





## Submitting RWA Amendments to GSA in eRETA

In this Quick Reference Guide we will preview how GSA customer agencies can enter and submit RWA Amendments to GSA in eRETA.

*Last Revision: 12/23/2019*

### **Background:**

This user guide provides instructions and screenshots to show customer agency eRETA users how they can amend existing RWAs in eRETA. Clicking on hyperlinked fields throughout the application opens the “RETA/eRETA Glossary” in a pop-up window, which will provide the user with a definition of the term.

Using the magnifying glass  symbol next to any eRETA field opens a “look-up” window to search for values specific to the field in question. If the magnifying glass has a yellow star  next to it, you may use that to add/remove commonly used codes to/from the “My Favorites” window for quick selection.

External customers can access additional information at <http://www.gsa.gov/ereta>, and continue to email questions to [eRETA@gsa.gov](mailto:eRETA@gsa.gov). Internal GSA employees should continue to access RETA information via the PBS Portal and email issues to [RETAAdmin@gsa.gov](mailto:RETAAdmin@gsa.gov).

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### **Need Access to eRETA?**

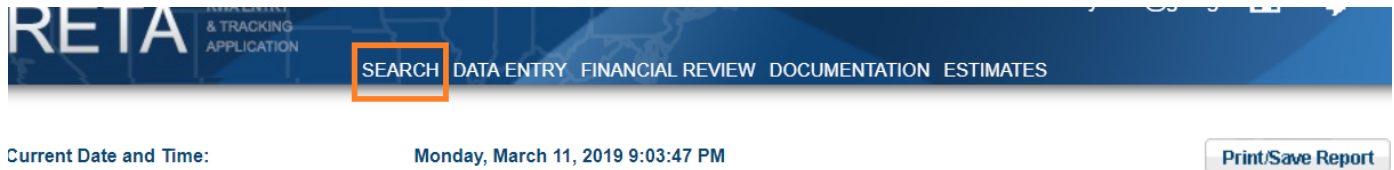
Visit our website at <http://www.gsa.gov/ereta> and follow the simple application process. You can apply for data entry access or read only access in eRETA. If you have access, you can launch eRETA in the [PBS external portal](#).

- **Read only access** allows you to view Work Request (WR) and RWA information.
- **Data entry access** allows you to view WR and RWA information, PLUS the ability to enter and send WR and RWA data to GSA. You will need data entry access in order to follow the steps outlined on this user guide. Importantly, if you have data entry access in eRETA, you can amend any RWA associated with your assigned Agency Bureau (AB) code(s), regardless of when (or by whom) the WR or RWA was originally created.

## Submitting RWA Amendments to GSA in eRETA

### 1) Search for your RWA

Once logged into eRETA, you will be taken to the Welcome Screen. Click on the Search screen to search for your RWA.



**Note Board & User Resources**

**National RETA Note Board:**

Effective 4/2/2018 - Treasury Account Symbols Required  
 ===  
 Effective on 4/2/2018, all RWAs for federal agencies will require a Treasury Symbol. All IPAC customer agencies already provide a Treasury Symbol so there will be no impact to them. Agencies who are typically billed via non-IPAC means will need to start providing a Treasury Symbol on/after 4/2/2018. Non-IPAC customers can still be billed via non-IPAC means, but must provide a Treasury Symbol per Treasury reporting requirements.

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**Logged in User Details**

<b>User ID:</b>	external.DataEntryUser@gsa.gov
<b>Agency(ies):</b>	01525 - DEPARTMENT OF JUSTICE, UNITED STATES MARSHALS SERVICE 02011 - DEPARTMENT OF THE TREASURY, INTERNAL REVENUE SERVICE NATIONAL OFFICE 07508 - DEPARTMENT OF HEALTH AND HUMAN SERVICES, NATIONAL INSTITUTES OF HEALTH - HHS NIH 04700 - GENERAL SERVICES ADMINISTRATION, GSA 01013 - JUDICIARY, UNITED STATES CLAIMS COURT 01005 - JUDICIARY, DISTRICT COURTS OF THE UNITED STATES 02000 - SOCIAL SECURITY ADMINISTRATION
<b>Group(s):</b>	eRETA_Data_Entry
<b>Other Applications &amp; Resources:</b>	<a href="http://www.gsa.gov/rwa">RWA Customer Site (www.gsa.gov/rwa)</a> <a href="http://www.gsa.gov/forms">RWA Form 2957 (www.gsa.gov/forms)</a> RWA Billing Details - Vendor & Customer Self Service (MCSSE) (Separate log in will be required)

Sample eRETA Welcome Screen

## Submitting RWA Amendments to GSA in eRETA

### 1) Search for your RWA (cont.)

If you know the RWA Number, enter it into the *WR/RWA Number* field. You can also search using other filters shown below, such as *RWA Type*, *Primary Worksite City*, *Region* and much more. All eRETA searches use the AND operator so as you enter more search criteria, eRETA will limit the search to only WRs/RWA that match all of those criteria. Click on the desired WR/RWA in the search results.

