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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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
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](http://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](mailto:eRETA@gsa.gov) with a statement affirming your request for access
  3. Receive “Welcome to eRETA” email and follow final instructions
Work Request Workflow

**Customer Action**

**START**

Customer saves Work Request (WR) Information in eRETA (Pre-Planning Status)

Customer sends WR to GSA (Unassigned Status)

Customer enters remaining information and sends to GSA (Planning/Estimate Status)

**GSA Action**

GSA assigns PM/POC to project or service (Planning/Estimate Status)

GSA reviews and enters GSA-specific information (Pending-New Status)

GSA routes for digital signature (Sig-Requested Status)

**Joint Action**

GSA PM/POC and Customer develop requirements (Scope, Estimates, Schedules, etc.) (Planning/Estimate Status)

AC15: Estimate is approved and linked to WR

AC10: New WR is submitted to GSA

AC14: Acceptance Letter sent

Time varies depending on type of project or service

Once the Customer and GSA sign, the RWA is accepted (Accepted Status)

RWA work may begin

Legend:

AC=Automated Communication (email)
eRETA Search Tips and Tricks

- 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
Magnifying glass icons open search windows for the search criteria in question.
eRETA Search Export to Excel

- 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)

- 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)

- 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

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

- 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

- 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)

- 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)

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

- 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
Multiple Funding Strings and “Line To Bill” Feature

- 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 “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.
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.

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 bona fide 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 unique circumstances of individual requests.

18A. Signature of Fund Certifying Official

Jeff Franz

18D. Certifying Official’s E-Mail Address

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 102-65.185. 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.

11/22/2019
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.)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Admin Change (E-input)</th>
<th>Billing Change (H-input)</th>
<th>Amount/Scope Change (X-input)</th>
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<tbody>
<tr>
<td>Customer Information Page</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Date of Request</td>
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<tr>
<td>Agency POC information</td>
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<tr>
<td>Description of Requirements</td>
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<td>Requested Service Period To</td>
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<td>Work Request for multiple buildings checkbox</td>
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<tr>
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<tr>
<td>Estimated Amount</td>
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| 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](http://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

- 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
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]

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**PBS Customer Forum**

June 25, 2020 @ GSA Headquarters
Washington, DC

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Watch us on [YouTube](https://www.youtube.com)

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www.gsa.gov/ces

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