# 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
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GSA region 8

Presented by
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Office of Design and Construction,
Reimbursable Services Division,
GSA Central Office

GSA

GSA Public Buildings Service

# 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.

# www.gsa.gov/ereta

**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**

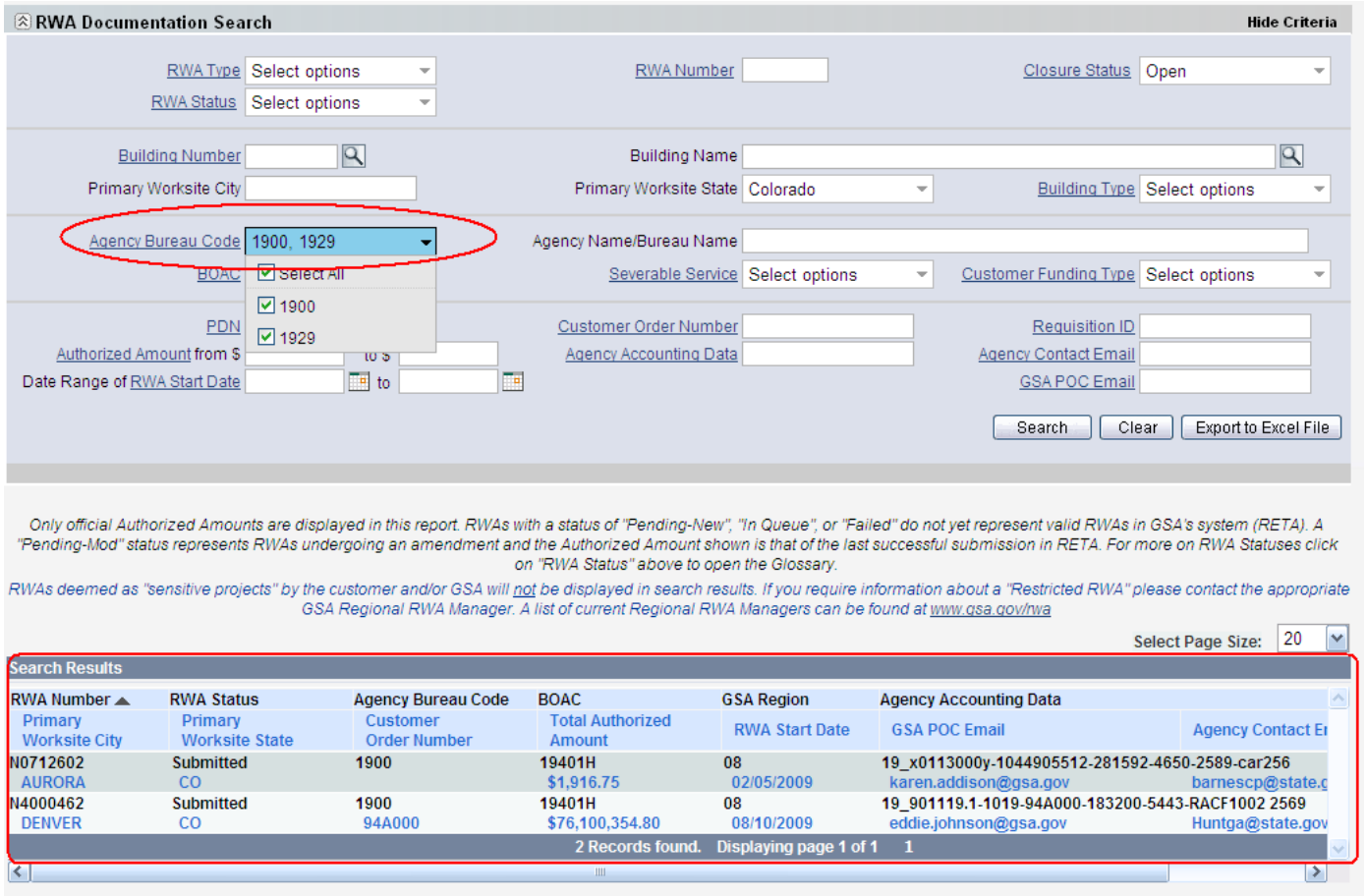
eRETA Resources and User Guides
Understanding eRETA Financial Information (5/15/2012)

