



Client Enrichment Series

Welcome to today's presentation

Introduction to RWAs and eRETA 2.0

The presentation will start at 2:00 p.m. EDT

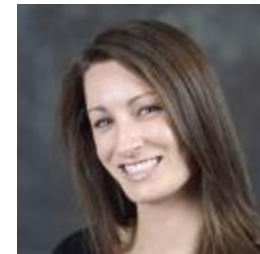
Note: Phones are automatically muted during the presentation. You have the ability to send questions to the host and presenters through your questions pane. They will answer as many of the questions as possible throughout and at the end of the presentation. All questions will be captured, and answers sent to all participants prior to the next presentation.



Client Enrichment Series

Introduction to RWAs and eRETA 2.0

Hosted by
Bridget Stroh, Regional Account Manager,
GSA region 8



Presented by
Steve Sacco, National Program Manager,
Office of Design and Construction,
Reimbursable Services Division,
GSA Central Office



GSA Public Buildings Service



eRETA

External RWA
Entry & Tracking Application
A Customer Agency Portal for RWA Information

Present functionality: external RWA Entry and Tracking Application (eRETA 1.0)



eRETA 1.0 Features

- Allows customer agencies access to view RWAs for one of more Agency Bureau Codes (AB Codes) with a single log-on
- Functionality includes:
 - Run customized RWA queries using any of the 25 search criteria
 - Review up-to-date financial activity of RWAs
 - View uploaded documents and files for RWAs
 - Download RWA datasets into Excel for analysis and customer reporting
- Access information available at: www.gsa.gov/ereta

The following slides provide sample screenshots, however for purposes of the live demonstration the trainer will log into the live eRETA environment.

Screenshots are provided for participants logged in via audio only or for those viewing the slides after the live demo.

eRETA User Account Request Process

1. Complete the [eRETA User Account Request Form](#) on-line by clicking here. Use the List of Agency Bureau Codes (ABCs) below to help complete the on-line form. The "eRETA User Account Request Form" link above opens a Google Form. Some agency firewall settings block this website. If you are unable to open the link above, please email us at ereta@gsa.gov and request to complete the "eRETA User Account Request Form" via e-mail.

NOTE: Please only select Agency Bureau Codes listed on the attachment below. GSA and its systems recognize these codes, even though some agencies may recognize slight variations of these codes. Until such a time that Agency Bureau Codes are standardized across the federal government, the codes below will be the only ones recognized by eRETA and GSA Systems.

[List of Agency Bureau Codes](#)

[GSA IT General Rules of Behavior](#)

2. Complete the "eRETA Application Clearance Verification Form" available below. This form is required by GSA's Personnel Security Office. Because this form requests Personally Identifiable Information (PII), please share it with your Agency's Personnel Security office (or Human Resources Office) and GSA's Personnel Security Office only. Full instructions on how to securely send this information to GSA are provided on the form below. Steps 1 and 2 of the eRETA User Account Request Process are separated due to the PII captured in Step 2. We apologize for the inconvenience this may cause, but we are serious about protecting your PII and want to ensure it is reviewed only by those with proper authorization.

[eRETA Application Clearance Verification Form](#)

3. After your request has been processed and all approvals have been granted**, the GSA National Application Helpdesk will send a verification e-mail to the e-mail address provided in Step 1. Follow the steps in that verification email to finalize your account.

NOTE: We have received many questions as to why GSA is requiring the second form that captures PII. Please review the "eRETA Frequently Asked Questions and Help Topics" section below for answers.

eRETA Resources

[eRETA Resources and User Guides](#)

[Understanding eRETA Financial Information \(5/15/2012\)](#)

External PBS Portal at: extportal.pbs.gsa.gov



Login Spaces



Home



Launch the eRETA application from within the External PBS Portal



GSA PBS Portal Extranet

Welcome Steven Sacco | Spaces Logout

Home

Welcome to PBS Portal Extranet Technical Support

For technical assistance with PBS Portal, PBS Portal applications or password maintenance issues, please contact us at COPBSApp@gsa.gov or call 866-367-7878.

