



In this Promo/User Guide, we will preview the new enhancements included with the RETA 9.16 release available to users starting **March 16th, 2023**

For additional RETA/eRETA questions, the following resources are available for...

GSA Employees:

- Visit <u>www.gsa.gov/RWA</u> or the Reimbursable Services National Program page on Insite
- Email us at RETAAdmin@gsa.gov for RWA and SCE questions or at OUET.help@gsa.gov for OUET questions

Customer Agencies (including non-PBS, internal GSA customers)

- Visit www.gsa.gov/ereta for eRETA training materials including user guides, video demos and more.
- Email us at eRETA@gsa.gov for all eRETA questions

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1.) Summary Cost Estimate Valid Through Date

In order to increase the reliability of SCEs and ensure SCEs are valid at the time funding is provided a new field and feature has been added to Summary Cost Estimates (SCEs).

Upon SC Estimate Approval

All SCEs for Work Requests will include an *Estimate Valid Thru* date and will be valid for 90 days after approval. We have updated the existing "estimate approved" notification to include the Estimate Valid Thru date, and added a handy link to instructions on how to complete the WR/RWA (example below).

• 76 Days After Estimate Approval

2 weeks before the estimate becomes invalid, a notice will be emailed to the customer and GSA points of contact listed on the Work Request. The notice will remind customers to fund the estimate or to provide GSA with an updated funding timeline (see example below).

90 Days After Estimate Approval

If no action is taken, the estimate will revert to "pending" status. Any time an estimate is re-approved, the *Estimate Valid Thru* date will be updated.

This improvement will impact all estimates in RETA. On March 16, 2024, any estimate more than 90 days old (approved by GSA before December 16, 2023) will revert to "pending" status and require reapproval. Any estimate approved on or after December 16, 2023 will have an "Estimate Valid Thru" date of 90 days after approval (i.e. an estimate approved on January 2, 2024 will be valid through April 1, 2024).

Will the estimate get deleted? Would the GSA PM/POC have to make a new estimate?

No. If the *Estimate Valid Thru* date has passed, the estimate will not be rejected or deleted. The estimate will become "pending" - it must be reevaluated and reapproved by GSA. GSA should modify the existing SCE. You will not need to create a new SCE.

If the RWA is already accepted, will the estimate stay valid?

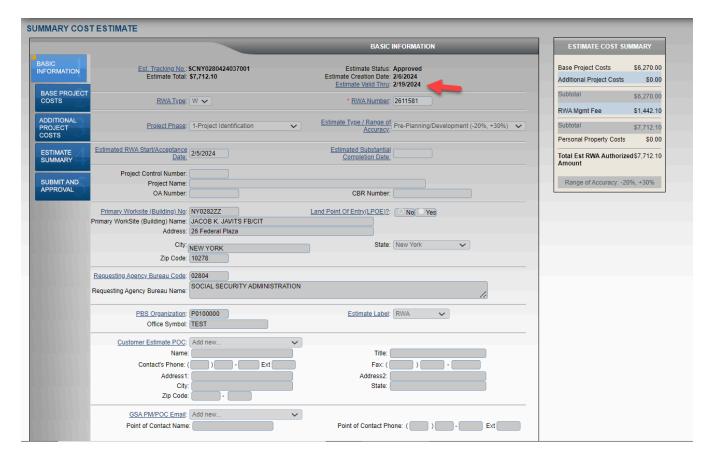
Yes. The Estimate Valid Thru date will only apply to new projects which don't have funding submitted by a customer. Once the RWA is sent to GSA for acceptance, the "Estimate Valid Thru" date will no longer apply and the estimate will remain in approved status until GSA edits the estimate. This will not apply to RWA Amendments.

Does this apply to Overtime Utilities Estimates (OUEs)?

No. The Estimate Valid Thru date does not apply to and will not appear on estimates for Severable Services (overtime utilities, cleaning or preventative maintenance type services). Severable Service (OU) estimates will remain approved until they are modified by GSA.