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

# Launch the eRETA application from within the External PBS Portal

# eRETA Welcome Screen

# eRETA Search Screen



# eRETA RWA Document Detail Page (Financial Summary)

RWA DOCUMENTS DETAIL

RWA Summary — View Images

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

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 |

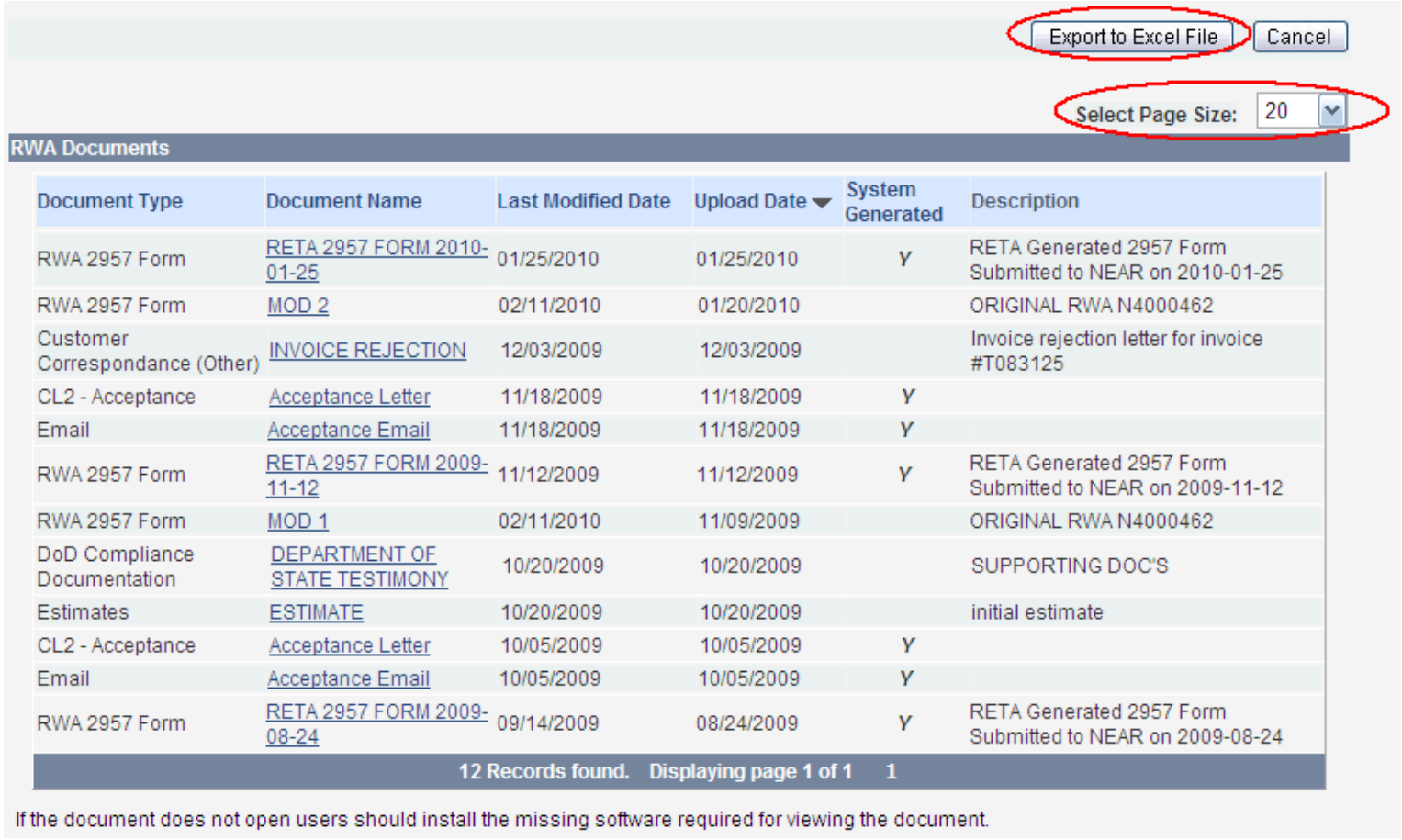
RWA Details

| | | | | | |
|---|---|---|---|---|---|
| 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 menagement, 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**

