

## eRETA Amendment Input Code Crosswalk

- **E-input code (Customer Administrative Change):** 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):** 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):** Allows you to change the *Authorized Amount*, *Fund Year/Type/Expiration date*, and *Description of Requirements*.
- **N-input code (Cancel/Early Completion):** 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, the RWA is no longer editable.

<u>Field Name</u>	<u>Admin Change (E input)</u>	<u>Billing Change (H-input)</u>	<u>Amount/ Scope Change (X-input)</u>	<u>Agency Unable to Modify (GSA Action)</u>
<b>Customer Information Page</b>				
Agency POC information	✓		✓	
Description of Requirements			✓*	
Estimate FY Needed				✓
Requested Period of Performance			✓	
Work Request for multiple buildings checkbox			✓	
Estimated Fiscal Year Needed				✓

Work Requests related to other RWAs checkbox	✓		✓	
Related RWAs text field	✓		✓	
GSA PM/POC				✓
Building				✓
Comments	✓	✓	✓	
Region				✓
ETN				✓
Request Category				✓
Kahua				✓
<b>Billing Information</b>				
Customer UEI	✓	✓	✓	
Customer Order Number	✓	✓	✓	
Fiscal Station Number	✓	✓	✓	
Requisition ID	✓	✓	✓	
AB Code		✓		
ALC		✓		
BOAC		✓		
Billing Type		✓	✓	
Billing Term		✓	✓	
Agency Certified Amount			✓	
Agency Billing Contact information	✓	✓	✓	
Funding Agency Code (FPDS)	✓	✓	✓	

Funding Office Code (FPDS)	✓	✓	✓	
<b>Accounting Details</b>				
Line to Bill	✓	✓	✓	
Agency Accounting Data	✓	✓	✓	
Fund Year		✓*	✓*	
Fund Type		✓*	✓*	
Expiration Date of Obligational Authority		✓*	✓*	
Authorized Line Amount		✓*	✓*	
Treasury Symbol		✓*	✓*	
<b>Customer Approval</b>				
Fund Certifying Official		✓*	✓*	

✓ - Indicates that this field may be edited using the input code listed in the top Column

\*Changes to these fields automatically require new digital signatures