

## *RETA 9.16 Enhancements*

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 [www.gsa.gov/RWA](http://www.gsa.gov/RWA) or the Reimbursable Services National Program page on Insite
- Email us at [RETAAdmin@gsa.gov](mailto:RETAAdmin@gsa.gov) for RWA and SCE questions or at [OUET.help@gsa.gov](mailto:OUET.help@gsa.gov) for OUET questions

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

- Visit [www.gsa.gov/ereta](http://www.gsa.gov/ereta) for eRETA training materials including user guides, video demos and more.
- Email us at [eRETA@gsa.gov](mailto:eRETA@gsa.gov) for all eRETA questions

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## *RETA 9.16 Enhancements*

### **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.

## RETA 9.16 Enhancements

**SUMMARY COST ESTIMATE**

**BASIC INFORMATION**

Est. Tracking No.: SCNY0280424037001  
Estimate Total: \$7,712.10

RWA Type: W

Project Phase: 1-Project Identification

Estimated RWA Start/Acceptance Date: 2/5/2024

Project Control Number:

Project Name:

OA Number:

Primary Worksite (Building) No: NY0282ZZ  
Primary Worksite (Building) Name: JACOB K. JAVITS FB/CIT  
Address: 26 Federal Plaza  
City: NEW YORK  
State: New York  
Zip Code: 10278

Requesting Agency Bureau Code: 02804  
Requesting Agency Bureau Name: SOCIAL SECURITY ADMINISTRATION

PBS Organization: P0100000  
Office Symbol: TEST

Customer Estimate POC: Add new...  
Name:   
Contact's Phone: ( ) - Ext  
Address1:   
City:   
Zip Code: -

GSA PM/POC Email: Add new...  
Point of Contact Name:

**BASIC INFORMATION**

Estimate Status: **Approved**

Estimate Creation Date: 2/6/2024  
Estimate Valid Thru: 2/19/2024

\* RWA Number: 2611581

Estimate Type / Range of Accuracy: Pre-Planning/Development (-20%, +30%)

Estimated Substantial Completion Date:

Land Point Of Entry (LPOE)?  No  Yes

Estimate Label: RWA

Title:   
Fax: ( ) -  
Address2:   
State:

Point of Contact Phone: ( ) - Ext

**ESTIMATE COST SUMMARY**

Base Project Costs	\$6,270.00
Additional Project Costs	\$0.00
<b>Subtotal</b>	<b>\$6,270.00</b>
RWA Mgmt Fee	\$1,442.10
<b>Subtotal</b>	<b>\$7,712.10</b>
Personal Property Costs	\$0.00
<b>Total Est RWA Authorized Amount</b>	<b>\$7,712.10</b>

Range of Accuracy: -20%, +30%

Valid Through Date on Basic Information Tab of SCE

## RETA 9.16 Enhancements

**SUMMARY COST ESTIMATE**

**BASIC INFORMATION**

Est. Tracking No: SC050971520198018  
Estimate Total: \$551,901.09

Estimate Status: Accepted  
Estimate Creation Date: 7/16/2020  
Estimate Valid Thru: N/A - remains valid on Accepted RWAs

RWA Type: N      \* RWA Number: 2048248

Project Phase: 4-Design Phase      Estimate Type / Range of Accuracy: Conceptual Design (-13%, +22%)

Estimated RWA Start/Acceptance Date: 8/4/2020      Estimated Substantial Completion Date: 5/31/2021

Project Control Number: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
OA Number: \_\_\_\_\_      CBR Number: \_\_\_\_\_

Primary Worksite (Building) No: 05020814      Land Point Of Entry (LPOE)?:  No  Yes  
Primary WorkSite (Building) Name: MI0000BC FEDERAL CENTER, BATTLE CREEK  
Address: \_\_\_\_\_  
City: \_\_\_\_\_      State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_

