



Client Enrichment Series

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  <i>Email from eRETA: New WR is submitted to GSA</i>

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

Planning/Estimate Status	<ol style="list-style-type: none"> 1. GSA assigns PM/POC to project or service  <i>Email from eRETA: Work Request W## has been assigned</i> 2. GSA PM/POC and Customer develop requirements (Scope, Estimates) and links an estimate in RETA <p>---- This timeframe varies depending on type of project or service ----</p>  <i>Email from eRETA: GSA has approved the estimate ## for W##</i> <ol style="list-style-type: none"> 3. Customer enters remaining information and sends RWA to GSA for acceptance  <i>Email from eRETA: WR/RWA Sent to GSA for Acceptance</i>
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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  <i>Email from eRETA: Acceptance Letter</i>

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 
- **Yellow links** at the bottom help navigate between different RWA sections



- Tabs help navigate different elements within a screen
 - Sometimes they appear on the left



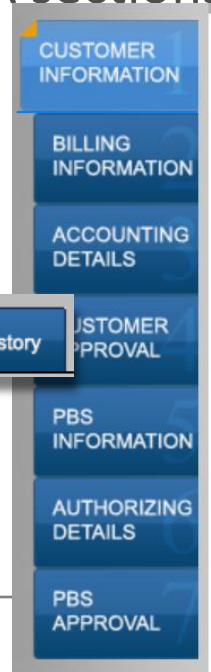
Sometimes they appear up top



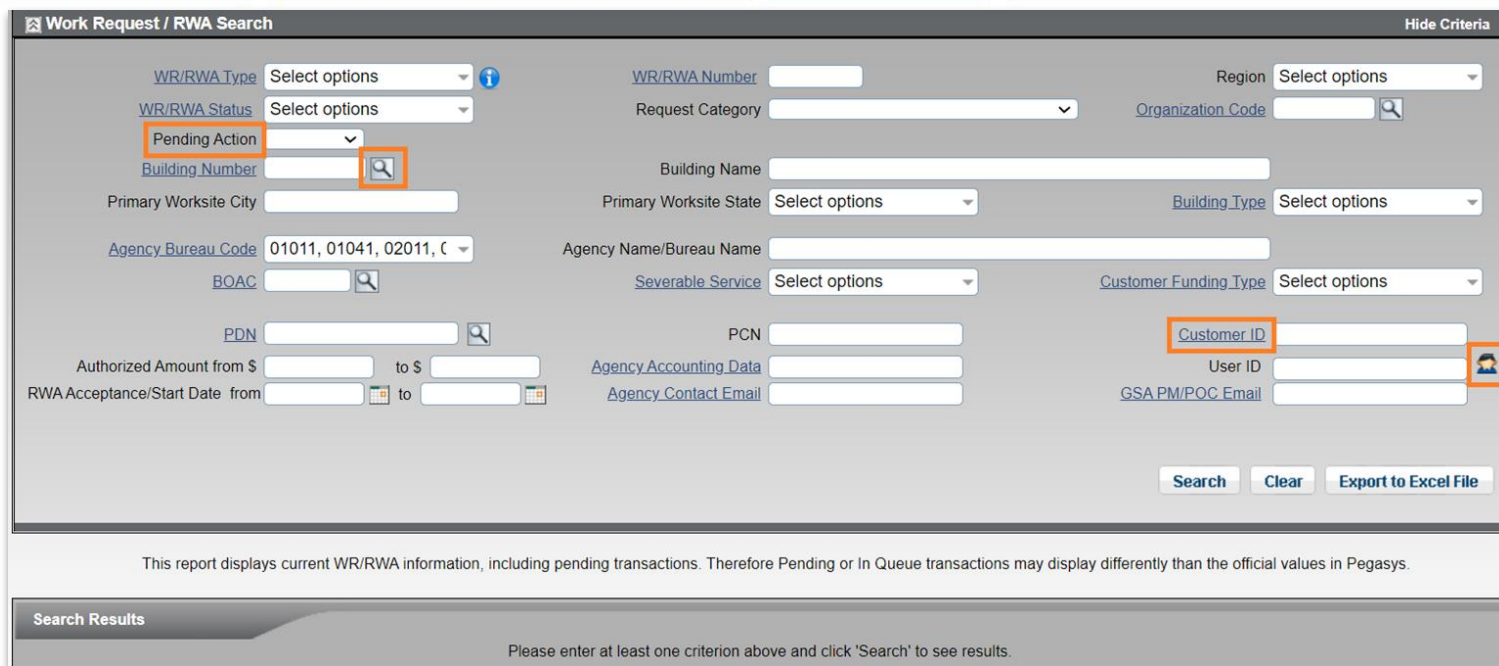
-  **Edit** Click the Edit Button to edit

-  **Read-Only View** If you see this, you're in edit mode

Click that link to RETURN to read-only view



eRETA Search Tips and Tricks



Work Request / RWA Search Hide Criteria

WR/RWA Type ⓘ
WR/RWA Status
Pending Action
Building Number ⓘ
Primary Worksite City
Agency Bureau Code
BOAC ⓘ
PDN ⓘ
Authorized Amount from \$ to \$
RWA Acceptance/Start Date from to

WR/RWA Number
Request Category
Region
Organization Code ⓘ
Building Name
Primary Worksite State
Agency Name/Bureau Name
Severable Service
Customer Funding Type
PCN
Agency Accounting Data
Agency Contact Email

Customer ID ⓘ
User ID ⓘ
GSA PM/POC Email

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.

Search Results






Please enter at least one criterion above and click 'Search' to see results.

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.)