To access a particular a PBS National Application, please click on one of the corresponding icons below:


[Del-eGate](#)


[eLease](#)
eLease standardizes a national leasing transaction lifecycle and automates the daily tasks of leasing specialists through document management, electronic templates, a workflow engine, communication facilitation, and systems integration


[ePM](#)


[CourtsWeb](#)


[eRETA](#)
External RETA (or eRETA) is a customer facing application where real-time Reimbursable Work


[Resource Center](#)



PBS Portal Extranet Access Procedures

For more info [click here](#)

Extranet Alerts

None at this time.

eRETA Welcome Screen



External RWA
Entry & Tracking Application
A Customer Agency Portal for RWA Information

Version 1.00-UAT Bid
1.0 wongcl1@state.gov

DOCUMENTATIONHELPLOGOUT

Current Date and Time:

Tuesday, August 24, 2010 4:16:34 PM

Print / Save Report

Logged in User Details

| | |
|--|--|
| User ID: | wongcl1@state.gov |
| Group(s): | eRETA_READ_ONLY_USER |
| Agency(ies): | 1900 - DEPARTMENT OF STATE 1929 - DEPARTMENT OF STATE, CONSULAR AFFAIRS |
| Reimbursable Work Authorizations Customer Website: | www.gsa.gov/rwa |
| National eRETA Note Board: | Welcome to eRETA 1.0. |

eRETA Search Screen

RWA Documentation Search

Hide Criteria

RWA Type

Select options

RWA Status

Select options

RWA Number

Closure Status

Open

Building Number

Building Name

Primary Worksite City

Primary Worksite State

Colorado

Building Type

Select options

Agency Bureau Code

1900, 1929

Agency Name/Bureau Name

BOAC

☒ Select All

☒ 1900

☒ 1929

Severable Service

Select options

Customer Funding Type

Select options

PDN

Customer Order Number

Requisition ID

Authorized Amount from \$

to \$

Agency Accounting Data

Agency Contact Email

Date Range of RWA Start Date

to

GSA POC Email

Search

Clear

Export to Excel File

Only official Authorized Amounts are displayed in this report. RWAs with a status of "Pending-New", "In Queue", or "Failed" do not yet represent valid RWAs in GSA's system (RETA). A "Pending-Mod" status represents RWAs undergoing an amendment and the Authorized Amount shown is that of the last successful submission in RETA. For more on RWA Statuses click on "RWA Status" above to open the Glossary.

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/hwa

Select Page Size: 20

Search Results

| RWA Number ▲ | RWA Status | Agency Bureau Code | BOAC | GSA Region | Agency Accounting Data | |
|-----------------------|------------------------|-----------------------|---------------------------|------------------|--|----------------------|
| Primary Worksite City | Primary Worksite State | Customer Order Number | Total Authorized Amount | RWA Start Date | GSA POC Email | Agency Contact Email |
| N0712602 AURORA | Submitted CO | 1900 | 19401H \$1,916.75 | 08 02/05/2009 | 19_x0113000y-1044905512-281592-4650-2589-car256 karen.addison@gsa.gov | barnescp@state.c |
| N4000462 DENVER | Submitted CO | 1900 94A000 | 19401H \$76,100,354.80 | 08 08/10/2009 | 19_901119.1-1019-94A000-183200-5443-RACF1002 2569 eddie.johnson@gsa.gov | Huntga@state.gov |

2 Records found. Displaying page 1 of 1 1

eRETA RWA Document Detail Page (Financial Summary)

RWA DOCUMENTS DETAIL

RWA Summary

RWA: N4000462 DATA CENTER, STATE DEPT.
Last RETA Action: Submitted Successfully
Estimate Tracking Number:
Estimate Approval Date:

[View Images](#)[Print PDF](#)

Customer Information

Agency: 1900 DEPARTMENT OF STATE
Billing Office Address Code (BOAC): 19401H US DEPT OF STATE (SA-44)
Customer POC Email: Huntga@state.gov
Customer Cert Official Email: Huntga@state.gov
Customer Billing Contact Email: Huntga@state.gov

PBS Information

Organization: P082D000 DFC Serv Ctr-RPM&S
Worksite: AX0800AX ASST REG ADM OPR R8
GSA POC: eddie.johnson@gsa.gov

RWA Details

| | | | | | |
|-------------------------------------|------------|---------------------------------|-----------------|-------------------------|--------------|
| Acceptance Letter Date: | 11/18/2009 | Original Auth Amount: | \$100,354.80 | Fund Year: | 2009 |
| RWA Start Date: | 08/10/2009 | Current(Submitted) Auth Amount: | \$76,100,354.80 | Fund Type: | M-Multi-year |
| Last Bill Date: | 02/25/2010 | Commitments: | \$0.00 | Bill Type: | O-IPAC/IGTE |
| Substantial Completion Letter Date: | | Total Obligations: | \$65,122,083.79 | Bill Term: | M-Monthly |
| Cancellation Date: | | Total Expenses: | \$223,664.27 | Overhead Billed Amount: | \$71.34 |
| Close-out Letter Date: | | Total Billed: | \$181,131.60 | Chargeback Amount: | \$0.00 |
| Financial Purge Date: | | Collected Amount: | \$181,131.60 | Write-off Amount: | \$0.00 |
| Hold Billing Indicator: | No | | | | |

