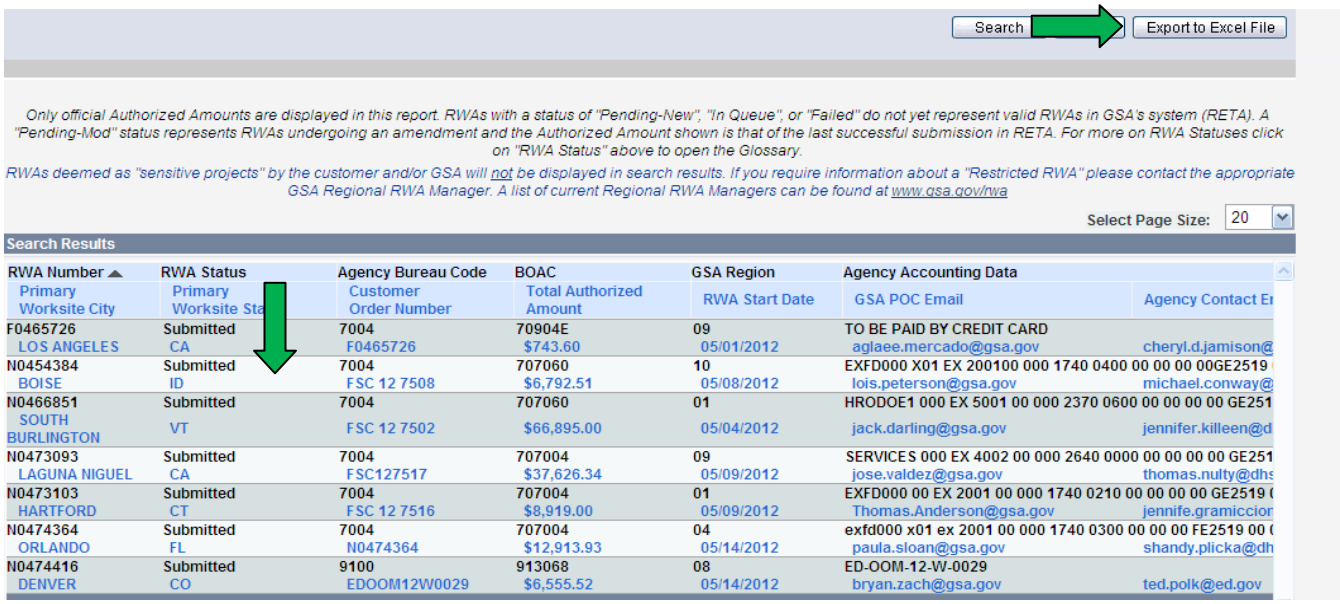
Understanding eRETA Financial Information

In this Quick Reference Guide you will gain a comprehensive understanding of:

- The three different ways to view RWA search results and data
- Understanding the eRETA data terminology
- The calculations behind some eRETA data

Three ways to view RWA Search Results

1) Run an eRETA query by entering your search criteria (for more information on running an eRETA query see the "Logging in and Searching for RWAs in eRETA" Quick Reference Guide (QRG) found here.
2) Once the query completes the information can be viewed in three ways:
    a. **Search Results at bottom of screen.** Each RWA result will show as two wrapped rows providing the most requested info about each RWA. You can open the RWA Summary page for each RWA by clicking anywhere on its row . Or you can also click the "Export to Excel File" button to drop the full list of RWAs into Excel. Each action provides similar, but different information as described below.