Work Request / RWA Search

WR/RWA Type: Select options
WR/RWA Status: Select options
Pending Action: [Dropdown]
Building Number: [Input]  
Primary Worksite City: [Input]
Agency Bureau Code: [Input] 
BOAC: [Input] 
PDN: [Input] 
Authorized Amount from \$ [Input] to \$ [Input]
RWA Acceptance/Start Date from [Calendar] to [Calendar]

Building Search

Building Number: [Input]
Building Name: [Input]
City: albany
Zip Code: [Input]
Organization Code: [Input]
Address: [Input]
State: New York

Search Clear Cancel

Search Results

Bldg No	Organization Code	Building Name	Address	City	State	Zip Code
NY0002ZZ	P0225510	JAMES T. FOLEY USPO & CT HOUSE	445 BROADWAY	ALBANY	NY	12207
NY0300ZZ	P0225510	LEO W OBRIEN FB	1 CLINTON AVE	ALBANY	NY	12207
NY6478ZZ	P0225500	401 NEW KARNER ROAD	401 New Kerner Rd	ALBANY	NY	12205
NY6479ZZ	P0225500	BARRM BETTY & LEDUKE	52 CORPORATE CIR	ALBANY	NY	12203
NY7106ZZ	P0225500	1 WINNERS CIRCLE	1 Winners Cir	ALBANY	NY	12205
NY7123ZZ	P0225500	DYKEN POND ROAD	20 MODONNA LAKE ROAD	ALBANY	NY	12082
NY7136ZZ	P0225510	200 MCCARTY AVENUE	200 MCCARTY AVENUE	ALBANY	NY	12209
NY7169ZZ	P0225500	39 NORTH PEARL STREET	39 N PEARL ST	ALBANY	NY	12207
NY7226ZZ	P0225500	8 AUTOMATION LANE	8 AUTOMATION LN	ALBANY	NY	12205
NY7297ZZ	P0225500	ALBANY INTERNATIONAL AIRPORT	ALBANY INTERNATIONAL AIRPORT	ALBANY	NY	12211

20 records found. Displaying page 1 of 2

This report displays current WR/RWA information, including pending

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



eRETA Search Export to Excel

Work Request / RWA Search Hide Criteria

WR/RWA Type <input type="text" value="Select options"/>	WR/RWA Number <input type="text"/>	Region <input type="text" value="Select options"/>
WR/RWA Status <input type="text" value="Select options"/>	Request Category <input type="text"/>	Organization Code <input type="text"/>
Pending Action <input type="text"/>	Building Name <input type="text"/>	Building Type <input type="text" value="Select options"/>
Building Number <input type="text"/>	Primary Worksite State <input type="text" value="Select options"/>	Agency Bureau Code <input type="text" value="01011, 01041, 02011, C"/>
Primary Worksite City <input type="text"/>	Agency Name/Bureau Name <input type="text"/>	BOAC <input type="text"/>
Agency Bureau Code <input type="text" value="01011, 01041, 02011, C"/>	Severable Service <input type="text" value="Select options"/>	Customer Funding Type <input type="text" value="Select options"/>
PDN <input type="text"/>	PCN <input type="text"/>	Customer ID <input type="text"/>
Authorized Amount from \$ <input type="text"/> to \$ <input type="text"/>	Agency Accounting Data <input type="text"/>	User ID <input type="text"/>
RWA Acceptance/Start Date from <input type="text"/> to <input type="text"/>	Agency Contact Email <input type="text"/>	GSA PM/POC Email <input type="text"/>

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.

Search Results

Please enter at least one criterion above and click 'Search' to see results.

- Export to Excel to see more data.

Creating/Submitting Work Requests (WR)

RETA & TRACKING APPLICATION

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

GSA

- Create Work Request
- Modify Work Request/RWA

Customer Information

WR/RWA Number:
Status:
Input Code:

Customer Request Date:
Customer Signature:
GSA Region:

Requested By:
GSA Data Entry:
Estimate Tracking No.:

* Required Fields

* Agency Bureau: 07051-Department Of Homeland Security-Customs And Border Protection (Cbp)

* Primary Building State: Michigan
Building: MI1980ZZ
Address: 2321 PINE GROVE AVE
Room Number/Specific Location in Facility:

* City: Port Huron
Building Name: BLUE WATER BRIDGE
Zip Code: 48060

* Request Category: Nonseverable (Projects)
Requested Period of Performance: to

* Estimated FY Needed: Current
 This work is related to other RWA(s)

* Estimated Amount: \$50,000 to \$250,000
Related RWA Number(s):
Agency RWA Mailbox: Add new...

* Agency POC: kristan.n.wulfkuhle@cbp.dhs.gov
Name: Wulfkuhle, Kristan
Phone: (317) 995-5602
GSA PM/POC: (if known) Add new...

* Description of Requirements: Cargo Building Break Room - Renovate to include demo and procure/install new cabinets, solid surface counters, sink, disposal, mount microwave and add electrical outlets
(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

Enter comments to provide additional information to GSA:

Save Reset Form

- 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 suggestion to GSA.
- Click ‘Save’

Creating/Submitting Work Requests (WR) – preplanning status

The screenshot shows the GSA Customer Information form. The 'WR/RWA Number' is W2608332 and the 'Status' is Pre-planning. The form includes fields for Agency Bureau (07051-Department Of Homeland Security-Customs And Border Protection (Cbp)), Primary Building State (Michigan), Building (MI1980ZZ), Address (2321 PINE GROVE AVE), City (Port Huron), Building Name (BLUE WATER BRIDGE), and Zip Code (48060). The Request Category is Nonseverable (Projects) and the Requested Period of Performance is set to Current. The Estimated Amount is \$50,000 to \$250,000. The Agency POC is kristan.n.wulfkuhle@cbp.dhs.gov. The Description of Requirements is: Cargo Building Break Room - Renovate to include demo and procure/install new cabinets, solid surface counters, sink, disposal, mount microwave and add electrical outlets. The 'Submit Request' button is highlighted with a red box.

- 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

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Customer Information [Read-Only View](#)

WR/RWA Number: W2608332 Customer Request Date: 5/6/2022 Requested By: external.DataEntryUser@gsa.gov
Status: **Unassigned** Customer Signature: GSA Data Entry
Input Code: A GSA Region: 05 Estimate Tracking No:

* Required Fields

* Agency Bureau: 07051-Department Of Homeland Security-Customs And Border Protection (Cbp)

* Primary Building State: Michigan * City: Port Huron

Building: MI1980ZZ Building Name: BLUE WATER BRIDGE
Address: 2321 PINE GROVE AVE Zip Code: 48060 -

Room Number/Specific Location in Facility: Request for multiple buildings (If yes, Address in Desc. of Reqs.)

* Request Category: Nonseverable (Projects) Requested Period of Performance: to

* Estimated FY Needed: Current

This work is related to other RWA(s) Related RWA Number(s):

* Estimated Amount: \$50,000 to \$250,000 Agency RWA Mailbox: Add new...

* Agency POC: kristan.n.wulfkuhle@cbp.dhs.gov GSA PM/POC: (if known) Add new...

Name: Wulfkuhle, Kristan Name:
Phone: (317) 995-5602 Phone:

* Description of Requirements: Cargo Building Break Room - Renovate to include demo and procure/install new cabinets, solid surface counters, sink, disposal, mount microwave and add electrical outlets

(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

Enter comments to provide additional information to GSA:

[Cancel Work Reques](#)

- 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.

