Welcome to today's presentation:

eRETA Digest

May 9, 2024

The presentation will start at 1 pm Eastern

Note: Participant audio is automatically muted during the presentation. You can ask questions via the Q&A feature and our eRETA eXPERTS will address them. A formal Q&A document, session slide deck, and a recording of this class will be made available on www.gsa.gov/ces after our session.

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eRETA Digest

Use of eRETA is required to send RWAs and RWA Work Requests

Resources, guides, presentations, Q&A

and training videos are available online at:

www.gsa.gov/ereta

and

www.gsa.gov/ces

Audience Poll - What Interests You?

What areas are you most interested in? Choose all that apply.

- Gaining access to eRETA
- Submitting a new Work Request
- Performing a search in eRETA
- Uploading documents
- Amending an existing RWA
- Other (please add your interest to the "Chat" pane)

Audience Poll - eRETA Access

What access do you currently have in eRETA?

- Data Entry user
- Read Only user
- I don't have an eRETA user ID yet

Today's Topics

- eRETA Website and Access
- Basic RWA process, Standard system features and searches
- Work Request/RWA "Progress Tracker"
- Creating a Work Request
  - Data Entry - Customer Info, Billing Info, Accounting Details, Customer Approval
  - Component Treasury Account Symbol (TAS) Format and "My Favorites"
  - Multiple Funding Strings and the "Line to Bill" Feature
  - Validations on Dollar Amounts, Treasury Symbols, and Period of Performance
  - Digital Signatures
- Four RWA Amendment Input Codes
- Contacts for more help

Gaining Access and Training Materials

Visit www.gsa.gov/ereta for eRETA access and Training

How to request access to eRETA:

(also available on the "**How do I access eRETA**" section of the webpage)

1. User Completes initial online application (Account Request Form), email form to your supervisor
2. Supervisor sends form and their approval to **eRETA@gsa.gov**
3. User Receives "Welcome to eRETA" email and follow final instructions

How to login to eRETA:

- Once you have been granted access, go to **https://extportal.pbs.gsa.gov/** and click the "Sign In" link at the top of the screen

Where to find Training Materials: "eRETA Training Materials" page:

- Detailed user guides and Quick Tips on how to navigate and use eRETA
- Video demonstrations and recordings of past training sessions

Can't find what you're looking for?

- RWA Policy, Process and FAQs are available at **www.gsa.gov/RWA**
- Reach out for help: **Contact Us**

Work Request-RWA Process

Pre-Planning Status	Customer enters and saves WR information
Unassigned Status	Customer sends WR to GSA ✉ *Email from eRETA: New WR is submitted to GSA*

*GSA may take up to 5 business days to
assign a PM/POC*

Planning/Estimate Status	1. GSA assigns PM/POC to project or service ✉ *Email from eRETA: Work Request W## has been assigned* 2. GSA PM/POC and Customer develop requirements (Scope, Estimates) and links an estimate in RETA **---- This timeframe varies depending on type of project or service ----** ✉ *Email from eRETA: GSA has approved the estimate ## for W##* 3. Customer enters remaining information and sends RWA to GSA for acceptance ✉ *Email from eRETA: WR/RWA Sent to GSA for Acceptance*

*GSA may take 15 business days to review
before routing for signatures*

Pending-New Status	GSA reviews and enters GSA-specific information
Sig-Requested Status	GSA routes for digital signatures
Accepted Status	Customer and GSA digitally sign RWA via DocuSign Email ✉ *Email from eRETA: Acceptance Letter*

GSA

RETA RWA Statuses

Step	RETA Status	Pending Action from	Next Step	Target Durations
1		Customer	Customer enters WR information in eRETA and clicks "Save"	N/A
2	Pre-planning	Customer	Customer sends WR to GSA by clicking "Submit Request"	N/A
3	Unassigned	GSA	GSA assigns a Project Manager (PM) to the WR	**5 business days or less**
4	Planning/ Estimate	GSA	GSA PM works with the customer to develop requirements, cost estimates, and a project schedule. GSA creates, approves, and links a RETA SCE/OUE to the WR	N/A
5	Planning/ Estimate	Customer	Customer fills out remaining required information in eRETA and clicks "Send to GSA"	N/A
6	Planning/ Estimate	GSA	GSA begins review of customer submission and consideration for RWA Acceptance	**15 business days or less**
7	Pending-New	GSA	GSA routes RWA for digital signatures	**15 business days or less**
8	Sig-Requested	Customer	Customer digitally signs the RWA	N/A
9	Sig-Requested	GSA	GSA digitally signs (accepts) the RWA and GSA sends Acceptance Letter to Customer POCs	N/A
10	Accepted		RWA is accepted and work may begin	N/A

Standard Features

- **Blue words** are hyperlinks: they open up the Glossary definitions
- A **Magnifying Glass** helps you do a more detailed item/code search
- *** Red Asterisks** mean the field is required
- Searches can be **downloaded to Excel** by clicking export **Export to Excel File**
- **Yellow links** at the bottom help navigate between different RWA sections

| RWA History | Financial Review | Documentation/Audit | Comments | ETN:SCMT0280020254008 |