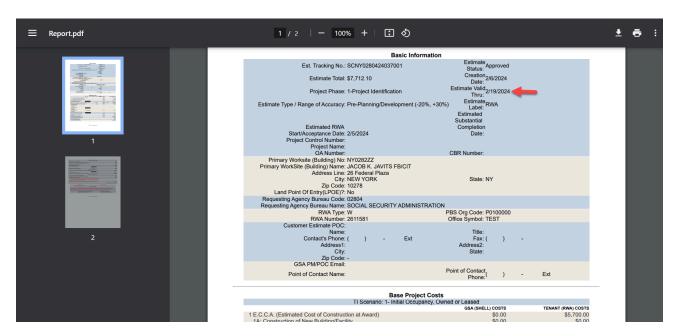
Valid Through Date on Basic Information Tab of SCE







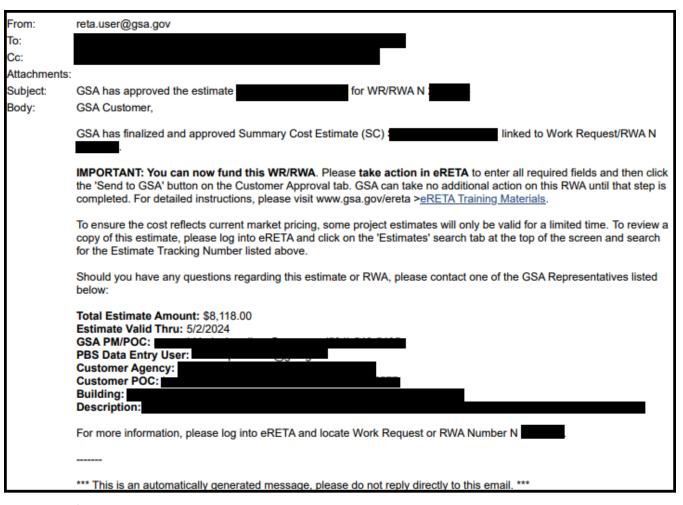
Example of valid through date message on an Accepted RWA.



Estimate Valid through date added to Estimate Print PDF







Revised notification upon SC Estimate Approval showing the Estimate Valid Thru date





From: reta.user@gsa.gov <reta.user@gsa.gov></reta.user@gsa.gov>
Sent:
To:
Car
Cc:
Subject: Reminder: fund WR/RWA W
,
Halla
Hello
The estimate associated with Work Request (WR) I will become invalid after 2/22/2024. If you intend to fund this WR,
please take action in eRETA to enter all required fields and then click the "Send to GSA" button on the Customer Approval
tab.For detailed instructions, please visit www.gsa.gov/ereta > eRETA Training Materials .
If you do not fund the WR before 2/22/2024, the estimate will revert to "pending" status so the estimate can be updated with
current market pricing. You cannot fund a WR when an estimate is in pending status. Please coordinate with your GSA Project
Manager/Point of Contact to update and reevaluate costs. GSA will need to approve the revised estimate before you can fund the
WR. Please contact your GSA PM/POC with any questions.
Total Estimate Amount: \$3,437.50
Estimate Valid Thru: 2/22/2024
GSA PM/POC:
PBS Data Entry User:
Customer Agency: Customer POC:
Building:
Description:
For more information, please log into RETA and locate Work Request Number.

*** This is an automatically generated message, please do not reply directly to this email. ***

Example of new email notification reminding the customer to provide funding before the Estimate Valid Thru date