**Work Request / RWA Search** Hide Criteria

Select options  1756463  Select options  
 Select options   Select options  
 Pending Action    
  Select options  Select options  
 01005, 01013, 01513, (   
  Select options  Select options  
    
 to \$    
 to

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.

WR/RWA number	AB Code	BOAC	Building	Org. Code/Region	Acc./Start/Requested Date	Authorized Amt	Status	GSA User ID	WR Requested By
1756463	01525	1539G4	AK0013ZZ	P1040003	12/12/2017	\$238,100.59	Submitted	tina.vigorito@gsa.gov	

Search for your existing RWA using the RWA Search screen.

## Submitting RWA Amendments to GSA in eRETA

### 2) Going into "Edit" Mode

In the upper right corner of the RWA Summary Screen, click the Edit (pencil) icon.

The screenshot shows the eRETA interface with the RWA Summary screen. The top navigation bar includes 'SEARCH', 'DATA ENTRY', 'FINANCIAL REVIEW', 'DOCUMENTATION', and 'ESTIMATES'. A status bar at the top right indicates 'You are in Read-Only Mode'. The main content area displays the following information:

- Status: Submitted Successfully
- Last Modified By: [redacted]@gsa.gov
- Input Code: [redacted]
- Last Modified: 12/12/2017
- Financial information as of Pegasys last download: 05/29/2018 17:05 ET

<b>RWA #:</b>	N1756463	<b>REXUS Lease Project #:</b>		<b>Acceptance/Start Date:</b>	12/12/2017
<b>Estimate Tracking #:</b>	SCAK0152517341059	<b>Lease #:</b>		<b>Completed/&lt;Cancelled&gt; Date:</b>	
<b>Work Site:</b>	AK0013ZZ	<b>Building Type:</b>	Owned	<b>Last Billed Date:</b>	
<b>Building Name:</b>	HURFF A. SAUNDERS FB			<b>&lt;Pending&gt; Financial Term Date:</b>	
<b>Agency Name:</b>	DEPARTMENT OF JUSTICE				
<b>Bureau Name:</b>	UNITED STATES MARSHALS SERVICE				
<b>ABC:</b>	01525	<b>PBS Office Symbol:</b>	10PCPB	<b>Customer DUNS:</b>	
<b>ALC:</b>	15180001	<b>Organization Code:</b>	P1040003	<b>Seller (GSA) DUNS #:</b>	177084642
<b>BOAC:</b>	1539G4	<b>Organization Name:</b>	FACILITY OP SUPPORT BR		
<b>Agency Fund Year:</b>	2018	<b>Overhead Rate:</b>	0.044810	<b>Treasury Symbol:</b>	015010 X0930003
<b>Agency Fund Type:</b>	N-No Year	<b>Interfund PDN:</b>		<b>Requisition ID #:</b>	
<b>Exp Date Obl Auth:</b>		<b>Interfund PLN:</b>			
<b>Customer Order #:</b>	M 18 A32 R 000 435 N1756463				
<b>Agency Accounting Data:</b>	2018-0930XD-CSO0008X CC63500 SOC: 25401-2506 M-18-A32-R-000435 OSS18-08X-C09-06 B-20171269 A3206				
	<i>Customer funding information is as of the most recent submission; a history of customer funding is available under the 'RWA History' link.</i>				
<b>Accepted Authorized Amt:</b>	\$238,100.59	<b>Direct Costs:</b>	\$0.00	<b>Outstanding Chargeback:</b>	\$0.00

Click the Edit (pencil) icon to initiate an amendment and go into Edit mode.

## Submitting RWA Amendments to GSA in eRETA

### 3) Selecting the appropriate input code

A pull-down menu will appear. Choose one of the input codes depending on the amendment you are requesting. If unsure which input code to choose, see the brief descriptions below and/or visit the eRETA Glossary by scrolling to the eRETA “footer” at the bottom of the screen, clicking on “Glossary” and then navigating to the definition for “Input Code”.