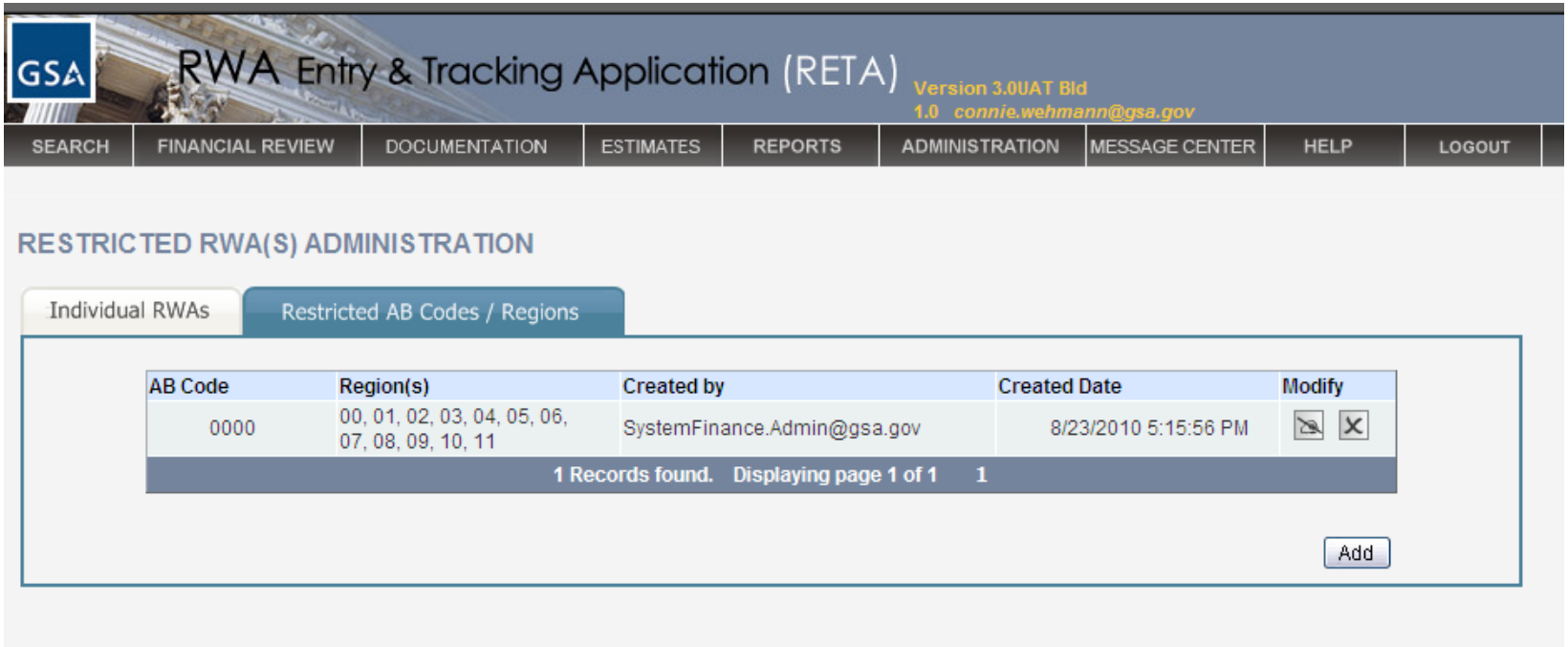
| Document Type | Document Name | Last Modified Date | Upload Date | System Generated | Description |
|---|---|---|---|---|---|
| RWA 2957 Form | RETA 2957 FORM 2010-01-25 | 01/25/2010 | 01/25/2010 | Y | RETA Generated 2957 Form Submitted to NEAR on 2010-01-25 |
| RWA 2957 Form | MOD 2 | 02/11/2010 | 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

