Welcome to today’s presentation:

eRETA’s New Features and Enhancements

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

Note: Please mute your phones upon connection to the webinar and/or bridge line. You will have the ability to send questions to the host and presenters through the webinar questions pane. Questions can also be sent to the clientenrichmentseries@gsa.gov mailbox. The presenter will answer as many of the questions as possible during the course of the presentation. All questions will be captured, including questions not responded to due to time limitations. Answers will be sent to all participants prior to the next presentation.
Client Enrichment Series

eRETA’s New Features and Enhancements

Hosted by
Dawn Warner, Regional Account Manager, GSA Region 8

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

- April 2011 (eRETA 1.0) – Customers have limited access to the “Documentation” search

- October 2015 (eRETA 7.0) – Read-only access extended to RETA Search, Financial Review, Data Entry screens, and Estimates; refresh of all eRETA screens

- May 2016 (eRETA 7.3) – Data entry rights to 25 customer agency SMEs to submit RWA Work Requests (WRs) and request amendments to existing RWAs online
  - Beta testing of new customer-to-GSA-to-customer workflow with live RWAs

- Winter 2016/2017 – Extension of data entry rights to all RWA customer agency bureaus and eRETA users; integration of digital signature solution and other workflow improvements as identified by beta users

*NOTE: Customer access is restricted to the Agency Bureau Code level*
Obtaining Access to eRETA

• Visit [www.gsa.gov/ereta](http://www.gsa.gov/ereta) and complete the three step process
  – 1) Complete initial online application
  – 2) Submit the eRETA Clearance Verification Form and route it through your HR/Personnel Security and GSA’s Personnel Security Office
  – 3) Receive “Welcome to eRETA” email and follow final instructions
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 Billing Office Address Codes (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 8.0 – preview after main eRETA demo
  – VCSS – automated email notifications when new bills are generated (deployed in Summer 2015)
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 Welcome Screen

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

Note Board & User Resources

National RETA Note Board:

Virtual eRETA training session – Thurs 4/21 @ 2pm ET
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.

>>> Register at www.gsa.gov/cvices

Logged in User Details

User ID: steven.sacco@gsa.gov
Agency(ies):
01007 - JUDICIARY, UNITED STATES BANKRUPTCY COURT
01017 - JUDICIARY, UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT
07054 - DEPARTMENT OF HOME AND SECURITY, TRANSPORTATION SECURITY ADMIN

Group(s):
EREATA_READ_ONLY_USER

Other Applications & Resources:
RWA Customer Site (www.gsa.gov/rwa)
RWA Form 2957 (www.gsa.gov/forms)
Small Projects and Reimbursable Services (SPR5) Division
RWA Billing Details – Vendor & Customer Self Service (VSSS) (Separate log-in will be required)
Treasurer Credit Card Site (www.pax.gov)
Rent on the Web (ROW)
eRETA Searches: RWA Search, Financial Review Search, Documentation Search

RWA Search

- RWA Type
- RWA Status
- Building Number
- Primary Worksite City
- Agency Bureau Code
- BOAC
- PDN
- Authorized Amount from $ to $
- RWA Acceptance/Start Date from to

- RWA Number
- Building Name
- Primary Worksite State
- Agency Name/Bureau Name
- Tenant
- Serverable Service
- FCN
- Agency Accounting Data

- Closure Status
- Organization Code

- Search
- Clear
- Export to Excel File

Search Results

Please enter at least one criterion above and click 'Search' to see results.
### RWA Search Summary

**Financial Information as of Pegasys last download: 04/19/2016 13:34 ET**

<table>
<thead>
<tr>
<th>RWA #:</th>
<th>N0820879</th>
<th>REXUS Lease Project #:</th>
<th>IDA40522</th>
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<td>9CD09564141900611</td>
<td>Lease #:</td>
<td>Building Type:</td>
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<td>Work Site:</td>
<td>Skyline</td>
<td>Acceptance/Start Date:</td>
<td>Completed/Canceled:</td>
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<tr>
<td>Building Name:</td>
<td>Skyline</td>
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<td>&lt;Pending&gt;</td>
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<tr>
<td>Site:</td>
<td></td>
<td>Financial Term Date:</td>
<td>Financial Close-Out Letter Date:</td>
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</table>