Progress Tracker

Awaiting Action From : **GSA**

Pre-Planning

Unassigned

Planning/Estimate

Pending-New

Signature Requested - Customer

Signature Requested - GSA

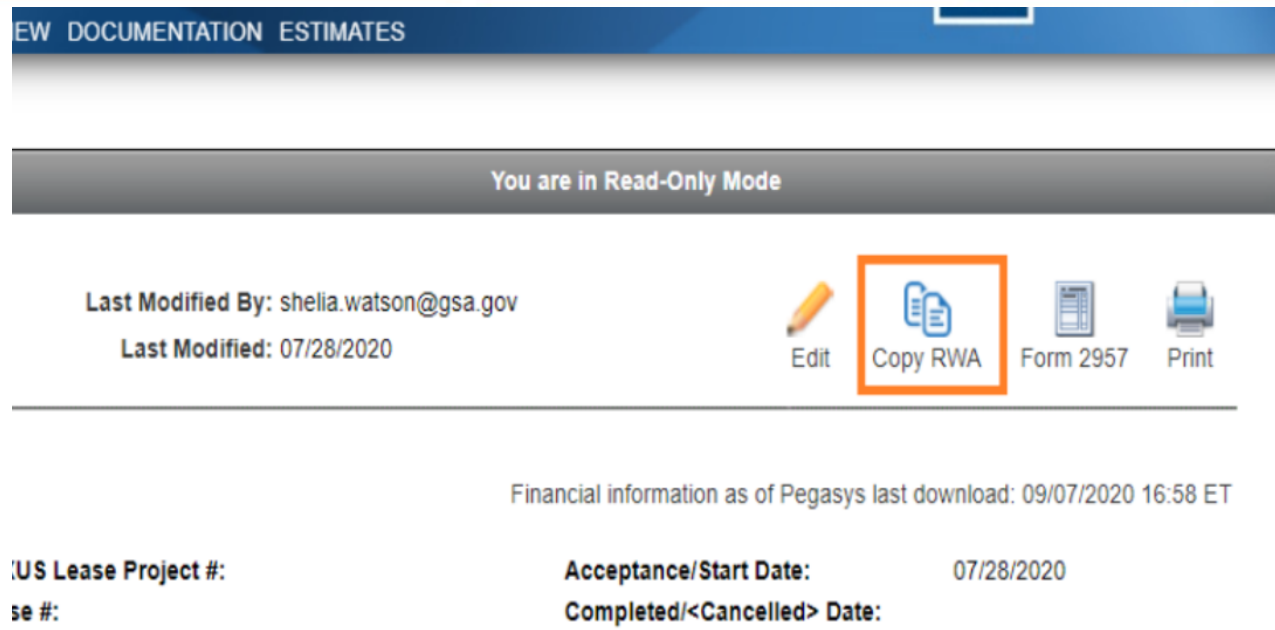
Accepted

Work Request/RWA “Progress Tracker”

The screenshot shows a web application interface for tracking Work Requests (WR) and Request for Work Approval (RWA). The main area is titled "You are in Read-Only Mode" and contains various input fields and dropdown menus. A sidebar on the right, titled "Progress Tracker", shows a vertical path of status stages: Pre-Planning, Unassigned, Planning/Estimate (with a black dot indicating the current stage), Pending-New, Signature Requested - Customer, Signature Requested - GSA, and Accepted. A green box highlights the "GSA" label in the "Awaiting Action From" section of the sidebar. A green arrow points from this box to the "GSA Data Entry" field in the main form.

- 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



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 except for the GSA PM/POC, Estimated FY Needed, and Estimated Amount range
- 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
 - 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

Customer Information

[Read-Only View](#)

WR/RWA Number: W2607812 Customer Request Date: 5/6/2022 Requested By: external.DataEntryUser@gsa.gov
Status: Planning/Estimate Customer Signature: GSA Data Entry: diana.lee@gsa.gov
Input Code: A GSA Region: 05 Estimate Tracking No: SCMI0705122126001

* Required Fields

RWA Type: * WR/RWA Number: 2607812 Generate

* Agency Bureau: 07071-Department Of Homeland Security-Office Of Field Operations Facilities

* Primary Building State: Michigan * City: Port Huron

Building: MI1980ZZ Building Name: BLUE WATER BRIDGE

Address: 2321 PINE GROVE AVE Zip Code: 48060

Room Number/Specific Location in Facility: Request for multiple buildings (If yes, Address in Desc. of Reqs.)

* Request Category: Nonseverable (Projects) Requested Period of Performance: to

* Estimated FY Needed: Current

This work is related to other RWA(s) Related RWA Number(s):

* Estimated Amount: \$50,000 to \$250,000 Agency RWA Mailbox: janette.m.matravers@cbp.dhs.gov

* Agency POC: kristan.n.wulfkuhle@cbp.dhs.gov GSA PM/POC: (if known) christopher.ibanez@gsa.gov

Name: Wulfkuhle, Kristan Name: Ibanez, Christopher
Phone: (317) 995-5602 Phone: (313) 317-9635

* Description of Requirements: Cargo Building Break Room - Renovate to include demo and procure/install new cabinets, solid surface counters, sink, disposal, mount microwave and add electrical outlets.

(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

To view any previously entered Comments click the Comments link at the bottom of this screen.

Cancel Work Request Save Save & Proceed >>> Reset Form

Documentation Comments [ETN SCMI0705122126001](#)

- 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

Customer Information [Read-Only View](#)

WR/RWA Number: W2607812 Customer Request Date: 5/6/2022 Requested By: external.DataEntryUser@gsa.gov
 Status: Planning/Estimate Customer Signature: GSA Data Entry: diana.lee@gsa.gov
 Input Code: A GSA Region: 05 Estimate Tracking No: SCMI0705122126001

RWA Type: [v] * WR/RWA Number: 2607812 Generate

* Agency Bureau: 07071-Department Of Homeland Security-Office Of Field Operations Facilities

* Primary Building State: Michigan * City: Port Huron

Building: MI1980ZZ Building Name: BLUE WATER BRIDGE

Address: 2321 PINE GROVE AVE Zip Code: 48060 - [v]

Room Number/Specific Location in Facility: [v] Request for multiple buildings (If yes, Address in Desc. of Reqts.)

