



Client Enrichment Series

Welcome to today's presentation:

eRETA Digest

March 10, 2020

The presentation will start at 1 pm Eastern

Note: Phones are automatically muted during the presentation. You have the ability to send questions to your fellow attendees and our presentation team via your Chat pane. Our team 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.



external RWA Entry and Tracking Application (eRETA)

eRETA Digest

March 10, 2020

Presented by:

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Reimbursable Services Program Analyst

GSA-PBS Project Delivery Excellence Division

Office of Design & Construction



Hosted by:

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National Program Manager -

Customer Outreach and Communications

Office Portfolio Management and Customer Engagement





eRETA Sessions

Using eRETA to send RWAs and RWA Work Requests became MANDATORY October 1, 2019 (Beginning FY2020)

We have an extensive outreach and training program developed that will allow preparation time to enable our customers to institute this new process.

Encore eRETA Digest Sessions Available

Tuesday, April 14th 2020 1pm-2:30pm Eastern [Register Now for 4/14](#)

Tuesday, May 12th 2020 1pm-2:30pm Eastern [Register Now for 5/12](#)

A host of resources, guides and training videos are available online at:

www.gsa.gov/ereta

Today's Topics

- *eRETA Website and Access*
- *Work Request Workflow*
- *Understanding the eRETA Searches and a walkthrough of all search fields*
- *Creating a Work Request*
 - *Customer Information Tab*
 - *Tab Instructions Feature*
 - *Billing Information Tab*
 - *Component Treasury Account Symbol (TAS) Format and “My Favorites”*
 - *Multiple Funding Strings and the “Line to Bill” Feature*
 - *Digital Signatures*
- *Four RWA Amendment Input Codes*
- *Open Q&A*

Gaining Access and Training Materials

Visit www.gsa.gov/ereta

Main page is where you can find:

- Link to the PBS External Portal (where you go to login to eRETA)

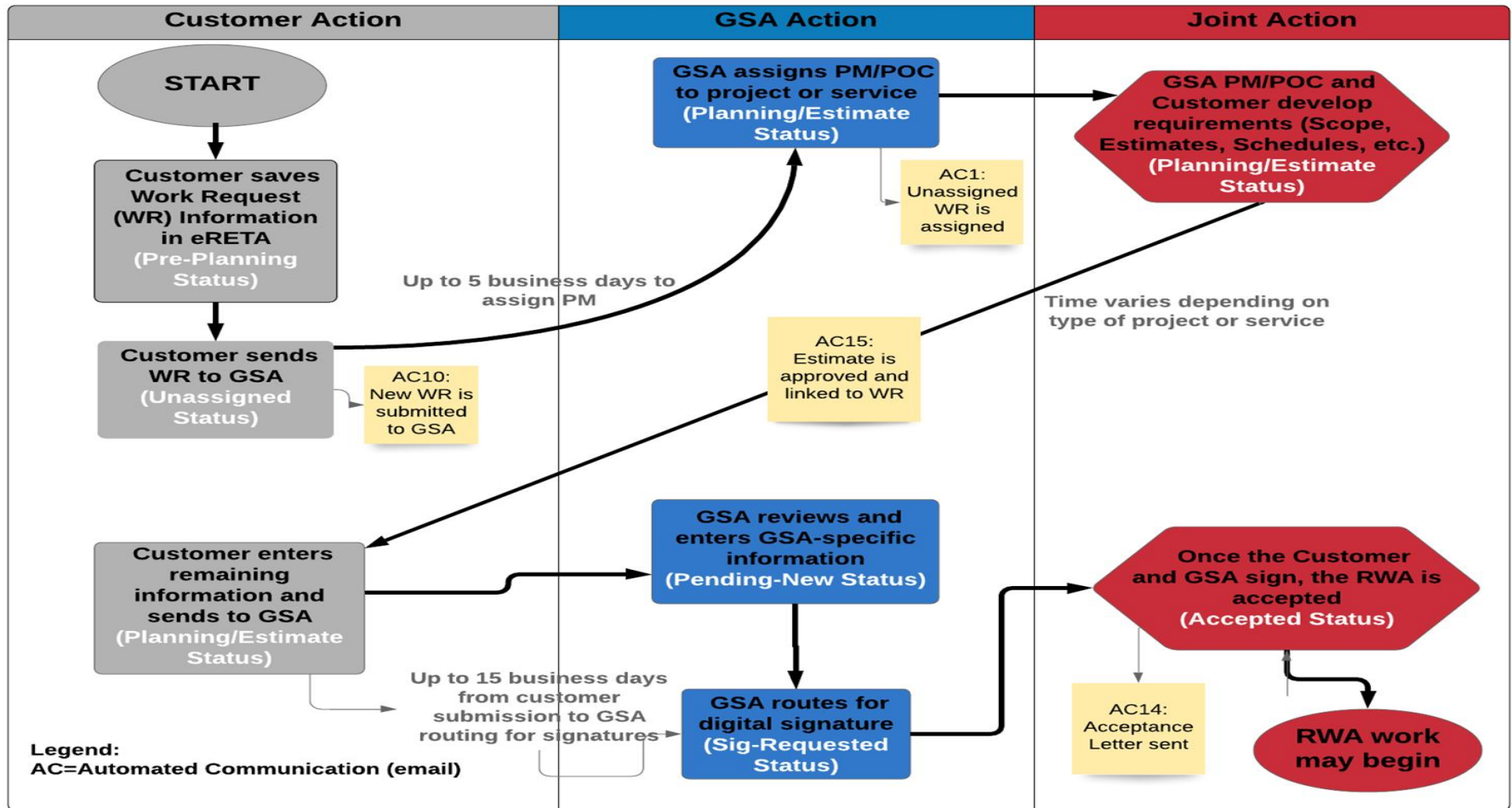
“Training Materials” page is where you can find:

