PBS Client Enrichment Series

*eRETA eNCORE! - Using GSA’s New Electronic RWA Tools*

the presentation will start at 1:00 PM Eastern

**Note:** Phones are automatically muted during the presentation. You have the ability to send questions to the host and presenters through your “Chat” pane. Our Subject Matter Experts will answer as many of the questions as possible throughout the presentation. All questions will be captured, and formal Q&A will be posted on our Client Enrichment Series website, [www.gsa.gov/ces](http://www.gsa.gov/ces)
Client Enrichment Series

- Prior Presentation – GSA’s Consolidation Fund Program

- TODAY – eRETA eNCORE!

www.gsa.gov/ces
ClientEnrichmentSeries@gsa.gov
eRETA eNCORE!- Using GSA’s New Electronic RWA Tools
external RWA Entry and Tracking Application (eRETA)

March 8, 2018

Presented by:
Steve Sacco
Reimbursable Services Program Manager
GSA-PBS Project Delivery Excellence Division
Office of Design & Construction

Hosted by:
James Fotopoulos
Regional Client Planning Manager
Portfolio Management Division
PBS Region 6 Kansas City
RETA & eRETA stands for “RWA Entry and Tracking Application” – GSA’s electronic repository for all RWA projects.

RETA/eRETA is technically one application; the primary differences are:
- Logging in (internally vs externally)
- RWAs that are accessible (customers by AB Code, GSA by GSA Region)

RETA/eRETA contains all RWA financial information as well as an electronic document file that includes copies of the RWA 2957 form, Receipt, Acceptance, Completion and Closeout letters, and much more.

RWA Financial Information in RETA is updated 3x a day from GSA’s Financial Management System.
Gaining Access and Training Materials

www.gsa.gov/ereta

GSA Public Buildings Service
Electronic RWA Enhancements

● New electronic efficiency features rolled out in 2017 allow our RWA customers to:
  ○ Submit new RWA Work Requests electronically online
    ■ RWAs can no longer get “lost” since requests are saved in the system.
    ■ Keep GSA accountable to responding to your requests!
    ■ eRETA quality checks lots of information instantly - no waiting for GSA!
    ■ Increases efficiencies due to automated routing to all POCs.
  ○ Electronically initiate amendments for existing RWAs and submit them into GSA’s database or route them to GSA for acceptance.
  ○ Upload documentation into eRETA to maintain an electronic “RWA file”.

● Digital signature functionality to sign RWAs (with trace docs in eRETA)
  ○ No RETA access required to digitally sign - just need an email address. You can even sign from your phone!

● These features are all optional, but highly encouraged
Customer Data Entry & Digital Signature in a Nutshell

- **How does Customer Direct Data Entry work?**
  - Customers submit new project or service need (called RWA “Work Requests”) directly to GSA in under 60 seconds. **Tracking number generated.**
  - The Work Request is routed to the appropriate GSA regional office who assigns a GSA Project Manager.
  - Customer fills out remaining fields which is the equivalent of page 1 of the RWA 2957 Form

- **Digital Signatures**
  - Optional for Customer Agency Fund Certifying Official but required for GSA-PBS Approving Official
  - Corrections to data can be made by GSA or customer before signatures requested - mitigates need for customer to sign multiple times
  - **eRETA access is NOT needed to use digital signatures**
  - GSA will route the RWA for digital signature(s) just prior to acceptance
Nearly 1100 total eRETA Users (as of 3/7/2018)
Top 10 customer agency users are:
- DHS (244)
- Judiciary (132)
- SSA (132)
- DOJ (125)
- Treasury (57)
- HHS (48)
- Interior (41)
- Dept of State (32)
- Dept of Defense (31)
- Dept of Transportation (30)
1. Once granted eRETA Data Entry rights, can you edit/amend RWAs that were added to the system before your access was granted?
   - Yes, if the RWA is still “Active” and belongs to my Agency Bureau Code(s)
   - No, eRETA users can only amend RWAs they entered from this point forward

   Yes!