* Request Category: Nonseverable (Projects) Requested Period of Performance: [v] to [v]

* Estimated FY Needed: Current

This work is related to other RWA(s)

Related RWA Number(s): [v]

Agency RWA Mailbox: janette.m.matravers@cbp.dhs.gov

GSA PM/POC: (if known) christopher.ibanez@gsa.gov
 Name: Ibanez, Christopher
 Phone: (313) 317-9635

Building Break Room - Renovate to include demo and procure/install new cabinets, solid surface counters, sink, mount microwave and add electrical outlets.

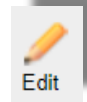
Cancel Work Request Save Save & Proceed >>> Reset Form

Progress Tracker

Awaiting Action From : **Customer**

- Pre-Planning
- Unassigned
- Planning/Estimate**
- Pending-New
- Signature Requested - Customer
- Signature Requested - GSA
- Accepted

- 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)

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Billing Information

WR/RWA Number: W2607812 Status: Planning/Estimate Input Code: A [Read-Only View](#)

* Required Fields

Agency Bureau Code: 07071

Agency Name: DEPARTMENT OF HOMELAND SECURITY, OFFICE OF FIELD OPERATIONS FACILITIES

Estimate Total \$95,545.20

Agency Certified Amount \$ 95,545.20

* Billing Type: O: IPAC

* Billing Term: M: Monthly

* ALC: 70050800

* Account Code/BOAC: 705AAC

Billing Office Name: DHS CUSTOMS AND BORDER PROTECTION

Agency Finance Billing Address: 6650 TELECOM DRIVE

Street Address:

City: INDIANAPOLIS

State: Indiana

Zip Code: 46278 -

Agency Billing Contact: cbpinvoices@cbp.dhs.gov

Billing Contact Name: Invoices, CBP

Billing Contact Phone: (317) 469 - 8762 Ext:

Funding Agency Code (FPDS): 7014

Funding Office Code (FPDS): 70B021

Hold Billings: No

Customer Order Number: W2607812



Fiscal Station Number:

Requisition ID: 20115444

Agency/Customer BPN/DUNS: 879824324

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

[Documentation](#) [Comments](#) [ETN.SCM0705122126001](#)

- 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. 

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

Viewing the Estimate

BASIC INFORMATION	
<u>Est. Tracking No.:</u> SCIL0159324068006 Estimate Total: \$355,547.37	Estimate Status: Approved Estimate Creation Date: 3/8/2024 <u>Estimate Valid Thru:</u> 6/24/2024
<u>RWA Type:</u> W	* <u>RWA Number:</u> 3290163
<u>Project Phase:</u> 2-Project Initiation	<u>Estimate Type / Range of Accuracy:</u> Budgetary (-17%, +26%)
<u>Estimated RWA Start/Acceptance Date:</u> 3/29/2024	<u>Estimated Substantial Completion Date:</u>
Project Control Number:	Project Name:
OA Number:	CBR Number:
<u>Primary Worksite (Building) No.:</u> IL1921ZZ	<u>Land Point Of Entry (LPOE)?:</u> <input type="radio"/> No <input type="radio"/> Yes
<u>Primary WorkSite (Building) Name:</u> 175 JACKSON LLC <u>Address:</u> 175 W JACKSON BLVD <u>City:</u> CHICAGO <u>State:</u> Illinois	
<u>Zip Code:</u> 60604	
<u>Requesting Agency Bureau Code:</u> 01593	<u>Requesting Agency Bureau Name:</u> DEPARTMENT OF JUSTICE, BUREAU OF ALCOHOL, TOBACCO FIREARMS & EXPLOSIVES (ATF)
<u>PBS Organization:</u> P0570001	<u>Estimate Label:</u> RWA
<u>Office Symbol:</u> 5P2RF	
<u>Customer Estimate POC:</u> zachary.hicks@atf.gov	Name: Hicks, Zachary
Contact's Phone: (202) 648 - 7644 Ext	Title: Architect
Address1: 99 New York Ave NE	Fax:
City: Washington	Address2:
Zip Code: 20226 -	State: DC
<u>GSA PM/POC Email:</u> 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.

Viewing the Estimate – Base Costs and Contingency

SUMMARY COST ESTIMATE

		BASE PROJECT COSTS				
		TI Scenario: 4- Post Initial Occupancy, Owned Or Leased				
		GSA (Shell) Costs			Tenant (RWA) Costs	
1.	<u>E.C.C.A. (Estimated Cost of Construction at Award)</u>					\$162,000.00
	1A: Construction of New Building/Facility					\$0.00
	1B: Initial Space Buildout and Alterations					\$0.00
	1C: Existing Space Alterations					\$162,000.00
2.	<u>Construction Contingency:</u> Choose Method					
	1- Percent of Line 1	10.00%	\$0.00	10.00%		\$16,200.00
3.	Estimated Construction Cost: (Line 1 + Line 2)					\$178,200.00
4.	<u>Workplace Engagement and Other Studies:</u>		\$0.00	\$0.00		\$0.00
5.	<u>Design/DIDs:</u> (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.	<u>Construction Mgmt and Inspection:</u> 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.	<u>Misc. Construction and Design</u> (identify)		\$0.00			\$0.00
8.	<u>PBS Travel Associated with Project</u>	Building Location: Chicago, IL	GSA PM Location:			\$0.00
9.	Subtotal (Lines 3 through 8):		\$0.00			\$210,276.00
10.	<u>Tenant Improvement (TI) Allowance:</u>					\$0.00
11.	<u>TI Lump Sum (Buy Down):</u>					\$0.00
12.	<u>TI To Be Amortized In Rent:</u>					\$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:	<div style="border: 1px solid black; padding: 2px;">Choose Method</div> <div style="border: 1px solid black; padding: 2px;">Not Applicable ▼</div>	\$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)	<div style="border: 1px solid black; padding: 2px;">Choose Method</div> <div style="border: 1px solid black; padding: 2px;">RWA Management Fee ▼</div>	\$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**

Entering RWA Information (Accounting Details)

Agency Accounting Details

WR/RWA Number: W2607812 Status: Planning/Estimate Input Code: A Read-Only

* Required

Add Agency Accounting Detail Line

Agency Certified Amt \$95,545.20

* Agency Fund Year * Authorized Line Amt \$

* Fund Type * Treasury Symbol

* Expiration Date of Obligational Authority

* Agency Accounting Data

(Limited to 255 Characters)

[Multiple Accounting 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
●	05/06/2022	05/06/2022	07020192 020 0509000	2019	Multi-Year	09/30/2020	\$1,500.00	07020192020 0509000	
●	05/06/2022	05/06/2022	07020192 019 0530000	2019	Annual	09/30/2019	\$82,939.00	19-19500-61200-936130200-TT0400000000-25RG	

Agency Cert Amt: \$95,545.20

Authorized Line Amt: \$84,439.00

2 Records found. Displaying page 1 of 1 1

- 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 Main Account Code

Available From Year Available To Year

Description My Favorites

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.