- Detailed user guides and Quick Tips on how to navigate and use eRETA
- Video demonstrations and recordings of past training sessions

“How do I access eRETA” page is where you can find:

- Detailed steps on applying for eRETA access (3 simple steps)
 1. Complete initial online application (Account Request Form)
 2. Forward completed Account Request Form to your supervisor and have them send directly to ereta@gsa.gov with a statement affirming your request for access
 3. Receive “Welcome to eRETA” email and follow final instructions

Work Request Workflow



eRETA Search Tips and Tricks

Work Request / RWA Search Hide Criteria

[WR/RWA Type](#) Select options ⓘ [WR/RWA Number](#) [Closure Status](#) Select options

[WR/RWA Status](#) Select options [Organization Code](#) ⓘ [Region](#) Select options

Pending Action ⓘ [Building Number](#) ⓘ [Overtime Utilities](#)

[Building Name](#) [Primary Worksite State](#) Select options [Building Type](#) Select options

[Primary Worksite City](#) [Agency Bureau Code](#) 01001, 01044, 02804, ⓘ [Agency Name/Bureau Name](#)

[BOAC](#) ⓘ [Severable Service](#) Select options [Customer Funding Type](#) Select options

[PDN](#) ⓘ [PCN](#) **Customer ID** ⓘ

[Authorized Amount from \\$](#) [to \\$](#) [Agency Accounting Data](#) [User ID](#) ⓘ

[RWA Acceptance/Start Date from](#) ⓘ [to](#) ⓘ [Agency Contact Email](#) [GSA PM/POC Email](#)






[Search](#) [Clear](#) [Export to Excel File](#)

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.

- Multiple search criteria means eRETA will search for all records that match ALL criteria entered
- The “little person” icon auto-populates your name in the User ID field
- Hyperlinks on the searches and throughout eRETA open up the Glossary definition for that term
 - Customer ID - searches for records that have the matching data in the “Requisition ID”, “Customer Order Number”, “Agency Accounting Data”, or the “Brief Project Description” fields
- “Pending Action” filter allows you to locate WR/RWAs awaiting your action and attention

eRETA Search Tips and Tricks (cont.)

Work Request / RWA Search

WR/RWA Type: Select options
WR/RWA Status: Select options
Pending Action: [Dropdown]
Building Number: [Field]  
Primary Worksite City: [Field]
Agency Bureau Code: [Field] 
BOAC: [Field] 
PDN: [Field] 
Authorized Amount from \$ [Field] to \$ [Field]
RWA Acceptance/Start Date from [Field] to [Field]

Building Search - Google Chrome

Building Search

Building Number: [Field]
Building Name: [Field]
City: albany
Zip Code: [Field]
Organization Code: [Field]
Address: [Field]
State: New York
[Search] [Clear] [Cancel]

Search Results

Bldg No	Organization Code	Building Name	Address	City	State	Zip Code
NY0002ZZ	P0225510	JAMES T. FOLEY USPO & CT HOUSE	445 BROADWAY	ALBANY	NY	12207
NY0300ZZ	P0225510	LEO W OBRIEN FB	1 CLINTON AVE	ALBANY	NY	12207
NY6478ZZ	P0225500	401 NEW KARNER ROAD	401 New Kerner Rd	ALBANY	NY	12205
NY6479ZZ	P0225500	BARRM BETTY & LEDUKE	52 CORPORATE CIR	ALBANY	NY	12203
NY7106ZZ	P0225500	1 WINNERS CIRCLE	1 Winners Cir	ALBANY	NY	12205
NY7123ZZ	P0225500	DYKEN POND ROAD	20 MODONNA LAKE ROAD	ALBANY	NY	12082
NY7136ZZ	P0225510	200 MCCARTY AVENUE	200 MCCARTY AVENUE	ALBANY	NY	12209
NY7169ZZ	P0225500	39 NORTH PEARL STREET	39 N PEARL ST	ALBANY	NY	12207
NY7226ZZ	P0225500	8 AUTOMATION LANE	8 AUTOMATION LN	ALBANY	NY	12205
NY7297ZZ	P0225500	ALBANY INTERNATIONAL AIRPORT	ALBANY INTERNATIONAL AIRPORT	ALBANY	NY	12211

20 records found. Displaying page 1 of 2

This report displays current WR/RWA information, including pending

- Magnifying glass icons open search windows for the search criteria in question

eRETA Search Export to Excel

Work Request / RWA Search Hide Criteria

WR/RWA Type Select options	WR/RWA Number <input type="text"/>	Closure Status Select options
WR/RWA Status Select options	Organization Code <input type="text"/>	Region Select options
Pending Action <input type="text"/>	Building Name <input type="text"/>	Overtime Utilities <input type="text"/>
Building Number <input type="text"/>	Primary Worksite State Select options	Building Type Select options
Primary Worksite City <input type="text"/>	Agency Name/Bureau Name <input type="text"/>	
Agency Bureau Code 01001, 01044, 02804, <input type="text"/>	Severable Service Select options	Customer Funding Type Select options
BOAC <input type="text"/>	PCN <input type="text"/>	Customer ID <input type="text"/>
PDN <input type="text"/>	Agency Accounting Data <input type="text"/>	User ID <input type="text"/>
Authorized Amount from \$ <input type="text"/> to \$ <input type="text"/>	Agency Contact Email <input type="text"/>	GSA PM/POC Email <input type="text"/>
RWA Acceptance/Start Date from <input type="text"/> to <input type="text"/>		

[Search](#) [Clear](#) [Export to Excel File](#)

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.

