



Topic: eReta's New Features and Enhancements

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Link to Series Information: [CES Historical Topics](#)

1. A) Will customers be granted access to an entire bureau code's RWAs or will access only be given to local RWAs?
Agency Bureau Codes are not region/locality specific.

B) We are interested in knowing is will we be able to see all other district courts' RWA information and vice versa?
You would have access to all other district courts if they share the same Agency Bureau Code as you. However eRETA searches also allow you to search by specific states and/or GSA building numbers so you can run queries that are specific to just the state(s) your district operates in so you don't have to look through RWAs outside of your district.

2. In the future, will GSA add monthly bill service dates? This is Date of actual billing period.

eRETA currently displays the "Last Bill Date" on the RWA Summary screen for each RWA indicating when a bill was last generated for the RWA in question.

3. Will the system allow an agency to obtain a copy of the invoice and/or proposal from a vendor? I'm asking because if GSA purchases an item that is considered a capitalized asset we will need this information to properly report and track the item.

Billing information, including vendor invoices, are not available in RETA. VCSS is the billing system and would potentially have that information available.

4. When GSA expenses against a RWA will that info be available for agency officials to see the bill that was submitted by the vendor?

eRETA will not provide billing information, but rather VCSS will. So, when you receive an email from VCSS saying you have a new bill, you log into VCSS and are able to review the particular charges that were expensed impacting and creating that bill.

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5. How would the electronic version be routed to approving officials for signature?

In the proposed digital signature solution, the customer agency entering their half of the RWA online would enter the name and email of the Agency Fund Certifying Official who will eventually sign the RWA. The GSA Data Entry user would do the same entering the name and email of the GSA Approving Official. Once this is completed GSA would route the RWA for signatures. The digital signature software would generate an email to the customer signatory authority first. S/he would click the appropriate link in the email to apply his/her signature. Once captured, the signature process would then be routed to the GSA signatory authority for his/her signature. The signers would not require eRETA access to sign the RWA as the digital signature solution is routed outside of eRETA.

6. Would the approving official require access to eReta?

No they are not required to have access. They may print out the form and sign it.

7. Are all GSA Regional Offices already live on eRETA ?

All GSA regions have been utilizing RETA and eRETA for years, so yes they are all already live and running!

8. Can we have multiple funding codes on RWAs?

Yes, an RWA can have multiple funding codes listed on the actual RWA. However, the application of the expenses against each funding code is the customer's responsibility.

9. Is there a limit to the number of approvers for each RWA?

The RWA 2957 Form only captures two signatures: the Customer Funds Certifying Official and the GSA Approving Official.

10. Can you start a RWA; but save it for completion at a later time?

Yes. An RWA can be created/drafted over the course of multiple days or even months. The important thing is that the RWA is not signed by the customer until all elements are final, thus “committing” the funds on the customer's books.