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



# 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

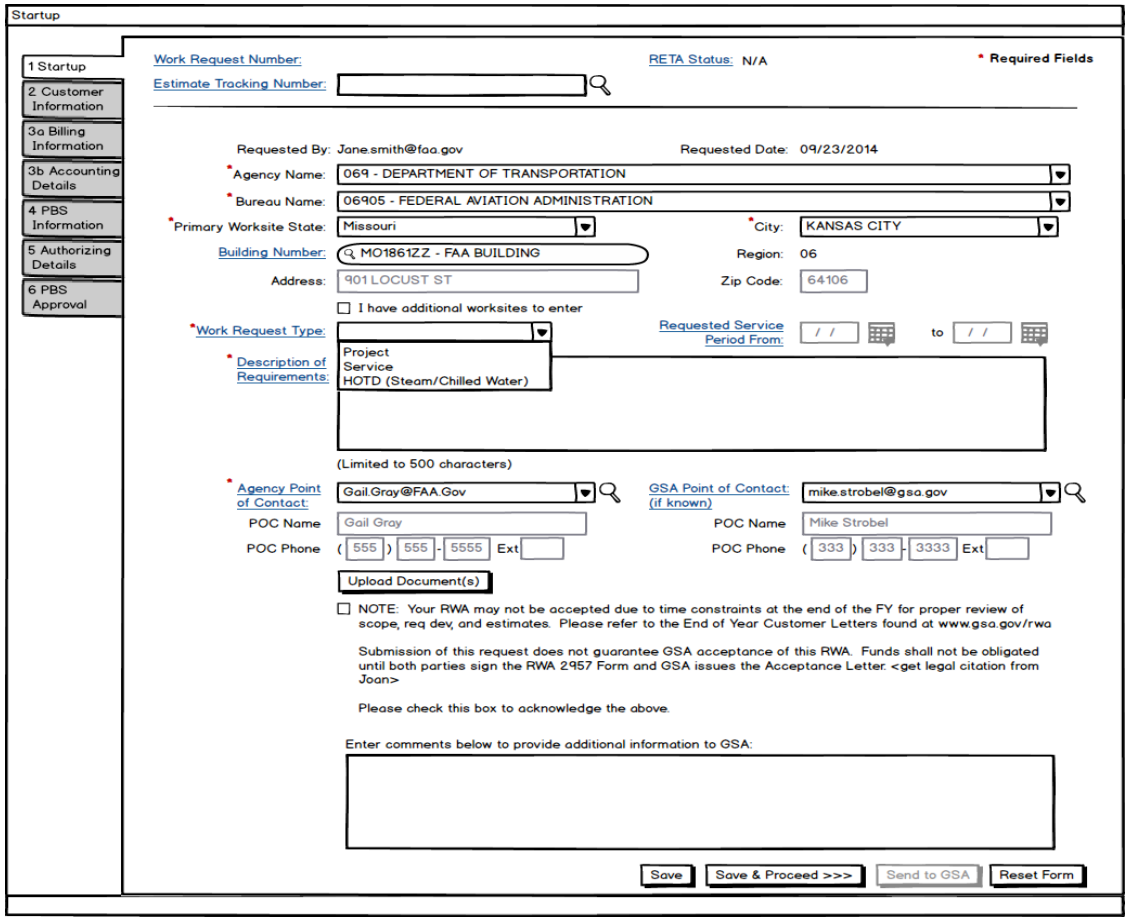
- Data provided
  - eRETA contains summary level information about RWA financials, project POCs, copies of documents (RWA 2957 forms, estimates, customer letters, etc), and Excel reporting of financial data for all RWAs
  - VCSS contains copies of IPAC or non-IPAC RWA billing statements and Excel reporting 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

