:

Billing Contact Phone: ( ) - Ext

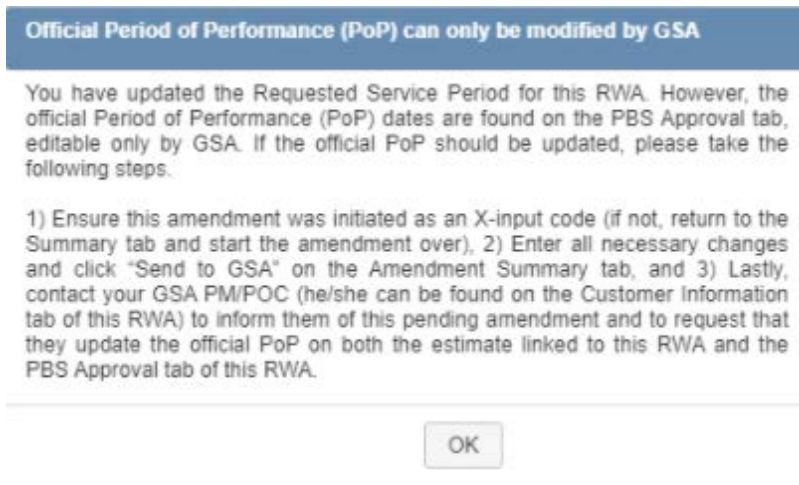
- The amount of the estimate linked to your Work Request is shown on the “Billing Information” tab just above the “Agency Certified Amount” field.
- If a different amount is entered from the estimate, the “Estimate Total” will turn red to indicate the amounts do not match.

# Confirming “Agency Certified Amount” matches GSA Estimate (final validation)



- If the “Agency Certified Amount” on the “Billing Information” tab is different than the GSA estimate value (by more than +/- \$1.00), eRETA will prevent you from submitting the RWA to GSA.
- You must either update the “Agency Certified Amount” to match the estimate, or work with your GSA Project Manager if you believe the estimate amount is incorrect. This will happen when:
  - You accidentally entered the wrong amount on the RWA
  - You are currently under a CR and are attempting to fund services for a shortened period of time - work with the GSA PM/POC to revise the duration of services and value on the RETA estimate

# Warning Message for Changes to the RWA Period of Performance



- The official Period of Performance (PoP) on an RWA can only be changed by GSA - the official dates are recorded on the PBS Approval tab. Requesting to change the PoP is a request to change the scope of services.
- If you are amending a previously accepted RWA, you will get this error if you try to change the "Requested Service Period" (PoP) dates on the "Customer Information" tab.
- The warning message instructs the eRETA user to: 1) ensure the amendment they are entering is an X-input code amendment (see amendment slides for definition), 2) then submit the amendment with the updates to the "Requested Service Period", and then 3) lastly to also communicate directly with the GSA Project Manager to emphasize the requested PoP change so the official dates can be changed to match.

# Submitting the RWA to GSA & Signatures

WR/RWA Number: W2607812    Status: Planning/Estimate    Input Code: A

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

+ Click here for signature option instructions

Electronic Signature Request

Signature of Fund Certifying Official: Not Yet Signed

\* Fund Certifying Official: nicole.j.rhodes@cbp.dhs

Name of Signer: Rhodes, Nicole

Certifying Official's Phone: (202) 344-2899 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    ETN\_SCM10705122126001

- On the “Customer Approval” tab enter the email for the person who will eventually sign the RWA. (Will sign via email)
- You can print the draft form here.
- Click “Send to GSA” to submit the RWA.
- GSA will enter more information and quality control on the package. If there are errors, you will be contacted.
- The Customer Fund Certifying Official will get an **email** from “DocuSign” to apply their signature

IMPORTANT: Click the “**Send to GSA**” button. GSA cannot review or accept the RWA until that button is clicked.

# Digital Signature Email from DocuSign

TEST-TEST-TEST\_RWA\_N1936377\_Buffalo\_NY\_001 Inbox x



Suganthi Balachandiran via DocuSign <dse\_demo@docusign.net>  
to me ▾

10:52 AM



Suganthi Balachandiran sent you a document to review and sign.