Agency Accounting Data:

19_901119.1-1019-94A000-183200-5443-RACF1002 2569

Project Description:

Work shall include the procurement of the following services: pre-construction A/E, site studies, design/build, project management, construction management, construction site security management for the ARRA funded new construction project to support the Department of State data Center project in Denver, Colorado. Additional funding for the construction of this building will be added to this rwa at a later date.

eRETA RWA Document Detail Page (documents)

[Export to Excel File](#) [Cancel](#)

Select Page Size: 20 ▼



RWA Documents

| Document Type | Document Name | Last Modified Date | Upload Date ▼ | System Generated | Description |
|---------------------------------|---|--------------------|---------------|------------------|--|
| RWA 2957 Form | RETA 2957 FORM 2010-01-25 | 01/25/2010 | 01/25/2010 | Y | RETA Generated 2957 Form Submitted to NEAR on 2010-01-25 |
| RWA 2957 Form | MOD 2 | 02/11/2010 | 01/20/2010 | | ORIGINAL RWA N4000462 |
| Customer Correspondance (Other) | INVOICE REJECTION | 12/03/2009 | 12/03/2009 | | Invoice rejection letter for invoice #T083125 |
| CL2 - Acceptance | Acceptance Letter | 11/18/2009 | 11/18/2009 | Y | |
| Email | Acceptance Email | 11/18/2009 | 11/18/2009 | Y | |
| RWA 2957 Form | RETA 2957 FORM 2009-11-12 | 11/12/2009 | 11/12/2009 | Y | RETA Generated 2957 Form Submitted to NEAR on 2009-11-12 |
| RWA 2957 Form | MOD 1 | 02/11/2010 | 11/09/2009 | | ORIGINAL RWA N4000462 |
| DoD Compliance Documentation | DEPARTMENT OF STATE TESTIMONY | 10/20/2009 | 10/20/2009 | | SUPPORTING DOC'S |
| Estimates | ESTIMATE | 10/20/2009 | 10/20/2009 | | initial estimate |
| CL2 - Acceptance | Acceptance Letter | 10/05/2009 | 10/05/2009 | Y | |
| Email | Acceptance Email | 10/05/2009 | 10/05/2009 | Y | |
| RWA 2957 Form | RETA 2957 FORM 2009-08-24 | 09/14/2009 | 08/24/2009 | Y | RETA Generated 2957 Form Submitted to NEAR on 2009-08-24 |

12 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.

eRETA Help Menu

Version 1.0 steven.sacco@gsa.gov

DOCUMENTATION

HELP

LOGOUT

Current Date:
Time:

[Glossary](#)
[User Manual](#)
[Other Applications & Resources >](#)
[About eRETA](#)

Logged in User Details

User ID:

Group(s):

Agency(ies):

steven.sacco@gsa.gov

ERETA_PBS_USER

1513 - DEPARTMENT OF JUSTICE, FEDERAL BUREAU OF INVESTIGATION
2804 - SOCIAL SECURITY ADMINISTRATION
2800 - SOCIAL SECURITY ADMINISTRATION

Reimbursable Work

Authorizations

Customer Website:


National eRETA Note Board:

www.gsa.gov/rwa

(5/16/2013) - Have you signed up for the new GSA Billing Site coming in July 2013? Don't wait! The streamlined Vendor & Customer Self Service (VCSS) site will be the source of all electronic bills soon. PLUS the billing statements will be completely overhauled based on feedback from you, our customers!. VCSS is a complimentary site to eRETA (not replacing it). See how to get access, view new billing statements and more, at www.gsa.gov/baar and click on the "Phase 2" tab on the left.