- **E-input code (Customer Administrative Change)(see section 4)** : Allows you to change a number of fields on the various across all customer tabs, but does not allow changes to the *Billing Type* or *Term*, *Agency Location Code (ALC)*, *Billing Office Address Code (BOAC)* and any funding information.
- **H-input code (Billing Change)(see section 5)**: Allows you to change the *Account Code/BOAC*, *ALC* and/or *Billing Type* or *Term*. H-input codes instruct GSA’s financial management system that all subsequent billing actions will bill the new codes and/or *Billing Type* or *Term*.
- **X-input code (Amount/Scope change)(see section 6)**: Allows you to change the *Authorized Amount*, *Fund Year/Type/Expiration date*, and *Description of Requirements*.
- **N-input code (Cancel/Early Completion)(see section 7)**: Allows you to cancel or request early completion of the RWA if the full scope is no longer needed.

**NOTE:** If an RWA is already financially closed and a termination date exists (see green box below), the RWA is no longer editable.

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

RWA Summary Page

**SUMMARY** Status: Accepted Successfully Last Modified By: patrick.willers@gsa.gov  
 Input Code: Last Modified: 05/08/2019 [Read-Only View](#) Form 2957 Print

Select Input Code: **Customer Administrative Change - E Input code** **Apply** Financial Information as of Pegasys last download: 10/21/2019 17:35 ET

**CUSTOMER INFORMATION**

**BILLING INFORMATION**

**ACCOUNTING DETAILS** RWA #: N0338811 REXUS Lease Project #: Acceptance/Start Date: 05/10/2019  
 Estimate Tracking #: SCNY0100519127024 Lease #: Completed/<Cancelled> Date:  
 Work Site: NY0270ZZ Building Type: Owned Last Billed Date:  
 Building Name: EMANUEL CELLER US COURTHOUSE <Pending> Financial Term Date:  
 Financial Close-Out Letter Date:

**CUSTOMER APPROVAL**

**PBS INFORMATION** Agency Name: JUDICIARY  
 Bureau Name: DISTRICT COURTS OF THE UNITED STATES  
 ABC: 01005 PBS Office Symbol: 2PSEB Customer DUNS:  
 ALC: Organization Code: P0225320 Seller (GSA) DUNS #: 177084642  
 BOAC: 102069 Organization Name: LONG ISLAND/QUEENS FIELD OFFICE

**AUTHORIZING DETAILS** Agency Fund Year: 2019 Overhead Rate: 0.071972 Treasury Symbol: 02820192019 8704000  
 Agency Fund Type: A-Annual Interfund PDN:  
 Exp Date Obl Auth: 09/30/2019 Interfund PLN:  
 Customer Order #: NYEEXEC19-0012 Requisition ID #:

**PBS APPROVAL** Agency Accounting Data: 2019-092000-D02NYED-2515 2019-092000-D02NYED-2510  
 Customer funding information is as of the most recent submission; a history of customer funding is available under the 'RWA History' link.

Accepted Authorized Amt:	\$67,081.73	Direct Costs:	\$0.00	Outstanding Chargeback:	\$0.00
Commitments:	\$0.00	Reg. Mgmt. Fee:	\$0.00	Bill Type:	N-NonIPAC
Obligations:	\$56,926.39	Overhead Assessed:	\$0.00	Bill Term:	M-Monthly
Balance:	\$10,155.34	Total Billed:	\$0.00	Hold Billing:	NO
UFCO Balance:	\$67,081.73	Total Collected:	\$0.00	Last RETA Action:	Accepted Successfully
Earned Income:	\$0.00	Write-off Amount:	\$0.00	Service Type:	Non-Severable

Last Obligation: 07/31/2019 Last Financial Amendment: Last Admin Amendment:

Select the desired amendment type from the pull-down menu, and click “Apply”.



## Submitting RWA Amendments to GSA in eRETA

### 4) E-input code (Customer Administrative Change)

Navigate across the various tabs depending on the change you need. For example, if you need to change project information such as the Agency POC, navigate to the Customer Information tab. Grayed-out fields are not editable with the input code selected.

**NOTE:** Always click “Save” or “Save and Proceed” to save your changes. If you make a change without saving, your edits will not be saved.