- Export to Excel of any search provided additional data that cannot be displayed on screen (due to space limitations)
- The Financial Review Export to Excel is one of the most widely used, supplementing data you might pull from other GSA websites (i.e. the PBS Customer Dashboard).

Creating/Submitting RWA Work Requests (WR)

RETA & TRACKING APPLICATION

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

GSA

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

WR/RWA Number: **Customer Request Date:** **Requested By:**

Status: **Customer Signature:** **GSA Data Entry:**

Input Code: **GSA Region:** **Estimate Tracking No.:**

*** Required Fields**

*** Agency Bureau:** 01001-Judiciary-Administrative Office Of U.S. Courts

*** Primary Building State:** Colorado *** City:** Denver

Building: CO0009ZZ **Building Name:** BYRON WHITE US CRTHS

Address: 1823 STOUT ST **Zip Code:** 80257

Room Number/Specific Location in Facility: ☐ Request for multiple buildings (If yes, Address in Desc. of Reqs.)

*** Overtime Utilities:** No

*** Estimated FY Needed:** Current **Requested Service Period:** to

☐ This work is related to other RWA(s) **Related RWA Number(s):**

*** Estimated Amount:** \$25,000 - \$250,000 **Agency RWA Mailbox:** Add new...

*** Agency POC:** john.doe@uscourts.gov **GSA PM/POC:** (if known) Add new...

Name: Doe, John **Name:**

Phone: (123) 456-7891 **Phone:**

*** Description of Requirements:** Modernize third floor office workstations and conference rooms.

(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

Enter comments to provide additional information to GSA:

Save **Reset Form**

- 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.

Creating and Submitting RWA Work Requests (WR)

RETA REGISTRATION & TRACKING APPLICATION **GSA**

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

CUSTOMER INFORMATION

WR/RWA Number: W1969852 **Customer Request Date:** **Requested By:** [GSA Data Entry](#)
Status: Pre-planning **Customer Signature:** **Estimate Tracking No:**
Input Code: A **GSA Region:** 08

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

*** Required Fields**

*** Agency Bureau:** 01001-Judiciary-Administrative Office Of U.S. Courts

*** Primary Building State:** Colorado *** City:** Denver

Building: CO0009ZZ **Building Name:** BYRON WHITE US CRTS

Address: 1823 STOUT ST **Zip Code:** 80257

Room Number/Specific Location in Facility: ☐ [Request for multiple buildings \(If yes, Address in Desc. of Reqs.\)](#)

*** Overtime Utilities:** No

*** Estimated FY Needed:** Current **Requested Service Period:** to

☐ [This work is related to other RWA\(s\)](#) **Related RWA Number(s):**

*** Estimated Amount:** \$25,000 - \$250,000 **Agency RWA Mailbox:** Add new...

*** Agency POC:** john.doe@uscourts.gov **GSA PM/POC: (if known)** Add new...

Name: Doe, John **Name:**
Phone: (123) 456-7891 **Phone:**

*** Description of Requirements:** Modernizing third floor workstations and conference rooms.

(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

Enter comments to provide additional information to GSA:

[Delete](#) [Save](#) **Submit Request** [Reset Form](#)


- A unique tracking Work Request Number and the WR status is changed to 'New' indicating it is saved for future lookup.
- It is not yet submitted to GSA. The user would have to click the "Submit Request" button to route the WR to the GSA region who will then assign a GSA Project Manager
- Once the eRETA user clicks "Submit Request", the WR status changes to 'Unassigned'...see next slide

Creating/Submitting RWA Work Requests

RETA REQUEST & TRACKING APPLICATION **GSA**

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

You are in Read-Only Mode

WR/RWA Number: W1969852 **Customer Request Date:** 11/26/2019 **Requested By:** ext.DataEntryUser@gsa.gov
Status: Unassigned **Customer Signature:** **GSA Data Entry:**
Input Code: A **GSA Region:** 08 **Estimate Tracking No.:** 

Agency Bureau: 01001
Agency Name: JUDICIARY, ADMINISTRATIVE OFFICE OF U.S. COURTS

Primary Building State: Colorado **City:** Denver
Building Number: CO0009ZZ **Building Name:** BYRON WHITE US CRTHS
Address: 1823 STOUT ST **Zip Code:** 80257
☐ **Request for multiple buildings**
(If yes, Address in Desc. of Reqs.)

Room Number/Specific Location in Facility:
Overtime Utilities: No
Estimated FY Needed: Current
☐ **This work is related to other RWA(s)**
Requested Service Period: to **Related RWA Number(s):**
Agency RWA Mailbox:
Agency POC: john.doe@uscourts.gov **PM/POC (if known):**
Name: Doe, John **Phone:** (123) 456-7891

Estimated Amount: \$25,000 - \$250,000

Description of Requirements: Modernizing third floor workstations and conference rooms.
(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

Enter comments to provide additional information to GSA:

- 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.

Creating and Submitting RWA Work Requests con't

RETA

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

GSA

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

WR/RWA Number: W1969852

Customer Request Date: 11/26/2019

Requested By: ext.DataEntryUser@gsa.gov

Status: Planning/Estimate

Customer Signature: GSA Data Entry: barb.marthe@gsa.gov

Input Code: A

GSA Region: 08

Estimate Tracking No:

RWA Type:

WR/RWA Number: 1969852

Generate

Agency Bureau: 01001-Judiciary-Administrative Office Of U.S. Courts

Primary Building State: Colorado

City: Denver

Building: CO0009ZZ

Building Name: BYRON WHITE US CRTS

Address: 1823 STOUT ST

Zip Code: 80257

Room Number/Specific Location in Facility:

Request for multiple buildings (If yes, Address in Desc. of Reqs.)