2.) Longer Description of Requirements Allowed

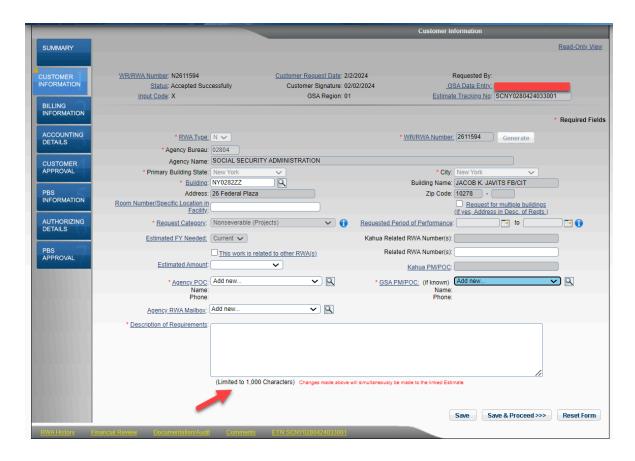
We have updated the character limit on the Description of Requirements from 500 to 1,000 characters on both the RWA and the Summary Cost Estimate. (The Overtime Utility Estimate already had a 1,000 character limit.) This change gives users the space necessary to include accurate and complete requirements for their RWAs, and the ability to utilize that same description across both the RWA and the estimate.

This change also applies to the following customer letters and Automated Communications:

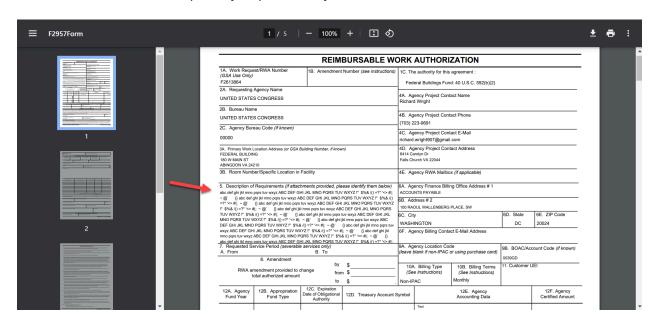
- a. Letters
 - Acceptance
 - Follow Up
 - Completion
- b. Emails
 - Amendment accepted by GSA
 - Acceptance Letter is due
 - WR/RWA sent to GSA for acceptance
 - GSA deletes a customer-initiated amendment
 - An estimate gets initially approved or re-approved with a new dollar amount







New Character limit on Description of Requirements field



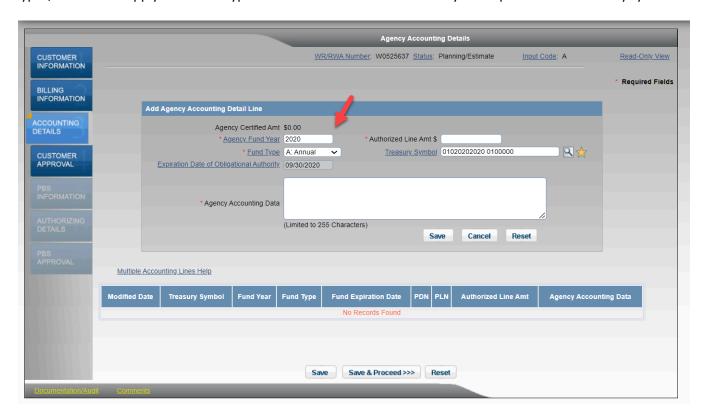
New Character limit on 2957 form





3.) Auto Populate Accounting Detail Line Data

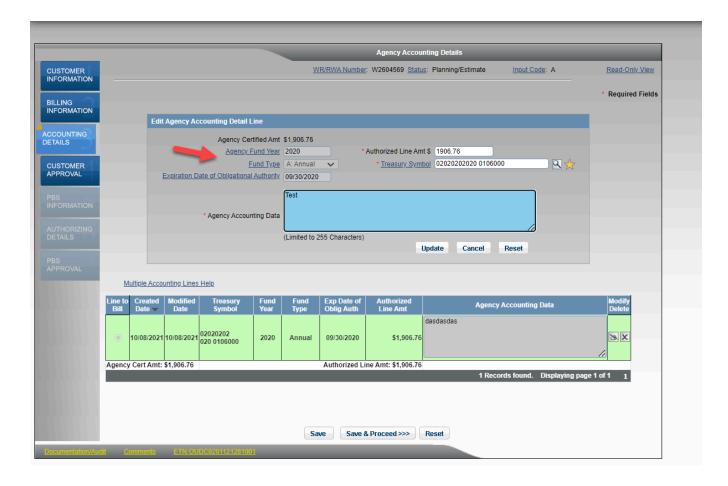
The Agency Fund Year, Fund Type and Expiration Date of Obligational Authority will now be automatically filled in based on the Treasury Account Symbol (TAS), and will be uneditable. This feature has existed for most funding types, but will not apply to all fund types. This will ensure all data correctly corresponds to the treasury symbol.