Requesting Agency Bureau Code: 09715  
Requesting Agency Bureau Name: DEPARTMENT OF DEFENSE (OFFICE OF THE SECRETARY OF DEFENSE), DEFENSE LOGISTICS AGENCY (DLA)

PBS Organization: P0523000      Estimate Label: RWA  
Office Symbol: 5P1NEC

**ESTIMATE COST SUMMARY**

Base Project Costs	\$511,019.53
Additional Project Costs	\$0.00
<b>Subtotal</b>	<b>\$511,019.53</b>
RWA Mgmt Fee	\$40,881.56
<b>Subtotal</b>	<b>\$551,901.09</b>
Personal Property Costs	\$0.00
<b>Total Est RWA Authorized Amount</b>	<b>\$551,901.09</b>

Range of Accuracy: -13%, +22%

Example of valid through date message on an Accepted RWA.

Report.pdf      1 / 2      100%      +      -      [ ]      [ ]

1

2

**Basic Information**

Est. Tracking No.: SCNY0280424037001	Estimate Status: Approved
Estimate Total: \$7,712.10	Estimate Creation Date: 2/6/2024
Project Phase: 1-Project Identification	Estimate Valid Thru: 2/19/2024 <span style="color: red;">→</span>
Estimate Type / Range of Accuracy: Pre-Planning/Development (-20%, +30%)	Estimate Label: RWA
Estimated RWA Start/Acceptance Date: 2/5/2024	Estimated Substantial Completion Date:
Project Control Number:	CBR Number:
Project Name:	
OA Number:	
Primary Worksite (Building) No: NY0282ZZ	
Primary WorkSite (Building) Name: JACOB K. JAVITS FB/CIT	
Address Line: 26 Federal Plaza	
City: NEW YORK	State: NY
Zip Code: 10278	
Land Point Of Entry (LPOE)?: No	
Requesting Agency Bureau Code: 02804	
Requesting Agency Bureau Name: SOCIAL SECURITY ADMINISTRATION	
RWA Type: W	PBS Org Code: P0100000
RWA Number: 2611581	Office Symbol: TEST
Customer Estimate POC:	
Name:	Title:
Contact's Phone: ( ) - Ext	Fax: ( ) -
Address1:	Address2:
City:	State:
Zip Code: -	
GSA PM/POC Email:	
Point of Contact Name:	Point of Contact Phone: ( ) - Ext

**Base Project Costs**

TI Scenario: 1- Initial Occupancy, Owned or Leased	GSA (SHELL) COSTS	TENANT (RWA) COSTS
1 E.C.C.A. (Estimated Cost of Construction at Award)	\$0.00	\$5,700.00
1A: Construction of New Building/Facility	\$0.00	\$0.00

Estimate Valid through date added to Estimate Print PDF

## RETA 9.16 Enhancements

From: reta.user@gsa.gov  
 To: [REDACTED]  
 Cc: [REDACTED]  
 Attachments:  
 Subject: GSA has approved the estimate [REDACTED] for WR/RWA N: [REDACTED]  
 Body: GSA Customer,

GSA has finalized and approved Summary Cost Estimate (SC) [REDACTED] linked to Work Request/RWA N [REDACTED].

**IMPORTANT: You can now fund this WR/RWA.** Please take action in eRETA to enter all required fields and then click the 'Send to GSA' button on the Customer Approval tab. GSA can take no additional action on this RWA until that step is completed. For detailed instructions, please visit [www.gsa.gov/ereta](http://www.gsa.gov/ereta) >[eRETA Training Materials](#).

To ensure the cost reflects current market pricing, some project estimates will only be valid for a limited time. To review a copy of this estimate, please log into eRETA and click on the 'Estimates' search tab at the top of the screen and search for the Estimate Tracking Number listed above.