[REVIEW DOCUMENT](#)

Suganthi Balachandiran  
[suganthi.balachandiran@gsa.gov](mailto:suganthi.balachandiran@gsa.gov)

If you digitally sign RWAs, add the following email addresses to your address book so your email does not treat them as spam:

- [dss@docusign.gsa.gov](mailto:dss@docusign.gsa.gov)  
(most common)
- [dse\\_na3@docusign.net](mailto:dse_na3@docusign.net)
- [dse@docusign.net](mailto:dse@docusign.net)
- [dse\\_na2@docusign.net](mailto:dse_na2@docusign.net)
- [dse\\_na4@docusign.net](mailto:dse_na4@docusign.net)
- [dse@email.docusign.net](mailto:dse@email.docusign.net)
- [dse@camail.docusign.net](mailto:dse@camail.docusign.net)
- [dse@aumail.docusign.net](mailto:dse@aumail.docusign.net)
- [dse\\_demo@docusign.net](mailto:dse_demo@docusign.net)

# Digitally Signing in DocuSign

Please review the documents below.

FINISH

OT

START

2020	Multi-Year	09/30/2021	07/06/2021 04:16:00	30,000.00
12Z. If applicable, enter the Total Agency Certified Amount from any attached sheet(s) here				
If this is an amendment, please identify the old and new amounts in Block 8 accordingly.				13. Total Agency Certified Amount
14A. Funding Agency Code (FPDS)	14B. Funding Office Code (FPDS)	15. Agency/Customer Order Number		16A. Fiscal Station Number (DoD ONLY)
		W1936377		
16B. Requisition Identification Number	17. PEGASYS Document Number (PDN) and Line Number - GSA Interfund Customer Use Only - enter values as PDN-PLN (e.g. IX123456-01)			
	A.	B.	C.	D.
<b>CUSTOMER FUND CERTIFICATION</b>				
By its signature below, the Requesting Agency certifies (a) that all special funding and procurement requirements of the Requesting Agency, including statutory or regulatory requirements applicable to the funding being provided by the Requesting Agency, have been disclosed to GSA; (b) that all internal reviews/approvals required by the Requesting Agency prior to placing this RWA with GSA have been completed; (c) that the Requesting Agency has a bona fide need in the current fiscal year for the work described in this RWA; (d) that the funds identified by the Requesting Agency in this RWA are legally available for further obligation and expenditure by GSA in furtherance of the work described in this RWA; and (e) that the Requesting Agency accepts the General Terms and Conditions set forth on page 3 of this RWA. Further written assurances regarding funding availability may be required depending on the facts and circumstances of individual requests.				
18A. Signature of Fund Certifying Official				18B. Date
				11/22/2019
18C. Name of Fund's Certifying Official		18D. Certifying Official's E-Mail Address		
Jeff Franz		jeffrey.franz@gsa.gov		
18E. Telephone Number of Certifying Official				(012) 345-6789
NOTE: The General Services Administration will bill the Requesting Agency in accordance with Federal Management Regulation (41 CFR) Section 102-85.195. It is anticipated that the Agency Certified Amount provided in Block 13 will be sufficient to complete the work requirements of the Requesting Agency. If an unforeseen circumstance arises during performance of the work that increases the cost of the work such that the funds provided by the Requesting Agency will be insufficient to complete the work requested under this agreement, GSA will seek an amended RWA from the Requesting Agency for additional funding that is legally available to fund antecedent liabilities prior to incurrence of costs				

- Select the red down arrow to apply the “Digital Signature” like physically signing the GSA 2957 form.
- Push the orange “Finish” button in the top right corner of the screen once you are finished.
- This will automatically send the RWA to GSA.

# Audience Poll - RWA Signatures

Do you need an eRETA user ID to digitally sign an RWA?

- Yes
- No

# Audience Poll - Dedicated Funding

Does my agency need to have dedicated funding set aside for a project or service before I can submit a Work Request in eRETA to GSA?

- Yes
- No



# RWA Amendment Input Codes

The screenshot shows a web interface for RWA (Request for Work Amendment) management. The top right corner displays 'RWA Summary'. The main area is divided into a left sidebar with navigation tabs: 'SUMMARY' (active), 'CUSTOMER INFORMATION', 'BILLING INFORMATION', 'ACCOUNTING DETAILS', and 'CUSTOMER ADDRESS'. The main content area shows the status 'Accepted Successfully' and 'Last Modified By: mandy.honn@gsa.gov'. Below this, there is a 'Select Input Code:' dropdown menu with an 'Apply' button. The dropdown menu is open, showing five 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'. Below the dropdown, there are several fields for RWA details: RWA # (A5007820), Estimate Tracking # (SCWA0280417145016), Work Site (WA0063ZZ), Building Name (FED BLDG USPO & CH), REXUS Lease Project #, Lease #, and Building Type (Owned).