- Tabs help navigate different elements within a screen
  - Sometimes they appear on the left
    Sometimes they appear up top
- Click the Edit Button to edit
- **Read-Only View** If you see this, you're in edit mode
    Click that link to RETURN to read-only view
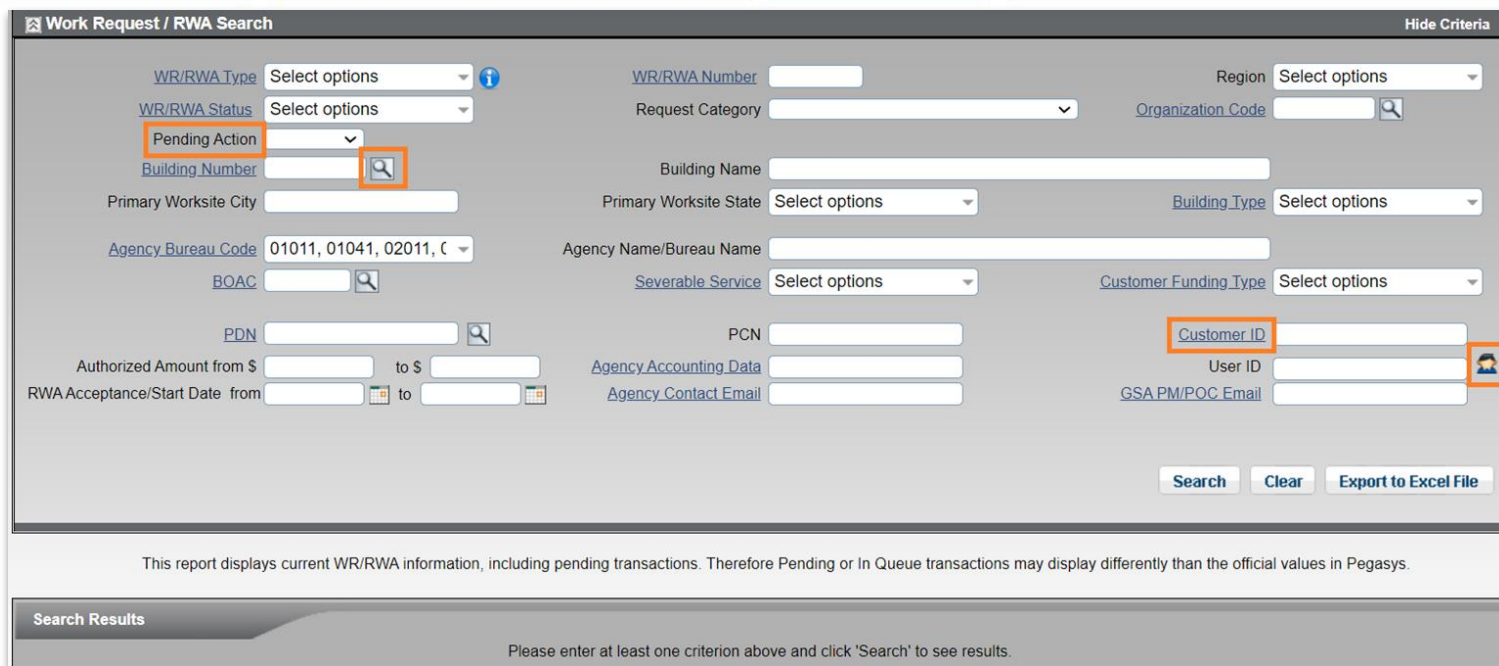
GSA

eRETA Search Tips and Tricks

eRETA will search for all records that match ALL criteria entered - **less is more** when searching.

- "Pending Action" filter allows you to find WR/RWAs waiting for your "Customer" action and attention.
- "Customer ID" - works like a keyword search for the "Customer Order Number", "Agency Accounting Data", or the "Brief Project Description" fields.
- The "person" icon auto-populates your name in the User ID field.

eRETA Search Tips and Tricks (cont.)

- A Magnifying glass icon opens a drill down search for that field.

eRETA Search Export to Excel

- Export to Excel to see more data.

Creating/Submitting Work Requests (WR)

- Hover over "DATA ENTRY" and select " Create Work Request"

- Enter all available information. Required fields are marked by a red asterisk (*).

- The "Description of Requirements" field should be as detailed as possible.

- If you think you already know who your GSA PM/POC is, you can enter their name as a <u>suggestion</u> to GSA.

- Click 'Save'

Creating/Submitting Work Requests (WR) – preplanning status

- You now have a "Work Request/RWA Number". You will always be able to find it with that number.

- The WR is not yet submitted to GSA yet. It will remain in "pre-planning" status until submitted to GSA. Pre-planning allows customers to prioritize internally *before* getting GSA involved.

- Once the customer is ready for GSA to assign a PM/POC, click "Submit Request".

- A popup will make you confirm you understand that this WR is **NOT** an accepted RWA yet.

Creating/Submitting Work Requests (WR) – unassigned status

- After submitting the request to GSA, the Work Request status will be 'Unassigned'. This means GSA is in the process of assigning a PM/POC to the project/service.

- The Customer now waits for GSA to formally assign a PM/POC.
  - If a GSA PM/POC is already entered on the WR, the customer may continue filling out limited information on the following tabs.

Work Request/RWA "Progress Tracker"

- The Progress Tracker shows up on the side for all pending Work Requests and RWAs.

- The top will indicate who has the current action: you as the customer, GSA, GSA HQ Office, or no action (this final status will display for RWAs that are now accepted or those that are cancelled).

- The bubble will move down the path as the Work Request gets closer to RWA Acceptance.

- The Progress Tracker currently only displays for new Work Requests up to RWA Acceptance. Subsequent RWA amendments will not show a new set of statuses.