**Agency Name:** DEPARTMENT OF HOMELAND SECURITY
**Bureau Name:** TRANSPORTATION SECURITY ADMIN
**ARC:** 07054
**PBS Office Symbol:** 10PSE

**Agency Fund Year:** 2015
**Agency Fund Type:** M-Multi-Year

**Exp Date On Auth:** 09/30/2019
**Interfund PDN:** 693602019
**Interfund PLN:** 015030001450350200003221

**Customer DUNS:** 1308444296
**Customer Order #:** 3414204RES365 MOD1

**Agency Accounting Data:** 5/4/2014, 302015 ADE3920 000000 7700 0402 0427RES 0503000149832000033221 MOYER

**Customer Funding Information:** is of the most recent submission; a history of customer funding is available under the “RWA History” link.

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<th>Direct Costs:</th>
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<th>Chargeback Amount:</th>
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**Last Obligation: Paul Moyer**
**GSA PM/POC:** Paul Moyer
**GSA: 571-227-1192**
**GSA Email:** Paul.moyer@gsa.gov

**Last Financial Amendment:** 08/12/2015
**Last Admin Amendment:** 02/02/2016

**Customer Contact:**
**Julie Donaldson**
**PBS Approving Official:** James Phillips
**509-235-6586**
**GSA Email:** julie.donaldson@gsa.gov
**GSA Email:** James.Philipps@gsa.gov

**Description of Work:** RWA TRN 6408: IDA Off-Site: POP 05/30/2016-07/30/2016; 04/AID020316; TI Funds - Construction required for Break, Training and Admin Space. Paul Moyer - FRES POC Roger Finnes - GSA POC - 05/15 fund Increase New POC Julie Donaldson
Navigate RWA Data Entry tabs
(RWA 2957 Form broken down across 6 screens)
Financial Review Summary

### Financial Summary

- **Obligation and expense information as of VAT 105 Posted:** 04/15/18
- **RWA:** N1020979
- **RWA Status:** Construction Ts
- **ETN:** SC1007054414190041
- **Estimate Approval Date:** 02/01/2016
- **Organization:** P1070001 REAL ESTATE ACQUISITION DIVISION
- **Office Symbol:** TOPGE
- **Worksite:** ID434522 SKYLINE 2140 N SKYLINE DR, IDAHO FALLS ID 83402
- **GSA PM/POC:** julie.donaldson@gsa.gov
- **Agency:** 07064 DEPARTMENT OF HOMELAND SECURITY, TRANSPORTATION SECURITY ADMIN
- **Billing Office Address Code (BOAC):** 70304 DEPARTMENT OF HOMELAND SECURITY, TSA
- **Acceptance/Start Date:** 07/07/2014
- **Substantial Completion Date:**
- **Cancellation Date:**
- **Pending** Financial Term Date:
- **Last Bill Date:**

#### Current Authorized

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* Total Direct Balance is the amount available before or without Overhead Charges for the project manager to spend.
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RWA Transactional History and Yellow Navigational Hyperlinks

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</table>

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

SUMMARY COST ESTIMATE

COSTS ASSOCIATED WITH CONSTRUCTION

1. E.C.A.A (Estimated Cost of Construction at Award)
   GSA (Mall) Costs $127,943.00
   Tenant (RWA) Costs $127,943.00

2. Construction Contingency
   Choose Method: 1-Percent of Line 1
   0.00% $0.00 0.00% $0.00
   0.00 $0.00

3. Estimated Construction Cost (Line 1 + Line 2)
   GSA (Mall) Costs $127,943.00
   Tenant (RWA) Costs $127,943.00

4. Space Planning Cost (Programming through Design Intent)
   Design/All costs associated with design
   narratives, models, calculations, specifications,
   construction drawings and cost estimates. Select
   cost method from menu and enter appropriate
   value in line 6
   Choose Method: 1-Percent of Line 6
   0.00% $0.00
   0.00 $0.00

