

eRETA 9.1 Enhancements

In this Promo/User Guide, we will preview the new enhancements included with the eRETA 9.1 release available to users starting October 17th, 2020.

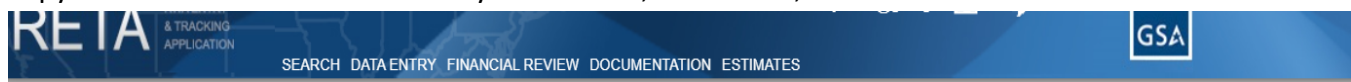
Summary of eRETA 9.1 Enhancements

1. Copy an RWA or Work Request (including Cancelled WRs)
2. 'Micropurchase Delegation of Authority' pop-up on WRs below \$2000
3. Require New Signatures with any amendment over \$0.99
4. Update AC-15 (notification an SCE or OUE is linked to a WR) logic and template
5. Make OUC-0 the first official RWA Request to OT Utility customers
 - a. Suppress AC-15 in lieu of OUC-0 for initial OT Utility RWAs (A-input code)
6. Estimate Search Changes for SCEs and OUEs
7. Allow searching by Customer Estimate POC in Estimate Search
8. Allow searching for Estimates by the Signature Requested status

eRETA 9.1 Enhancements

1) Copy an RWA or Work Request (including Cancelled WRs)

eRETA Data Entry users now can copy any existing WR or RWA (in any status, including cancelled WRs and pending amendments) within their assigned Agency Bureau Code(s). The Copy function will copy all data from the Customer Information page except for the GSA PM/POC, Estimated FY Needed, and Estimated Amount range. It will also copy all data from the Billing Information page except for the Agency Certified Amount. It will not copy any information from the Accounting Details page, Customer Approval page, PBS Information page, Authorizing Details page, and PBS Approval page. It will also NOT copy a link to the old Estimate or any documents, comments, or audit records.



You are in Read-Only Mode

Status: Accepted Successfully

Input Code:

Last Modified By: shelia.watson@gsa.gov

Last Modified: 07/28/2020

Edit

Copy RWA

Form 2957

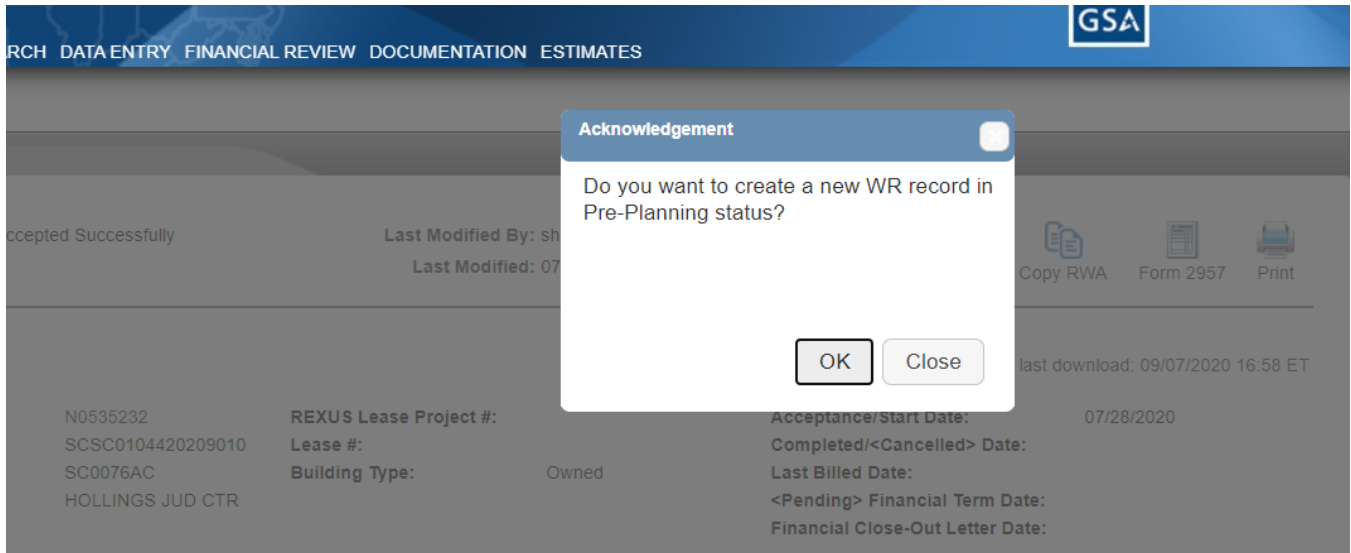
Print

Financial information as of Pegasys last download: 09/07/2020 16:58 ET

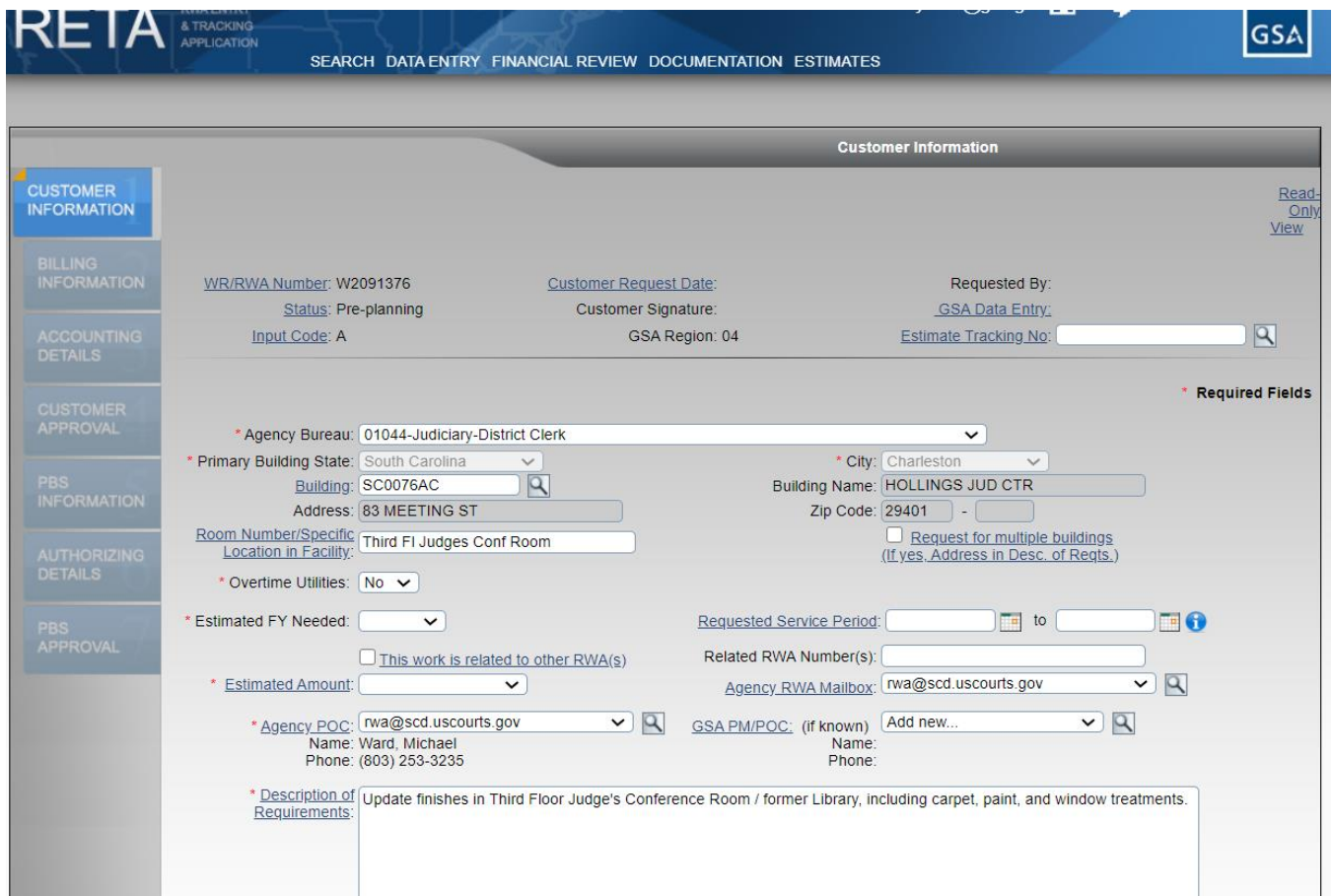
RWA #: N0535232	REXUS Lease Project #:	Acceptance/Start Date: 07/28/2020
Estimate Tracking #: SCSC0104420209010	Lease #:	Completed/<Cancelled> Date:
Work Site: SC0076AC	Building Type: Owned	Last Billed Date:
Building Name: HOLLINGS JUD CTR		<Pending> Financial Term Date:
		Financial Close-Out Letter Date:
Agency Name: JUDICIARY		
Bureau Name: DISTRICT CLERK		
ABC: 01044	PBS Office Symbol: 4PPC	Customer DUNS:
ALC:	Organization Code: P0430005	Seller (GSA) DUNS #: 177084642
BOAC: 10476B	Organization Name: CAROLINAS BRANCH	
Agency Fund Year: 2020	Overhead Rate: 0.068075	Treasury Symbol: 01020202020 0920000
Agency Fund Type: A-Annual	Interfund PDN:	Requisition ID #:
Exp Date Obl Auth: 09/30/2020	Interfund PLN:	
Customer Order #: W0535232		
Agency Accounting Data: SCXD04SCXC 2510/2515		
<i>Customer funding information is as of the most recent submission; a history of customer funding is available under the 'RWA History' link.</i>		
Accepted Authorized Amt: \$81,252.95	Direct Costs: \$0.00	Outstanding Chargeback: \$0.00
Commitments: \$70,456.00	Reg. Mgmt. Fee (4%): \$0.00	Bill Type: N-NonIPAC
Obligations: \$0.00	OH/RWA Fees: \$0.00	Bill Term: M-Monthly
Balance: \$10,796.95	Total Billed: \$0.00	Hold Billing: NO
UFCO Balance: \$81,252.95	Total Collected: \$0.00	Last RETA Action: Accepted Successfully
Earned Income: \$0.00	Write-off Amount: \$0.00	Service Type: Non-Severable