Overtime Utilities: No

Estimated FY Needed: Current

Requested Service Period:

Related RWA Number(s):

This work is related to other RWA(s)

Estimated Amount: \$25,000 - \$250,000

Agency RWA Mailbox: Add new...

Agency POC: john.doe@uscourts.gov

Name: Doe, John

Phone: (123) 456-7891

GSA PM/POC: (if known) steven.sacco@gsa.gov

Name: Sacco, Steve

Phone: (202) 208-6177

Description of Requirements: Modernizing third floor workstations and conference rooms.

(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

To view any previously entered Comments click the Comments link at the bottom of this screen.

Cancel Work Request

Save

Save & Proceed >>>

Reset Form

Tab Instructions

Documentation

Comments

- 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

Tab Instructions Feature

The screenshot displays the RETA web application interface. On the left is a vertical navigation menu with tabs: CUSTOMER INFORMATION, BILLING INFORMATION, ACCOUNTING DETAILS (highlighted), CUSTOMER APPROVAL, PBS INFORMATION, AUTHORIZING DETAILS, and PBS APPROVAL. The 'Tab Instructions' link is highlighted in the ACCOUNTING DETAILS section. The main content area shows the 'Add Agency Accounting Detail Line' form with fields for Agency Fund Year, Fund Type, Expiration Date of Obligational Authority, and Agency Accounting Data. A 'Multiple Accounting Lines Help' link is also visible. A 'Tab Instructions' pop-up box is overlaid on the right side of the screen, containing detailed instructions for the Accounting Details Tab. The pop-up box has a 'Close' button at the bottom right. At the bottom of the main interface, there are buttons for 'Save', 'Save & Proceed >>>', and 'Reset'.

Tab Instructions

Accounting Details Tab

- **Agency Fund Year:** Enter the fiscal year of the appropriation used to fund this RWA. If a multi-year or no-year appropriation, enter the year the appropriation was authorized (e.g. the first year of the appropriation).
- **Fund Type:** Select the Appropriation Fund Type from the drop-down menu which includes:
 - Annual - An appropriation provided for a specified fiscal year and available for obligation only during the fiscal year for which made.
 - Multiple Year - An appropriation available for obligation for a finite period in excess of one fiscal year.
 - No-Year - Funding available for obligation without fiscal year limitation.
- **Expiration Date of Obligational Authority:** For annual or multi-year appropriations, enter the expiration date of the obligational authority of those funds. For example, if the funds cite an annual appropriation, the expiration date entered would be 9/30 of that fiscal year.
- **Agency Accounting Data:** Enter your agency accounting information. This information will be cited on billing statements and in the GSA Vendor and Customer Self Service (VCSS) application. For DFAS / DOD customers, this field should begin with the MIPR number. For US Courts, this field should include the court house number. For GSA Internal/Interfund customers, at a minimum enter your Fund Code, Budget Activity, Organization Code, and Function code. This field is limited to 255 characters.
- **Authorized Line Amount:** Enter the total amount this accounting line will fund. If you are adding only one accounting line for this RWA, the Authorized Line Amount should equal the total Agency Certified Amount of the RWA. If you are adding multiple accounting lines, the sum of the accounting lines should equal the total Agency Certified Amount of the RWA.
 - **NOTE:** While RETA/eRETA can handle multiple accounting lines, limitations with GSA's billing system only allow for one line to be included on each monthly billing statement. Check the radio button next to the appropriate accounting line to be billed first. When the accounting line to be billed needs to change, pull up the RWA, click the Edit (pencil) icon and submit a Customer Administrative Change - E input code. Navigate to the Accounting Details tab, select the radio button next to the new accounting line, save and proceed to the Customer Approval tab and click "Submit to Pegasys".
- **Treasurv Symbol:** Enter the Treasurv Account Symbol (TAS) in the appropriate Component TAS format or search

Close

Save Save & Proceed >>> Reset

- Tab Instructions link is located at the bottom of the "RWA Wizard" when in Edit mode.
- Clicking it opens a new pop-up box on the screen which gives helpful information regarding how to enter information on your WR/RWA.

Entering RWA Information (Billing Info)

external.DataEntryUser@gsa.gov

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Billing Information

WR/RWA Number: N1750155 Status: Pending New Input Code: A Read-Only View

* Required Fields

Agency Bureau Code 02011 Agency Name DEPARTMENT OF THE TREASURY, INTERNAL REVENUE SERVICE NATIONAL OFFICE

* Billing Type O: IPAC * Billing Term M: Monthly * ALC 20090003

* Account Code/BOAC 20P355

Billing Office Name INTERNAL REVENUE SERVICE

Agency Finance Billing Address BECKLEY FINANCE CENTER

Street Address 110 N HEBER STREET

City BECKLEY

State West Virginia

Zip Code 25801

Agency Certified Amount \$16,910.92

* Funding Authority Non-Economy Act

Agency Billing Contact Add new...

Billing Contact Name

Billing Contact Phone () - Ext

Funding Agency Code (FPDS)

Funding Office Code (FPDS)

Hold Billings No

Customer Order Number Customer can enter specific data elements here-print on bill

Fiscal Station Number

* Requisition ID bsc5000012328

Agency/Customer BPN/DUNS

Save Save & Proceed >>> Reset Form

RWA History Financial Review Documentation Comments

- As the WR becomes an RWA, customers and GSA can update data on the seven data entry tabs .
 - Customer data (first 4 tabs)
 - GSA 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 codes not memorized
- Star icon allows customers to save “My Favorites”

Entering RWA Information (Accounting Details)

INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

Add Agency Accounting Detail Line

Agency Certified Amt: \$16,910.92

* Agency Fund Year: 2018

* Fund Type: N: No Year

Expiration Date of Obligation Authority:

* Authorized Line Amt \$:

* Treasury Symbol:

* Agency Accounting Data: (Limited to 255 Characters)

Agency Accounting Detail Lines Help

Line to Bill	Created Date	Modified Date	Treasury Symbol	Fund Year	Fund Type	Exp Date of Oblig Auth	Authorized Line Amt	Agency Accounting Data	Modify	Delete
<input checked="" type="radio"/>	08/14/2018	08/14/2018	01520182 018 1061000	2018	Annual	09/30/2018	\$0.00	test - acctg line 2		
<input type="radio"/>	2/11/2017	12/11/2017	02020182 018 0919000	2018	Annual	09/30/2018	\$16,910.92	18180919D RGA0010 3H NHARV		

Agency Cert Amt: \$16,910.92 Authorized Line Amt: \$16,910.92

Records found. Displaying page 1 of 1 1

My Favorites Close

Component Treasury Symbol	Available From	Available To	Main Account Code	Remove Favorite
01520182018 1061000	2018	2018	1061	<input checked="" type="checkbox"/>
01520182018 0327000	2018	2018	0327	<input checked="" type="checkbox"/>
01520182018 0404000	2018	2018	0404	<input checked="" type="checkbox"/>

[View All/Add Favorites](#)

- 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

Treasury Account Symbol (TAS) and “My Favorites”

RETA

& TRACKING APPLICATION

SEARCH

DATA ENTRY

FINANCIAL REVIEW

DOCUMENTATION

ESTIMATES

GSA

SUMMARY

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

Agency Accounting Details

WR/RWA Number: N0387626

Status: Accepted Successfully

Input Code: X

Read-Only View

* Required Fields

Edit Agency Accounting Detail Line

Agency Certified Amt \$944,096.78

* Agency Fund Year 2020

* Fund Type A: Annual

Expiration Date of Obligational Authority 09/30/2020

* Authorized Line Amt \$ 944,096.78

* Treasury Symbol 07020202020 0540000

TEST000 000 E1 83-31-00-000 24-30-2000-00-00

* Agency Accounting Data

(Limited to 255 Characters)

My Favorites

Component Treasury Symbol	Available From	Available To	Main Account Code	Remove Favorite
01020152015 0930000	2015	2015	0930	X
020 X7999137			7999	X
07520192019 0884000	2019	2019	0884	X

View All/Add Favorites

Agency Accounting Detail Lines Help

Line to Bill	Created Date	Modified Date	Treasury Symbol	Fund Year	Fund Type	Exp Date of Oblig Auth	Authorized Line Amt	Agency Accounting Data	Modify Delete
			070202020					NONE000 000 E1 83-31-00-000 24-30-2000-00-00-00-00-00 GE-32-75-00 3ER293	

Tab Instructions

Treasury Account Symbol (TAS) and “My Favorites” con’t

Treasury Symbol Search

Treasury Symbol Main Account Code

Available From Year Available To Year

Description My Favorites

The Treasury Account Symbol (TAS) format used by RETA, eRETA, and GSA's Financial Management system Pegasys is known as the "Component Format" and has the following structure or components:

- 1) three digit agency code (e.g. 047)
- 2) four digit "beginning" year of the appropriation (e.g. 2020 for annual or multi-year funds; or four empty spaces for no-year funds)
- 3) a four digit "end" year of the appropriation (e.g. 2020 for annual funds; 2021 for multi-year funds; or four empty spaces for no-year funds)
- 4) an empty space for annual or multi-year funds; an X for no-year funds
- 5) four digit Agency Fund Code (e.g. 0544, 1106, 1234)
- 6) three final positions for a sub-account, if no sub-account this will show as three zeros

The following are examples of a complete Component TAS. Note that every other "component" is underlined in these examples to help you visually separate each part:

Annual Funding example: 04720202020 0123000
(Notice the beginning and ending year are identical (2020). Furthermore there is a SINGLE space between the ending year and the fund code)

Multi-Year Funding example: 04720202022 0123000
(This is a two-year appropriation as the beginning year (2020) and ending year (2022) are two years apart. Furthermore there is a SINGLE space between the ending year and the fund code)




No-Year Funding example: 047 X0123000
(Notice that there are EIGHT empty spaces between the agency code and the "X" for no-year, the eight spaces are where the beginning year + ending year would normally be)

This search allows you to query on partial codes or on several components at once. If you get no results, try a broader search such as the Agency Code and just the beginning fund year (e.g. 0472020) and see how many results return. Then refine your query from there.

"My Favorites": To the right of the Treasury Symbol field and the magnifying glass icon is the "My Favorites" (yellow star icon). This feature allows you to locate your Treasury Symbols and then save them as a "My Favorite" by highlighting the star to the left of your desired TAS code(s). The next time you enter an RWA, click directly on the "My Favorites" icon and your favorite Treasury Symbol(s) will display for quick selection.

IS THE PROVIDED TREASURY SYMBOL NOT AVAILABLE IN RETA/eRETA? If the Treasury Symbol is not found even after ensuring the format is exactly as described above, please review the bottom portion of the [Treasury Symbol Glossary definition](#) for instructions on how to add a missing Treasury Symbol in RETA/eRETA.