RWA Customer Site (www.gsa.gov/rwa)
RWA Form 2957 (www.gsa.gov/forms)
RWA Billing Details - Vendor & Customer Self Service (VCSS) (Separate log-in will be required)
Treasury Credit Card Site (www.pay.gov)
Rent on the Web (ROW)

GSA Admin Controls allow sensitive RWA projects to be hidden from eRETA queries





RWA Entry & Tracking Application (RETA)

Version 3.0UAT Bld
1.0 connie.wehmann@gsa.gov

[SEARCH](#) [FINANCIAL REVIEW](#) [DOCUMENTATION](#) [ESTIMATES](#) [REPORTS](#) [ADMINISTRATION](#) [MESSAGE CENTER](#) [HELP](#) [LOGOUT](#)

RESTRICTED RWA(S) ADMINISTRATION

[Individual RWAs](#) [Restricted AB Codes / Regions](#)

| AB Code | Region(s) | Created by | Created Date | Modify |
|---------|--|-----------------------------|----------------------|---|
| 0000 | 00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11 | SystemFinance.Admin@gsa.gov | 8/23/2010 5:15:56 PM |   |

1 Records found. Displaying page 1 of 1 1

[Add](#)

Difference between eRETA and VCSS

- Ownership
 - eRETA was developed by GSA-PBS' Reimbursable Services Division
 - VCSS was developed by GSA's OCFO and Office of Finance and is an extension of GSA Pegasys Financial Management System
- Access
 - eRETA bases access on Agency Bureau Codes (ABC) allowing users to further filter down by BOACs/Account Codes
 - VCSS bases access on BOACs/Account Codes

Difference between eRETA and VCSS, con't

- Data provided
 - eRETA contains summary level information about RWA financials, project POCs, copies of documents (RWA 2957 forms, estimates, customer letters, etc), and Excel reporting of financial data for all RWAs
 - VCSS contains copies of IPAC or non-IPAC RWA billing statements and Excel reporting of all bills
- Future features
 - eRETA 2.0 – preview on next slides
 - VCSS – automated email notifications when new bills are generated

The Future: external RWA Entry and Tracking Application (eRETA 2.0)

What eRETA 2.0 brings to the table

- Ability to enter RWA work requests directly online
- Tracking of work requests from RWA Receipt to RWA Acceptance
- Ability to enter all customer fields of the RWA 2957 Form (page 1) online, utilizing real time GSA and Dept of Treasury system validations
- Digital Signature capabilities – no more paper!
- Phase 1 Scheduled for Winter 2015/2016

Submitting Work Requests

Startup

Work Request Number: RETA Status: N/A * Required Fields

Estimate Tracking Number:

1 Startup
2 Customer Information
3a Billing Information
3b Accounting Details
4 PBS Information
5 Authorizing Details
6 PBS Approval

Requested By: Jane.smith@faa.gov Requested Date: 09/23/2014

* Agency Name: 069 - DEPARTMENT OF TRANSPORTATION

* Bureau Name: 06905 - FEDERAL AVIATION ADMINISTRATION

* Primary Worksite State: Missouri * City: KANSAS CITY

Building Number: MO1861ZZ - FAA BUILDING Region: 06

Address: 901 LOCUST ST Zip Code: 64106

☐ I have additional worksites to enter

* Work Request Type: Project Service

* Description of Requirements: HOTD (Steam/Chilled Water)

(Limited to 500 characters)

* Agency Point of Contact: Gail.Gray@FAA.Gov GSA Point of Contact (if known): mike.strobel@gsa.gov

POC Name: Gail Gray POC Name: Mike Strobel

POC Phone: (555) 555 - 5555 Ext. POC Phone: (333) 333 - 3333 Ext.

Upload Document(s)

☐ NOTE: Your RWA may not be accepted due to time constraints at the end of the FY for proper review of scope, req dev, and estimates. Please refer to the End of Year Customer Letters found at www.gsa.gov/rwa

Submission of this request does not guarantee GSA acceptance of this RWA. Funds shall not be obligated until both parties sign the RWA 2957 Form and GSA issues the Acceptance Letter <get legal citation from Joan>

Please check this box to acknowledge the above.

Enter comments below to provide additional information to GSA:

Save Save & Proceed >>> Send to GSA Reset Form

Note: Screenshots are for demonstration purposes only

- Data Entry Wizard allows customer to provide basic information to GSA about the requested project or service.
- A tracking “Work Request Number” is generated after the initial input.
- The Work Request is routed to the appropriate GSA region who will assign a Project Manager and Budget Analyst
- Customer can fill out remaining RWA data elements (pg 1 of RWA form) before or while a GSA PM is assigned or if the RWA was done offline.