Copy RWA button allows users to copy information from an existing WR/RWA onto a new WR/RWA.

eRETA 9.1 Enhancements



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eRETA 9.1 Enhancements

2) Micropurchase Delegation of Authority' pop-up on WRs below \$2000

Whenever a customer eRETA user selects an Estimated Amount of “Under \$2,000” on the Customer Information page for a Work Request, a pop-up will offer them the option to utilize GSA’s “Micropurchase Delegation of Authority”, which allows the customer to execute the work themselves without the need for an RWA. A link in the pop-up will direct them to the [Facilities Management](#) page for more information about using the Micropurchase Delegation of Authority and the qualification requirements to utilize the delegation. Alternatively the customer can choose to ignore the pop-up and continue to submit the Work Request with the intent of GSA performing the work as an RWA.

Customer Information

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

WR/RWA Number: _____ Customer Request Date: _____
 Status: _____ Customer Signature: _____
 Input Code: _____ GSA Region: _____

* Agency Bureau: 07051-Department Of Homeland Security-Customs And
 * Primary Building State: Arizona
 Building: AZ5208ZZ
 Address: 2255 N GEMINI DR
 Room Number/Specific Location in Facility: _____
 * Overtime Utilities: No
 * Estimated FY Needed: Current
 This work is related to other RWA(s)
 * Estimated Amount: Under \$2,000
 * Agency POC: Add new...
 Name: _____
 Phone: _____
 * Description of _____

Micropurchase Delegation of Authority

Based on the Estimated Amount selected, this project may be eligible to utilize GSA's "Micropurchase Delegation of Authority". This Authority allows customer agencies to execute individual projects on their own (e.g. directly hiring contractors) in lieu of needing an RWA or paying RWA fees. Please be aware, that not all customer agency heads have re-delegated this authority across their entire agency and furthermore each micropurchase project must receive approval from the GSA Building/Property Manager in owned space or from the GSA Lease Administration Manager (LAM) or Lease Contracting Officer (LCO) in leased space. If either of these does not happen, an RWA will still be needed so GSA can perform the project.

To see if your agency is eligible and to read the details of getting approval to self-execute your project, please visit [GSA Micropurchase Delegation of Authority website](#) for more information.