- Highlight the “star” icon to save a favorite TAS
- Instructions explain the exact “Component TAS” format required by Treasury and GSA billing system
- Use partial TAS code to run a search
- TAS search allows for both “Component” format and also “Two-digit year” format

Search Results									
Favorite	Component Treasury Symbol	Two Digit Year Treasury Symbol	Sub-level Prefix	Agency Identifier	Available From Year	Available To Year	Main Account Code	Sub-Account Code	Description
	01520202020 0327000	15200327		015	2020	2020	0327	000	INDEPENDENT COUNSEL, JUSTICE
	01520202020 0339000	15200339		015	2020	2020	0339	000	OFFICE OF INSPECTOR GENERAL, JUSTICE
	01520202020 0100000	15200100		015	2020	2020	0100	000	SALARIES AND EXPENSES, FOREIGN CLAIMS SETTLEMENT COMMISSION

Multiple Funding Strings and “Line To Bill” Feature

SUMMARY

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

AMENDMENT SUMMARY

PBS INFORMATION

AUTHORIZING DETAILS

Agency Accounting Details

WR/RWA Number: A5007820

Status: Accepted Successfully

Input Code: X

Read-Only View

* Required Fields

Print/Export

Add

Agency Accounting Detail Lines Help

Agency Accounting Detail Line has been added successfully.

Line to Bill	Created Date	Modified Date	Treasury Symbol	Fund Year	Fund Type	Exp Date of Oblig Auth	Authorized Line Amt	Agency Accounting Data	Modify Delete
<input checked="" type="radio"/>	06/10/2019	06/10/2019	02820192 019 8704000	2019	Annual	09/30/2019	\$0.00	Line #2 - TEST	
<input type="radio"/>	05/25/2017	06/19/2018	02820172 017 8704000	2017	Annual	09/30/2017	\$836,325.23	CAN: 4001132 SOC: 3225 Appropriation: 28178704	

Agency Cert Amt: \$836,325.23

Authorized Line Amt: \$836,325.23

2 Records found. Displaying page 1 of 1 1

- GSA Billing system can only bill one (1) accounting line at a time
- E-input code can be used to change which line is billed

Capturing RWA Signatures

The screenshot displays the RETA/eRETA system interface, specifically the 'Customer Approval' tab. The left sidebar contains navigation links: CUSTOMER INFORMATION, BILLING INFORMATION, ACCOUNTING DETAILS, CUSTOMER APPROVAL (highlighted), PBS INFORMATION, AUTHORIZING DETAILS, and PBS APPROVAL. At the bottom of the sidebar are links for 'Tab Instructions', 'Documentation', and 'Comments'. The main content area is titled 'Customer Approval' and includes a header with 'WR/RWA Number: W1969852', 'Status: Planning/Estimate', 'Input Code: A', and a 'Read-Only View' link. A message states: 'Please complete this screen if entering a new RWA or processing an amendment that requires a new signature.' A link 'Click here for signature option instructions' is provided. The 'Electronic Signature Request' option is selected and highlighted with an orange box. Below this, the 'Signature of Fund Certifying Official' is set to 'Not Yet Signed'. The 'Fund Certifying Official' is 'john.doe@uscourts.gov'. The 'Name of Signer' is 'Doe, John'. The 'Certifying Official's Phone' is '(123) 456-7891'. A 'Date' field is present. A checkbox 'I certify that the RWA has been signed by a Fund Certifying Official and either delivered to PBS or uploaded here on this page.' is checked. An 'Upload New' button is visible. Below is a table with columns 'Document Type', 'Document Name', 'Upload Date', and 'Delete'. The table is empty, with the message 'No records found' displayed. At the bottom are 'Save', 'Send to GSA', and 'Reset Form' buttons.

RET A & TRACKING APPLICATION

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Customer Approval

WR/RWA Number: W1969852 Status: Planning/Estimate Input Code: A Read-Only View

Please complete this screen if entering a new RWA or processing an amendment that requires a new signature.

Click here for signature option instructions

Electronic Signature Request

Signature of Fund Certifying Official: Not Yet Signed

Fund Certifying Official: john.doe@uscourts.gov

Name of Signer: Doe, John

Certifying Official's Phone: (123) 456-7891 Ext

Date

I certify that the RWA has been signed by a Fund Certifying Official and either delivered to PBS or uploaded here on this page.


Upload New

Document Type	Document Name	Upload Date	Delete
No records found			

Save Send to GSA Reset Form

- The “Customer Approval” tab is where customers identify who will sign the RWA by selecting “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
- The “Send to GSA” button must be clicked to move the RWA towards acceptance. If not clicked, GSA will take no action and the RWA not be accepted.

Digital Signature Email from DocuSign

TEST-TEST-TEST_RWA_N1936377_Buffalo_NY_001  Inbox 



Suganthi Balachandiran via DocuSign <dse_demo@docusign.net>
to me ▾

10:52 AM



Suganthi Balachandiran sent you a document to review and sign.

REVIEW DOCUMENT

Suganthi Balachandiran
suganthi.balachandiran@gsa.gov

If you digitally sign RWAs, make sure to add the following email addresses to your address book so your email client does not treat them as spam:

- dse@docusign.net
- dse_na2@docusign.net
- dse_na3@docusign.net

Digitally Signing in DocuSign

Please review the documents below.