Creating/Submitting Work Requests (WR) – creating a copy

VIEW DOCUMENTATION ESTIMATES

You are in Read-Only Mode

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

RUS Lease Project #:   Acceptance/Start Date: 07/28/2020
se #:   Completed/<Cancelled> Date:
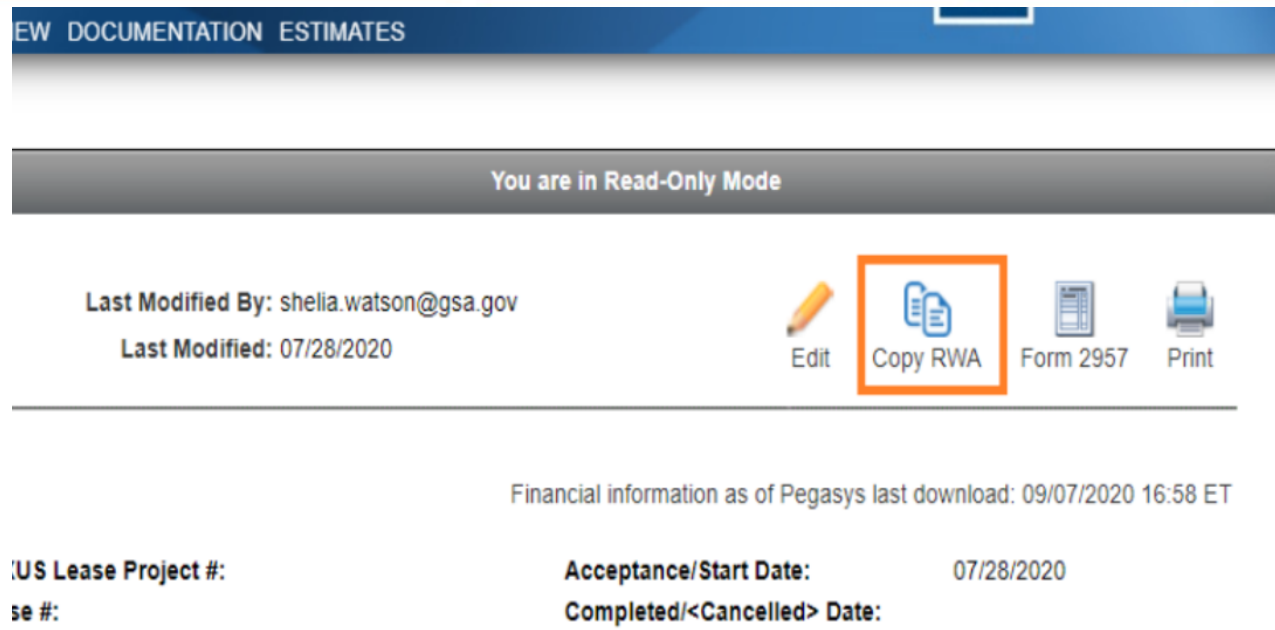
Is your WR exactly like an RWA that already existed? Make a copy instead!
- Find an existing RWA
- Click "Copy RWA"

This will copy all data from:
- Customer Information page <u>except</u> for the GSA PM/POC, Estimated FY Needed, and Estimated Amount range
- Billing Information page <u>except</u> 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
  - PBS Approval page.
- It will also NOT copy a link to the old Estimate or any documents, comments, or audit records.

Audience Poll - Dedicated Funding for WRs

Does my agency need to have dedicated funding set aside for a project or service before I can submit a Work Request in eRETA to GSA?

- Yes
- No

Edit Mode vs Read Only Mode

- Clicking "Read Only View" will take you out of edit mode.

- To enter edit mode again, click the Edit button (pencil)

- There are yellow links at the bottom of the screen which take you to the estimate, documents or other related sections of the WR/RWA

You can look at the linked GSA Estimate by clicking the yellow link at the bottom that starts with "ETN" (Estimate Tracking Number)

Completing/Submitting the RWA Information

- Once GSA assigns a PM, the customer receives an automated email notifying them of the assigned PM.

- Customer now has access to edit all customer tabs in RETA. Find the WR/RWA and remember to click the "Edit" button (pencil)

- Requirements development and cost estimating should occur between GSA and customer outside of eRETA.

- Once GSA PM creates estimate in RETA they will link it to your WR and you will be notified via email.

Entering RWA Information (Billing Info)

- You can look at the linked GSA Estimate by clicking the yellow link at the bottom that starts with "ETN" (Estimate Tracking Number)

- Customers can update data on the first 4 tabs. The last 3 are for GSA only.

- Customers should begin finalizing data in eRETA as soon as a GSA estimate is linked to the work request.

- Star icon allows customers to save some information to "My Favorites" for easy lookup on future WR/RWA

- The Magnifying glass icon provides "lookups" to search for information.

Viewing the Estimate

BASIC INFORMATION

	BASIC INFORMATION
BASE PROJECT COSTS	

Est. Tracking No.: SCIL0159324068006
Estimate Total: **$355,547.37**

Estimate Status: **Approved**
Estimate Creation Date: **3/8/2024**
Estimate Valid Thru: **6/24/2024**

RWA Type: W

* RWA Number: 3290163

Project Phase: 2-Project Initiation

Estimate Type / Range of Accuracy: Budgetary (-17%, +26%)

Estimated RWA Start/Acceptance Date: 3/29/2024

Estimated Substantial Completion Date:

Project Control Number:
Project Name:
OA Number: CBR Number:

Primary Worksite (Building) No: IL1921ZZ   Land Point Of Entry(LPOE)?: ● No ○ Yes
Primary WorkSite (Building) Name: 175 JACKSON LLC
Address: 175 W JACKSON BLVD
City: CHICAGO   State: Illinois
Zip Code: 60604

Requesting Agency Bureau Code: 01593
Requesting Agency Bureau Name: DEPARTMENT OF JUSTICE,BUREAU OF ALCOHOL, TOBACCO FIREARMS & EXPLOSIVES (ATF)

PBS Organization: P0570001   Estimate Label: RWA
Office Symbol: 5P2RF

Customer Estimate POC: zachary.hicks@atf.gov
Name: Hicks, Zachary   Title: Architect
Contact's Phone: (202) 648 - 7644 Ext   Fax: ( ) -
Address1: 99 New York Ave NE   Address2:
City: Washington   State: DC
Zip Code: 20226 -

GSA PM/POC Email: christopher.mourgelas@gsa.gov
Point of Contact Name: Mourgelas, Christopher   Point of Contact Phone: (313) 590 - 6430 Ext

Basic Information corresponds to the info on the WR

SCEs are valid for 90 days after approval. After 90 days, they will revert to "pending".