The screenshot shows the eRETA interface with the 'CUSTOMER INFORMATION' tab selected. The form contains the following fields and values:

- WR/RWA Number:** N0338811
- Customer Request Date:** 5/7/2019
- Requested By:** GSA Data Entry: robin.sakaguchi@gsa.gov
- Status:** Accepted Successfully
- Customer Signature:** 05/06/2019
- Input Code:** E
- GSA Region:** 02
- Estimate Tracking No.:** SCNY0100519127024
- Agency Bureau:** 01005-Judiciary-District Courts Of The United States
- Primary Building State:** New York
- City:** Brooklyn
- Building:** NY0270ZZ
- Building Name:** EMANUEL CELLER US COURTHOU
- Address:** 225 CADMAN PL. EAST
- Zip Code:** 11201
- Room Number/Specific Location in Facility:** (Empty)
- Overtime Utilities:** No
- Estimated FY Needed:** (Dropdown)
- Requested Service Period:** (Calendar)
- Related RWA Number(s):** (Text)
- Agency RWA Mailbox:** Add new...
- Agency POC:** karen\_milton@ca2.uscourts.gov (Name: GreveMilton, Karen)
- GSA PM/POC:** (if known) robertj.green@gsa.gov (Name: Green, Robert)
- Description of Requirements:** Contractor shall provide supervision, labor, and equipment necessary to remove old carpets and replace with new bradloom carpet in the three rooms that make up the judge's chamber at 631 North (160 sq yards). The contractor shall also paint the three rooms that make up the judges chamber in 631 North (10,233 sq feet) and remove two existing shelving structures within the intern room that exists within the chamber at 225 Cadman Plaza East, Celler Courthouse, Brooklyn NY 11201
- Comments:** Enter comments to provide additional information to GSA: (Text area)

Buttons at the bottom: Save, Save & Proceed >>>, Reset Form

Use an E-input code to edit fields on the Customer Information tab such as the Agency POC.

## Submitting RWA Amendments to GSA in eRETA

### 4) E-input code (Customer Administrative Change) (cont.)

As another example, if you need to change the *Customer Order Number* (an optional field that will show up on your billing statement), navigate to the Billing Information tab.

The screenshot shows the 'Billing Information' tab in the eRETA system. The interface includes a left-hand navigation menu with tabs for SUMMARY, CUSTOMER INFORMATION, BILLING INFORMATION (selected), ACCOUNTING DETAILS, CUSTOMER APPROVAL, PBS INFORMATION, AUTHORIZING DETAILS, and PBS APPROVAL. The main content area displays the following fields:

- Agency Bureau Code:** 01005
- Agency Name:** JUDICIARY, DISTRICT COURTS OF THE UNITED STATES
- Billing Type:** N: Non-IPAC
- Billing Term:** M: Monthly
- ALC:** [Empty]
- Account Code/BOAC:** 102069
- Billing Office Name:** US DISTRICT COURT
- Agency Finance Billing Address:** EASTERN DISTRICT OF NEW YORK
- Street Address:** 225 CADMAN PLAZA EAST
- City:** BROOKLYN
- State:** New York
- Zip Code:** 11201
- Agency Certified Amount:** \$67,081.73
- Funding Authority:** Non-Economy Act
- Agency Billing Contact:** ogoro\_francis@nyed.us
- Billing Contact Name:** Francis-McLeish, Ogoro
- Billing Contact Phone:** [Empty] Ext [Empty]
- Funding Agency Code (FPDS):** [Empty]
- Funding Office Code (FPDS):** [Empty]
- Hold Billings:** No
- Customer Order Number:** FBF-1234 (highlighted with an orange arrow)
- Fiscal Station Number:** [Empty]
- Requisition ID:** [Empty]
- Agency/Customer BPN/DUNS:** [Empty]

At the bottom of the form, there are three buttons: 'Save', 'Save & Proceed >>>', and 'Reset Form'. The bottom navigation bar includes links for RWA History, Financial Review, Documentation, Comments, and ETN:SCNY0100519127024.

Use an E-input code to edit fields on the Billing Information tab such as the Customer Order Number.

## Submitting RWA Amendments to GSA in eRETA

### 4) E-input code (Customer Administrative Change) (cont.)

After editing the necessary fields, click “Save” or “Save and Proceed” and navigate to the Customer Approval tab. Click the “Submit to Pegasys” button to submit the amendment directly into GSA’s financial management system (called Pegasys). E-input code changes are the only customer initiated amendments that do not first require GSA review and approval. However they are also limited in what fields can be amended.