Current Accounting Details fields







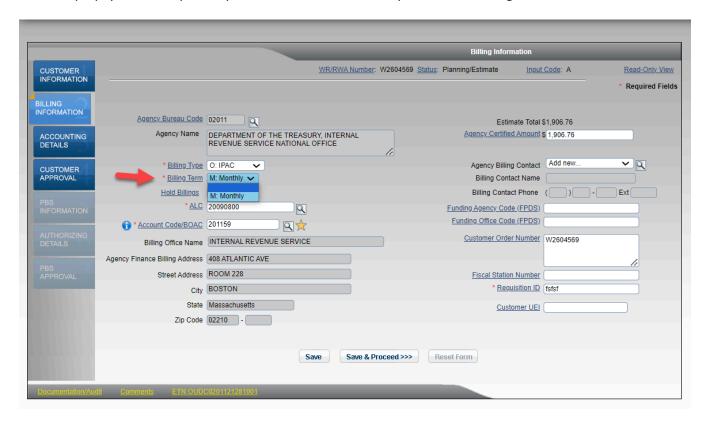
New Accounting Details line fields





4.) Remove the Quarterly Billing Term Option

Due to policy changes the Quarterly Billing Term has been removed on the Billing Information Tab for all RWA Types. Additionally, C and D type RWAs will automatically default to blank for Billing Term since there is no billing term and prepayment is required by credit card, check, or money order for these agreements.



Example of new Billing Term options on the Billing Information tab

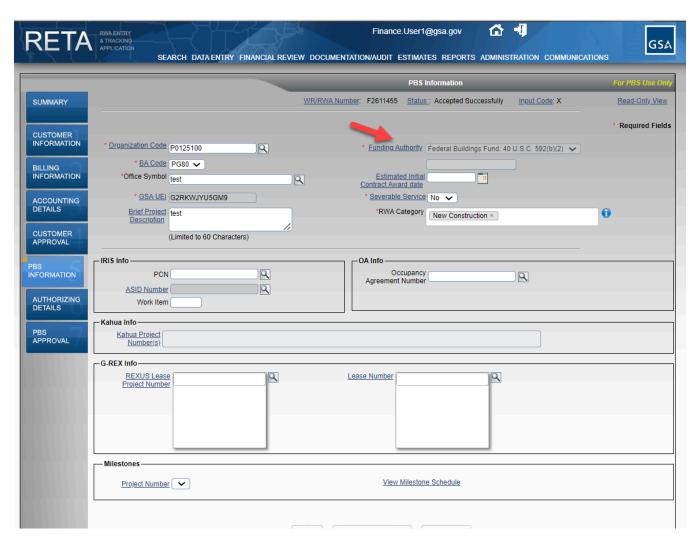




5.) Further Restrict Funding Authority

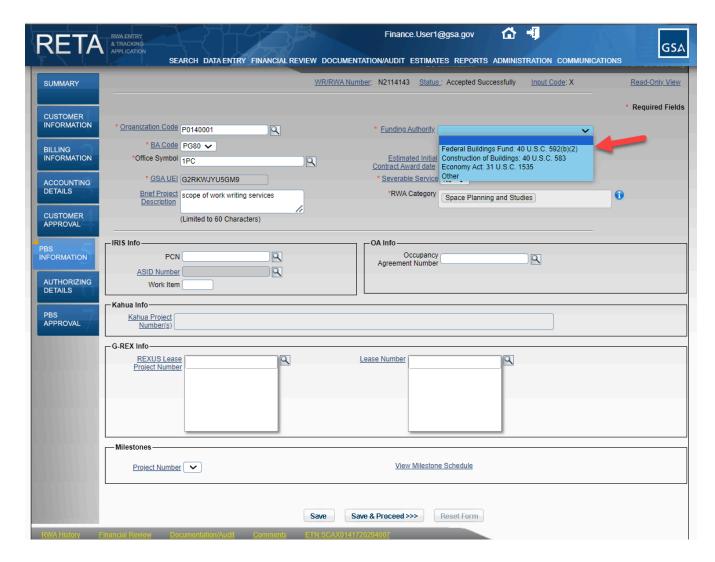
As we continue to refine policy to work towards ensuring a correct Funding Authority on all agreements, we have further restricted funding authority options based on the occupancy right of the location code (building number).