OK

Customer eRETA users receive Micropurchase Authority pop-up when selecting Under \$2,000 in Estimated Amount field.

eRETA 9.1 Enhancements

3) Require New Signatures with any amendment over \$0.99

Previously any amendment increasing or decreasing the authorized amount by a value greater than 10% or \$500 would require new signatures before being submitted to Pegasys (GSA’s Financial Management System). Now, any amendment increasing or decreasing the authorized amount by \$1.00 or more will require new signatures.

The screenshot shows the 'Summary of Requested Changes' table in the RETA application. The table has three columns: Field, Before, and After. The 'Agency Certified Amount *' row is highlighted with a red box, showing a change from \$2,174,699.81 to \$2,174,700.81.

Field	Before	After
1 - Customer Information		
Agency POC	christine_pembroke@associates.ice.dhs.gov	christine_pembroke@associates.ice.dhs.gov
Agency RWA Mailbox	ice-gsa.rwa@ice.dhs.gov	ice-gsa.rwa@ice.dhs.gov
Description of Requirements	For design and construction of initial space alterations. The SOW includes design, support services, and build out of initial space. The SOW is incorporated by reference, TPMA 4542, 1934190FAHSTI4078	For design and construction of initial space alterations. The SOW includes design, support services, and build out of initial space. The SOW is incorporated by reference, TPMA 4542, 1934190FAHSTI4078
Overtime Utilities	No	No
Related RWA Number(s)		
Requested Service Start	05/24/2019	05/24/2019
Requested Service End	09/30/2024	09/30/2024
Request is for Multiple Buildings	No	No
Room Number/Specific Location in Facility	Floor 11	Floor 11
Work Related to Other RWA(s)	No	No
2 - Billing Information		
Account Code/BOAC	70707U	70707U
Agency Billing Contact	icelpac.dfc@dhs.gov	icelpac.dfc@dhs.gov
Agency Bureau Code	07055 - DEPARTMENT OF HOMELAND SECURITY - IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE)	07055 - DEPARTMENT OF HOMELAND SECURITY - IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE)
Agency Certified Amount *	\$2,174,699.81	\$2,174,700.81
Agency/Customer BPN/DUNS		
ALC	70191512	70191512

Any amendment increasing or decreasing authorized amount by \$1.00 or more requires new signatures.

The screenshot shows the 'PBS Approval' form in the RETA application. The 'Request Signatures' button is highlighted with a red box. The form includes fields for GSA Approving Official's Signature, Date, Name, and Phone, as well as Acceptance/Start Date, Estimated Completion Date, and Actual Substantial Completion Date.

Any amendment increasing or decreasing authorized amount by \$1.00 or more requires new signatures.

eRETA 9.1 Enhancements

4) Update AC-15 (notification an SCE or OUE is linked to a WR) logic and template

Previously the automated notification that an estimate linked to a WR/RWA has been approved, was only generated on a Work Request or Pending-New RWA. There was no such notification in an amendment scenario (e.g. any change to an estimate linked to an already accepted RWA). With eRETA 9.1, the notification will also be triggered for any WR/RWA when the previously approved estimate is modified and approved with a new dollar amount. It will not be generated if the SCE is approved after making administrative changes (e.g. not changing the dollar amount). Also the text in the body of the automated email has been revised (see screenshot example below).

NOTE: AC-15 has been suppressed for Overtime Utility Work Requests. However, after we have accepted the Overtime Utility RWA and the linked estimate has been modified and approved, then AC-15 will be generated.

From: retaadmin@gsa.gov
 To: tai.do@ssa.gov; tai.do@ssa.gov
 Cc: derek.jarvis@gsa.gov; rick.gordon@gsa.gov
 Attachments:
 Subject: GSA has approved the estimate SCAK0280420288001 for WR/RWA 1916313
 Body: GSA Customer,

GSA has approved Summary Cost Estimate SCAK0280420288001 linked to Work Request/RWA 1916313. You can now submit this New/Amended RWA to GSA in eRETA. To do so, you must enter all required fields in eRETA and then click the 'Send to GSA' button on the Customer Approval tab. GSA can take no additional action on this New/Amended RWA until you complete this step.