FINISH

OT

START

2020	Multi-Year	09/30/2021	07/06/2021 04:14:00	\$0,000.00
122. If applicable, enter the Total Agency Certified Amount from any attached sheet(s) here				
If this is an amendment, please identify the old and new amounts in Block 8 accordingly.				13. Total Agency Certified Amount
14A. Funding Agency Code (FPDS)	14B. Funding Office Code (FPDS)	15. Agency/Customer Order Number	16A. Fiscal Station Number (DoD ONLY)	
		W1936377		
16B. Requisition Identification Number	17. PEGASYS Document Number (PDN) and Line Number - GSA Interfund Customer Use Only - enter values as PDN-PLN (e.g. IX123456-01)			
	A.	B.	C.	D.
CUSTOMER FUND CERTIFICATION				
By its signature below, the Requesting Agency certifies (a) that all special funding and procurement requirements of the Requesting Agency, including statutory or regulatory requirements applicable to the funding being provided by the Requesting Agency, have been disclosed to GSA; (b) that all internal reviews/approvals required by the Requesting Agency prior to placing this RWA with GSA have been completed; (c) that the Requesting Agency has a <i>bona fide</i> need in the current fiscal year for the work described in this RWA; (d) that the funds identified by the Requesting Agency in this RWA are legally available for further obligation and expenditure by GSA in furtherance of the work described in this RWA; and (e) that the Requesting Agency accepts the General Terms and Conditions set forth on page 3 of this RWA. Further written assurances regarding funding availability may be required depending on the facts and circumstances of individual requests.				
18A. Signature of Fund Certifying Official			11/22/2019	18B. Date
18C. Name of Fund's Certifying Official			18D. Certifying Official's E-Mail Address	
Jeff Franz			jeffrey.franz@gsa.gov	
18E. Telephone Number of Certifying Official			(012) 345-6789	
NOTE: The General Services Administration will bill the Requesting Agency in accordance with Federal Management Regulation (41 CFR) Section 102-85.195. It is anticipated that the Agency Certified Amount provided in Block 13 will be sufficient to complete the work requirements of the Requesting Agency. If an unforeseen circumstance arises during performance of the work that increases the cost of the work such that the funds provided by the Requesting Agency will be insufficient to complete the work requested under this agreement, GSA will seek an amended RWA from the Requesting Agency for additional funding that is legally available to fund antecedent liabilities prior to incurrence of costs				

Sign



RWA Amendment Input Codes

The screenshot shows a web interface for RWA (Request for Waiver) amendments. On the left is a sidebar with navigation tabs: SUMMARY (active), CUSTOMER INFORMATION, BILLING INFORMATION, ACCOUNTING DETAILS, and CUSTOMER ADDRESS. The main content area has a header 'RWA Summary' and displays 'Status: Accepted Successfully'. Below this, there's a section for 'Input Code' with a dropdown menu. The dropdown is open, showing five options: 'Customer Administrative Change - E input code' (highlighted), 'Customer Administrative Change - E input code', 'Billing Change - H Input code', 'Cancel/Early Completion (Halt Project/Service) - N Input Code', and 'Amount/Scope Change - X Input Code'. To the right of the dropdown is an 'Apply' button. Below the dropdown, there are fields for 'RWA #', 'Estimate Tracking #', 'Work Site', 'Building Name', 'REXUS Lease Project #', 'Lease #', and 'Building Type'. The values are: RWA #: A5007820, Estimate Tracking #: SCWA0280417145016, Work Site: WA0063ZZ, Building Name: FED BLDG USPO & CH, REXUS Lease Project #: (blank), Lease #: (blank), and Building Type: Owned.

SUMMARY

Status: Accepted Successfully

Last Modified By: mandy.honn@gsa

Last Modified: 06/20/2018

Input Code:

Select Input Code:

- Customer Administrative Change - E input code
- Customer Administrative Change - E input code
- Billing Change - H Input code
- Cancel/Early Completion (Halt Project/Service) - N Input Code
- Amount/Scope Change - X Input Code

Apply

RWA #: A5007820

Estimate Tracking #: [SCWA0280417145016](#)

Work Site: WA0063ZZ

Building Name: FED BLDG USPO & CH

REXUS Lease Project #:

Lease #:

Building Type: Owned

When do I need an amendment?

- If GSA entered the RWA before eRETA and you want to correct or add any missing data
- You need to cancel the RWA after acceptance due to priority changes in your organization
- You need to add funding to an RWA

Four Amendment Types:

- E-input code: Customer Administrative Change - direct submission to Pegasys
- H-input code: Billing Change
- N-input code: Cancel/Early Completion
- X-input code: Amount and/or Scope Change

RWA Amendment Input Codes (cont.)

Field Name	Admin Change (E-input)	Billing Change (H-input)	Amount/ Scope Change (X-input)
Customer Information Page			
Date of Request			
Agency POC information	✓		✓
Description of Requirements			✓*
Requested Service Period From	✓		✓
Requested Service Period To	✓		✓
Work Request for multiple buildings checkbox	✓		✓
Overtime Utilities	✓	✓	✓
Estimated Fiscal Year Needed			
Estimated Amount			✓
Work Requests related to other RWAs checkbox	✓		✓
Related RWAs text field	✓		✓
GSA PM/POC			
Building			
Comments	✓	✓	✓
Region			
ETN			
Billing Information Page			
Agency/Customer BPN			
Customer Order Number	✓	✓	✓

- Depending on the “Input Code” selected, certain fields are editable and others are disabled (grayed out).
- Changing certain fields will automatically required new digital signatures
- Visit www.gsa.gov/ereta and navigate to the eRETA Training materials page for the full crosswalk listing editable fields by input code.

Amendment Summary Tab

RETA REQUEST & TRACKING APPLICATION

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Summary of Requested Changes

WR/RWA Number: [N0273976](#) Status: Mod-Initiated Input Code: X [Read-Only View](#)