- All RWAs with a location code within GSA jurisdiction (as defined by the occupancy rights 1, 2, 3, 4, 5, 6, or 8 in REXUS) must be accepted under Federal Buildings Fund authority: 40 U.S.C. 592(b)(2). Changes will not be allowed.
- All RWAs with a location code outside GSA jurisdiction (as defined by the occupancy right 7 in REXUS) must choose an alternate funding authority (Economy Act: 40 U.S.C. § 583, Construction of Buildings: 40 U.S.C. § 583, or Other).









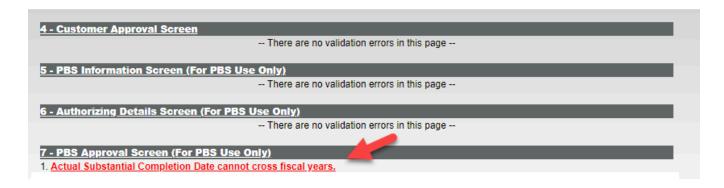
Funding Authority section for building outside of GSA Jurisdiction





6.) Prevent R-type RWAs from Crossing Fiscal Years

R-type RWAs are not allowed to cross fiscal years. A final validation has been added to ensure that it will be impossible to submit an RWA with an Actual Substantial Completion Date that is after 9/30 of the fiscal year of the Start Date.



New Final Validation Message

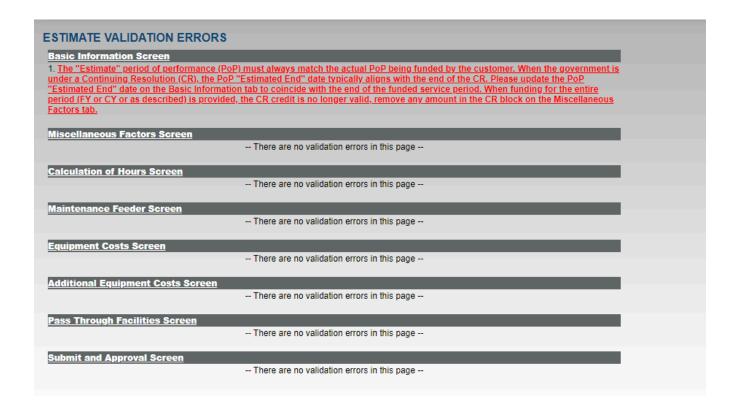
Note: Recurring C - type RWAs already had a validation in place to prevent them from crossing Fiscal Years.





7.) Prevent Overtime Utility Estimates from Citing Excessive Period of Performance Under a Continuing Resolution

An additional final validation for Overtime Utility Estimates (OUEs) has been added to prevent an excessive period of performance (PoP) if under a Continuing Resolution (CR). When the government is under a CR, the PoP should typically align with the end of the CR. This validation will ensure that estimators are following this rule when attempting to create / modify their Estimates. If there is any value in the "Continuing Resolution" field of the Miscellaneous Tab of the OU estimate, the PoP end date must generally align with the end of the continuing resolution.



Example of Final Validation on OUE





8.) Finance Queue Enhancement

Currently recurring non-HOTD RWAs get placed in the finance queue for additional Finance approval whenever the RWA amount is decreased below the total billed amount. Going forward, this system has been improved to evaluate changes at an Authorizing Detail line level and send them to Finance if any one line is reduced below what's already been billed for that line. This will help Finance identify these changes to prevent future issues ensuring certain troublesome RWAs no longer slip through the cracks.