## When do I need an amendment?

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

## Four Amendment Types:

- E-input code: Customer Administrative Change - direct submission to GSA's finance system (no signatures)
- X-input code: Amount and/or Scope Change (most common)
- H-input code: Billing Information Change
- N-input code: Cancel/Early Completion

# RWA Amendment Input Codes (cont.)

Field Name	Admin Change (E-input)	Billing Change (H-input)	Amount/ Scope Change (X-input)
<b>Customer Information Page</b>			
Date of Request			
Agency POC information	✓		✓
Description of Requirements			✓*
Requested Service Period From	✓		✓
Requested Service Period To	✓		✓
Work Request for multiple buildings checkbox	✓		✓
Overtime Utilities	✓	✓	✓
Estimated Fiscal Year Needed			
Estimated Amount			✓
Work Requests related to other RWAs checkbox	✓		✓
Related RWAs text field	✓		✓
GSA PM/POC			
Building			
Comments	✓	✓	✓

- The table shown here is just a portion of the [full version](#). (Table also available at [www.gsa.gov/ereta](http://www.gsa.gov/ereta) > “eRETA Training Materials” page.)
- Depending on the “Input Code” selected, certain fields are editable and others are not: editable fields are shown with “✓”
- Changing certain fields will automatically require new digital signatures: those fields are marked with “\*”

# E-Input: Updating the “Line To Bill”

Agency Accounting Details

WR/RWA Number: W2607812 Status: Planning/Estimate Input Code: A [Read-Only View](#)

\* Required Fields

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

[Multiple Accounting 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
<input checked="" type="radio"/>	05/06/2022	05/06/2022	07020192 020 0509000	2019	Multi-Year	09/30/2020	\$1,500.00	07020192020 0509000	
<input type="radio"/>	05/06/2022	05/06/2022	07020192 019 0530000	2019	Annual	09/30/2019	\$82,939.00	19-19500-61200-936130200-TT0400000000-25RG	

Agency Cert Amt: \$95,545.20 Authorized Line Amt: \$84,439.00

2 Records found. Displaying page 1 of 1 1

[Save](#) [Save & Proceed >>>](#) [Reset](#)

[Save](#) [Submit to Pegasys](#) [Reset Form](#)

GSA Billing system can only bill a single accounting line at a time.

- To change which line is billed:
- 1) create an administrative amendment (E-input code)
  - 2) select the line to bill
  - 3) “Save and proceed” through the screens
  - 4) Click “Submit to Pegasys”
  - 5) Done. No signatures.

# X-Input: Updating the RWA Amount

INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

Agency Bureau Code: 02804

Agency Name: SOCIAL SECURITY ADMINISTRATION

\* Billing Type: O: IPAC

\* Billing Term: M: Monthly

Hold Billings: No

Estimate Total \$37,950.00

Agency Certified Amount \$24,000.00

Agency Billing Contact: Add new...

Billing Contact Name:

Billing Contact Phone: ( ) - Ext

\* Required Fields

- Update the RWA value in 2 places:
  - First on the “Billing Information” tab to reflect the overall value of the RWA, to match the new estimate
    - Copy and paste the red “Estimate Total” value into the “Agency Certified Amount” field.
    - If you feel the amount is incorrect, contact your GSA PM/POC to ask them to update the estimate
  - Second on the “Accounting Details” tab to update the breakdown of accounting lines (see next slide)

# X-Input: Updating the RWA Amount, con't



RETA & TRACKING APPLICATION SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES GSA

Agency Accounting Details  
 WR/RWA Number: W2607812 Status: Planning/Estimate Input Code: A Read-Only View

CUSTOMER INFORMATION  
 BILLING INFORMATION  
**ACCOUNTING DETAILS**  
 CUSTOMER APPROVAL  
 PBS INFORMATION  
 AUTHORIZING DETAILS  
 PBS APPROVAL

Multiple Accounting Lines Help

Print/Export Add

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	05/06/2022	05/06/2022	07020192019 0530000	2019	Annual	09/30/2019	\$95,545.20	19-19500-61200-936130200-TT0400000000-25RG	 

Agency Cert Amt: \$95,545.20 Authorized Line Amt: \$95,545.20

1 Records found. Displaying page 1 of 1

Save Save & Proceed >>> Reset

ADD NEW LINE (with arrow pointing to Add button)

These values must match (with arrows pointing to Agency Cert Amt and Authorized Line Amt)

EDIT (with arrow pointing to Edit icon)

DELETE (with arrow pointing to Delete icon)

- When updating the accounting details, the total of the individual accounting lines (“Authorized Line Amt”) needs to match the new total RWA value - the “Agency Cert Amt”
- Each accounting line must be unique - if you are increasing the RWA using the same funds as the original RWA, you should EDIT the existing accounting line to simply update the Authorized Line Amt.