After the estimate expires, the customer is responsible to coordinate with the GSA Project Manager/Point of Contact to update and reevaluate costs. **You cannot fund and submit a WR/RWA if the estimate is not approved.** GSA will need to approve the revised estimate before you can fund the WR.

Estimate Type / Range of Accuracy reflects the projected variance in final actual cost as compared to the estimate. This is an indicator of how accurate the estimate might be, and is directly correlated to how clear the scope is and the stage of the project.

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Viewing the Estimate – Base Costs and Contingency

SUMMARY COST ESTIMATE

BASE PROJECT COSTS

BASIC INFORMATION 1
BASE PROJECT COSTS 2
ADDITIONAL PROJECT COSTS 3
ESTIMATE SUMMARY 4

TI Scenario: 4- Post Initial Occupancy, Owned Or Leased

			GSA (Shell) Costs			Tenant (RWA) Costs
1.	E.C.C.A. (Estimated Cost of Construction at Award)		$0.00			$162,000.00
1A:	Construction of New Building/Facility		$0.00			$0.00
1B:	Initial Space Buildout and Alterations		$0.00			$0.00
1C:	Existing Space Alterations		$0.00			$162,000.00
2.	Construction Contingency:	Choose Method 1- Percent of Line 1	10.00% $0.00	10.00%		$16,200.00
3.	Estimated Construction Cost: (Line 1 + Line 2)		$0.00			$178,200.00
4.	Workplace Engagement and Other Studies:		$0.00 $0.00			$0.00
5.	Design/DIDs:(All costs associated with design narratives, models, calculations, specifications, construction drawings and cost estimates).	Choose Method 1- Percent of Line 3	12.00% $0.00			$21,384.00
6.	Construction Mgmt and Inspection: Select from menu and enter appropriate value in line 6	Choose Method 1- Percent of Line 3	6.00% $0.00			$10,692.00
7.	Misc. Construction and Design(identify)		$0.00			$0.00
8.	PBS Travel Associated with Project	Building Location: Chicago, IL GSA PM Location:	$0.00			$0.00
9.	Subtotal (Lines 3 through 8):		$0.00			$210,276.00
10.	Tenant Improvement (TI) Allowance:					$0.00
11.	TI Lump Sum (Buy Down):					$0.00
12.	TI To Be Amortized In Rent:					$0.00
13.	Subtotal (Lines 9 through 12):					$210,276.00

Base Project Costs: Includes items which can be covered by the Tenant Improvement (TI) Allowance.

Shell costs paid by GSA are on the left, Tenant costs on the right.

Construction Contingency: to cover antecedent liability, or unforeseen conditions, during construction.

Cost is broken down into major categories

TIP: Hover the cursor over any estimate tab for a quick look.

Viewing the Estimate – Additional Costs and Fees

SUMMARY COST ESTIMATE

	ADDITIONAL PROJECT COSTS	
14.	Moving and Move Coordination:	$0.00
15.	Information Technology Installation (excludes software):	$0.00
16.	Security System Installation (Card Readers, Physical Barriers):	$0.00
17.	Security Services (Guard Services):	$0.00
18.	Specialty Consulting Services:	$0.00
19.	Direct GSA Labor Costs:	$0.00
20.	Additional Project Cost Contingency: **Choose Method** Not Applicable	$0.00
21.	Subtotal (Lines 14 through 20):	$0.00
	RWA Management Fee	
22.	Total Project Cost to Calculate RWA Mgmt Fee(Line 13 + Line 21):	$210,276.00
23.	RWA Management Fee: (Select Fee Type) **Choose Method** RWA Management Fee	$23,130.36
24.	Total Project Cost + RWA Mgmt Fee (Line 22 + Line 23):	$233,406.36
	Personal Property Costs	
25.	Furniture, Fixtures, and Equipment (FF&E):	$0.00
26.	Software, Supplies, or other excluded personal property:	$0.00
27.	Personal Property Contingency:	$0.00

All amounts shown above in the "Personal Property" section (lines 25-27) do NOT incur the RWA Management Fee.
However, Direct GSA Labor Costs (Line 19) to provide the Personal Property expenses should be added per PBS Pricing Policy.

Total Reimbursable Costs

28.	Total Reimbursable Cost to Agency (Lines 24 through 27):	$233,406.36
		Range of Accuracy: -17%, +26%

Additional Project Costs: includes things not covered by the Tenant Improvement (TI) allowance.

Click here for more info about the **RWA Management Fee**

GSA

Entering RWA Information (Accounting Details)

- Enter the funding including the fund year, fund type, fund expiration date, Treasury Symbols, and Accounting Data. Use the lookup 🔍 or favorites. ⭐

- Multiple funding sources (e.g. multiple accounts) can fund an RWA. However the sum of all sources must equal the total RWA Agency Certified Amount (from the Billing Information tab and GSA Estimate).

- All data is transferred to future billing statements for easy reconciliation. If multiple funding sources provided, only one funding source can be billed at a time. Confirm which one to GSA should bill first on the "Line to Bill" column.

