

## Send RWA Amendments to GSA via eRETA

Did you know you can enter and send amendments to existing RWAs directly to GSA via eRETA??? Follow the steps and screenshots below to learn how! 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 you received access. You can find information on gaining access as well as training materials - including a more comprehensive user guide on amendments to be released shortly - at [www.gsa.gov/ereta](http://www.gsa.gov/ereta).

- 1) After logging into eRETA, navigate to the "Search" screen and search for your RWA. You can search by RWA Number, work location and various other fields. Click on the RWA in the results at the bottom of the screen.

**Work Request / RWA Search**

WR/RWA Type: Select options | WR/RWA Number: 1756463 | Closure Status: Select options

WR/RWA Status: Select options | Organization Code: | Region: Select options

Pending Action: | Building Number: | Building Name: | Overtime Utilities: |

Primary Worksite City: | Primary Worksite State: Select options | Building Type: Select options

Agency Bureau Code: 01005, 01013, 01513, ( | Agency Name/Bureau Name: |

BOAC: | Severable Service: Select options | Customer Funding Type: Select options

PDN: | PCN: | Customer ID: |

Authorized Amount from \$ to \$ | Agency Accounting Data: | User ID: |

RWA Acceptance/Start Date from to | Agency Contact Email: | GSA PM/POC Email: |

**Search** Clear Export to Excel File

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.

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

**You are in Read-Only Mode**

Status: Submitted Successfully | Last Modified By: tina.vigorito@gsa.gov | **Edit** Form 2957 Print

Input Code: | 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>Financial Close-Out Letter 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.

- A pull-down menu will appear. Choose one of the input codes depending on the type of amendment you are requesting. If you are unsure which input code to choose, click the "Read Only View" button on the top right, switch to another tab and click any of the blue hyperlinks to bring up the eRETA Glossary which provides descriptions for input codes and much more.

**RETA** RWA Summary Page

Status: Submitted Successfully Last Modified By: tina.vigorito@gsa.gov Read-Only View

Input Code: Last Modified: 12/12/2017 Form 2957 Print

Select Input Code: **Customer Administrative Change - E input code** **Apply**

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>Financial Close-Out Letter 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				

**Agency Accounting Data:** 2018-0930XD-CSO0008X CC63500 SOC: 25401-2506 M-18-A32-R-000435 OSS18-08X-C09-06 B-20171269 A3206  
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:** \$238,100.59 **Direct Costs:** \$0.00 **Outstanding Chargeback:** \$0.00

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

- Edit the fields you need changed on the Customer Information, Billing Information, and/or Accounting Details tabs, (note that certain fields are not editable depending on the type of input code chosen). After making changes to any of the tabs, make sure to click "Save" or "Save and Proceed", otherwise changes will not be saved.

**RETA** RWA Summary Page

WR/RWA Number: N1774652 Status: Submitted Successfully Input Code: X Read-Only View

\* Required Fields

Agency Bureau Code: 07051 Agency Certified Amount: \$80,000.00

Agency Name: DEPARTMENT OF HOMELAND SECURITY, DHS/CUSTOMS & BORDER PROTECTION \* Funding Authority: Non-Economy Act

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

\* Billing Term: M: Monthly Billing Contact Name: Invoices\_CBP

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

\* Account Code/BOAC: 70501V Funding Agency Code (FPDS): 7014

Billing Office Name: DEPARTMENT OF HOMELAND SECURITY Funding Office Code (FPDS): 70B001

Agency Finance Billing Address: CUSTOMSBORDER PROTECTION Hold Billings: No

Street Address: 6650 TELECOM DRIVE SUITE 100 Customer Order Number: N1774652

City: INDIANAPOLIS Fiscal Station Number:

State: Indiana Requisition ID: 20104449

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

**Save Save & Proceed >>> Reset Form**

RWA History Financial Review Documentation Comments ETN: SCAZ0705118051012

After editing a field on any of the tabs (Customer Information, Billing Information, Accounting Details), click "Save" or "Save and Proceed".