9.) Automatic Acceptance Letter Improvement

When the automated Acceptance Letter functionality was implemented in RETA 8.4, certain transactions were excluded from using the feature. Transactions that require CO Approval or ones submitted by RETA Finance users were not able to automatically send the acceptance letter. This enhancement allows users to indicate if they would like to automatically generate the acceptance letter when requesting signatures even if the RWA will need to be approved by Central Office after getting signed or it was submitted by a high level Finance User.

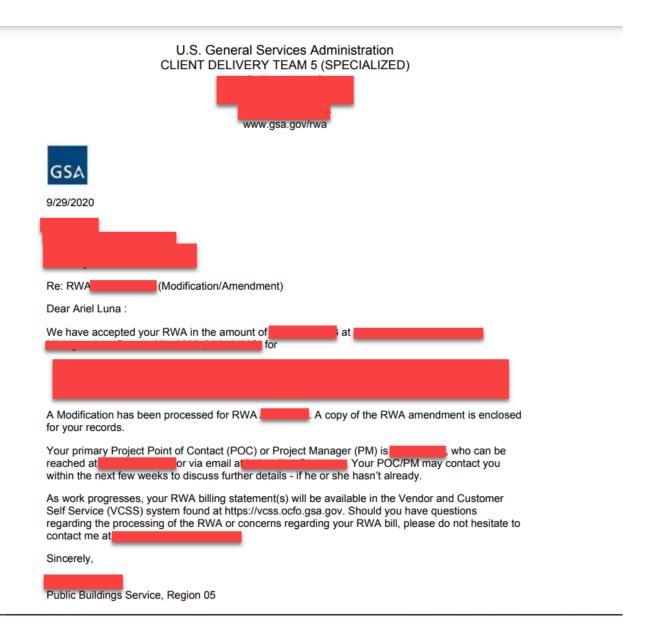
Please note: The Acceptance letter will not be officially sent out until the RWA is reviewed and approved by Central Office (if applicable).

The following pop-ups have been removed when attempting to request signatures:

- "RWAs that require Central Office approval cannot use the automatic Acceptance Letter process."
- "RWAs that require Property Disposal Finance approval cannot use the automatic Acceptance Letter process."







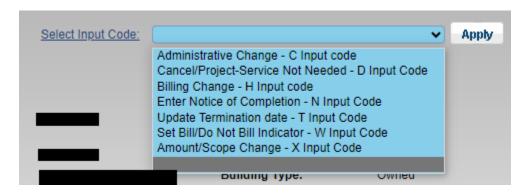
Example of the Acceptance Letter



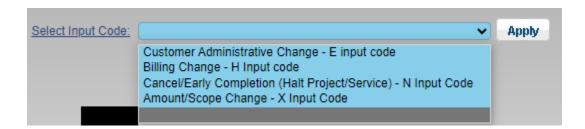


10.) Default Input Code to Blank

For RWA modifications, the input code will now default to blank and require the user to select an input code from the list. This will prevent users from mistakenly applying the Administrative Change input code (which was previously the default) without knowing there were other selections.



Amendment input code options for GSA users



Amendment input code options for Agency eRETA users





11.) Changes to Severable/Nonseverable Indicator Requires CO Review

After an RWA is accepted, any amendment which changes a prior FY RWA from severable to nonseverable (or vice versa) will require Central Office review and approval before it can be submitted to Pegasys.

12.) Glossary Changes

We have added a hyperlink to the glossary for "Select Input code" when processing an amendment. This link directs users to the existing definition of input code.

The RETA/eRETA Glossary has been updated to include this new item:

Estimate Valid Thru:	Summary Cost Estimates remain in "approved" status for 90 days after they are approved by GSA. After 90 days the estimate will revert to "pending" status. A notice will be sent to the Customer and GSA POCs 2 weeks before the 90 day timeframe ends. Any time an estimate is re-approved, the Estimate Valid Thru date will be updated. Once the RWA is sent to GSA for acceptance, the "Estimate Valid Thru" date will no longer apply and the estimate will remain valid.
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END