Treasury Account Symbol (TAS) and "My Favorites"

Treasury Symbol Search

Treasury Symbol	0152020
Available From Year	
Description	

Main Account Code	
Available To Year	
My Favorites	▼ *NEW*

[Search] [Clear] [Close]

The Treasury Account Symbol (TAS) format used by RETA, eRETA, and GSA's Financial Management system Pegasys is known as the "Component Format" and has the following structure or components:

1) three digit agency code (e.g 047)
2) four digit "beginning" year of the appropriation (e.g. 2020 for annual or multi-year funds; or four empty spaces for no-year funds)
3) a four digit "end" year of the appropriation (e.g. 2020 for annual funds; 2021 for multi-year funds; or four empty spaces for no-year funds)
4) an empty space for annual or multi-year funds; an X for no-year funds
5) four digit Agency Fund Code (e.g. 0544, 1106, 1234)
6) three final positions for a sub-account, if no sub-account this will show as three zeros

The following are examples of a complete Component TAS. Note that every other "component" is underlined in these examples to help you visually separate each part:

Annual Funding example: 04720202020 0123000
(Notice the beginning and ending year are identical (2020). Furthermore there is a SINGLE space between the ending year and the fund code)

Multi-Year Funding example: 04720202022 0123000
(This is a two-year appropriation as the beginning year (2020) and ending year (2022) are two years apart. Furthermore there is a SINGLE space between the ending year and the fund code)

No-Year Funding example: 047   X0123000
(Notice that there are EIGHT empty spaces between the agency code and the "X" for no-year, the eight spaces are where the beginning year + ending year would normally be)

This search allows you to query on partial codes or on several components at once. If you get no results, try a broader search such as the Agency Code and just the beginning fund year (e.g. 0472020) and see how many results return. Then refine your query from there.

"My Favorites": To the right of the Treasury Symbol field and the magnifying glass icon is the "My Favorites" (yellow star icon). This feature allows you to locate your Treasury Symbols and then save them as a "My Favorite" by highlighting the star to the left of your desired TAS code(s). The next time you enter an RWA, click directly on the "My Favorites" icon and your favorite Treasury Symbol(s) will display for quick selection.

IS THE PROVIDED TREASURY SYMBOL NOT AVAILABLE IN RETA/eRETA? If the Treasury Symbol is not found even after ensuring the format is exactly as described above, please review the bottom portion of the Treasury Symbol Glossary definition for instructions on how to add a missing Treasury Symbol in RETA/eRETA.

Search Results

Favorite	Component Treasury Symbol	Two Digit Year Treasury Symbol	Sub-level Prefix	Agency Identifier	Available From Year	Available To Year	Main Account Code	Sub-Account Code	Description
★	01520202020 0327000	15200327		015	2020	2020	0327	000	INDEPENDENT COUNSEL, JUSTICE
☆	01520202020 0339000	15200339		015	2020	2020	0339	000	OFFICE OF INSPECTOR GENERAL, JUSTICE
☆	01520202020 0100000	15200100		015	2020	2020	0100	000	SALARIES AND EXPENSES, FOREIGN CLAIMS SETTLEMENT COMMISSION

- After clicking the Lookup symbol for the Treasury Account Symbol, you will see this popup screen.

- The TAS format is tricky: the exact "Component TAS" format required by Treasury and GSA billing system. See the instructions - they help.

- Enter a partial TAS code to do a search.

- TAS search allows for both "Component" format and also "Two-digit year" format.

- Highlight the "star" icon to save a favorite TAS.

Treasury Account Symbol (TAS) and "My Favorites" con't

- Highlight the "star" icon to save a favorite TAS.

- Select the star to generate a "quick list" of common TAS symbols that are saved in eRETA for use on future WRs.

- Click the "X" icon to remove a favorite TAS from the list.
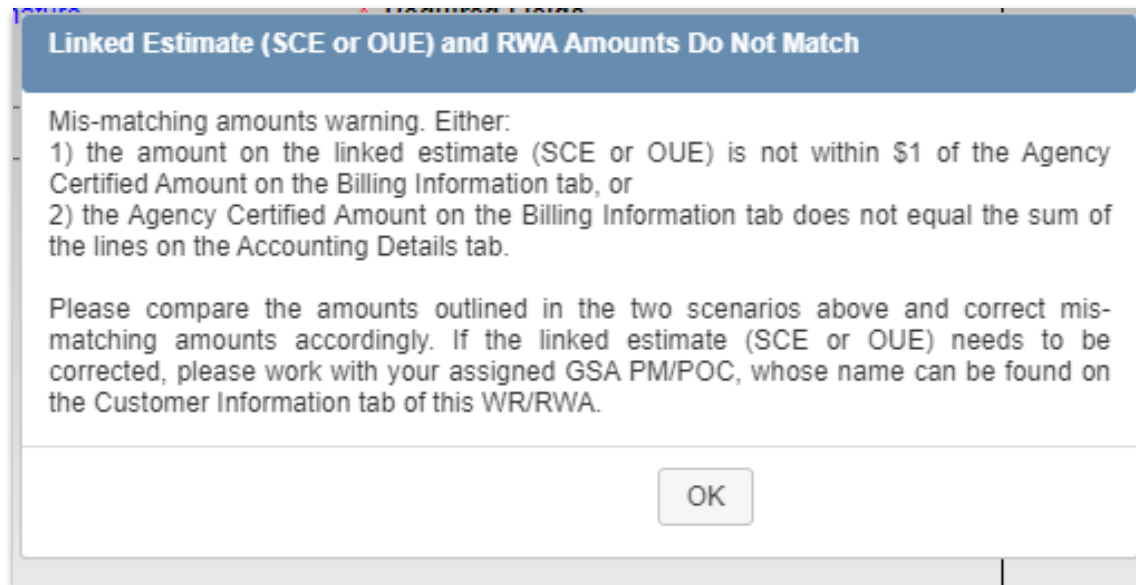
RWA/Estimate Don't Match
(Error on the Billing Info Page)

- The amount of the estimate linked to your Work Request is shown on the "Billing Information" tab just above the "Agency Certified Amount" field.