2. Do you need an eRETA user ID and password to use the digital signature functionality?
   - Yes
   - No

   No!
### eRETA Welcome Screen

**Current Date and Time:**
Friday, April 15, 2016 12:10:08 PM

#### Note Board & User Resources

<table>
<thead>
<tr>
<th>National RETA Note Board:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual eRETA training session – Thur 4/21 @ 2pm ET</td>
</tr>
<tr>
<td>New eRETA enhancements now provide you with more than 4x the RWA data than before, creating greater transparency and easier tracking of work requests and amendments. New e-signature and submission of RWA forms are also on the horizon! Join GSA’s RWA experts at our upcoming session to see how we are streamlining RWA interactions between our agencies at this month’s Client Enrichment Series (CES) session.</td>
</tr>
<tr>
<td>&gt;&gt; Register at <a href="http://www.gsa.gov/ces">www.gsa.gov/ces</a></td>
</tr>
</tbody>
</table>

**Logged in User Details**

<table>
<thead>
<tr>
<th>User ID:</th>
<th><a href="mailto:steven.sacco@gsa.gov">steven.sacco@gsa.gov</a></th>
</tr>
</thead>
</table>

**Agency(ies):**

- 01007 - JUDICIARY, UNITED STATES BANKRUPTCY COURT
- 01017 - JUDICIARY, UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT
- 07054 - DEPARTMENT OF HOMELAND SECURITY, TRANSPORTATION SECURITY ADMIN

**Group(s):**

- RETA_READ_ONLY_USER

**Other Applications & Resources:**

- RWA Customer Site (www.gsa.gov/retas)
- RWA Form 2537 (www.gsa.gov/forms)
- Small Projects and Reimbursable Services (SPRS) Division
- RWA Billing Details – Vendor & Customer Self Service (VSSS) (Separate log-in will be required)
- Treasury Credit Card Site (www.treasury.gov)
- Rent on the Web (ROW)
eRETA Navigation and Search Screens
Navigate RWA Data Entry tabs
(RWA 2957 Form broken down across 7 screens)
## Financial Review Summary

### Financial Summary

- **Obligation and expense information as of VAT 105 Posted:** 04/15/16
- **RWA:** N1020979
- **RWA Status:** Construction Tbs
- **ETN:** SC1007034114190041
- **Estimate Approval Date:** 02/01/2016
- **Organization:** P1070001
  - **Office Symbol:** 1P5E
  - **Worksite:** ID43632Z
  - **GSA PMPCG:** julie.donaldson@gsa.gov
- **Agency:** 07054
  - **Billing Office Code (BOAC):** 70004
- **Acceptance/Start Date:** 07/07/2014
- **Total Billed:** $0.00
- **Substantial Completion Date:**
- **Total Collected:** $0.00
- **Cancellation Date:**
- **Write-Off Amount:** $0.00
- **Last Bill Date:**

### Authorizing Details Rollup

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<th>Current Authorized</th>
<th>Commitments</th>
<th>Obligations</th>
<th>Balance</th>
<th>Expenses</th>
<th>UFOC</th>
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<td>$127,943.00</td>
<td>$95,163.00</td>
<td>$0.00</td>
<td>$41,779.00</td>
<td>$0.00</td>
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<tr>
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<tr>
<td>Utilities/COM</td>
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<tr>
<td>Other</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Total</td>
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<td>$95,163.00</td>
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<td>$41,779.00</td>
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<td>$54,264.50</td>
<td>$0.00</td>
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</table>

*Total Direct Balance is the amount available before or without Overhead Charges for the project manager to spend.*
## Access to Electronic Documentation

<table>
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<th>Description</th>
<th>Last Modified By</th>
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<th>Upload Date</th>
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<td>02/01/2016</td>
<td>02/01/2016</td>
</tr>
<tr>
<td></td>
<td>RETA Generated 2957 Form Submitted to Pegasys on 2016-02-01</td>
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</tr>
<tr>
<td>Customer Correspondence (Email)</td>
<td>Acceptance Email</td>
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<td>09/12/2015</td>
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<tr>
<td>CL2 - Acceptance</td>
<td>Acceptance Letter</td>
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</table>
RWA Transactional History and Yellow Navigational Hyperlinks