- 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.

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



Treasury Account Symbol (TAS) and “My Favorites” con’t

Agency Accounting Details

WR/RWA Number: N0387626 Status: Accepted Successfully Input Code: X [Read-Only View](#)

* Required Fields

Edit Agency Accounting Detail Line

Agency Certified Amt \$944,096.78

* Agency Fund Year 2020 * Authorized Line Amt \$ 944,096.78

* Fund Type A: Annual * Treasury Symbol 07020202020 0540000

Expiration Date of Obligational Authority 09/30/2020

TEST000 000 E1 83-31-00-00 24-30-2000-00-00

* Agency Accounting Data

(Limited to 255 Characters)

My Favorites [Close](#)

Component Treasury Symbol	Available From	Available To	Main Account Code	Remove Favorite
01020152015 0930000	2015	2015	0930	<input type="checkbox"/>
020 X7999137			7999	<input type="checkbox"/>
07520192019 0884000	2019	2019	0884	<input type="checkbox"/>

[View All/Add Favorites](#)

[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
			07020202020 0540000					NONE000 000 E1 83-31-00-00 24-30-2000-00-00-00-00 GE-32-75-00 3ER293	

- 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

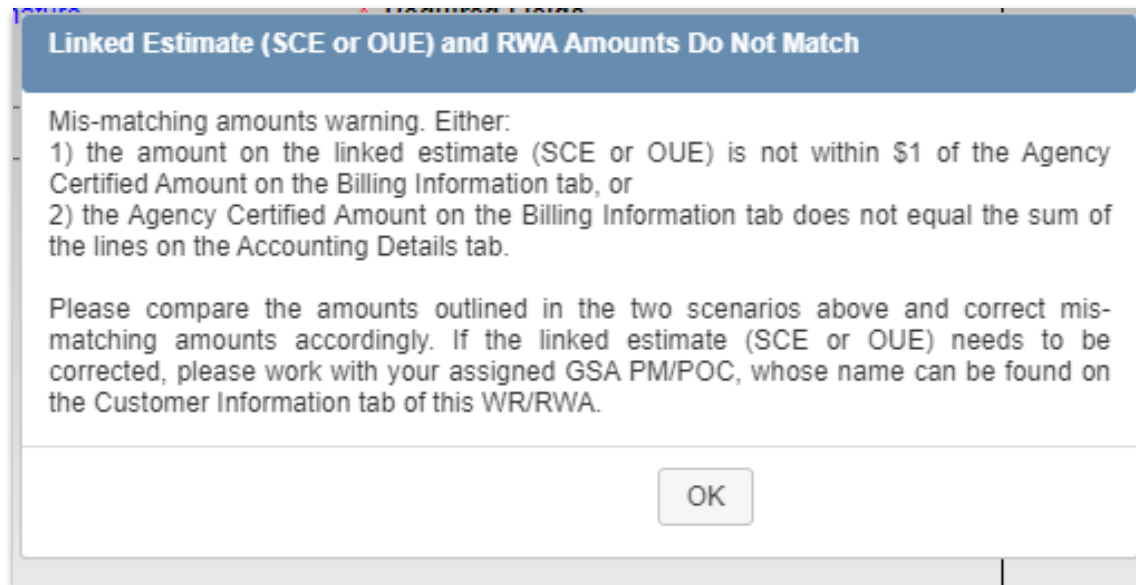
(Error on the Billing Info Page)

The screenshot shows a web interface for managing billing information. On the left, there is a vertical navigation menu with four tabs: INFORMATION, BILLING INFORMATION (which is highlighted), ACCOUNTING DETAILS, and CUSTOMER APPROVAL. The main content area is titled "BILLING INFORMATION" and contains several fields. A red arrow points to the "Estimate Total" field, which is displayed in red text as "\$37,950.00". Below it, the "Agency Certified Amount" field is highlighted with a green border and shows "\$24,000.00". Other fields include "Agency Bureau Code" (02804), "Agency Name" (SOCIAL SECURITY ADMINISTRATION), "Billing Type" (O: IPAC), "Billing Term" (M: Monthly), and "Hold Billings" (No). On the right side, there are fields for "Agency Billing Contact" (Add new...), "Billing Contact Name", and "Billing Contact Phone" (with area and extension boxes). A red asterisk and the text "* Required Fields" are visible in the top right corner.

- 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

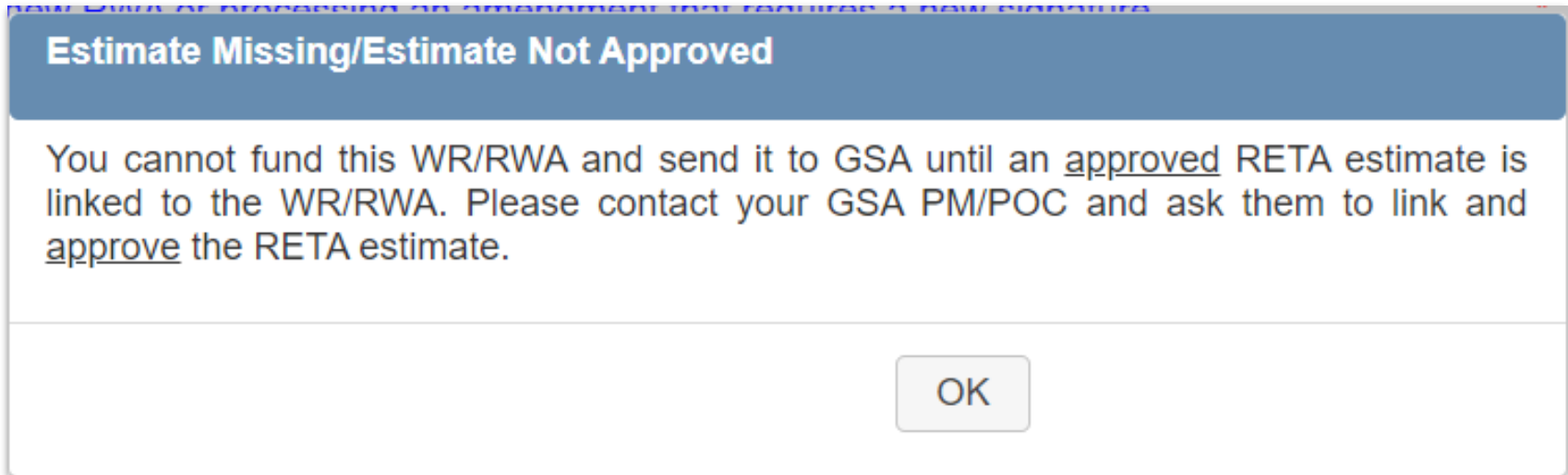
(Error on the Billing Info Page) - Linked Estimate