Tracking Work Requests

Manage RWA Requests
Documentation
Financial Review
Reports

Work Request/RWA Search

RWA Type
Select options

RWA Number

Closure Status
Select options

RETA Status
Select options

Estimate Tracking Number

Work Request Number

Primary Worksite Number

Select All
Request-Unassigned
Request-Assigned
Request-Cancelled
Pending Mod
In Queue Mod
Failed
Purged
Submitted

Primary Worksite City

Agency Bureau Code

BOAC

PDN

Building Name

Primary Worksite State
Select options

Building Type
Select options

Agency Name/Bureau Name

Funding Type
Select options

Fund Year

Customer Order Number

Requisition ID

Authorized Amount from \$
to \$

Agency Accounting Data

Agency Contact Email

Date Range of RWA Start Date
/ /
to
/ /

Severable Service
Select options

GSA POC Email

Search
Clear
Export to Excel

RWA Number
Work Request No
Status
Agency Bureau Code
BOAC
GSA Region
Estimate Tracking No

Primary Worksite City
Primary Worksite State
Customer Order Number
Total Authorized Amount
RWA Start Date
GSA POC Email
Agency Contact Email

3 records found. Displaying page 1 of 1

- Existing eRETA searches will be enhanced to allow customers to pull up outstanding work requests (that are not yet RWAs).
- Like online ordering (e.g. Amazon), eRETA will provide a status with each submitted work request to indicate where in the workflow it currently sits.
- New statuses include when a work request is assigned to a GSA PM, when a response or action is required from the customer, and when the work request is ready to be signed to become an RWA.

Note: Screenshots are for demonstration purposes only



Work Request/RWA Summary

- As the Work Request is vetted and becomes an RWA, customers and GSA can view and update data through the various data entry screens (left pane).
- Customers will be responsible for entering all customer related data (pg 1 of RWA 2957 Form)
- GSA will be responsible for entering all GSA specific data (pg 2 of RWA 2957 Form)

| Work Request Summary | | | |
|---|---|--|--|
| You are in read-only mode   | | | |
| 1 Summary | | | |
| 2 Customer Information | | | |
| 3a Billing Information | | | |
| 3b Accounting Details | | | |
| 4 PBS Information | | | |
| 5 Authorizing Details | | | |
| 6 PBS Approval | | | |
| | Work Request Number: RQMA0163414136021 Estimate Tracking Number: Requested By: Jane.smith@faa.gov | Status: Request-Assigned Communication Status: Pending GSA Action Requested Date: 09/23/2014 | |
| | Agency Name: DEPARTMENT OF TRANSPORTATION Bureau Name: FEDERAL AVIATION ADMINISTRATION AB Code: 06905 | | |
| | Primary Worksite: MO1861ZZ FAA BUILDING Address: 901 LOCUST ST City: KANSAS CITY State: Missouri Zip Code: 64106 | Region: 06 Org Code: P0625101 Agency Point of Contact: Gail Gray Gail.Gray@FAA.gov (555) 555-5555 | |
| | Work Request Type: Project Requested Service Period: N/A | | |
| | Description of Requirements: Lorem ipsum dolor sit amet, tollit ignota intellegam id eum, et moderatius temporibus mea. Idque solet percipitur eos ea, vix minim causae eu. Sale euripidis an vim, vis et nostrud inimicus reformidans. Modus expetendis per ex, justo zril ad eam. Vis et aequae solet, cum et feugiat suavitae. Oratio electram dissentiunt vis et, ad scripta nostrud invenire pro, sea tincidunt maiestatis complectitur ne. Iracundia necessitatibus mel ei, tation melius recteque ut nec. Ea mea prima noster, numquam. | | |
| | GSA Point of Contact: Mike Strobel mike.strobel@gsa.gov (333) 333-3333 | Data Entry User: Alan Taliercio alan.taliercio@gsa.gov (222) 222-2222 | |
| | Documentation Comments | | |

Note: Screenshots are for demonstration purposes only

Much more with eRETA 2.0

- This is just a sampling of some of the features of eRETA 2.0
- Additional announcements and promotional materials will be distributed to existing eRETA users in the coming months as more features are developed
- If you would like to be a beta tester for some of the new eRETA 2.0 features you must first be a current eRETA user for consideration

eRETA Questions

Contact us at eRETA@gsa.gov

Find out more at www.gsa.gov/ereta

BAAR/VCSS Questions

For more on the overall BAAR project go to

www.gsa.gov/baar

To access bills in VCSS go to vcss.gsa.gov

For VCSS Assistance contact ocfoservicedesk@gsa.gov

or 866-450-6588

Questions?