- If a different amount is entered from the estimate, the "Estimate Total" will turn red to indicate the amounts do not match.
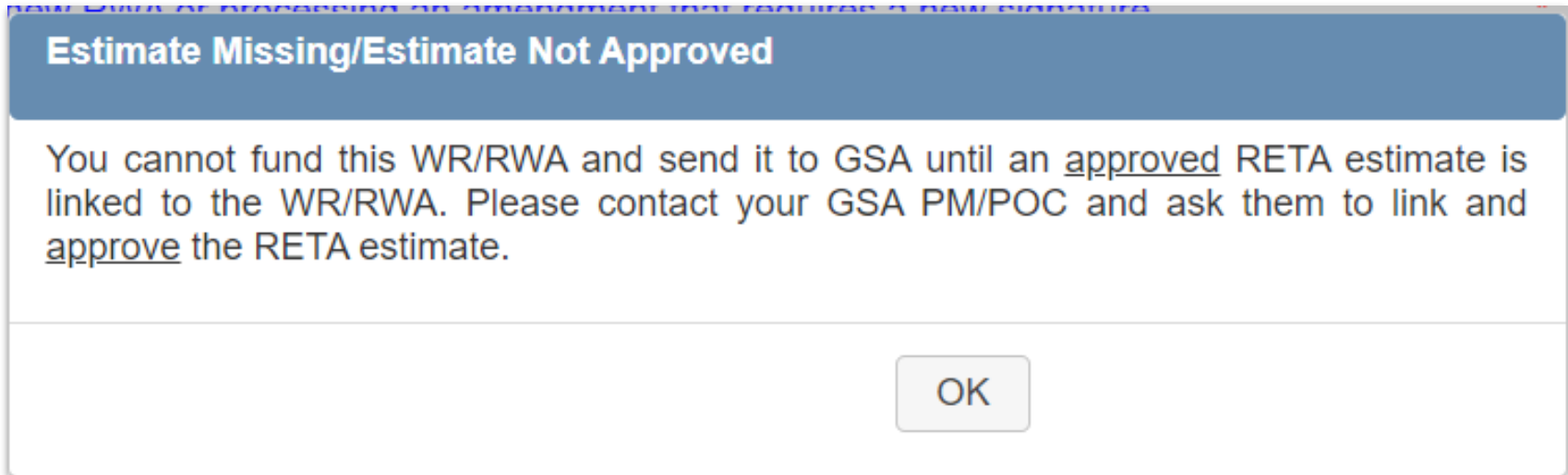
RWA/Estimate Don't Match
(Error on the Billing Info Page) - Linked Estimate

Linked Estimate (SCE or OUE) and RWA Amounts Do Not Match

Mis-matching amounts warning. Either:
1) the amount on the linked estimate (SCE or OUE) is not within $1 of the Agency Certified Amount on the Billing Information tab, or
2) the Agency Certified Amount on the Billing Information tab does not equal the sum of the lines on the Accounting Details tab.

Please compare the amounts outlined in the two scenarios above and correct mis-matching amounts accordingly. If the linked estimate (SCE or OUE) needs to be corrected, please work with your assigned GSA PM/POC, whose name can be found on the Customer Information tab of this WR/RWA.

OK

- If the "Agency Certified Amount" on the "Billing Information" tab is different than the GSA estimate value, eRETA will prevent you from submitting the RWA to GSA.

- You must either update the "Agency Certified Amount" to match the estimate, <u>or</u> work with your GSA Project Manager if you believe the estimate amount is incorrect. This will happen when:
  - You accidentally entered the wrong amount on the RWA
  - You are currently under a CR and are attempting to fund services for a shortened period of time - work with the GSA PM/POC to revise the duration of services and value on the RETA estimate
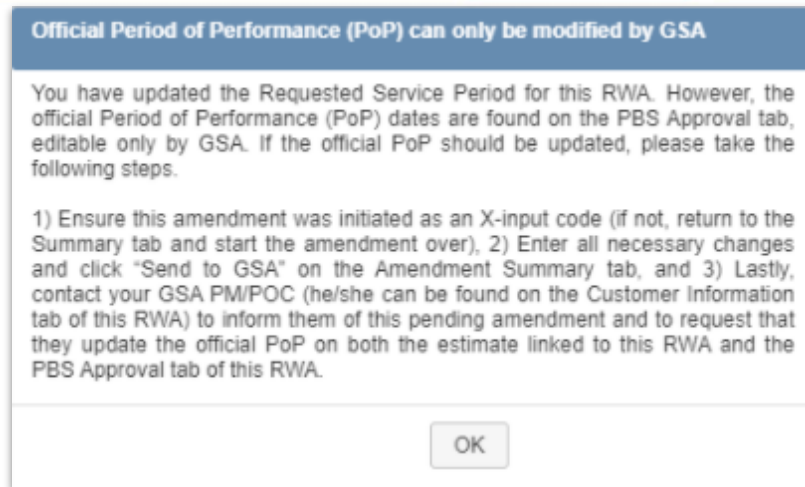
GSA Estimate Not Approved
(Error when submitting to GSA) – Estimate Missing/Not Approved

Estimate Missing/Estimate Not Approved

You cannot fund this WR/RWA and send it to GSA until an _approved_ RETA estimate is linked to the WR/RWA. Please contact your GSA PM/POC and ask them to link and _approve_ the RETA estimate.