- 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, or 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

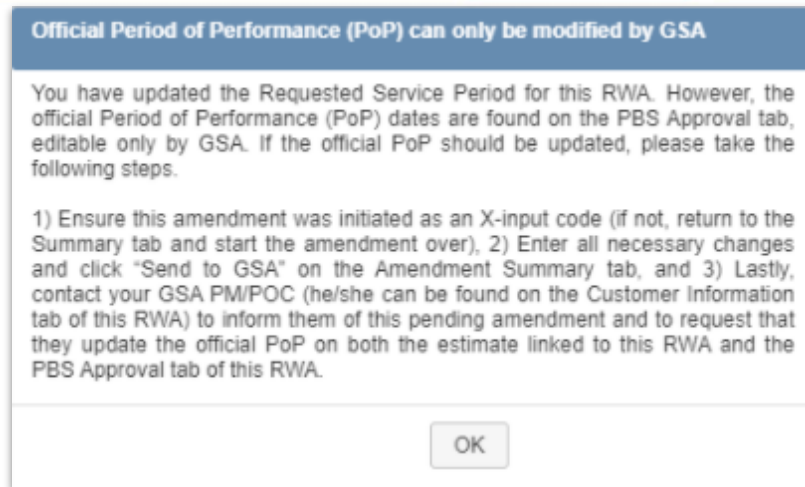
GSA Estimate Not Approved

(Error when submitting to GSA) – Estimate Missing/Not Approved



- 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

Warning Message for Changes to the RWA Period of Performance



- 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

WR/RWA Number: W2607812 Status: Planning/Estimate Input Code: A

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: Not Yet Signed

* Fund Certifying Official: nicole.j.rhodes@cbp.dhs

Name of Signer: Rhodes, Nicole

Certifying Official's Phone: (202) 344-2899 Ext:

Date:

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

Document Type	Document Name	Upload Date	Delete
No records found			

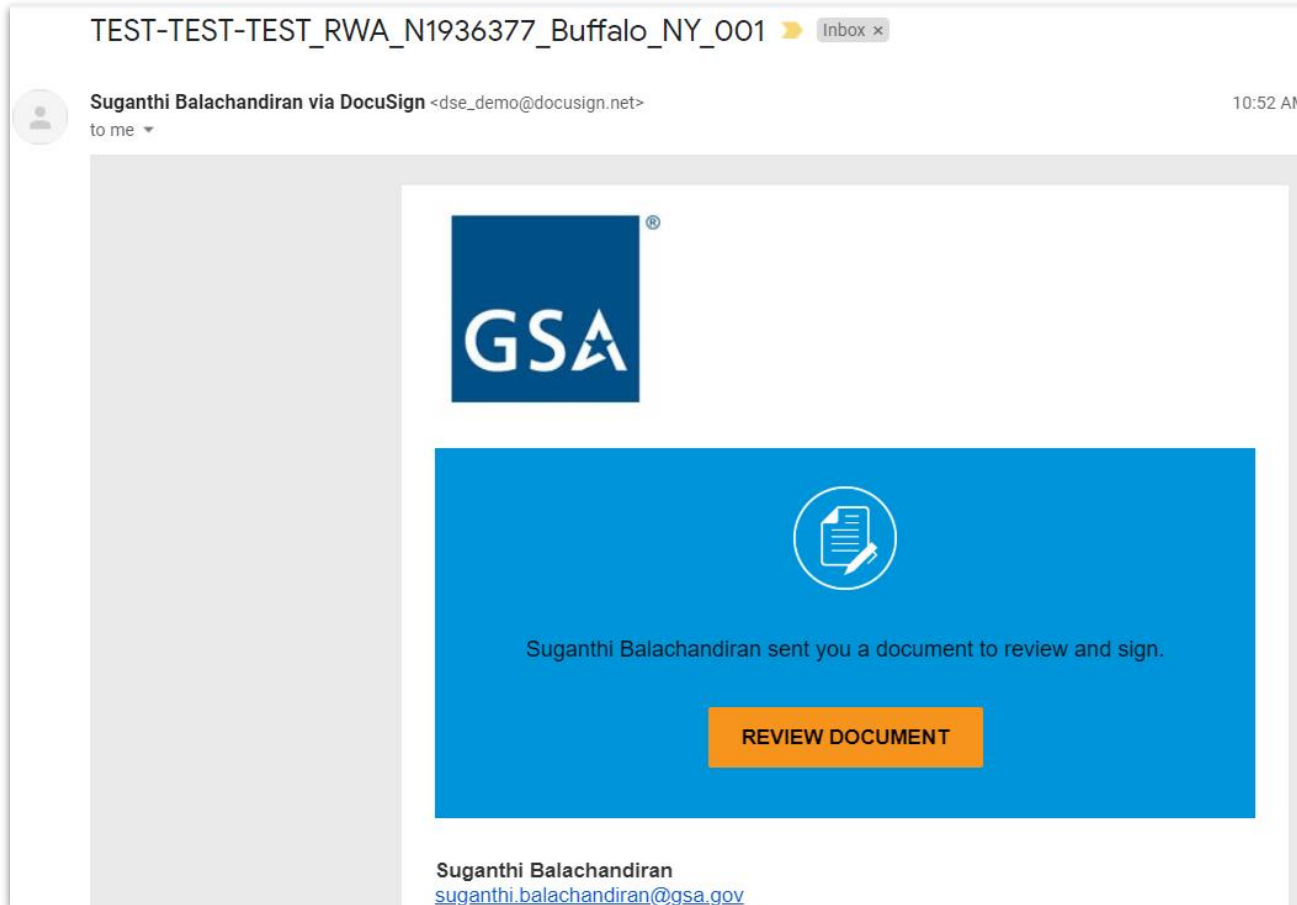
Save **Send to GSA** Reset Form

Documentation Comments ETN_SCM0705122126001

- 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

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

Digital Signature Email from DocuSign



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@eemail.docusign.net
- dse@camail.docusign.net
- dse@aumail.docusign.net

Digitally Signing in DocuSign

Please review the documents below.

