

How to Search for Work Requests and RWAs in eRETA

Happy Spring! With just four months until using eRETA becomes mandatory, hopefully you have already begun using the application to create and submit Work Requests (WRs) and RWAs to GSA. To make sure you are prepared for the October 1, 2019 conversion date, here is another Quick Tip! One of the main benefits of eRETA is that you can view and access your organization’s active, completed and closed RWAs, as well your active WRs. Use the information below to learn how to use eRETA to search for WRs and RWAs in your organization!

1- Work Request / RWA Search

After logging into eRETA, click on Search to pull up the Work Request / RWA Search page. This will allow you to search for any WRs / RWAs associated with your Agency Bureau (AB) code. You can search on any field and eRETA will retrieve RWAs that match those parameters. Since eRETA uses an AND operator, the results will match the combination of all of the parameters you provide.

For example, if you select WR / RWA Type “W”, Region “2” and AB Code “01005”, then all Region 2 W-types associated with AB code 01005 will appear in your Search Results list. You can even search by User ID to locate WRs / RWAs that you or someone else in your Agency Bureau has submitted to GSA, as shown below. User ID refers to the eRETA user’s government email address used to log into the PBS Portal. Clicking on the icon to the right of the User ID field will auto-populate your eRETA user ID into the search window.

This report displays current WR/RWA information, including pending transactions. Therefore Pending or In Queue transactions may display differently than the official values in Pegasys.

WR/RWA Number	AB Code	BOAC	Building	Org. Code/ Region	Acc./Start/ Requested Date	Authorized Amt	Status	GSA User ID	WR Requested By
W1884843	01005		VI0007ZZ	02	02/11/2019	\$0.00	Planning/Est.	robin.sakaguchi02@gsa.gov	shervin_clarke@vid.uscourts.gov
W1885143	01005		VI0008ZZ	02	02/12/2019	\$0.00	Planning/Est.	robin.sakaguchi02@gsa.gov	shervin_clarke@vid.uscourts.gov
W1885237	01005		VI0007ZZ	P0225600	02/12/2019	\$0.00	Planning/Est.	robin.sakaguchi02@gsa.gov	shervin_clarke@vid.uscourts.gov
W1885363	01005		VI0007ZZ	02	02/12/2019	\$0.00	Planning/Est.	robin.sakaguchi02@gsa.gov	shervin_clarke@vid.uscourts.gov
W1885525	01005		VI0008ZZ	02	02/12/2019	\$0.00	Planning/Est.	robin.sakaguchi02@gsa.gov	shervin_clarke@vid.uscourts.gov

5 Records found. Displaying page 1 of 1

Use different fields on the WR/RWA Search to locate your WR or RWA.

2- Financial Review Search

You can review the commitment, obligation and expense transactions for accepted RWAs through the Financial Review Search screen. Selecting an RWA from this page opens the Financial Review Summary page.

Only official Authorized Amounts are displayed in this report, therefore Pending and In Queue RWAs will display the authorized amount of the last successful RWA submission.

Search Results

RWA Number	Org. Code	Work Site	Authorized	% Obligated	Commitments	Obligations	Balance	Expenses	Brief Project Description
N1006951	P082D001	CO0660AA	\$30,507,945.56	95.30%	\$107,978.00	\$28,978,380.04	\$1,421,587.52	\$24,123,553.87	SSA Data Center
N1009479	P0940001	CA0213ZZ	\$33,703,339.00	93.40%	\$0.00	\$31,483,354.88	\$2,219,984.12	\$29,933,101.40	Seismic retrofit
N1033474	P0576000	IL0233ZZ	\$677,000.00	14.40%	\$0.00	\$97,255.07	\$579,744.93	\$97,255.07	Data cable replacement
N1035375	P00Q1200	NY0349ZZ	\$291,970.15	80.80%	\$0.00	\$235,839.69	\$56,130.46	\$54,451.31	HVAC pressurization study
N1050347	P07250D1	TX0224ZZ	\$2,050,091.23	89.80%	\$558,131.80	\$1,283,182.01	\$208,777.42	\$200,926.49	26424-Renovations to the front back interview areas 1A07
N1054437	P0576000	IL0233ZZ	\$1,171,499.99	94.60%	\$0.00	\$1,107,758.57	\$63,741.42	\$377,519.94	Reorganization of interior office space

Use the Financial Review Search to review commitment, obligation and expense transactions for accepted RWAs.

3- Documentation Search

You can view WR / RWA documentation using the Documentation Search page. Selecting a WR / RWA from this page opens the Documentation Detail page where you can download documents associated with the WR / RWA (e.g. automated communications, customer letters, estimates, etc.)