Should you have any questions regarding this estimate or RWA, please contact one of the GSA Representatives listed below:

**Total Estimate Amount:** \$8,118.00  
**Estimate Valid Thru:** 5/2/2024  
**GSA PM/POC:** [REDACTED]  
**PBS Data Entry User:** [REDACTED]  
**Customer Agency:** [REDACTED]  
**Customer POC:** [REDACTED]  
**Building:** [REDACTED]  
**Description:** [REDACTED]

For more information, please log into eRETA and locate Work Request or RWA Number N [REDACTED]

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

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

## RETA 9.16 Enhancements

From: [reta\\_user@gsa.gov](mailto:reta_user@gsa.gov) <[reta\\_user@gsa.gov](mailto:reta_user@gsa.gov)>

Sent: [REDACTED]

To: [REDACTED]

Cc: [REDACTED]

Subject: Reminder: fund WR/RWA W [REDACTED] - estimate will become invalid in 2 weeks

Hello [REDACTED]

The estimate associated with Work Request (WR) [REDACTED] 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](http://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: [REDACTED]

PBS Data Entry User: [REDACTED]

Customer Agency: [REDACTED]

Customer POC: [REDACTED]

Building: [REDACTED]

Description: [REDACTED]

For more information, please log into RETA and locate Work Request Number [REDACTED].

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\*\*\* 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*

## *RETA 9.16 Enhancements*

### **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

## RETA 9.16 Enhancements

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

WR/RWA Number: N2611594      Customer Request Date: 2/2/2024      Requested By: [Redacted]  
 Status: Accepted Successfully      Customer Signature: 02/02/2024      GSA Data Entry: [Redacted]  
 Input Code: X      GSA Region: 01      Estimate Tracking No: SCNY0280424033001

**\* Required Fields**

\* RWA Type: N      \* WR/RWA Number: 2611594      Generate

\* Agency Bureau: 02804      Agency Name: SOCIAL SECURITY ADMINISTRATION

\* Primary Building State: New York      \* City: New York  
 \* Building: NY0282ZZ      Building Name: JACOB K. JAVITS FB/CIT  
 Address: 26 Federal Plaza      Zip Code: 10278

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

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

Estimated FY Needed: Current      Kahua Related RWA Number(s):  
 This work is related to other RWA(s)      Related RWA Number(s):  
 Estimated Amount:      Kahua PM/POC:

\* Agency POC: Add new...      \* GSA PM/POC: (if known) Add new...  
 Name:      Name:  
 Phone:      Phone:

Agency RWA Mailbox: Add new...

\* Description of Requirements:  
 [Text Area]  
 (Limited to 1,000 Characters) Changes made above will simultaneously be made to the linked Estimate

Save      Save & Proceed >>>      Reset Form

RWA History      Financial Review      Document/Audit      Comments      ETN SCNY0280424033001

New Character limit on Description of Requirements field

F2957Form      1 / 5      100%      [Icons]

**REIMBURSABLE WORK AUTHORIZATION**

1A. Work Request/RWA Number (GSA Use Only)      1B. Amendment Number (see instructions)      1C. The authority for this agreement:  
 F2613864      Federal Buildings Fund: 40 U.S.C. 592(b)(2)

2A. Requesting Agency Name      4A. Agency Project Contact Name  
 UNITED STATES CONGRESS      Richard Wright

2B. Bureau Name      4B. Agency Project Contact Phone  
 UNITED STATES CONGRESS      (703) 223-6691

2C. Agency Bureau Code (if known)      4C. Agency Project Contact E-Mail  
 00000      richard.wright97@gmail.com

3A. Primary Work Location Address (or GSA Building Number, if known)      4D. Agency Project Contact Address  
 FEDERAL BUILDING      6414 Carolyn Dr  
 180 W MAIN ST      Falls Church VA 22044  
 ABINGDON VA 24210

3B. Room Number/Specific Location in Facility      4E. Agency RWA Mailbox (if applicable)