FINISH

OT

START

2020	Multi-Year	09/30/2021	07/06/2021 04:16:00	30,000.00
12Z. If applicable, enter the Total Agency Certified Amount from any attached sheet(s) here				
If this is an amendment, please identify the old and new amounts in Block 8 accordingly.				13. Total Agency Certified Amount
14A. Funding Agency Code (FPDS)	14B. Funding Office Code (FPDS)	15. Agency/Customer Order Number	16A. Fiscal Station Number (DoD ONLY)	
		W1936377		
16B. Requisition Identification Number	17. PEGASYS Document Number (PDN) and Line Number - GSA Interfund Customer Use Only - enter values as PDN-PLN (e.g. IX123456-01)			
A.	B.	C.	D.	
CUSTOMER FUND CERTIFICATION				
By its signature below, the Requesting Agency certifies (a) that all special funding and procurement requirements of the Requesting Agency, including statutory or regulatory requirements applicable to the funding being provided by the Requesting Agency, have been disclosed to GSA; (b) that all internal reviews/approvals required by the Requesting Agency prior to placing this RWA with GSA have been completed; (c) that the Requesting Agency has a bona fide need in the current fiscal year for the work described in this RWA; (d) that the funds identified by the Requesting Agency in this RWA are legally available for further obligation and expenditure by GSA in furtherance of the work described in this RWA; and (e) that the Requesting Agency accepts the General Terms and Conditions set forth on page 3 of this RWA. Further written assurances regarding funding availability may be required depending on the facts and circumstances of individual requests.				
18A. Signature of Fund Certifying Official			18B. Date	
			11/22/2019	
18C. Name of Fund's Certifying Official		18D. Certifying Official's E-Mail Address		
Jeff Franz		jeffrey.franz@gsa.gov		
18E. Telephone Number of Certifying Official			(012) 345-6789	
NOTE: The General Services Administration will bill the Requesting Agency in accordance with Federal Management Regulation (41 CFR) Section 102-85.195. It is anticipated that the Agency Certified Amount provided in Block 13 will be sufficient to complete the work requirements of the Requesting Agency. If an unforeseen circumstance arises during performance of the work that increases the cost of the work such that the funds provided by the Requesting Agency will be insufficient to complete the work requested under this agreement, GSA will seek an amended RWA from the Requesting Agency for additional funding that is legally available to fund antecedent liabilities prior to incurrence of costs				

- 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

The screenshot shows a web interface for RWA (Request for Work Amendment) management. The top right corner displays 'RWA Summary'. The status is 'Accepted Successfully', last modified by 'mandy.honn@gsa', and the date is '06/20/2018'. A dropdown menu for 'Select Input Code:' is open, showing options: 'Customer Administrative Change - E input code', 'Customer Administrative Change - E input code', 'Billing Change - H Input code', 'Cancel/Early Completion (Halt Project/Service) - N Input Code', and 'Amount/Scope Change - X Input Code'. An 'Apply' button is visible. Below the dropdown, fields for RWA #, Estimate Tracking #, Work Site, Building Name, REXUS Lease Project #, Lease #, and Building Type are displayed.

Summary	Status: Accepted Successfully	Last Modified By: mandy.honn@gsa
Customer Information	Input Code:	Last Modified: 06/20/2018
Billing Information	Select Input Code:	Apply
Accounting Details	RWA #: A5007820	REXUS Lease Project #:
Customer Information	Estimate Tracking #: SCWA0280417145016	Lease #:
	Work Site: WA0063ZZ	Building Type: Owned
	Building Name: FED BLDG USPO & CH	

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.)

<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>
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”

Agency Accounting Details

WR/RWA Number: W2607812 Status: Planning/Estimate Input Code: A [Read-Only View](#)

* Required Fields

Print/Export Add

Multiple Accounting 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
<input checked="" type="radio"/>	05/06/2022	05/06/2022	07020192 020 0509000	2019	Multi-Year	09/30/2020	\$1,500.00	07020192020 0509000	
<input type="radio"/>	05/06/2022	05/06/2022	07020192 019 0530000	2019	Annual	09/30/2019	\$82,939.00	19-19500-61200-936130200-TT0400000000-25RG	

Agency Cert Amt: \$95,545.20 Authorized Line Amt: \$84,439.00

2 Records found. Displaying page 1 of 1 1

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

Save **Submit to Pegasys** Reset Form

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

INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

* Required Fields

Agency Bureau Code

Agency Name

* Billing Type

* Billing Term

Hold Billings

Estimate Total \$37,950.00

Agency Certified Amount \$24,000.00

Agency Billing Contact

Billing Contact Name

Billing Contact Phone () - Ext

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

REITA & TRACKING APPLICATION | SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES | GSA

Agency Accounting Details

WR/RWA Number: W2607812 | Status: Planning/Estimate | Input Code: A | Read-Only View

CUSTOMER INFORMATION | BILLING INFORMATION | **ACCOUNTING DETAILS** | CUSTOMER APPROVAL | PBS INFORMATION | AUTHORIZING DETAILS | PBS APPROVAL

Multiple Accounting Lines Help

Print/Export | Add

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
<input checked="" type="radio"/>	05/06/2022	05/06/2022	07020192019 0530000	2019	Annual	09/30/2019	\$95,545.20	19-19500-61200-936130200-TT0400000000-25RG	

Agency Cert Amt: \$95,545.20 | Authorized Line Amt: \$95,545.20

1 Records found. Displaying page 1 of 1

Save | Save & Proceed >>> | Reset

ADD NEW LINE

These values must match

EDIT

DELETE

- 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.