Only official Authorized Amounts are displayed in this report, therefore Pending and In Queue RWAs will display the authorized amount of the last successful RWA submission. RWAs deemed as "sensitive projects" by the customer and/or GSA will not be displayed in search results. If you require information about a "Restricted RWA" please contact the appropriate GSA Regional RWA Manager. A list of current Regional RWA Managers can be found at www.gsa.gov/rwa

Search Results

RWA #	RWA Status	AB Code	BOAC	Org. Code/Region	Primary Worksite City	Primary Worksite State	Customer Order Number	Acceptance/Start Date	Auth Amt	GSA PM/POC
N3596508	Purged	01005	103351	P0225200	NEW YORK-MANHATTAN	NY	N3596508	04/11/2007	\$1,290,058.06	
N3360572	Accepted	01005	103351	P0225500	SYRACUSE	NY		09/15/2007	\$1,297,514.00	
N0752361	Purged	01005	102222	P0225500	ROCHESTER	NY		09/24/2013	\$1,051,212.00	erin.marshall...

Use the Documentation Search to access documents associated with WRs / RWAs.

4- Export WR / RWA Data to Excel

To export WR / RWA data to Excel from any of the Search pages listed above, click the “Export to Excel File” button at the bottom right of the search screen. This will download an Excel file of WR / RWA data based on the search parameters selected will and include additional columns of data not displayed on the search screen results (due to space limitations).

WR/RWA Number	AB Code	BOAC	Building	Org. Code/Region	Acc./Start/Requested Date	Authorized Amt	Status	GSA User ID	WR Requested By
N1536081	02011	20P355	PA0656ZZ	P032K100	07/22/2016	\$29,008.21	Accepted	shelly.lanman@gsa.gov	
N1574483	02011	20P355	DC0221ZZ	P1140003	09/19/2016	\$309,302.52	Accepted	tiara.mccray@gsa.gov	
N1662133	02011	20P355	PR4001ZZ	P0225600	05/22/2017	\$156,094.15	Accepted	ayeda.gebrehiwot@gsa.gov	
N1676093	02011	20P358	NY7288ZZ	P0225310	06/23/2017	\$5,000.00	Accepted	patrick.williers@gsa.gov	
N1677335	02011	20P358	KY2032ZZ	P0430004	06/29/2017	\$550,000.00	Accepted	mitchellie.verzonilla@gsa.gov	
N1679252	02011	20P353	KY2032ZZ	P0425402	07/13/2017	\$3,313.00	Accepted	carmel.benton@gsa.gov	
N1693856	02011	20P355	MI2189ZZ	P0525174	01/29/2018	\$599.40	Accepted	christopher.hill@gsa.gov	
N1695113	02011	20P358	AX01LLAX	P01D0001	08/17/2017	\$541,245.67	Accepted	barbara.cotoia@gsa.gov	
N1701308	02011	20P358	UT1522ZZ	P082W002	08/29/2017	\$228,005.64	Accepted	brenda.elmore@gsa.gov	
N1702190	02011	20P355	UT1522ZZ	P082W002	08/25/2017	\$370,540.11	Accepted	mariano.gomez@gsa.gov	
N1702860	02011	20P355	VW0158ZZ	P034C000	08/31/2017	\$1,071,350.01	Accepted	leonora.borzillio@gsa.gov	
N1765661	02011	20P355	WI1720ZZ	P0525241	02/28/2018	\$745.14	Cancelled	christopher.hill@gsa.gov	ryan.a.battle@irs.gov
N1767261	02011	20P355	MN1600ZZ	P0571000	02/02/2018	\$715,833.41	Accepted	christopher.hill@gsa.gov	
N1767963	02011	20P358	AX01LLAX	P01D0001	02/27/2018	\$409,795.08	Accepted	barbara.cotoia@gsa.gov	
N1774037	02011	20P355	CA6118ZZ	P0930001	02/27/2018	\$175,505.55	Accepted	remona.williams@gsa.gov	

Export WR / RWA Data from any of the WR / RWA Search screens.

BONUS KNOWLEDGE: Getting eRETA access is easier than ever and takes only 1-2 business days to process! After your supervisor forwards your application to eRETA@gsa.gov, the PBS National Helpdesk will send you a “Welcome to eRETA” email which no longer includes a validation form to complete. Please wait to hear from eRETA@gsa.gov before completing the steps in that email and we’ll get your account set up ASAP!

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

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

DOUBLE BONUS KNOWLEDGE: Training, training and more training!

Starting in June and continuing throughout the summer, we will offer not one but TWO eRETA training sessions per month! One will be an “eRETA Basics” overview session, the other an “eRETA Advanced” session focused on answering some of the more complex questions posed by customers like you! These courses 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 Basics - Overview Sessions**
 - [June 27: 1-3pm \(eastern\)](#)
 - [July 9: 1-3pm \(eastern\)](#)
 - [August 6: 1-3pm \(eastern\)](#)
 - [September 10: 1-3pm \(eastern\)](#)
- **eRETA Advanced - How do I...? Feature Focus Sessions** (attending an Overview session and gaining access to eRETA are strongly encouraged prior to attending these advanced sessions)
 - [June 11: 1-2:30pm \(eastern\)](#)
 - [July 18: 1-2:30pm \(eastern\)](#)
 - [August 15: 1-2:30pm \(eastern\)](#)

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