RWA Number	RWA Status	Agency Bureau Code	BOAC	GSA Region	Agency Accounting Data	
Primary Worksite City	Primary Worksite Sta	Customer Order Number	Total Authorized Amount	RWA Start Date	GSA POC Email	Agency Contact Er
F0465726	Submitted	7004	70904E	09	TO BE PAID BY CREDIT CARD	
LOS ANGELES	CA	F0465726	$743.60	05/01/2012	aglaee.mercado@gsa.gov	cheryl.d.jamison@
N0454384	Submitted	7004	707060	10	EXFD000 X01 EX 200100 000 1740 0400 00 00 00 00GE2519	
BOISE	ID	FSC 12 7508	$6,792.51	05/08/2012	lois.peterson@gsa.gov	michael.conway@
N0466851	Submitted	7004	707060	01	HRODOE1 000 EX 5001 00 000 2370 0600 00 00 00 00 GE251	
SOUTH BURLINGTON	VT	FSC 12 7502	$66,895.00	05/04/2012	jack.darling@gsa.gov	jennifer.killeen@d
N0473093	Submitted	7004	707004	09	SERVICES 000 EX 4002 00 000 2640 0000 00 00 00 00 GE251	
LAGUNA NIGUEL	CA	FSC127517	$37,626.34	05/09/2012	jose.valdez@gsa.gov	thomas.nulty@dhs
N0473103	Submitted	7004	707004	01	EXFD000 00 EX 2001 00 000 1740 0210 00 00 00 00 GE2519	
HARTFORD	CT	FSC 12 7516	$8,919.00	05/09/2012	Thomas.Anderson@gsa.gov	jennife.gramiccior
N0474364	Submitted	7004	707004	04	exfd000 x01 ex 2001 00 000 1740 0300 00 00 00 FE2519 00	
ORLANDO	FL	N0474364	$12,913.93	05/14/2012	paula.sloan@gsa.gov	shandy.plicka@dh
N0474416	Submitted	9100	913068	08	ED-OOM-12-W-0029	
DENVER	CO	EDOOM12W0029	$6,555.52	05/14/2012	bryan.zach@gsa.gov	ted.polk@ed.gov

    i. **RWA Summary.** This opens a new page that provides a summary of project and financial info about the RWA (top half), while the bottom half provides a

Understanding eRETA Financial Information

list of documents associated with the RWA (such as signed RWA forms, customer letters, cost estimates, etc) at the bottom half of the screen.

RWA DOCUMENTS DETAIL

RWA Summary — View Images — Print PDF

RWA:	N0473093 construct new office 2113
Last RETA Action:	Submitted Successfully
Estimate Tracking Number:	SCCA700412130023
Estimate Approval Date:	05/09/2012

Customer Information

Agency:	7004 DEPARTMENT OF HOMELAND SECURITY, BUREAU CITIZENSHIP & IMMIGRATION SVCS
Billing Office Address Code (BOAC):	707004 DEPARTMENT OF HOMELAND SECURITY
Customer POC Email:	thomas.nulty@dhs.gov
Customer Cert Official Email:	alan.nye@dhs.gov
Customer Billing Contact Email:	USCIS-IPAC@dhs.gov

PBS Information

Organization:	P092L210 LA Ser Cent Laguna
Worksite:	CA0521SS CHET HOLIFIELD FED B
GSA POC:	jose.valdez@gsa.gov

RWA Details

Acceptance Letter Date:	05/11/2012	Original Auth Amount:	$37,626.34	Fund Year:	2012
RWA Start Date:	05/09/2012	Current(Submitted) Auth Amount:	$37,626.34	Fund Type:	N-No Year
Last Bill Date:		Commitments:	$0.00	Bill Type:	O-IPAC/IGTE
Substantial Completion Letter Date:		Total Obligations:	$0.00	Bill Term:	M-Monthly
Cancellation Date:		Total Expenses:	$0.00	Overhead Billed Amount:	$0.00
Close-out Letter Date:		Total Billed:	$0.00	Chargeback Amount:	$0.00

Export to Excel File | Cancel

Select Page Size: 20

RWA Documents

Document Type	Document Name	Last Modified Date	Upload Date	System Generated	Description
CL2 - Acceptance	Acceptance Letter	05/11/2012	05/11/2012	Y	
Customer Correspondance (Email)	Acceptance Email	05/11/2012	05/11/2012	Y	
CL1 - Receipt	Receipt letter	05/11/2012	05/11/2012		
RWA 2957 Form	N0473093 - RWA	05/11/2012	05/11/2012		
Workplans / Customer Specifications	N0473093 - SOW	05/11/2012	05/11/2012		
Workplans / Customer Specifications	N0473093 - Dwgs	05/11/2012	05/11/2012		
Estimates	RETA ESTIMATE 2012-05-11	05/11/2012	05/11/2012	Y	RETA Generated Estimate - SCCA700412130023

7 Records found. Displaying page 1 of 1 1

If the document does not open users should install the missing software required for viewing the document.