5. Description of Requirements (if attachments provided, please identify them below)  
 abc def ghi jkl mno p qrs tuv wxyz ABC DEF GHI JKL MNO PQRS TUV WXYZ I" \$%& ( ) \*? " < > # ; :  
 - @ [ ] ^ \_ ` { | } ~ ¡ ¢ £ ¤ ¥ ¦ § ¨ © ª « ¬ ® ¯ ° ± ² ³ ´ µ ¶ · ¸ ¹ º » ¼ ½ ¾ ¿ À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó  
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6A. Agency Finance Billing Office Address # 1      6D. State      6E. ZIP Code  
 ACCOUNTS PAYABLE      WASHINGTON      DC      20024

6B. Address # 2      6F. Agency Billing Contact E-Mail Address  
 100 RAOUL WALLENBERG PLACE, SW

7. Requested Service Period (severable services only)  
 A. From      B. To

8. Amendment      9A. Agency Location Code (leave blank if non-IPAC or using purchase card)      9B. BOAC/Account Code (if known)  
 RWA amendment provided to change      by \$      from \$      to \$      0039GD

10A. Billing Type (See Instructions)      10B. Billing Terms (See Instructions)      11. Customer UEI  
 Non-IPAC      Monthly

12A. Agency Fund Year      12B. Appropriation Fund Type      12C. Expiration Date of Obligational Authority      12D. Treasury Account Symbol      12E. Agency Accounting Data      12F. Agency Certified Amount

New Character limit on 2957 form



## RETA 9.16 Enhancements

### 3.) Auto Populate Accounting Detail Line Data

The Agency Fund Year, Fund Type and Expiration Date of Obligation 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.

**Agency Accounting Details**  
 WR/RWA Number: W0525637 Status: Planning/Estimate Input Code: A [Read-Only View](#)

**Add Agency Accounting Detail Line**

Agency Certified Amt \$0.00

\* Agency Fund Year: 2020

\* Authorized Line Amt \$: [ ]

\* Fund Type: A: Annual

Treasury Symbol: 01020202020 0100000

Expiration Date of Obligation Authority: 09/30/2020

\* Agency Accounting Data: [ ]  
 (Limited to 255 Characters)

Buttons: Save, Cancel, Reset

[Multiple Accounting Lines Help](#)

Modified Date	Treasury Symbol	Fund Year	Fund Type	Fund Expiration Date	PDN	PLN	Authorized Line Amt	Agency Accounting Data
No Records Found								

Buttons: Save, Save & Proceed >>>, Reset

[Documentation/Audit](#) [Comments](#)

Current Accounting Details fields

## RETA 9.16 Enhancements

Agency Accounting Details
WR/RWA Number: W2604569
Status: Planning/Estimate
Input Code: A
[Read-Only View](#)

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

Edit Agency Accounting Detail Line

Agency Certified Amt \$1,906.76

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
○	10/08/2021	10/08/2021	020202020 0106000	2020	Annual	09/30/2020	\$1,906.76	dasdasdas	

Agency Cert Amt: \$1,906.76
Authorized Line Amt: \$1,906.76

1 Records found. Displaying page 1 of 1

[Documentation/Audit](#)
[Comments](#)
[EIN:01000201121281001](#)

*New Accounting Details line fields*

## RETA 9.16 Enhancements

### 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.

The screenshot displays the 'Billing Information' tab in the RETA application. The interface includes a left-hand navigation menu with options: CUSTOMER INFORMATION, BILLING INFORMATION (highlighted), ACCOUNTING DETAILS, CUSTOMER APPROVAL, PBS INFORMATION, AUTHORIZING DETAILS, and PBS APPROVAL. The main content area shows the following fields:

- Agency Bureau Code: 02011
- Agency Name: DEPARTMENT OF THE TREASURY, INTERNAL REVENUE SERVICE NATIONAL OFFICE
- Estimate Total: \$1,906.76
- Agency Certified Amount: \$1,906.76
- Billing Type: O: IPAC
- Billing Term: M: Monthly (highlighted with a red arrow)
- Hold Billings: M: Monthly
- ALC: 20090800
- Account Code/BOAC: 201159
- Agency Billing Contact: Add new...
- Billing Contact Name: [Empty]
- Billing Contact Phone: ( ) - Ext
- Funding Agency Code (FPDS): [Empty]
- Funding Office Code (FPDS): [Empty]
- Customer Order Number: W2604569
- Billing Office Name: INTERNAL REVENUE SERVICE
- Agency Finance Billing Address: 408 ATLANTIC AVE
- Street Address: ROOM 228
- City: BOSTON
- State: Massachusetts
- Zip Code: 02210
- Fiscal Station Number: [Empty]
- Requisition ID: ftsf
- Customer UEI: [Empty]

Buttons at the bottom include 'Save', 'Save & Proceed >>>', and 'Reset Form'. The footer contains links for 'Documentation/Audit', 'Comments', and 'ETN:GUDC0201121281001'.

Example of new Billing Term options on the Billing Information tab

## RETA 9.16 Enhancements

### 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).

The screenshot displays the RETA application interface. At the top, the header includes the RETA logo, user information (Finance.User1@gsa.gov), and navigation links. The main content area is titled 'PBS Information' and includes a 'For PBS Use Only' label. A red arrow points to the 'Funding Authority' dropdown menu, which is currently set to 'Federal Buildings Fund: 40 U.S.C. 592(b)(2)'. Other visible fields include Organization Code (P0125100), BA Code (PG80), Office Symbol (test), GSA UEI (G2RKWJYU5GM9), and RWA Category (New Construction). The interface also features sections for IRIS Info, OA Info, Kahua Info, and G-REX Info, each with their respective input fields.

Example of funding Authority within GSA Jurisdiction

## RETA 9.16 Enhancements

The screenshot displays the RETA 9.16 application interface. The top navigation bar includes the RETA logo, user information (Finance.User1@gsa.gov), and a menu with options: SEARCH, DATA ENTRY, FINANCIAL REVIEW, DOCUMENTATION/AUDIT, ESTIMATES, REPORTS, ADMINISTRATION, and COMMUNICATIONS. The main content area is divided into several sections:

- SUMMARY:** Shows WR/RWA Number: N2114143, Status: Accepted Successfully, Input Code: X, and a Read-Only View link.
- CUSTOMER INFORMATION:** Includes fields for Organization Code (P0140001), BA Code (PG80), Office Symbol (1PC), GSA UEI (G2RKWJYU5GM9), and Brief Project Description (scope of work writing services).
- BILLING INFORMATION:** Includes Estimated Initial Contract Award date and Severable Service (Other).
- ACCOUNTING DETAILS:** Includes RWA Category (Space Planning and Studies).
- CUSTOMER APPROVAL:** Includes IRIS Info (PCN, ASID Number, Work Item) and OA Info (Occupancy Agreement Number).
- PBS INFORMATION:** Includes Kahua Project Number(s).
- AUTHORIZING DETAILS:** Includes G-REX Info (REXUS Lease Project Number, Lease Number).
- PBS APPROVAL:** Includes Milestones (Project Number dropdown, View Milestone Schedule link).

A red arrow points to the Funding Authority dropdown menu, which is currently open and showing the following options:

- Federal Buildings Fund: 40 U.S.C. 592(b)(2)
- Construction of Buildings: 40 U.S.C. 583
- Economy Act: 31 U.S.C. 1535
- Other

At the bottom of the form, there are buttons for Save, Save & Proceed >>>, and Reset Form. The footer contains links for RWA History, Financial Review, Documentation/Audit, Comments, and ETN: SCAX0141720294007.