Edit Agency Accounting Detail Line

Agency Certified Amt \$95,545.20

\* Agency Fund Year 2019

\* Fund Type A: Annual

Expiration Date of Obligational Authority: 09/30/2019

\* Authorized Line Amt \$ 82939

\* Treasury Symbol 07020192019 0530000

19-19500-61200-936130200-TT0400000000-25RG

\* Agency Accounting Data

(Limited to 255 Characters)

Update Cancel Reset



# Amendment Summary Tab

RETA PERMITTING & TRACKING APPLICATION

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Summary of Requested Changes

WR/RWA Number: N0273976    Status: Mod-Initiated    Input Code: X    [Read-Only View](#)

Field	Before	After
<b>1 - Customer Information</b>		
Agency POC	berenice.guzman@ssa.gov	<b>larry.g.smith@ssa.gov</b>
Agency RWA Mailbox	berenice.guzman@ssa.gov	<b>joseph.tomsyck@ssa.gov</b>
Description of Requirements	RWA to cover all cost related to the office's bollard & landscape project. Contact: Natasha Shabazz (DM, PH: (877)335-4107, ext 29502. Increase cost to adjust for premium work time (afterhour/weekends). Original RWA in the amount of \$106,798.45 is being amended to obligate an additional \$18,318.06 making the new total of this RWA \$125,116.51. Mod 2 - for additional landscaping in order to get the Permit from the City will increase \$11,333.30. For a new Total RWA cost of \$136,449.81.	RWA to cover all cost related to the office's bollard & landscape project. Contact: Natasha Shabazz (DM, PH: (877)335-4107, ext 29502. Increase cost to adjust for premium work time (afterhour/weekends). Original RWA in the amount of \$106,798.45 is being amended to obligate an additional \$18,318.06 making the new total of this RWA \$125,116.51. Mod 2 - for additional landscaping in order to get the Permit from the City will increase \$11,333.30. For a new Total RWA cost of \$136,449.81.
Overtime Utilities	No	No
Related RWA Number(s)		
Requested Service Start		
Requested Service End		
Request is for Multiple Buildings	No	No
Room Number/Specific Location in Facility		<b>3rd floor</b>
Work Related to Other RWA(s)	No	No
<b>2 - Billing Information</b>		
Account Code/BOAC	283001	283001
Agency Billing Contact		
Agency Bureau Code	02804 - SOCIAL SECURITY ADMINISTRATION	02804 - SOCIAL SECURITY ADMINISTRATION

- Amendment Summary tab shows fields that changed from previous version to amended version in blue.
- VERY IMPORTANT: Click the **“Send to GSA”** button at the bottom of the tab to send the amended RWA to GSA for review and potential acceptance.
- GSA will not be able to review or accept the amendment until you click the **“Send to GSA”** button.

Save **Send to GSA** Reset Form

# Audience Poll - Using eRETA

As a result of today's session, how much more comfortable are you using eRETA to submit RWA information to GSA?

- Much more comfortable
- Somewhat more comfortable
- I still need some more training