Understanding eRETA Financial Information

ii. **Export to Excel:** The Excel option not only provides the same information shown on *both* the RWA Search Results screen and RWA Summary screen but it provides 30+ different data elements about each RWA, readily sortable and available for customized manipulation for analysis and reporting.

4	Record Count: 7									
5	RWA Number	RWA Status	Agency Bureau Code	BOAC	GSA Region	Primary Worksite City	Primary Worksite State	Customer Order Number	Agency Accounting Data	RWA Start Date
6	F0465726	Submitted	7004	70904E	09	LOS ANGELES	CA	F0465726	TO BE PAID BY CREDIT CARD	05/01/2012
7	N0454384	Submitted	7004	707060	10	BOISE	ID	FSC 12 7508	EXFD000 X01 EX 200100 000 1740 0400 00 00 00 00GE2519 00 000000	05/08/2012
8	N0466851	Submitted	7004	707060	01	SOUTH BURLINGTON	VT	FSC 12 7502	HRODOE1 000 EX 5001 00 000 2370 0600 00 00 00 00 GE2514 00 000000	05/04/2012

Interpreting eRETA data (on screen or in Excel)

1) **Start Date.** In most cases, the **Start Date** will be the final date that both parties signed the initial RWA form (i.e. the Acceptance Date). However as of this publication the start date is interpreted differently among each region, and in some cases among different Project Managers in the same region. As an example, some individuals enter it as the Acceptance Date, others enter a date as to when they expect to "break ground". Because this date is not entered consistently today, GSA has instituted new logic that will standardize the population of the Start Date field for all new RWAs accepted in August 2013 and later.

Search Results

RWA Number ▲	RWA Status	Agency Bureau Code	BOAC	GSA Region
Primary Worksite City	Primary Worksite State	Customer Order Number	Total Authorized Amount	RWA Start Date
A0036223	Submitted	1234	1034CR	02
NEW YORK-KINGS	NY	A0036223	$2,707,783.44	09/15/2006
A0795483	Submitted	1234	1034CR	09
LAS VEGAS	NV	0930011	$2,114,494.82	04/16/2009
A0872571	Submitted	1234	109004	09
LOS ANGELES	CA	A0872571	$816,479.88	09/01/2009
A0872982	Submitted	1234	10P022	03
HARRISBURG	PA	A0872982	$217,377.00	09/10/2009
A1220119	Submitted	1234	10P019	03
PITTSBURGH	PA		$15,949.76	09/09/2010
A1220122	Submitted	1234	10P019	03
PITTSBURGH	PA		$29,196.52	09/09/2010

Understanding eRETA Financial Information

2) **<u>Original Authorized Amount vs. Current Authorized Amount.</u>** The **Original Authorized Amount** is the original amount that the RWA was accepted for. The **Current (Submitted) Authorized Amount** is the value of the RWA today after factoring in any amendments that may have been processed. If these amounts are equal, no amendment has ever been processed. The Current Authorized Amount should match the total obligation the customer agency has on their book – it must agree with the latest signed RWA 2957 form.