- 5) Once you have made the necessary changes\*, you will need to send the amendment to GSA. If processing a...
  - a) **E-input code (Administrative change)**, navigate to the Customer Approval screen and click the "Submit to Pegasys" button.
  - b) **H-input code (Billing change)**, navigate to the Amendment Summary Screen, review the amendment and click "Send to GSA". GSA will review the change before approving.
    - i) NOTE: follow the steps in (c) below if changing any of the funding information.
  - c) **X-input code (Amount/Scope change)**, navigate to the Customer Approval screen and select the email address of the individual in your agency who will sign the amendment. Click "Save and Proceed" which will take you to the Amendment Summary Screen. Review the amendment and click "Send to GSA".
    - i) NOTE: GSA will review the amendment and route for signatures to the customer and GSA approving officials.
  - d) **N-input code (Cancellation/early completion)**, provide a justification and submit to GSA.

\*Note: after making any changes but before you send the amendment to GSA, the RWA will stay in Mod-initiated status, meaning it will not be processed or reviewed by GSA until you officially submit it to GSA.

- 6) If you need to cancel an initiated amendment for any reason, you can navigate to the Summary tab and click the "Delete" button.

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

**RWA Summary Page**

**Summary:** Status: Mod-Initiated | Last Modified By: external.DataEntryUser@gsa.gov | Read-Only View | Form 2957 | Print

**Customer Information:** To continue editing the Pending RWA, click the appropriate tabs at left or click the Delete button to cancel this pending change. **Delete** | Financial information as of Pegasys last download: 05/29/2018 17:05 ET

<b>ACCOUNTING DETAILS</b>	RWA #: N1774652	REXUS Lease Project #: [Blank]	Acceptance/Start Date: 02/21/2018
	Estimate Tracking #: <a href="#">SCA20705118051012</a>	Lease #: [Blank]	Completed/<Cancelled> Date: [Blank]
	Work Site: AZ6294ZZ	Building Type: Leased	Last Billed Date: [Blank]
<b>CUSTOMER APPROVAL</b>	Building Name: ORACLE AT THE RIVER		<Pending> Financial Term Date: [Blank]
			Financial Close-Out Letter Date: [Blank]
<b>AMENDMENT SUMMARY</b>	Agency Name: DEPARTMENT OF HOMELAND SECURITY		
	Bureau Name: DHS/CUSTOMS & BORDER PROTECTION		
	ABC: 07051	PBS Office Symbol: 9PDT	Customer DUNS: 879824324
	ALC: 70050800	Organization Code: P092D120	Seller (GSA) DUNS #: 177084642
<b>PBS INFORMATION</b>	BOAC: 70501V	Organization Name: TUCSON FIELD OFFICE	
	Agency Fund Year: 2018	Overhead Rate: 0.070257	Treasury Symbol: 07020182019 053000 0
<b>AUTHORIZING DETAILS</b>	Agency Fund Type: M-Multi-Year	Interfund PDN: [Blank]	Requisition ID #: 20104449
	Exp Date Obl Auth: 09/30/2019	Interfund PLN: [Blank]	
	Customer Order #: N1774652		
<b>PBS APPROVAL</b>	Agency Accounting Data: 18-18530-EF511-942063300-TT0100000AKGQ-2542 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: \$72 646 49	Direct Costs: \$0 00	Outstanding Chargeback: \$0 00

If you initiate an amendment but need to cancel, navigate to the RWA Summary screen and click "Delete".

**BONUS KNOWLEDGE:** You have the ability to see first-hand how to send amendments to GSA by watching this [video demonstration](#)! Simply click the link, move to *1 hour, 39 minutes, 15 seconds* on the video progress bar, sit back and enjoy! This video is located on [www.gsa.gov/ereta](http://www.gsa.gov/ereta) on the "eRETA Training Materials" page, and is a recording of the live virtual training session we offer on the second Tuesday of every month from 1-3 PM ET. You can register for any of those sessions [here](#).

As a reminder, beginning October 1, 2019, federal customers will be REQUIRED to do the following:

- Use eRETA to submit all Work Requests, RWAs and Amended RWAs to GSA.
- Utilize eRETA's digital signature functionality to sign RWAs

Still thirsty for more information and training on eRETA? Visit [www.gsa.gov/ereta](http://www.gsa.gov/ereta) and/or email [ereta@gsa.gov](mailto:ereta@gsa.gov) to let us know how we can better meet your needs to ensure a seamless conversion to going fully electronic with eRETA!