Funding Authority section for building outside of GSA Jurisdiction

## RETA 9.16 Enhancements

### 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.

<b>4 - Customer Approval Screen</b>	-- There are no validation errors in this page --
<b>5 - PBS Information Screen (For PBS Use Only)</b>	-- There are no validation errors in this page --
<b>6 - Authorizing Details Screen (For PBS Use Only)</b>	-- There are no validation errors in this page --
<b>7 - PBS Approval Screen (For PBS Use Only)</b>	<ol style="list-style-type: none"> <li><b>Actual Substantial Completion Date cannot cross fiscal years.</b></li> </ol>

*New Final Validation Message*

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

## *RETA 9.16 Enhancements*

### **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.

<b>ESTIMATE VALIDATION ERRORS</b>	
<b>Basic Information Screen</b>	
1. The "Estimate" period of performance (PoP) must always match the actual PoP being funded by the customer. When the government is under a Continuing Resolution (CR), the PoP "Estimated End" date typically aligns with the end of the CR. Please update the PoP "Estimated End" date on the Basic Information tab to coincide with the end of the funded service period. When funding for the entire period (FY or CY or as described) is provided, the CR credit is no longer valid, remove any amount in the CR block on the Miscellaneous Factors tab.	
<b>Miscellaneous Factors Screen</b>	-- There are no validation errors in this page --
<b>Calculation of Hours Screen</b>	-- There are no validation errors in this page --
<b>Maintenance Feeder Screen</b>	-- There are no validation errors in this page --
<b>Equipment Costs Screen</b>	-- There are no validation errors in this page --
<b>Additional Equipment Costs Screen</b>	-- There are no validation errors in this page --
<b>Pass Through Facilities Screen</b>	-- There are no validation errors in this page --
<b>Submit and Approval Screen</b>	-- There are no validation errors in this page --

*Example of Final Validation on OUE*

## *RETA 9.16 Enhancements*

### **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."



## RETA 9.16 Enhancements

U.S. General Services Administration  
CLIENT DELIVERY TEAM 5 (SPECIALIZED)




  
www.gsa.gov/rwa






9/29/2020


Re: RWA  (Modification/Amendment)

Dear Ariel Luna :

We have accepted your RWA in the amount of  at   
 for

  
A Modification has been processed for RWA . A copy of the RWA amendment is enclosed for your records.

Your primary Project Point of Contact (POC) or Project Manager (PM) is , who can be reached at  or via email at . Your POC/PM may contact you within the next few weeks to discuss further details - if he or she hasn't already.

As work progresses, your RWA billing statement(s) will be available in the Vendor and Customer Self Service (VCSS) system found at <https://vcss.ocfo.gsa.gov>. Should you have questions regarding the processing of the RWA or concerns regarding your RWA bill, please do not hesitate to contact me at .

Sincerely,

  
Public Buildings Service, Region 05

*Example of the Acceptance Letter*

## RETA 9.16 Enhancements

### 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.

The screenshot shows a web form with a dropdown menu labeled "Select Input Code:". The dropdown is open, displaying a list of input codes. To the right of the dropdown is an "Apply" button. Below the dropdown, there are some redacted fields and a label "Building type." with the value "Owned".

- Administrative Change - C Input code
- Cancel/Project-Service Not Needed - D Input Code
- Billing Change - H Input code
- Enter Notice of Completion - N Input Code
- Update Termination date - T Input Code
- Set Bill/Do Not Bill Indicator - W Input Code
- Amount/Scope Change - X Input Code

*Amendment input code options for GSA users*

The screenshot shows a web form with a dropdown menu labeled "Select Input Code:". The dropdown is open, displaying a list of input codes. To the right of the dropdown is an "Apply" button. Below the dropdown, there are some redacted fields.

- Customer Administrative Change - E input code
- Billing Change - H Input code
- Cancel/Early Completion (Halt Project/Service) - N Input Code
- Amount/Scope Change - X Input Code

*Amendment input code options for Agency eRETA users*

## *RETA 9.16 Enhancements*

### **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:

<p>Estimate Valid Thru:</p>	<p>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.</p>
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END