PBS Information					
Organization:	P01D0001 Real Estate Acquisition				
Worksite:	VT8128ZZ 225 HARVEST LANE				
GSA POC:	thomas.mcnaughton@gsa.gov				
RWA Details					
Acceptance Letter Date:		Original Auth Amount:	$1,351,000.00	Fund Year:	2008
RWA Start Date:	08/01/2008	Current(Submitted) Auth Amount:	$1,902,817.00	Fund Type:	N-No Year
Last Bill Date:	12/25/2010	Commitments:	$0.00	Bill Type:	O-IPAC/IGTE
Substantial Completion Letter Date:	07/27/2011	Total Obligations:	$1,714,846.36	Bill Term:	M-Monthly
Cancellation Date:		Total Expenses:	$1,714,846.36	Overhead Billed Amount:	$24,559.86
Close-out Letter Date:	03/15/2012	Total Billed:	$1,714,846.35	Chargeback Amount:	$2,115.46
Financial Purge Date:	10/04/2011	Collected Amount:	$1,714,846.35	Write-off Amount:	($0.01)
Hold Billing Indicator:	No				

3) **<u>Commitments</u>.** This amount represents *potential* financial obligations that GSA has <u>not</u> yet made, but is planning to make. Commitments are used as a budgetary tool to plan the potential spending for an RWA. Commitments are optional and not used for all RWAs, as such this field may often times show as $0.00 in eRETA.
4) **<u>Total Obligations.</u>** This amount represents obligations <u>GSA</u> has made to contractors as well as any RWA fees that have been assessed to the customer to date. Again these are <u>GSA</u> obligations. The obligation(s) the customer should have on their books should match the total RWA authorized amount.
5) **<u>Total Expenses and Total Billed</u>.** These amounts represents goods or servies GSA has received or accrued from work a contractor has delivered. All GSA expenses are then passed on to the RWA customer by way of the billing cycle. Billing runs once a month (between the 20th and 24th), however some customer choose to be billed quarterly. **Total Billed** is the amount of **Total Expenses** to date that GSA has billed to the customer. These numbers may not match if:
    a. New expenses occurred between billing
    b. The customer has charged some or all of a bill back in dispute and GSA has not re-billed (IPAC customer agencies only)
    c. The customer has not yet remitted payment (non-IPAC or credit card)

Understanding eRETA Financial Information

6) **Collected Amount.** This amount represents the payments GSA has received from the customer.
   a. IPAC customer payments are automatically received upon billing, unless the customer charges that amount back OR if GSA has the "do not bill" indicator on so that a billing doesn't occur if GSA is working on rectifying a billing discrepency with the customer.
   b. Non-IPAC and credit card customer payments will show as payments are received by the GSA Finance Center (Non-IPAC) or as the Department of Treasury indicates a credit card payment has been processed via www.pay.gov.

PBS Information

Organization:	P01D0001 Real Estate Acquisition
Worksite:	VT8128ZZ 225 HARVEST LANE
GSA POC:	thomas.mcnaughton@gsa.gov

RWA Details

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Hold Billing Indicator:	No				

7) **Overhead Billed Amount.** This amount represents the overhead amount that has been billed to the customer to date. This only represents the Sliding Scale overhead or the flat $100 rate on recurring RWAs (not the regional 4% Project Management Fee which is lumped into the obligations and expense bucket). By default as overhead is charged during the course of the RWA, the amount of overhead is also automatically included in the Total Obligations, Total Expenses, and Total Billed buckets also. Subtracting the Overhead Billed Amount from Total Obligations, Total Expenses, or Total Billed bucket will indicate how much of those respective buckets are direct costs (i.e. not overhead related but direct charges from vendors or other services).
8) **Chargeback and Write-off Amount.** Chargeback amount shows any partial, full, or multiple bills the customer has charged back (disputed) but that has not yet been re-billed to the customer. This is only applicable to IPAC customer agencies. The **Write-off Amount** represents a "bad debt". This is an amount that the customer has not paid and has refused to pay after multiple billing notices. While rare, a write-off indicates an amount that GSA

Understanding eRETA Financial Information

Finance has determined cannot be collected from the customer and as such should be "written off" as a bad debt expense.

For additional questions the following resources are available:

- If you need a User ID/Password go to www.gsa.gov/rwa and click on the *e*RETA icon.
- If you have a User ID but are experiencing trouble logging in, e-mail COPBSApp@gsa.gov
- If you have an RWA project question, contact the regional RWA manager by going to www.gsa.gov/rwa for the latest contact list.