**Customer Approval**

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

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: Digitally Signed

Fund Certifying Official: larry.g.smith@ssa.gov

Name of Signer: SMITH,LARRY G

Certifying Official's Phone: ( ) - Ext

Date: 8/9/2019

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

Document Type	Document Name	Upload Date	Delete
Customer Correspondence (Email)	<a href="#">West Toledo SAFE Approval</a>	08/07/2019	
Other	<a href="#">Safe Approval \$18,318.06</a>	07/12/2019	
RWA 2957 Form	<a href="#">RWA 19-13</a>	07/12/2019	

3 Records found.    Displaying page 1 of 1    1

[Tab Instructions](#)

[RWA History](#)    [Financial Review](#)    [Documentation](#)    [Comments](#)    [ETN.SCOH0280419036015](#)

When finished making changes, navigate to the Customer Approval tab and click “Submit to Pegasys” to submit the administrative amendment to GSA.



## Submitting RWA Amendments to GSA in eRETA

### 5) H-input code (Billing Change)

Navigate to the Billing Information tab and make the necessary changes. In the example below, the customer is changing the *Billing Term*, *Agency Location Code (ALC)*, and *Billing Office Address Code (BOAC)*.

**Billing Information**

WR/RWA Number: N0554789 Status: Submitted Successfully Input Code: H [Read-Only View](#)

**Required Fields**

* Agency Bureau Code	01525-Department Of Justice-United States Marshals Se	Agency Certified Amount	\$1,609,506.09
Agency Name	DEPARTMENT OF JUSTICE, UNITED STATES MARSHALS SERVICE	* Funding Authority	Non-Economy Act
* Billing Type	O: IPAC	Agency Billing Contact	yvonne.scates@usdoj.g
Billing Term	Q: Quarterly	Billing Contact Name	Scates,Yvonne
* ALC	15010004	Billing Contact Phone	( 703 ) 740 - 2337 Ext
* Account Code/BOAC	153007	Funding Agency Code (EPDS)	1544
Billing Office Name	DEPT OF JUSTICE ACCTG SVCS SECTION	Funding Office Code (EPDS)	HQ015
Agency Finance Billing Address	JUSTICE MANAGEMENT DIVISION	Hold Billings	No
Street Address	950 PENNSYLVANIA AVE, NW	Customer Order Number	USM 12 162
City	WASHINGTON	Fiscal Station Number	
State	District Of Columbia	Requisition ID	
Zip Code	20530 -	Agency/Customer BPN/DUNS	878440411

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

[RWA History](#) [Financial Review](#) [Documentation](#) [Comments](#) [ETN.SCMI152512027023](#)

Use an H-input code to edit billing information.

## Submitting RWA Amendments to GSA in eRETA

### 5) H-input code (Billing Change) (cont.)

After editing the necessary fields, click “Save” or “Save and Proceed” and navigate to the Amendment Summary tab\*. This screen presents you with a *Summary of Requested Changes* which compares the before and after value of each field and highlights the fields that changed for quick visual identification. Review your changes, scroll to the bottom of the screen and click “Send to GSA” when ready. GSA will review the amendment before submitting to our financial management system.

*\*If changing funding information then new signatures are required; follow steps on pg. 13-14 as if you were submitting an X-input code.*