Thank you for joining us today for a discussion on
Introduction to RWAs and eRETA 2.0

Future sessions

- May – Introduction to Project Management
- June – Introduction to Leasing
- July – Advanced Topics in Leasing

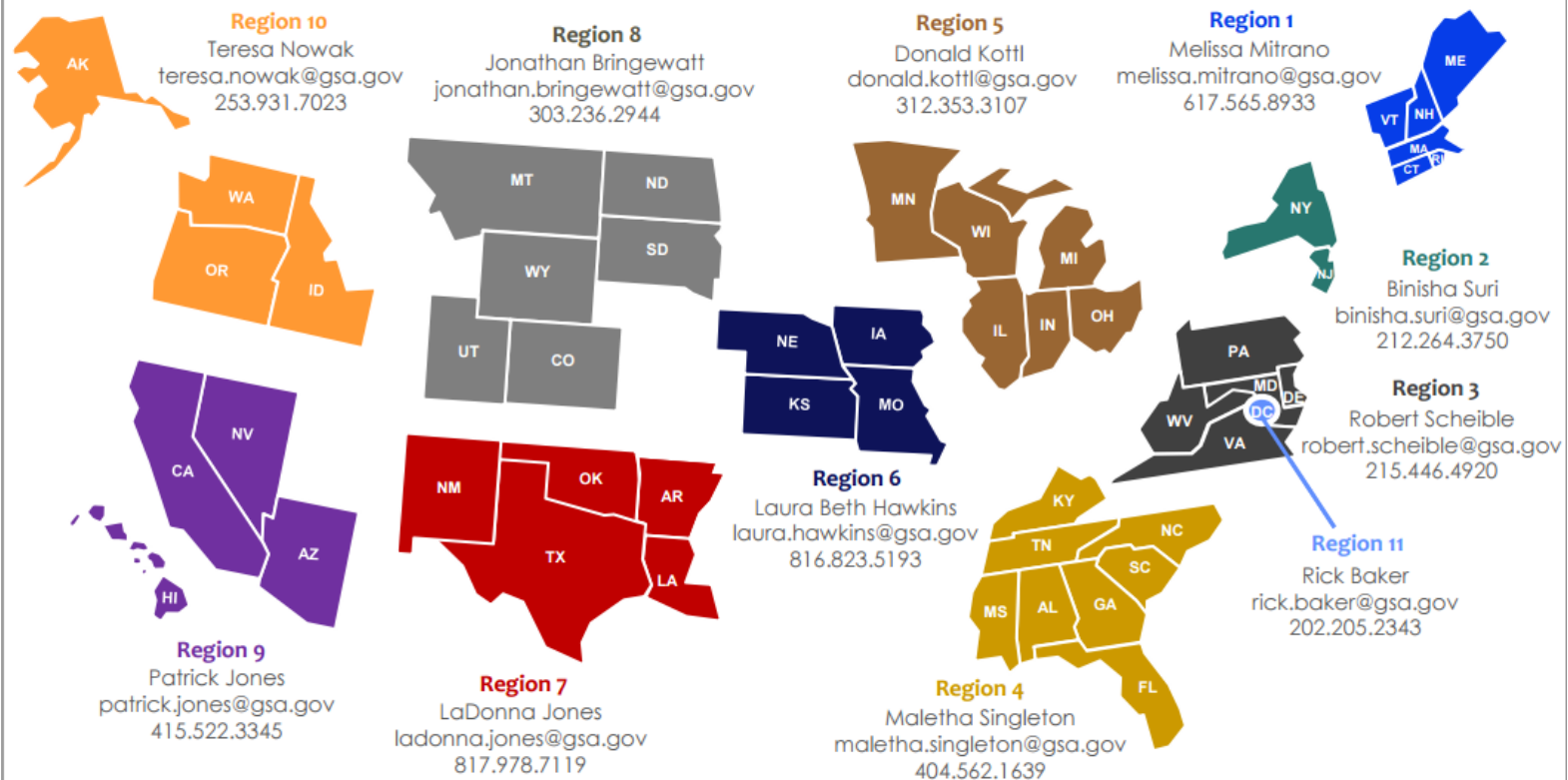
www.gsa.gov/ces

ClientEnrichmentSeries@gsa.gov

Regional points of contact for RWAs and eRETA 2.0

GSA PBS Reimbursable Services Regional Core Team

October 2014





Thank you!