Transaction History
- History as of: 07/24/2017
- Created By: betty.saechin@gsa.gov
- Created Date: 02/21/2017
- Last Bill Date: 08/19/2017
- Total Billed: $6,527.96
- Total Collected: $6,527.96
- Write Off Amount: $0.00

History Records
- RWA_ID: 1639904
- Financial Review
- Documentation
- Comments
- ETN: SCCA01001/17040326

Agency Accounting Data
- Submission Date / Restored Date: 05/24/2017, 09/2009, 08/2017
- Updated By: betty.saechin@gsa.gov
- Authorized Amount: $8,076.05, $8,076.05
- ABC/BOAC: 01007 / 1093AE, 01007 / 1093AE
- Input Code: N, A
- Acceptance / Start Date: 02/21/2017, 02/21/2017

Indicates a truncated field
Access to Summary Cost Estimates and OT Utility Estimates

SUMMARY COST ESTIMATE

COSTS ASSOCIATED WITH CONSTRUCTION

- F.C.C.A. (Estimated Cost of Construction at Award)
- Construction Contingency
- Estimated Construction Cost (Line 1 + Line 2)
- Space Planning Cost (Programming through Design Intent)
- Const.Mat. and Inspection
- Miscellaneous (Identify)
- PBS Travel Associated with the TI Work (if applicable)
- Total Design and Const.Costs. (Lines 3 through Line 8)
- TI Allowance
- Amount of TI Allowance Customer Willing/Able To Buy Down In Excess of What Is Necessary
- TI To Be Amortized In Rent
- Reimbursable Construction Cost
- Regional Management Fee (select fee method)
- Reimbursable Cost with Regional Mgmt Fee

ESTIMATE COST SUMMARY

- RWA Const Costs
- Regional Mgt Fee
- Const. & Regional Mgmt Fee
- Moving
- Telephones
- Furniture
- IT
- Security
- Other
- Labor
- Reimbursable Personal Property Costs
- Total RWA Direct Costs
- Overhead
- Total Est RWA Authorized Amount

Per PBS Pricing Policy, the Regional Management Fee is assessed on all amounts shown above in the "Costs Associated with Construction" section excluding the existence of a Pricing Deviation Waiver or work performed in a non-GSA managed facility (line 14).
Creating/Submitting RWA Work Requests

Data Entry Wizard allows customer to provide basic information to GSA about the requested project or service.

Required fields are marked by a red asterisk (*).

The “Description of Requirements” field should be as detailed as possible.
- Attach documents to provide more details if necessary.

A tracking “Work Request Number” is generated after the user clicks ‘Save’, which you will see on the next slide.
• A tracking “Work Request Number” is generated after the user saves the request.
After submitting the request to GSA, the Work Request will have an ‘Unassigned’ status, meaning GSA is in the process of assigning a PM to the project/service.

Once GSA ‘Assigns’ a GSA PM to the WR, the customer may move on to following tabs. If the GSA PM is already defined, then the customer may move on to following tabs before GSA assigns the WR.
Once GSA assigns a PM, the customer receives an automated email notifying them of the assigned PM.

Customer now has access to all customer tabs in RETA (equivalent of page 1 of RWA Form 2957).

Requirements development and cost estimating should occur between GSA and customer offline.

Once GSA PM creates estimate in RETA they can link it to your WR for easy viewing in eRETA and/or email it to you.
Entering RWA Information (Billing Info)

- 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).
  - Customer specific data (first 4 tabs)
  - GSA specific data (final 3 tabs)

- Customers should begin entering data in eRETA at the same time they would previously have started the 2957 Form or whenever a GSA estimate is received.

- Magnifying glass icons provide “lookups” to query BOACs or ALCs if these codes aren’t memorized.
Enter the appropriation(s) funding this RWA including the fund year, fund type, fund expiration date, Treasury Symbols, and Accounting Data (all data is transferred to future billing statements for easy reconciliation).