To review a copy of this estimate, click on the 'Estimates' search tab at the top of any eRETA 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: \$124,300.00
GSA Project Manager: rick.gordon@gsa.gov, (253) 377-6595
PBS Data Entry User: derek.jarvis@gsa.gov
Customer Agency: SOCIAL SECURITY ADMINISTRATION
Building: WA7774ZZ, Ssa, 151 Sw 156Th St, Burien, WA
Description: The SSA Burien Office has an outdated LAN cabinets and we would like to replace it with the new standard LAN racks. Please provide Independent Government Estimate (IGE) as your earliest convenience. Let me know if you have any questions. Thanks, Tai

AC-15 email example.

eRETA 9.1 Enhancements

Email	Share	Edit / Delete	Document Type	Document Name	Originator	Last Modified By	Last Modified Date	Upload Date
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Customer Correspondence (Email)	Estimate Linked to WR/RWA	sce.estimator...	sce.estimator...	10/14/2020	10/14/2020
Automated email that GSA has approved an estimate for the WR/RWA and customer can submit their RWA to GSA								
<input type="checkbox"/>	<input type="checkbox"/>		Audit / UFCO Review Documentation	Schedule	nicole.winn...	nicole.winn...	04/02/2020	04/02/2020
<input type="checkbox"/>	<input type="checkbox"/>		Audit / UFCO Review	PM Status Email	nicole.winn	nicole.winn	04/02/2020	04/02/2020

Documentation tool showing AC-15 is generated for accepted RWAs in addition to WRs and Pending-New RWAs.

5) Make OUC-0 the first official RWA Request to OT Utility customers and Suppress AC-15 in lieu of OUC-0 for initial OT Utility RWAs (A-input code)

Instead of sending two customer letters to Overtime Utility customers in August and September asking them if they still have a need for repeat OT Utility services in the next fiscal year, eRETA will now only send one letter to the customer. The combined letter will ask them to verify the estimate provided and submit a Work Request if needed. Furthermore, since an OU Estimate has already been created at this point, eRETA will not send out the AC-15 notification (see item #4 above) when the initial WR and OUE are linked. AC-15 will be sent out after the OT Utility RWA is accepted if there is a subsequent amendment to the OUE and RWA.

eRETA 9.1 Enhancements

6) Estimate Search Changes for SCEs and OUEs

The Estimate Search results have been modified to allow for 20 results to be displayed per page instead of the original 10 per page. The results will also default to sort by the Estimate Tracking Number and retain the order of the results during the user's session.

The screenshot displays the RETA Estimate Search interface. At the top, there are navigation tabs: SEARCH, FINANCIAL REVIEW, DOCUMENTATION/AUDIT, ESTIMATES, REPORTS, ADMINISTRATION, and COMMUNICATIONS. The user is logged in as 'OU Admin1@gsa.gov'.

The search filters are organized into several sections:

- Estimate Search:** Includes dropdowns for Estimate Type, Estimate Status, Estimate Region, and Estimate Label.
- Agency Information:** Includes Agency Bureau Code, Primary Work Site (Building No.), Primary Worksite City, Primary Worksite State, Building Name, and Building Type.
- Estimate Details:** Includes Estimate Amount (to \$), Estimate Category, Estimate Tracking No., Agency Bureau Code, Office Symbol, and PCN.
- Personnel:** Includes Created/Modified By, Reviewed By, and Customer POC.
- Other:** Includes Data Center/Server Room and Estimated Start Date.

At the bottom, the 'Search Results' table is shown, displaying 20 results sorted by Estimate Tracking Number (ETN). The table columns include Tracking Number, Estimate Status, Estimate Label, Estimate Category, RWA Type, RWA Number, Estimate Region, Agency Bureau Code, Primary Worksite (Building) No., PHS Organization Code, Office Symbol, Total Estimate Amount, Data Ctr/Server Rm, PCN, OA Number, and Modified By.