Edit Agency Accounting Detail Line

Agency Certified Amt \$95,545.20

* Agency Fund Year 2019

* Fund Type A: Annual

Expiration Date of Obligational Authority 09/30/2019

* Authorized Line Amt \$ 82939

* Treasury Symbol 07020192019 0530000

19-19500-61200-936130200-TT0400000000-25RG

* Agency Accounting Data

(Limited to 255 Characters)

Update | Cancel | Reset



Amendment Summary Tab

RETA & TRACKING APPLICATION

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Summary of Requested Changes

WR/RWA Number: N0273976 Status: Mod-Initiated Input Code: X Read-Only View

Field	Before	After
1 - Customer Information		
Agency POC	berenice.guzman@ssa.gov	larry.g.smith@ssa.gov
Agency RWA Mailbox	berenice.guzman@ssa.gov	joseph.tomsyck@ssa.gov
Description of Requirements	RWA to cover all cost related to the office's bollard & landscape project. Contact: Natasha Shabazz (DM, PH: (877)335-4107, ext 29502. Increase cost to adjust for premium work time (afterhour/weekends). Original RWA in the amount of \$106,798.45 is being amended to obligate an additional \$18,318.06 making the new total of this RWA \$125,116.51. Mod 2 - for additional landscaping in order to get the Permit from the City will increase \$11,333.30. For a new Total RWA cost of \$136,449.81.	RWA to cover all cost related to the office's bollard & landscape project. Contact: Natasha Shabazz (DM, PH: (877)335-4107, ext 29502. Increase cost to adjust for premium work time (afterhour/weekends). Original RWA in the amount of \$106,798.45 is being amended to obligate an additional \$18,318.06 making the new total of this RWA \$125,116.51. Mod 2 - for additional landscaping in order to get the Permit from the City will increase \$11,333.30. For a new Total RWA cost of \$136,449.81.
Overtime Utilities	No	No
Related RWA Number(s)		
Requested Service Start		
Requested Service End		
Request is for Multiple Buildings	No	No
Room Number/Specific Location in Facility		3rd floor
Work Related to Other RWA(s)	No	No
2 - Billing Information		
Account Code/BOAC	283001	283001
Agency Billing Contact		
Agency Bureau Code	02804 - SOCIAL SECURITY ADMINISTRATION	02804 - SOCIAL SECURITY ADMINISTRATION

- 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.

Save **Send to GSA** Reset Form

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?...*

Background and Benefits

PBS aims to provide excellent customer services in all aspects of project delivery. The Project Pulse Survey is a quick and easy way for customers to provide feedback on our RWA and Leasing project delivery efforts. PBS uses this valuable information to evaluate our performance and identify best practices and areas for improvement at different stages of project delivery.

We administer the monthly survey on customer RWA and Leasing space projects, regardless of size. The short survey is conducted online and takes just a few minutes to complete.

When is the Project Pulse Survey Administered?

Starting in the first quarter of 2021, PBS will administer the survey up to three times during each RWA and Leasing project.

RWA Project	Leasing Project
Acceptance (for projects greater than \$25,000)	At Request for Lease Proposal
Expense Midpoint (for projects greater than \$250,000)	At Lease Award
Substantial Completion	Lease Effective Date

What Does the Survey Measure?

Each brief survey's questions vary based on when in the project lifecycle the survey is sent. In general, the survey evaluates:

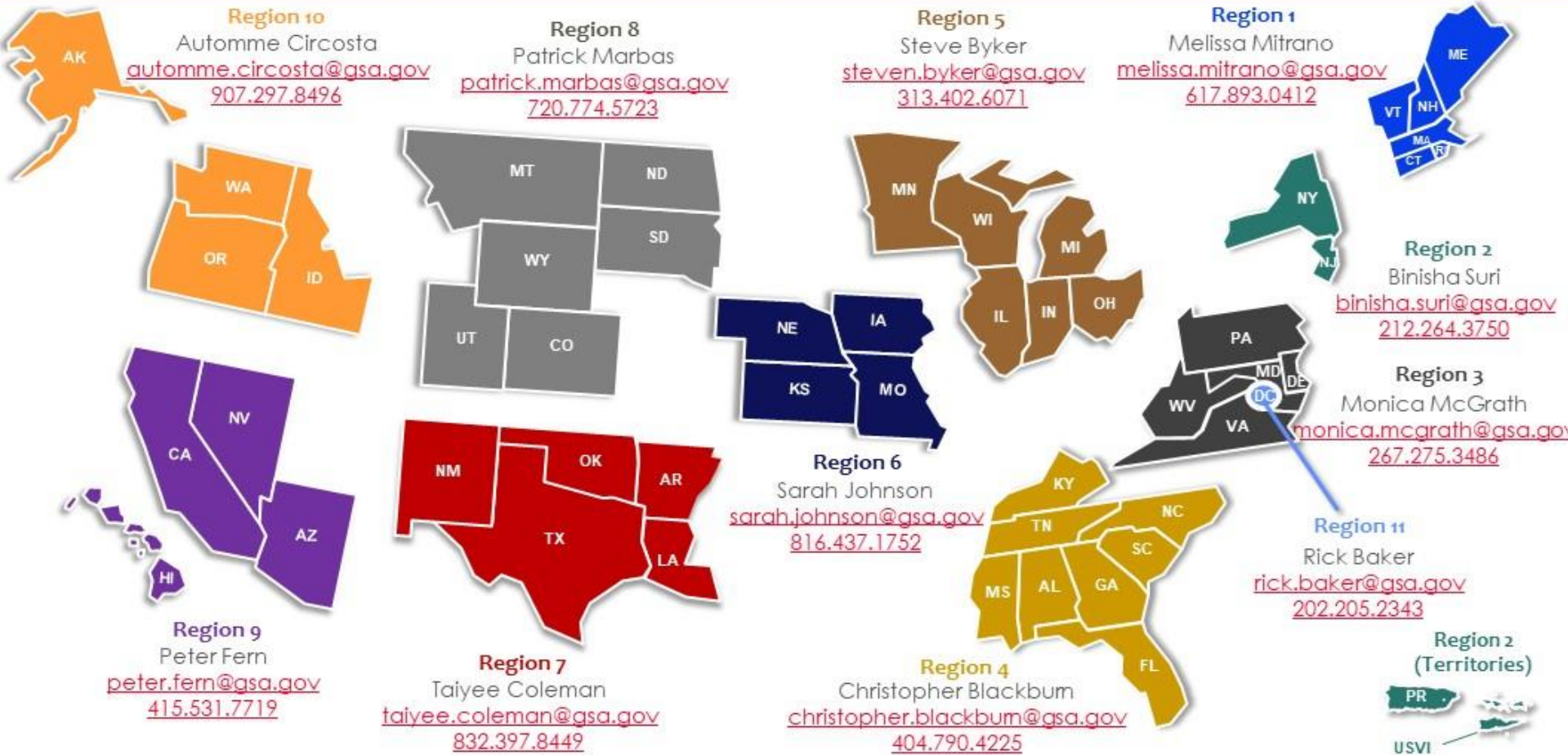
- Overall Satisfaction
- Communication and Transparency
- Clear Point of Contact
- Satisfaction of Requirements
- Cost and Budget
- Schedule
- Quality of Work



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 PBS Reimbursable Services RWA Managers



[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!



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

Bookmark and binge watch all your favorite CES sessions!

www.gsa.gov/ces

clientenrichmentseries@gsa.gov