**Summary of Requested Changes**

WF/RWA Number: N0554789 | Status: Mod-Initiated | Input Code: H | Read-Only View

Field	Before	After					
<b>1 - Customer Information</b>							
Agency POC	@usdoj.gov	@usdoj.gov					
Agency RWA Mailbox							
Description of Requirements	USM 12-162 - Project as specified by OFCC. Funding for construction/renovation of special purpose and support space within the guidance of pub #64 and the US Courts Design Guide. Specifically, funding for additional cells and administrative space. Modification to USM 12-162	USM 12-162 - Project as specified by OFCC. Funding for construction/renovation of special purpose and support space within the guidance of pub #64 and the US Courts Design Guide. Specifically, funding for additional cells and administrative space. Modification to USM 12-162					
Overtime Utilities	No	No					
Related RWA Number(s)							
Requested Service Start	08/10/2012	08/10/2012					
Requested Service End							
Request is for Multiple Buildings	No	No					
Room Number/Specific Location in Facility							
Work Related to Other RWA(s)	No	No					
<b>2 - Billing Information</b>							
Account Code/BOAC	1539F2	153007					
Agency Billing Contact	@usdoj.gov	@usdoj.gov					
Agency Bureau Code	01525 - DEPARTMENT OF JUSTICE - UNITED STATES MARSHALS SERVICE	01525 - DEPARTMENT OF JUSTICE - UNITED STATES MARSHALS SERVICE					
Agency Certified Amount *	\$1,609,506.09	\$1,609,506.09					
Agency/Customer BPN/DUNS	878440411						
ALC	15180001	15010004					
Billing Term	Monthly	Quarterly					
Billing Type	IPAC	IPAC					
Customer Order Number	USM 12 162	USM 12 162					
Fiscal Station Number							
Funding Authority	Non-Economy Act	Non-Economy Act					
Funding Agency Code (FPDS)	1544	1544					
Funding Office Code (FPDS)	HQ015	HQ015					
Requisition ID							
<b>4 - Customer Approval</b>							
Fund Certifying Official *	@usdoj.gov	@usdoj.gov					
Signature Method *	Manual	Manual					
Signature Status	Signature on File	Signature on File					
Signature Date	07/02/2015	07/02/2015					
<b>3 - Summary of Accounting Lines (◀ or ▶ indicates changes made)</b>							
Agency Accounting ID	Line to Bill	Treasury Symbol	Fund Year *	Fund Type *	Exp Date of Oblig Auth *	Authorized Line Amt	Agency Accounting Data
182689	Yes	015 X0133000	2015	No Year		\$398,797.09	2015-0133XD-A4301-GSACONS0 SOC:32014 RWAC-12-0129
119336	No		2012	No Year		\$1,210,709.00	2012 0133X A4304 GSACONS0 SOC 2506 RWAC 12 0129

\* Indicates the field will automatically require new signatures if changed on this amendment  
 ▶ Indicates the field was changed and/or accounting line was changed  
 ◆ Indicates a new accounting line was added

Enter comments to provide additional information to GSA:

Save **Send to GSA** Reset Form

Amendment Summary tab shows Summary of Requested Changes in blue and allows you to send the amendment to GSA.

## Submitting RWA Amendments to GSA in eRETA

### 6) X-input code (Amount/Scope Change)

Navigate across the various tabs depending on the change you need. For example, if you need to change the scope of the RWA, navigate to the Customer Information tab and edit the *Description of Requirements* field.

The screenshot shows the eRETA interface with the 'Customer Information' tab selected. The left sidebar contains navigation tabs: SUMMARY, CUSTOMER INFORMATION (highlighted), BILLING INFORMATION, ACCOUNTING DETAILS, CUSTOMER APPROVAL, PBS INFORMATION, AUTHORIZING DETAILS, and PBS APPROVAL. The main content area displays various fields for customer information, including Agency Bureau, Primary Building State, City, Building Name, Address, and Description of Requirements. An orange arrow points to the 'Description of Requirements' field, which contains the text: '3840\_WA-0029 - Richland, WA (RA)(SEFO) - Design and construction costs for the relocation and buildout of the new Richland (Tri Cities) RA (i.e. Move-in Tenant Improvements, located on the 1st floor of the Federal Building at 825 Jadwin Avenue, Richland WA. The scope of work is defined by the DIDs referenced in the RWA package and the Summary Cost Estimate dated 2/24/2015. This RWA is not for non-FBI costs, such as as the following: Move-in Demolition, Asbestos Removal; and Move in Shell Cost'. Below the field is a note: '(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate'. At the bottom of the form are buttons for 'Save', 'Save & Proceed >>>', and 'Reset Form'. The footer of the page contains links for 'RWA History', 'Financial Review', 'Documentation', 'Comments', and 'ETN: SCWA0151315064022'.

Use an X-input code for a scope change such as a change to the Description of Requirements field on the Customer Information tab.

## Submitting RWA Amendments to GSA in eRETA

### 6) X-input code (Amount/Scope Change) (cont.)

If editing the *Authorized Amount* and/or funding information, navigate to the Accounting Details tab (note: if editing the *Authorized Amount* on the Accounting Details tab, you must also edit it on the Billing Information tab).