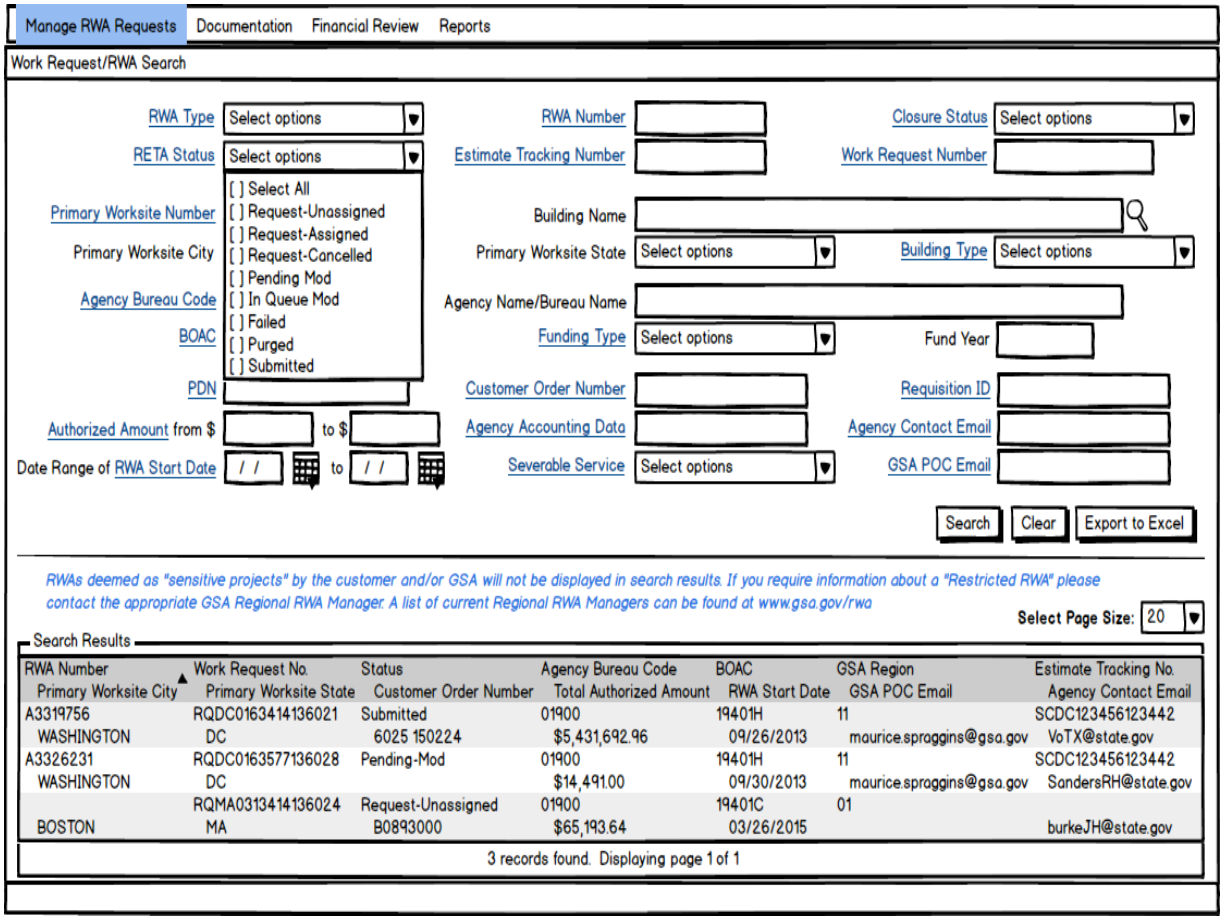
# Submitting Work Requests




*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




*Note: Screenshots are for demonstration purposes only*

- 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.