5. Const.Mat. and Inspection
   Select from menu and enter appropriate value in
   line 6
   Choose Method: Not Applicable
   $0.00 $0.00

6. Miscellaneous (identify)
   GSA (Mall) Costs $0.00
   Tenant (RWA) Costs $0.00

7. PBS Travel Associated with TI Work (if applicable)
   GSA (Mall) Costs $0.00
   Tenant (RWA) Costs $0.00

8. Total Design and Const. Costs (Lines 3 through Line 8)
   GSA (Mall) Costs $0.00
   Tenant (RWA) Costs $127,943.00

9. TI Allowance
   $0.00 $0.00

10. Amount of TI Allowance Customer Willing/Able To Buy Down In Excess of What Is Necessary
    $0.00 $0.00

11. TI To Be Amortized in Rent
    $0.00 $0.00

12. Reimbursable Construction Cost
    GSA (Mall) Costs $127,943.00
    Tenant (RWA) Costs $127,943.00

13. Reimbursable Construction Cost
    GSA (Mall) Costs $127,943.00
    Tenant (RWA) Costs $127,943.00

14. Regional Management Fee (select fee method)
    Choose Method: Standard 4% Fee Applies
    Regional Management Fee $5,117.72
    Tenant (RWA) Fee $133,060.72

15. Reimbursable Cost with Regional Mgmt Fee
    $0.00 $0.00

ESTIMATE COST SUMMARY

RWA Const Costs $127,943.00
Regional Mgt Fee $5,117.72
Const & Regional Mgmt Fee $133,060.72
Moving $0.00
Telephones $0.00
Furniture $0.00
IT $0.00
Security $0.00
Other $0.00
Labor $0.00
Reimbursable Personal Property Costs $0.00
Total RWA Direct Costs $133,060.72
Overhead $7,386.83
Total Est RWA Authorized Amount $140,427.55

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).
The Future:
Direct Data Entry and Digital Signatures

• May 2016 (eRETA 7.3) – Data entry rights to 25 customer agency SMEs to submit RWA Work Requests (WRs) and request amendments to existing RWAs online
  – Beta testing of new customer-to-GSA-to-customer workflow with live RWAs

• Winter 2016/2017 – Extension of data entry rights to all RWA customer agency bureaus and eRETA users; integration of digital signature solution and other workflow improvements as identified by beta users
Submitting Work Requests

- 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 which 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.
• Existing eRETA searches will be enhanced to allow customers to pull 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.
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).
The new “Customer Approval” screen allows customer agencies to print out page 1 of the RWA 2957 Form inclusive of all the data they entered into RETA.

Signing the RETA-generated 2957 Form and then uploading it back into RETA saves time and ensure the signed form isn’t “lost”.

Future digital signature functionality will make this process even more seamless.
Amend and Update Existing RWAs

• Customer agencies can initiate amendments or directly submit administrative changes directly to the GSA Database.
• Administrative changes include: updates to customer POCs, add Customer Order Number, FPDS codes, DUNS number, and more.
• Other amendments require GSA review and in cases of scope change or dollar changes, a new RWA 2957 Form will need to be signed.
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 eRETA's New Features and Enhancements

**Future sessions**

- June 16 - Automated Advanced Acquisition Program (AAAP).

[www.gsa.gov/ces](http://www.gsa.gov/ces)

ClientEnrichmentSeries@gsa.gov
Regional RWA Program Managers

GSA PBS Reimbursable Services RWA Managers

Region 1
Melissa Mitrano
mitrano.melissa@gsa.gov
617.265.8933

Region 2
Bishah Suri
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212.264.3730

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Region 4
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404.562.1639

Region 5
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312.886.3210

Region 6
Laura Beth Hawkins
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816.823.3193

Region 7
LaDonna Jones
ladonna.jones@gsa.gov
817.978.7119

Region 8
Megan Murray
megan.murray@gsa.gov
303.236.2817

Region 9
Peter Fern
peter.fern@gsa.gov
415.531.7719

Region 10
Teresa Nowak
teresa.nowak@gsa.gov
253.931.7025

Project Delivery Excellence Division
Keith Colletti
Director
202.501.8193

GSA Public Buildings Service
Thank you!