Tracking Number	Estimate Status	Estimate Label	Estimate Category	RWA Type	RWA Number	Estimate Region	Agency Bureau Code	Primary Worksite (Building) No.	PHS Organization Code	Office Symbol	Total Estimate Amount	Data Ctr/Server Rm	PCN	OA Number	Modified By	
OU050705620169142	Pending	RWA	Stand-Alone	R	05	07056	05020814	P0525172	5P2SSCA	\$82,552.81	Yes				benjamin.warren@gsa.gov	
OU050971520169143	Pending	RWA	Stand-Alone	R	05	09715	05020814	P0525172	5P2SSCA	\$127,146.11	Yes				benjamin.warren@gsa.gov	
OU050971520169144	Pending	RWA	Stand-Alone	R	05	09715	05020814	P0525172	5P2SSCA	\$29,214.12	No				retactuebot@gsa.gov	
OU050971520169145	Pending	RWA	Stand-Alone	R	05	09715	05020814	P0525172	5P2SSCA	\$45,384.41	No				retactuebot@gsa.gov	
OU050971520169146	Approved	RWA	Stand-Alone	R	05	09715	05020814	P0525172	5P2SSCA	\$76,721.46	No				retactuebot@gsa.gov	
OU050971520228016	Approved	RWA	Stand-Alone	W	2048387	05	09715	05020814	P0525172	5P1NAE	\$76,719.19	No			peter.noot@gsa.gov	
OJAK0100520128017	Approved	RWA	Stand-Alone	R	10	01005	AK00292Z	P1025500	10PMDA	\$5,170.76	Yes				stephen.evans@gsa.gov	
OJAK0100520182254	Approved	RWA	Stand-Alone	R	10	01005	AK0031AA	P1025500	10PMBB	\$4,161.97	Yes				corina.thrasher@gsa.gov	
OJAK0100520182255	Approved	RWA	Stand-Alone	R	10	01005	AK0031AA	P1025500	10PMBB	\$8,225.38	Yes				corina.thrasher@gsa.gov	
OJAK0100520182256	Approved	RWA	Stand-Alone	R	10	01005	AK0031AA	P1025500	10PMBB	\$5,504.81	No				retactuebot@gsa.gov	
OJAK0100720182221	Approved	RWA	Stand-Alone	W	2090966	10	01007	AK0001AN	P1025500	10PMBB	\$6,529.69	Yes			retactuebot@gsa.gov	
OJAK01003120182223	Pending	RWA	Stand-Alone	R	10	01031	AK0001AN	P1025500	10PMBB	\$8,623.66	No				devon.morris@gsa.gov	
OJAK0104620182258	Approved	RWA	Stand-Alone	R	10	01046	AK0031AA	P1025500	10PMBB	\$4,464.61	Yes				michael.cory@gsa.gov	
OJAK0104620182259	Approved	RWA	Stand-Alone	R	10	01046	AK0031AA	P1025500	10PMBB	\$1,313.93	No				devon.morris@gsa.gov	
OJAK0122320182234	Approved	RWA	Stand-Alone	R	10	01223	AK0013ZZ	P1025500	10PMBB	\$6,666.37	Yes				michelle.jones@gsa.gov	
OJAK0130420182264	Approved	RWA	Stand-Alone	R	10	01304	AK0032AA	P1025500	10PMBB	\$662.46	No				retactuebot@gsa.gov	
OJAK0131420182236	Approved	RWA	Stand-Alone	R	10	01314	AK0013ZZ	P1025500	10PMBB	\$9,749.55	Yes				michelle.jones@gsa.gov	
OJAK0140920182237	Approved	RWA	Stand-Alone	W	2087995	10	01409	AK0013ZZ	P1025500	10PMBB	\$2,933.89	Yes				michelle.jones@gsa.gov
OJAK0141120182257	Approved	RWA	Stand-Alone	W	2076469	10	01411	AK0031AA	P1025500	10PMBB	\$67,242.62	Yes				retactuebot@gsa.gov
OJAK0141720182224	Approved	RWA	Stand-Alone	W	2087678	10	01417	AK0001AN	P1025500	10PMBB	\$1,031.65	No				retactuebot@gsa.gov

20 results displayed per page and sorted by ETN.

eRETA 9.1 Enhancements

7) Allow searching by Customer Estimate POC in Estimate Search

eRETA will now allow users to search by the customer POC email address (full or partial).

The screenshot shows the RETA Estimate Search interface. The 'Customer POC' field is highlighted with a red box. Below the search form is a table of search results.