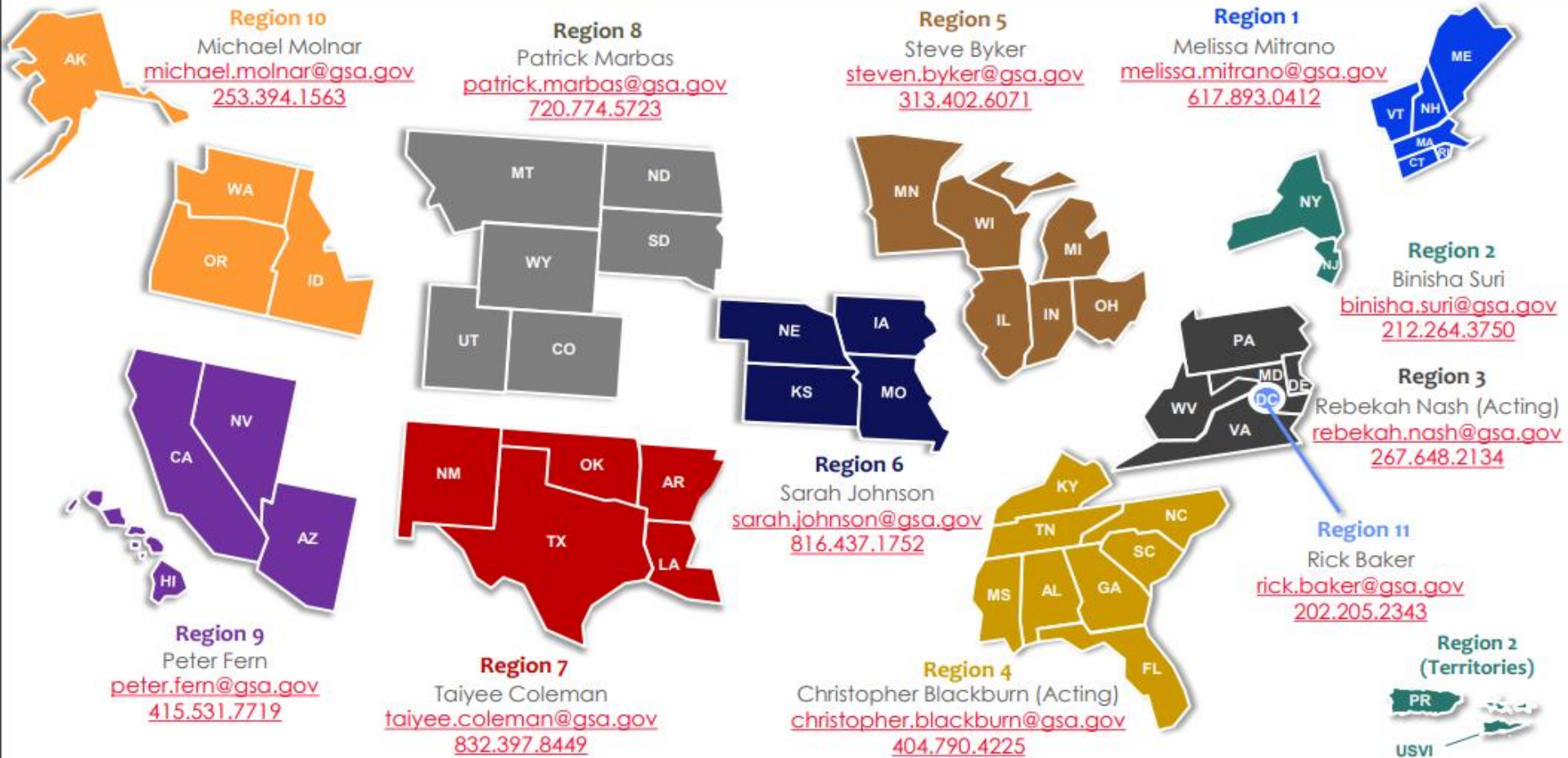


## Questions?

- Lots of eRETA info available at [www.gsa.gov/ereta](http://www.gsa.gov/ereta)
- Lots of RWA info available at [www.gsa.gov/rwa](http://www.gsa.gov/rwa)
- eRETA System question? [ereta@gsa.gov](mailto:ereta@gsa.gov)
- General RWA question? [AskRWA@gsa.gov](mailto:AskRWA@gsa.gov)
- Specific question on an RWA project or service?
  - Contact the GSA PM/POC listed on the RWA or the [RWA Manager](#)



# GSA PBS Reimbursable Services RWA Managers





*Thank you for joining us today for  
**eRETA Digest***

*Training materials, including PDF User Guides and video recordings of  
previous training demonstrations, are available at:  
[www.gsa.gov/ereta](http://www.gsa.gov/ereta)*



## Join Us For These Upcoming Client Enrichment Series Sessions

### *RWA Policy and Process Fundamentals*

May 23rd, 2023  
1pm - 3pm eastern  
[Register Now](#)

July 20th, 2023  
1pm - 3pm eastern  
[Register Now](#)

### *eRETA Digest*

June 6, 2023  
1pm - 2:30pm eastern  
[Register Now](#)

### *GSA's COVID-19 Resources for Customers*

See our [Safer Federal Workplace page](#)

Watch CES sessions on  YouTube

[Bookmark and binge watch all your favorite CES sessions!](#)

[www.gsa.gov/ces](http://www.gsa.gov/ces)

[clientenrichmentseries@gsa.gov](mailto:clientenrichmentseries@gsa.gov)