Agency Accounting Detail Line

Agency Certified Amt \$901,500.00

\* Agency Fund Year 2018

\* Fund Type M: Multi-year

\* Expiration Date of Obligational Authority 09/30/2020

\* Authorized Line Amt \$ 901,500.00

\* Treasury Symbol 02820182020 0406000

\* Agency Accounting Data  
CAN 4005213 SOC 3225  
(Limited to 255 Characters)

Update Cancel Reset

Agency Accounting Detail Lines Help

Line to Bill	Created Date	Modified Date	Treasury Symbol	Fund Year	Fund Type	Exp Date of Oblig Auth	Authorized Line Amt	Agency Accounting Data	Modify Delete
1	05/18/2013	05/18/2013	02820122 012 8704000	2012	No Year		\$854,981.54	CAN 4005213 SOC 3225	

Agency Cert Amt: \$901,500.00 Authorized Line Amt: \$854,981.54

Records found. Displaying page 1 of 1 1

Save Save & Proceed >>> Reset

RWA History Financial Review Documentation Comments ETN:SCNY280412257029

Use an X-input code to change funding information.



## Submitting RWA Amendments to GSA in eRETA

### 6) X-input code (Amount/Scope Change) (cont.)

After editing the necessary fields, click “Save” or “Save and Proceed” and navigate to the Customer Approval tab. An X-input code requires new signatures, so you’ll need to update the Fund Certifying Official information with the email address that you wish to receive the digital signature email (if this will be the same email that previously signed, then you don’t need to update anything). After doing so, click “Save and Proceed” to move on to the Amendment Summary tab.

The screenshot shows the 'Customer Approval' tab in the eRETA system. The left sidebar contains navigation tabs: SUMMARY, CUSTOMER INFORMATION, BILLING INFORMATION, ACCOUNTING DETAILS, CUSTOMER APPROVAL (highlighted), AMENDMENT SUMMARY, PBS INFORMATION, AUTHORIZING DETAILS, and PBS APPROVAL. The main content area displays the following information:

- WR/RWA Number: N1905162 | Status: Mod-Initiated | Input Code: X | Read-Only View
- Instruction: Please complete this screen if entering a new RWA or processing an amendment that requires a new signature. \* Required Fields
- Link: Click here for signature option instructions
- Signature Request:  Electronic Signature Request
- Signature of Fund Certifying Official: Not Yet Signed (dropdown)
- \* Fund Certifying Official: maritza.collazo@irs.gov (dropdown)
- Name of Signer: Collazo, Maritza
- Certifying Official's Phone: ( ) - Ext
- Date: (calendar icon)
- Checkbox:  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 button
- Document Upload Table:
 

Document Type	Document Name	Upload Date	Delete
No records found			
- Buttons: Save, Save & Proceed >>> (highlighted), Reset Form
- Footer: RWA History | Financial Review | Documentation | Comments | ETN:OUNY0201119149010

X-input codes require new signatures, so you must enter your signatory information in the Customer Approval tab.

## Submitting RWA Amendments to GSA in eRETA

### 6) X-input code (Amount/Scope Change) (cont.)

The Amendment Summary tab presents a *Summary of Requested Changes* which compares the before and after value of each field and highlights the fields that changed for quick visual identification. Review your changes, scroll to the bottom of the screen, and click “Send to GSA” when ready. GSA will review the amendment and then route it for signatures.

**Summary of Requested Changes**

WR/RWA Number: N0520852    Status: Mod-Initiated    Input Code: X    Read-Only View

Field	Before	After					
<b>1 - Customer Information</b>							
Agency POC	@ssa.gov	@ssa.gov					
Agency RWA Mailbox							
Description of Requirements	Upgrade of the hot water and chilled water loops.	Upgrade of the hot water and chilled water loops.					
Overtime Utilities	No	No					
Related RWA Number(s)							
Requested Service Start	09/13/2012	09/13/2012					
Requested Service End							
Request is for Multiple Buildings	No	No					
Room Number/Specific Location in Facility							
Work Related to Other RWA(s)	No	No					
<b>2 - Billing Information</b>							
Account Code/BOAC	283001	283001					
Agency Billing Contact	@ssa.gov	@ssa.gov					
Agency Bureau Code	02804 - SOCIAL SECURITY ADMINISTRATION	02804 - SOCIAL SECURITY ADMINISTRATION					
Agency Certified Amount *	\$854,981.54	\$901,500.00					
Agency/Customer BPN/DUNS							
ALC	28040001	28040001					
Billing Term	Monthly	Monthly					
Billing Type	IPAC	IPAC					
Customer Order Number		N0520852					
Fiscal Station Number							
Funding Authority		Non-Economy Act					
Funding Agency Code (FPDS)							
Funding Office Code (FPDS)							
Requisition ID							
<b>4 - Customer Approval</b>							
Fund Certifying Official *	@ssa.gov	@ssa.gov					
Signature Method *							
Signature Status	Signature on File	Not Yet Signed					
Signature Date							
<b>3 - Accounting Line Changes</b>							
Agency Accounting ID	Line to Bill	Treasury Symbol	Fund Year *	Fund Type *	Exp Date of Oblig Auth *	Authorized Line Amt	Agency Accounting Data
Before	225521	Yes	02820122012 8704000	2012	No Year	\$854,981.54	CAN 4005213 SOC 3225
After	225521	Yes	02820182020 0406000	2018	Multi-year	\$901,500.00	CAN 4005213 SOC 3225
Agency Accounting ID	Line to Bill	Treasury Symbol	Fund Year *	Fund Type *	Exp Date of Oblig Auth *	Authorized Line Amt	Agency Accounting Data
◆ 225521	Yes	02820182020 0406000	2018	Multi-year	09/30/2020	\$901,500.00	CAN 4005213 SOC 3225

