

Treasury Symbols and Multiple Lines of Accounting

Before sending an RWA to GSA for acceptance, eRETA users must cite one or more Treasury Account Symbols (TAS) as the funding source(s) for the project or service. Each TAS must follow the “Component” Treasury Symbol format, which users can enter directly or use the TAS lookup in eRETA. Additionally, eRETA users can enter multiple lines of accounting, and it’s important to understand how the information entered will be reflected on RWA billing statements.

Searching for your Treasury Account Symbol (TAS)

It is possible to enter your TAS manually on the Accounting Details screen. However, the recommended method is to use the magnifying glass to the right of the Treasury Symbol field, since entering a TAS manually requires that it matches the “Component” Treasury Symbol format exactly.

The screenshot below is of the TAS lookup users can access in eRETA. You can see the detailed instructions provided on the screen to help users understand the “Component” format that GSA systems and Treasury systems expect. You can even enter a partial TAS in the search fields and you’ll find matching results at the bottom of the search screen. In the example below, the partial search of “07020202021” brings into the search results all Treasury Symbols starting with those digits (i.e. all Treasury Symbols with DHS (Agency Code 070) that have a start year of 2020 and end year of 2021).

Treasury Symbol Search

Treasury Symbol: 07020202021
 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.

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
☆	07020202021 0414000	7020/210414		070	2020	2021	0414	000	PROCUREMENT, CONSTRUCTION, AND IMPROVEMENTS, FEDERAL EMERGENCY MANAGEMENT AGENCY, HOMELAND SECURITY
☆	07020202021 0805000	7020/210805		070	2020	2021	0805	000	RESEARCH AND DEVELOPMENT, NATIONAL PROTECTION AND PROGRAMS DIRECTORATE.

Using a partial search on the Treasury Symbol Search feature.

Clicking on the correct TAS from the search results at the bottom of the pop-up will populate the TAS field with the correct format. Furthermore, clicking on the star next to any TAS will highlight the star yellow and “save” it as a “My Favorite” for the user. When the user enters a new RWA in the future, they can click on the star icon (also to the right of the TAS field) and it will display a pull-down menu of all previously saved “Favorite” TAS codes for quick data entry.

Multiple Lines of Accounting

If you need to enter multiple lines of accounting on your RWA, go into Edit mode and click the “Add” button on the Accounting Details tab, and cite the appropriate Treasury Symbol and associated data.

While eRETA allows you to enter multiple accounting lines to fund your RWA, GSA’s billing system (Pegasys) can only reference one accounting line on your RWA bill per billing cycle. Therefore, if you are entering multiple lines, we encourage you to enter “Acctg Line #X of Y” (e.g. “Acctg Line #1 of 3”) as the initial text in the Agency Accounting Data field for each line, since this will be an immediate clue to your Accounts Payable staff that this RWA is funded with multiple accounting strings.

The first accounting line entered will be selected as the one to bill by default. However, selecting the radio button in the “Line to Bill” column and saving this tab will instruct GSA’s billing system to bill that line during the next billing cycle(s). Customers are able to change which accounting line is billed as frequently as they want (note that GSA’s billing system only bills once per month, on/about the 19th of the month).

The screenshot shows the eRETA Agency Accounting Details screen. The top navigation bar includes RETA, SEARCH, DATA ENTRY, FINANCIAL REVIEW, DOCUMENTATION, ESTIMATES, and GSA. The main content area is titled "Agency Accounting Details" and displays the following information:

- WR/RWA Number: W1907403
- Status: Planning/Estimate
- Input Code: A
- Read-Only View
- * Required Fields
- Print/Export and Add buttons
- Multiple Accounting Lines Help link
- Agency Accounting Detail Line has been added successfully.

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 type="radio"/>	06/23/2020	06/23/2020	02020202 022 0921000	2020	Multi-Year	09/30/2022	\$100,000.00	Acctg Line 3 of 3: TEST789XYZ	
<input type="radio"/>	06/23/2020	06/23/2020	02020202 021 1008000	2020	Multi-Year	09/30/2021	\$100,000.00	Acctg Line 2 of 3: TEST456XYZ	
<input checked="" type="radio"/>	06/23/2020	06/23/2020	02020202 020 0106000	2020	Annual	09/30/2020	\$121,756.60	Acctg Line 1 of 3: TEST123XYZ	

Agency Cert Amt: \$321,756.60 Authorized Line Amt: \$321,756.60

3 Records found. Displaying page 1 of 1 1

Save Save & Proceed >>> Reset

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Select line to bill and click “Save” to instruct GSA’s billing system (Pegasys) which line to bill from first.

For even more information regarding entering multiple lines of accounting (e.g. common misconceptions, RWA amendments to add additional lines, etc.) click the “Multiple Accounting Lines Help” link on the Accounting Details screen (and shown in the screenshot above).

BONUS KNOWLEDGE: The fee structure for Reimbursable Work Authorizations (RWAs) is changing for the first time since 1995. The current 4% + sliding scale fee is being replaced by a simple, single fee based on overall project costs. Several communications have been sent to customers over the past several months, all of which can be found at www.gsa.gov/rwa on the “Policy & Guidance” page.

Also you might still have time to register for TODAY’S (June 25th) live virtual training session! You can find the link to register at www.gsa.gov/ces or by visiting www.gsa.gov/rwa and going to the “Training” page located on the left navigation pane. If you miss today’s session, you may register for our final session which will take place on July 16th.

DOUBLE BONUS KNOWLEDGE: Training, training and more training!

Visit www.gsa.gov/ereta where you’ll find a wealth of training materials including user guides, Quick Tips (like this one), and more. Also we offer one live virtual training session per month, featuring highlights from past eRETA Overview and Advanced sessions. These trainings are held through GSA’s Client Enrichment Series and you can register by visiting www.gsa.gov/ces or by clicking the links below!

- **eRETA Digest - Live Virtual Training Session**
 - [July 14: 1-2:30pm \(eastern\)](#)
 - [August 11: 1-2:30pm \(eastern\)](#)