# 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)

*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

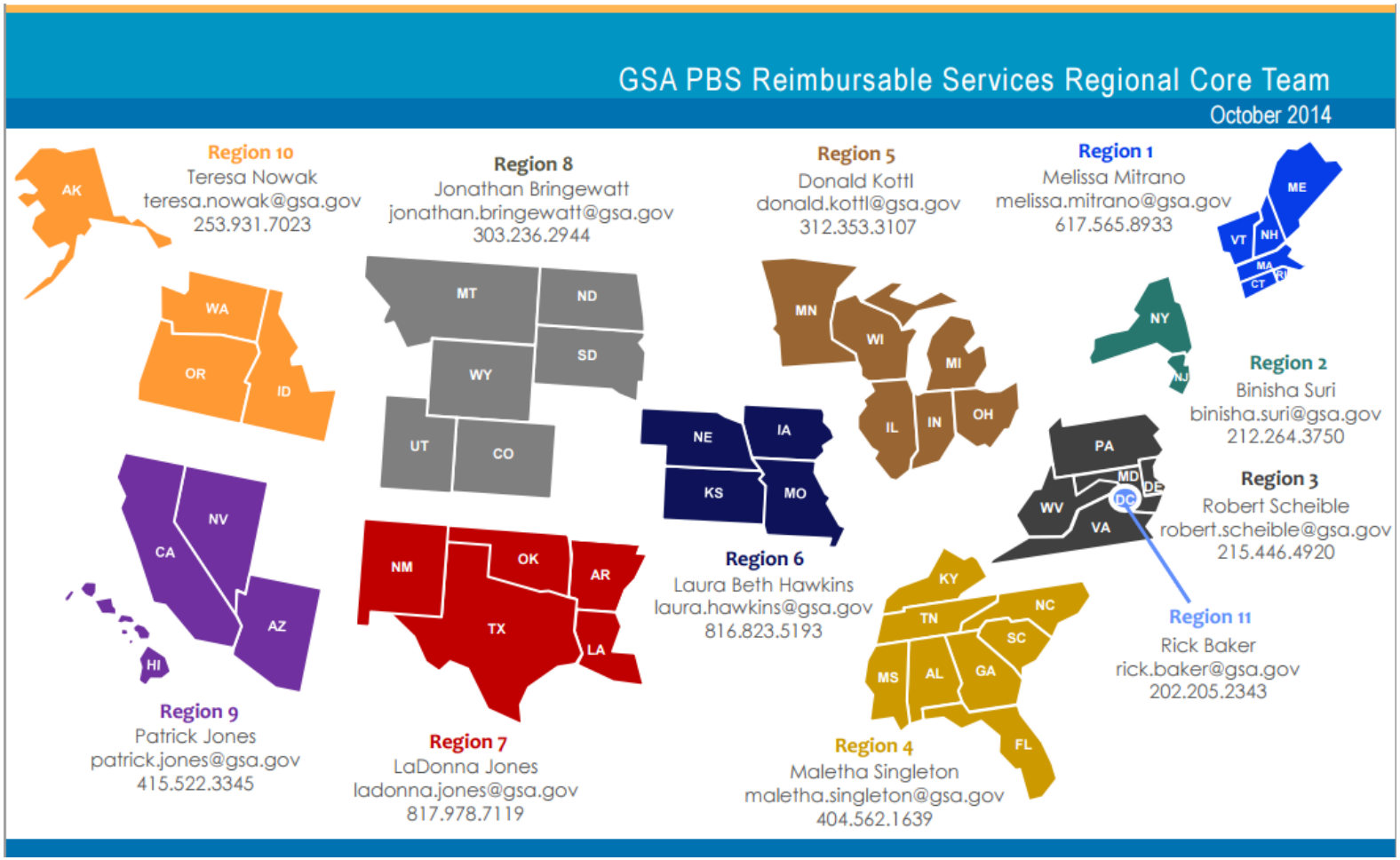
**Future sessions**

- 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



# Thank you!