Field	Before	After
1 - Customer Information		
Agency POC	berenice.guzman@ssa.gov	larry.g.smith@ssa.gov
Agency RWA Mailbox	berenice.guzman@ssa.gov	joseph.tomsyck@ssa.gov
Description of Requirements	RWA to cover all cost related to the office's bollard & landscape project. Contact: Natasha Shabazz (DM, PH: (877)335-4107, ext 29502. Increase cost to adjust for premium work time (afterhour/weekends). Original RWA in the amount of \$106,798.45 is being amended to obligate an additional \$18,318.06 making the new total of this RWA \$125,116.51. Mod 2 - for additional landscaping in order to get the Permit from the City will increase \$11,333.30. For a new Total RWA cost of \$136,449.81.	RWA to cover all cost related to the office's bollard & landscape project. Contact: Natasha Shabazz (DM, PH: (877)335-4107, ext 29502. Increase cost to adjust for premium work time (afterhour/weekends). Original RWA in the amount of \$106,798.45 is being amended to obligate an additional \$18,318.06 making the new total of this RWA \$125,116.51. Mod 2 - for additional landscaping in order to get the Permit from the City will increase \$11,333.30. For a new Total RWA cost of \$136,449.81.
Overtime Utilities	No	No
Related RWA Number(s)		
Requested Service Start		
Requested Service End		
Request is for Multiple Buildings	No	No
Room Number/Specific Location in Facility		3rd floor
Work Related to Other RWA(s)	No	No
2 - Billing Information		
Account Code/BOAC	283001	283001
Agency Billing Contact		
Agency Bureau Code	02804 - SOCIAL SECURITY ADMINISTRATION	02804 - SOCIAL SECURITY ADMINISTRATION

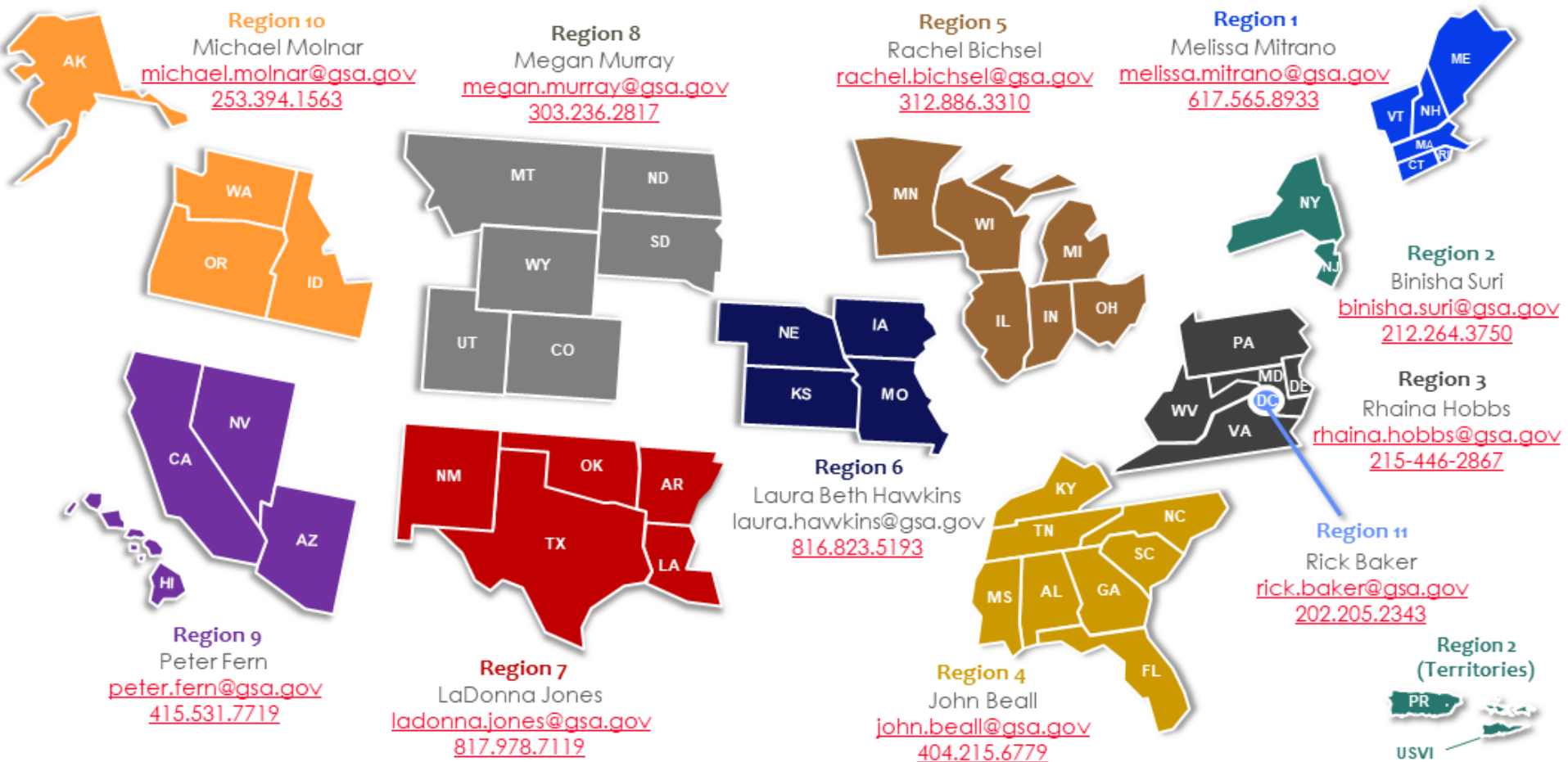
- Amendment Summary tab shows fields that changed from previous version to amended version in blue (for H-input code and X-input code amendments).
- Click the "Send to GSA" button at the bottom of the tab to send for potential acceptance.



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

GSA PBS Reimbursable Services RWA Managers





Thank you for joining us today for
eRETA Digest

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

www.gsa.gov/ereta

Questions and Comments?



Join us for our upcoming VIRTUAL CES sessions!

Capital Planning and Budgeting Process

Thursday, March 19th 2020 1p-2:30pm Eastern [Register Now!](#)

eRETA Digest encore!

Tuesday, April 14th 2020 1pm-2:30pm Eastern [Register Now](#)

PBS Customer Forum

***June 25, 2020 @ GSA Headquarters
Washington, DC***

PBS Customer Forum 2020



Watch us on  YouTube

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www.gsa.gov/ces

clintenrichmentseries@gsa.gov