Tracking Number	Estimate Status	Estimate Label	Estimate Category	RWA Type	RWA Number	Estimate Region	Agency Business Code	Primary Worksite (Building) No.	PBIS Organization Code	Office Symbol	Total Estimate Amount	Data Ctr/Server Rm	PCN	GA Number	Modified By
OU050705620189142	Pending	RWA	Stand-Alone	R		05	07056	05020814	P0525172	SP25SCA	\$82,562.81	Yes			benjamin.warren@gsa.gov
OU050871520189143	Pending	RWA	Stand-Alone	R		05	09715	05020814	P0525172	SP25SCA	\$127,148.11	Yes			benjamin.warren@gsa.gov
OU050871520189144	Pending	RWA	Stand-Alone	R		05	09715	05020814	P0525172	SP25SCA	\$29,214.12	No			retacuebot@gsa.gov
OU050871520189145	Pending	RWA	Stand-Alone	R		05	09715	05020814	P0525172	SP25SCA	\$45,384.41	No			retacuebot@gsa.gov
OU050871520189146	Approved	RWA	Stand-Alone	R		05	09715	05020814	P0525172	SP25SCA	\$76,721.46	No			retacuebot@gsa.gov
OU050871520226016	Approved	RWA	Stand-Alone	W	2048387	05	09715	05020814	P0525172	SP1NAE	\$76,719.19	No			peter.nool@gsa.gov
OUAK0100520128017	Approved	RWA	Stand-Alone	R		10	01005	AK0029Z2	P1025500	10PMBA	\$5,176.76	Yes			stephen.evans@gsa.gov
OUAK0100520182254	Approved	RWA	Stand-Alone	R		10	01005	AK0031AA	P1025500	10PMBA	\$4,181.07	Yes			corina.thrasher@gsa.gov
OUAK0100520182255	Approved	RWA	Stand-Alone	R		10	01005	AK0031AA	P1025500	10PMBA	\$8,225.38	Yes			retacuebot@gsa.gov
OUAK0100520182256	Approved	RWA	Stand-Alone	R		10	01005	AK0031AA	P1025500	10PMBA	\$5,504.81	No			retacuebot@gsa.gov
OUAK0100720182221	Approved	RWA	Stand-Alone	W	2090966	10	01007	AK0001AN	P1025500	10PMBA	\$6,529.69	Yes			retacuebot@gsa.gov
OUAK0103120182223	Pending	RWA	Stand-Alone	R		10	01031	AK0001AN	P1025500	10PMBA	\$8,623.66	No			devon.mom@gsa.gov
OUAK0104620182258	Approved	RWA	Stand-Alone	R		10	01046	AK0031AA	P1025500	10PMBA	\$4,464.61	Yes			michael.coy@gsa.gov
OUAK0104620182259	Approved	RWA	Stand-Alone	R		10	01046	AK0031AA	P1025500	10PMBA	\$1,313.93	No			devon.mom@gsa.gov
OUAK0122320182234	Approved	RWA	Stand-Alone	R		10	01223	AK0013Z2	P1025500	10PMBA	\$6,666.37	Yes			michelle.jones@gsa.gov
OUAK0130420182264	Approved	RWA	Stand-Alone	R		10	01304	AK0032AA	P1025500	10PMBA	\$652.46	No			retacuebot@gsa.gov
OUAK0131420182236	Approved	RWA	Stand-Alone	R		10	01314	AK0013Z2	P1025500	10PMBA	\$9,749.55	Yes			michelle.jones@gsa.gov
OUAK0140920182237	Approved	RWA	Stand-Alone	W	2087995	10	01409	AK0013Z2	P1025500	10PMBA	\$2,933.09	Yes			michelle.jones@gsa.gov
OUAK0141120182257	Approved	RWA	Stand-Alone	W	2076469	10	01411	AK0031AA	P1025500	10PMBA	\$67,242.02	Yes			retacuebot@gsa.gov
OUAK0141720182224	Approved	RWA	Stand-Alone	W	2087878	10	01417	AK0001AN	P1025500	10PMBA	\$1,031.85	No			retacuebot@gsa.gov

'Customer POC' now an option on the Estimates Search screen.

eRETA 9.1 Enhancements

8) Allow searching for Estimates by the Signature Requested status

eRETA will now allow users to search for estimates with a status of “Signature Requested”. This will return all estimates linked to an RWA that is currently awaiting digital signatures.

The screenshot shows the 'Estimate Search' form with various filters. The 'Estimate Status' dropdown menu is open, and 'Sig-Requested' is selected. Below the form is a table of search results.