Amendment Summary tab shows Summary of Requested Changes in blue and allows you to send the amendment to GSA.

## Submitting RWA Amendments to GSA in eRETA

### 7) N-input code (Cancel/Early Completion)

Enter your justification why the RWA should be cancelled/completed early and click "Submit".

Request RWA Cancellation / Early Completion

RWA Type: N RWA Number: 0520852 Input Code: N

Total Billed	\$118,698.49	Earned Income	\$118,698.49
Total Collected	\$118,698.49	Commitments	\$485,888.00
Unbilled Accounts Receivable Amt	\$0.00	Obligations	\$159,908.44
Pending Financial Term Date		Financial Term Date	

\* Required Fields

If the GSA Obligations amount shown above is > \$0, you may be billed for work that has already been initiated. Please also note that if any financial activity has already occurred on the RWA, it cannot be completely cancelled. GSA will instead stop work on the RWA and assign an early Completion Date.

If this is a recurring (R type) RWA, please explain if this is a cancellation or early completion. If you don't need any services at all this will be a cancellation. If you are halting work and changing the period of performance this is an early completion.

\* Justification (Explain why this RWA should be cancelled/ completed early):

De-scoping RWA. Study and Design to be included on this RWA, with construction on a new RWA.

Submit Cancel

Provide justification for cancelling / completing early and click "Submit"

## Submitting RWA Amendments to GSA in eRETA

### 8) "Amendment Summary" tab accessible at all times for all amendments

The "Amendment Summary" tab is now accessible at all times to all users (Read Only and Data Entry) for all RWAs that have been amended at least once. Furthermore, the "Amendment Summary" tab includes a drop-down of all amendments processed against the RWA to date.

*NOTE: The "Amendment Summary" tab only shows the changes made on the first four customer data entry tabs. If a past amendment was a change to GSA only data (tabs 5-7) or the entry of a completion date or termination date, the "Amendment Summary" tab will show no changes between the Before and After columns since none of the customer centric data was changed on this amendment selected.*

WR/RWA Number: N0766629    Status: Accepted Successfully    Input Code:    Edit

To view amendment information, select an amendment from the list below.

Updated By : SystemAdmin.Finance@gsa.gov

		Before	After
<b>1 - Customer Information</b>			
Agency POC		derek.allen@hq.dhs.gov	derek.allen@hq.dhs.gov
Agency RWA			calvin.nance@hq.dhs.gov
Description of R		Design and construction remodeling for the 3rd, 4th, and 5th floors at 800 N Capitol ***Please send executed copy of RWA to Bethany.Hemphill@hq.dhs.gov***	Design and construction remodeling for the 3rd, 4th, and 5th floors at 800 N Capitol ***Please send executed copy of RWA to Bethany.Hemphill@hq.dhs.gov***
Overtime Utilities	No	No	No
Related RWA Number(s)			
Requested Service Start	09/11/2013		
Requested Service End			
Request is for Multiple Buildings	No	No	No
Room Number/Specific Location in Facility			
Work Related to Other RWA(s)	No	No	No
<b>2 - Billing Information</b>			
Account Code/BOAC	707071	707071	707071

For Additional Questions the following resources are available:

- Navigate to <http://www.gsa.gov/ereta> for eRETA user guides (including this one) and FAQs
- Email the [COPBSApp@gsa.gov](mailto:COPBSApp@gsa.gov) with questions or issues about logging into the external Portal (effectively any part of the log-in process before getting into eRETA itself)
- Email us at [eRETA@gsa.gov](mailto:eRETA@gsa.gov) with questions about using or navigating eRETA (once inside the application itself)