OK

- Error when the estimate created by GSA is not currently Approved.
- If you see this error, contact your GSA PM/POC. The estimate might need to be updated before GSA can approve it.
- May happen more frequently since GSA implemented the "Estimate Valid Thru" date to summary cost estimates

GSA

Warning Message for Changes to the RWA Period of Performance

Official Period of Performance (PoP) can only be modified by GSA

You have updated the Requested Service Period for this RWA. However, the official Period of Performance (PoP) dates are found on the PBS Approval tab, editable only by GSA. If the official PoP should be updated, please take the following steps.

1) Ensure this amendment was initiated as an X-input code (if not, return to the Summary tab and start the amendment over), 2) Enter all necessary changes and click "Send to GSA" on the Amendment Summary tab, and 3) Lastly, contact your GSA PM/POC (he/she can be found on the Customer Information tab of this RWA) to inform them of this pending amendment and to request that they update the official PoP on both the estimate linked to this RWA and the PBS Approval tab of this RWA.

OK

- The official Period of Performance (PoP) on a severable RWA can only be changed by GSA - the official dates are recorded on the PBS Approval tab. Requesting to change the PoP is a request to change the scope of services.

- If you are amending a previously accepted RWA, you will get this error if you try to change the "Requested Service Period" (PoP) dates on the "Customer Information" tab.

- The warning message instructs the eRETA user to:
  - 1) ensure the amendment is an X-input code amendment (see amendment slides for definition),
  - 2) submit the amendment to GSA
  - 3) talk to the GSA Project Manager to point out PoP change so the official dates can be changed to match.

Submitting the RWA to GSA & Signatures

IMPORTANT: Click the "**Send to GSA**" button. GSA cannot review or accept the RWA until that button is clicked.

- On the "Customer Approval" tab enter the email for the person who will eventually sign the RWA. (Will sign via email)

- You can print the draft form here.

- Click "Send to GSA" to submit the RWA.

- GSA will enter more information and quality control on the package. If there are errors, you will be contacted.

- The Customer Fund Certifying Official will get an **email** from "DocuSIgn" to apply their signature

Digital Signature Email from DocuSign

TEST-TEST-TEST_RWA_N1936377_Buffalo_NY_001 ▶ Inbox ×

Suganthi Balachandiran via DocuSign <dse_demo@docusign.net>   10:52 AM
to me ▾

GSA

Suganthi Balachandiran sent you a document to review and sign.

REVIEW DOCUMENT

Suganthi Balachandiran
suganthi.balachandiran@gsa.gov
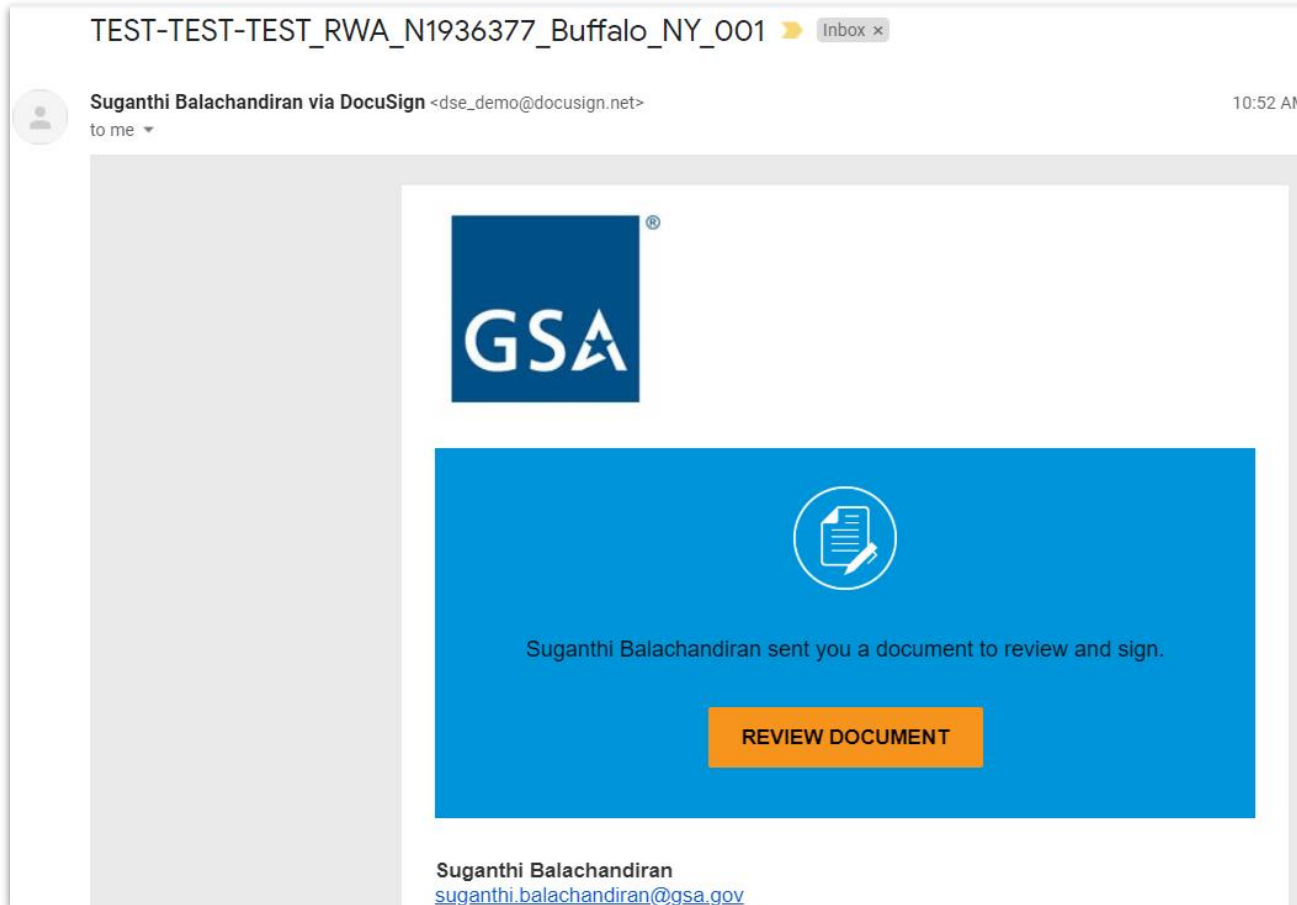
If you digitally sign RWAs, add the following email addresses to your address book so your email does not treat them as spam:

- dss@docusign.gsa.gov
  (^most common^)
- dse_na3@docusign.net
- dse@docusign.net
- dse_na2@docusign.net
- dse_na4@docusign.net
- dse@eumail.docusign.net
- dse@camail.docusign.net
- dse@aumail.docusign.net

Digitally Signing in DocuSign

- Click the red down arrow to apply the "Digital Signature".

- Push the orange "Finish" button in the top right corner of the screen once you are finished.

- This will automatically send the RWA to GSA for signature.

No data can be changed between signatures. If changes are needed, please "decline to sign" in DocuSign. The RWA will revert to pending status in RETA and can be modified as necessary.

Audience Poll - RWA Signatures

Do you need an eRETA user ID to digitally sign an RWA?

- Yes
- No

RWA Amendment Input Codes

When do I need an amendment?
- If you need to correct or add any missing data
- You need to add funding to an RWA
- You need to cancel the RWA after acceptance due to priority changes in your organization

Four Amendment Types:
- E-input code: Customer Administrative Change - direct submission to GSA's finance system (no signatures)
- X-input code: Amount and/or Scope Change (most common)
- H-input code: Billing Information Change
- N-input code: Cancel/Early Completion

RWA Amendment Input Codes (cont.)

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

- The table shown here is just a portion of the full version. (Table also available at www.gsa.gov/ereta > "eRETA Training Materials" page.)

- Depending on the "Input Code" selected, certain fields are editable and others are not: editable fields are shown with "✔"

- Changing certain fields will automatically require new digital signatures: those fields are marked with "*"

E-Input: Updating the "Line To Bill"

GSA Billing system can only bill a single accounting line at a time.

To change which line is billed:

1) create an administrative amendment (E-input code)

2) select the line to bill

3) "Save and proceed" through the screens

4) Click "Submit to Pegasys"

5) Done. No signatures.

X-Input: Updating the RWA Amount

Update the RWA value in 2 places:
- First on the "Billing Information" tab to reflect the overall value of the RWA, to match the new estimate
  - Copy and paste the red "Estimate Total" value into the "Agency Certified Amount" field.
  - If you feel the amount is incorrect, contact your GSA PM/POC to ask them to update the estimate
- Second on the "Accounting Details" tab to update the breakdown of accounting lines (see next slide)

X-Input: Updating the RWA Amount – Accounting Details

- When updating the accounting details, the total of the individual accounting lines ("Authorized Line Amt") needs to match the new total RWA value - the "Agency Cert Amt"

- Each accounting line must be unique - if you are increasing the RWA using the same funds as the original RWA, you should EDIT the existing accounting line to simply update the Authorized Line Amt.

Amendment Summary Tab

- Amendment Summary tab shows fields that changed from previous version to amended version in blue.

- VERY IMPORTANT: Click the "**Send to GSA**" button at the bottom of the tab to send the amended RWA to GSA for review and potential acceptance.

- GSA will not be able to review or accept the amendment until you click the "**Send to GSA**" button.

Project Pulse Survey - Project POCs Please Participate!

- A quick and easy way for customers to provide RWA project feedback

- Used to improve GSA performance and identify future CES topics

- Sent at key points during the RWA lifecycle (depending on $)

- **RWA Project Customer POCs** are asked to

  - rate your Overall Satisfaction
  - weigh in on specific project attributes
  - offer comments about your GSA project experience

See our PBS Fact Sheet - Project Pulse Survey

Survey sender email - projectpulsesurveys@research.gsa.gov

Subject line - How did GSA do?...

Questions?

- Lots of eRETA info available at www.gsa.gov/ereta
- Lots of RWA info available at www.gsa.gov/rwa
- eRETA System question? eRETA@gsa.gov
- General RWA / Policy question? AskRWA@gsa.gov
- Specific question on an RWA project or service?
  - Contact the GSA PM/POC listed on the RWA or the RWA Manager

![GSA logo]

GSA PBS Reimbursable Services RWA Managers

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Region 2 (Territories)
PR
USVI

View a list of our Regional RWA Managers

Thank you for joining us today for

eRETA Digest

Training materials, including PDF User Guides and video recordings of previous training demonstrations, are available at:
www.gsa.gov/ereta

Audience Poll - Using eRETA

As a result of today's session, how much more comfortable are you using eRETA?

- Much more comfortable
- Somewhat more comfortable
- I still need some more training...

Is there something about eRETA you wish we covered more? Leave us a comment in the chat!

GSA

Upcoming Client Enrichment Series Sessions

RWA Policy and Process Fundamentals (encore!)
Tuesday, June 4th 2pm-4pm EDT
Register Today!

PBS Customer Dashboard - Reporting Made Easy!
Thursday, July 11th 1pm-2pm EDT

Register Today!

Watch CES sessions on ▶ YouTube
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www.gsa.gov/ces   clientenrichmentseries@gsa.gov