Tracking Number	Estimate Status	Estimate Label	Estimate Category	RWA Type	RWA Number	Estimate Region	Agency Bureau Code	Primary Worksite (Building) No.	PBS Organization Code	Office Symbol	Total Estimate Amount	Data Ctr/Server Rm	PCN	OA Number	Modified By
OJ050705620169142	Pending	RWA	Stand-Alone	R	05	07056	05020814	P0525172	5P258CA	\$82,552.81	Yes				benjamin.warren@gsa.gov
OJ050971520169143	Pending	RWA	Stand-Alone	R	05	09715	05020814	P0525172	5P258CA	\$127,546.11	Yes				benjamin.warren@gsa.gov
OJ050971520169144	Pending	RWA	Stand-Alone	R	05	09715	05020814	P0525172	5P258CA	\$29,214.12	No				retactuebot@gsa.gov
OJ050971520169145	Pending	RWA	Stand-Alone	R	05	09715	05020814	P0525172	5P258CA	\$45,384.41	No				retactuebot@gsa.gov
OJ050971520169146	Approved	RWA	Stand-Alone	R	05	09715	05020814	P0525172	5P258CA	\$76,721.46	No				retactuebot@gsa.gov
OJ050971520228016	Approved	RWA	Stand-Alone	W	2048387	05	09715	05020814	P0525172	5P1NAE	\$78,719.19	No			retactuebot@gsa.gov
OJAK0100520128017	Approved	RWA	Stand-Alone	R	10	01005	AK00292Z	P1025500	10FMBA	\$5,170.75	Yes				stephen.evans@gsa.gov
OJAK0100520182254	Approved	RWA	Stand-Alone	R	10	01005	AK0031AA	P1025500	10FMBA	\$4,161.07	Yes				corina.brasler@gsa.gov
OJAK0100520182255	Approved	RWA	Stand-Alone	R	10	01005	AK0031AA	P1025500	10FMBA	\$8,225.38	Yes				corina.brasler@gsa.gov
OJAK0100520182256	Approved	RWA	Stand-Alone	R	10	01005	AK0031AA	P1025500	10FMBA	\$5,504.81	No				retactuebot@gsa.gov
OJAK0100720182221	Approved	RWA	Stand-Alone	W	2090966	10	01007	AK0001AN	P1025500	10FMBA	\$6,529.69	Yes			retactuebot@gsa.gov
OJAK0100720182223	Pending	RWA	Stand-Alone	R	10	01007	AK0001AN	P1025500	10FMBA	\$8,623.66	No				devon.morris@gsa.gov
OJAK0104620182256	Approved	RWA	Stand-Alone	R	10	01046	AK0031AA	P1025500	10FMBA	\$4,464.61	Yes				michael.coy@gsa.gov
OJAK0104620182259	Approved	RWA	Stand-Alone	R	10	01046	AK0031AA	P1025500	10FMBA	\$1,313.93	No				devon.morris@gsa.gov
OJAK0122320182234	Approved	RWA	Stand-Alone	R	10	01223	AK00132Z	P1025500	10FMBA	\$6,666.37	Yes				michelle.jones@gsa.gov
OJAK0130420182264	Approved	RWA	Stand-Alone	R	10	01304	AK0032AA	P1025500	10FMBA	\$952.46	No				retactuebot@gsa.gov
OJAK0131420182236	Approved	RWA	Stand-Alone	R	10	01314	AK00132Z	P1025500	10FMBA	\$9,749.55	Yes				michelle.jones@gsa.gov
OJAK0140920182237	Approved	RWA	Stand-Alone	W	2087995	10	01409	AK00132Z	P1025500	\$2,933.05	Yes				michelle.jones@gsa.gov
OJAK0141120182257	Approved	RWA	Stand-Alone	W	2076489	10	01411	AK0031AA	P1025500	\$67,242.02	Yes				retactuebot@gsa.gov
OJAK0141720182224	Approved	RWA	Stand-Alone	W	2087678	10	01417	AK0001AN	P1025500	\$1,031.65	No				retactuebot@gsa.gov

Signature Requested now an option in the “Estimate Status” dropdown on the Estimates Search screen.

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

GSA Employees:

- Log-in to the PBS Portal → select the RETA icon → Click on the “QRGs” tab
- Log-in to the PBS Portal → select the RETA icon → Click on the “Training” tab
- 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