- Multiple funding sources (e.g. multiple appropriations) can fund an RWA. However the sum of all sources must equal the authorized amount.

- If multiple funding sources provided, only one funding source can be billed at a time. Check the “Line to Bill” column.
Capturing RWA Signatures

- The new “Customer Approval” screen allows customer agencies to opt in to sign their RWAs digitally - just select “Electronic Signature” and enter the email of the Fund Certifying Official - that’s it!

- The Fund Certifying Official will receive an email from “eSignLive” to apply his/her signature after GSA enters and verifies all information already entered in RETA/eRETA.

- Alternatively, customers can still print out the form, have it signed, scan it back in, and upload it into eRETA if they prefer the “Manual Signature” option.
Hi Jane Doe,

Jane Doe has added you as a Signer to the e-SignPackage "RWA_F1643770_Mobile_AL_003".

Please click the "Sign/Review" button below to apply your digital signature to this RWA - a new tab or window will open.

Two actions are required:
1) Accept the "ESign Disclosures and Consent" document
2) Review the RWA 2957 Form and sign in the appropriate block

Below is a summary of the RWA to be signed:
Customer POC: Ksenia Petrikova, ksenia.petrikova@gsa.gov
GSA POC: Satish Nadipalli, satish.nadipalli.fp@ Encore.com
Building: PB/CT, PRO. LOCATION TO BE DETERMINED, MOBILE, AL
Description: test
For more information, please contact the appropriate POC listed: F1643770.

Click here to Sign / Review

The General Services Administration
1-800-488-3113 / GSAInfo@gov
www.gsa.gov

Please review and sign this Document by scrolling and clicking on the "Click to Sign" or "Click to Initial" boxes as indicated by the yellow stickers.

GSA 2957 (REV. 9/2016) PAGE 2
Amend and Update Existing RWAs

- Customer agencies can submit administrative amendments instantaneously - without having to wait for GSA approval
- Administrative changes include: updates to customer POCs, add Customer Order Number, FPDS codes, and DUNS number
- Other amendments can be initiated in eRETA and sent to GSA for review and acceptance. This includes amendments such as changes to: Billing codes, Funding codes, Scope changes, and/or authorized amount changes (some of these changes will require new signatures)
Amendment Summary

- The “Amendment Summary” tab helps the customer and GSA to easily identify what field(s) have been changed on the amendment request.

- This tab is generated on any customer initiated amendment that requires GSA to review it before acceptance (in other words, any non-administrative change)
3. What point in the project lifecycle should a customer submit a Work Request to GSA?
   A. The first moment the customer identifies the project or service need
   B. Only after requirements and cost estimates have been fully vetted with a GSA Project Manager
   C. After the customer has filled out and signed the RWA 2957 Form

   **A. The first moment...**

3. Does my agency need to have dedicated funding set aside for a project or service before I can submit a work request in eRETA to GSA?
   A. Yes, submitting one before funding is secured violates appropriations law
   B. No, a Work Request only identifies a potential need, it is not a contractual agreement yet

   **B. No, a Work Request only identifies a potential need...**
Questions?

- Lots of eRETA info available at www.gsa.gov/ereta
- Lots of RWA info available at www.gsa.gov/rwa
- eRETA System question? eRETA@gsa.gov
- General RWA question? AskRWA@gsa.gov
- Specific question on an RWA project or service?
  - Contact the regional RWA Manager (see map) or locate the GSA Project Manager email in eRETA
Thank you for joining us today for a discussion on
**RWAs and RETA / eRETA Application’s new features**

*Training materials, including PDF User Guides and video recordings of previous training demonstrations, are available at:*

www.gsa.gov/ereta

Our next **Client Enrichment Series** session will be

**FY18 RWA Policy Updates**

3/15 at 1:00 pm Eastern

Visit our site at www.gsa.gov/ces or email us at clientenrichmentseries@gsa.gov

See our Client Enrichment Series sessions on YouTube!