



PBS Client Enrichment Series *Special Event*

eRETA Boot Camp - 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

eRETA Boot Camp - Using GSA's New Electronic RWA Tools external RWA Entry and Tracking Application (eRETA)

January 9, 2018

Presented by:

Steve Sacco

Reimbursable Services Program Manager
GSA-PBS Project Delivery Excellence Division
Office of Design & Construction



Hosted by:

Eric Fulton

National Program Manager, Customer Outreach and Communications
GSA-PBS Customer Programs Division
Office of Portfolio Management and Customer Engagement



RETA & eRETA

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.

RETA RWA ENTRY & TRACKING APPLICATION steven.sacco@gsa.gov

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Current Date and Time: Monday, February 13, 2017 9:11:19 AM [Print/Save Report](#)

Note Board & User Resources

National RETA Note Board: Welcome to eRETA (updated 1/31/2017 11:35AM ET)

Logged in User Details

User ID: steven.sacco@gsa.gov

Agency(ies): 01513 - DEPARTMENT OF JUSTICE, FEDERAL BUREAU OF INVESTIGATION
01017 - JUDICIARY, UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT
01007 - JUDICIARY, UNITED STATES BANKRUPTCY COURT
02011 - DEPARTMENT OF THE TREASURY, INTERNAL REVENUE SERVICE NATIONAL OFFICE
09700 - DEPARTMENT OF DEFENSE (OFFICE OF THE SECRETARY OF DEFENSE), OFFICE OF THE SECRETARY OF DEFENSE
07054 - DEPARTMENT OF HOME AND SECURITY, TRANSPORTATION SECURITY ADMIN

Group(s): ERETA_DATA_ENTRY

Other Applications & Resources: [RWA Customer Site \(www.gsa.gov/rwa\)](#)
[RWA Form 2957 \(www.gsa.gov/forms\)](#)
[RWA Billing Details - Vendor & Customer Self Service \(VCSS\)](#) (Separate log-in will be required)
[Treasury Credit Card Site \(www.pay.gov\)](#)
[Rent on the Web \(ROW\)](#)

Brief History of RETA / eRETA

1. **April 2011 (eRETA 1.0)** – Introduction of customer RWA with basic financial summary and documents
1. **October 2015 (eRETA 7.0)** – Read-only access extended to RETA Search, Financial Review, Data Entry screens, and Estimates; refresh of all eRETA screens
1. **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
 - a. Beta testing of new customer-to-GSA-to-customer workflow with live RWAs
1. **May 2017 (eRETA 7.7)** – 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
1. **August 2017 (eRETA 8.0)** – Additional automated email notifications and new “Summary of Requested Changes” screen to identify changed fields on amendment submissions

Gaining Access and Training Materials

www.gsa.gov/ereta

GSA

TRAVEL

REAL ESTATE

ACQUISITION

TECHNOLOGY

POLICY &
REGULATIONS

Home > Real Estate > Real Estate Services > Reimbursable Services (RS) Program > ERETA RWA Customer Portal >

REIMBURSABLE SERVICES (RS) PROGRAM

Overview

About RWAs

Billing & Payment

> eRETA RWA Customer Portal

eRETA Training Materials

How do I access eRETA

Policy & Guidance

Training & FAQs

eRETA RWA Customer Portal

[How Do I Access eRETA?](#) | [eRETA Training Materials](#)



New Digital Features Now Available in eRETA

We are very excited to announce that in May 2017, the General Services Administration, Public Buildings Service (GSA-PBS) enhanced its Reimbursable Work Authorization (RWA) intake process by offering an electronic alternative to several existing manual processes.

These new features include:

GSA

GSA Public Buildings Service

Electronic RWA Enhancements

- On May 5th, 2017, GSA introduced several new electronic features to the RWA workflow to allow customer agencies and GSA to interact more efficiently. On August 5th, 2017 we added even more.
- The new features include:
 - 1) Data entry capabilities that allow RWA customer agencies to identify and submit new project or service needs (known as "RWA Work Requests"),
 - 2) Data entry capabilities that allow RWA customer agencies to enter and submit new and amended RWAs directly to GSA via the eRETA application,
 - 3) A "Summary of Requested Changes" screen to easily compare old and new values on RWA amendments,
 - 4) An integrated digital signature solution.
- Features 1-3 require eRETA access. Feature 4 only requires an email address
- These features are all optional, but highly encouraged

eRETA Direct Data Entry & Digital Signature Enhancements

- **How does Customer Direct Data Entry work?**
 - Customers can submit new project or service needs (called RWA “Work Requests”) directly to GSA online in under 60 seconds
 - The Work Request is routed to the appropriate GSA regional office who will review the request and assign a GSA Project Manager.
 - Once requirements development and cost estimating occur between the customer agency and GSA offline, the customer can return to eRETA and build on the Work Request by entering the rest of their RWA information (equivalent to page 1 of the RWA 2957 Form)
- **Digital Signatures**
 - Optional for Customer Agency Fund Certifying Official (block 18A), but required for GSA-PBS Approving Official (block 28A)
 - eRETA access is NOT needed to use digital signatures
 - GSA will route the RWA for digital signatures just prior to acceptance

eRETA Adoption as of Today...

- **1011 total eRETA Users**
 - 867 with *Read Only Access*, meaning users can view RWA documentation, summary and financial info, estimates, export RWA data to Excel, etc.
 - 114 with **Data Entry** Access, meaning users have all functionalities mentioned above, plus the ability to create and amend RWAs and RWA Work Requests in eRETA.
- **Benefits of Using Data Entry**
 - RWAs can no longer get “lost” since requests are saved in the system.
 - Customers enter their own information, so there is less “back and forth” between customer and GSA
 - Increases efficiencies due to automated routing of RWAs to appropriate GSA regional POCs.
 - Increased transparency for customers due to automated communications to customer contacts (Agency POC, Agency RWA Mailbox, Last modified by User)

eRETA Welcome Screen

RETA RWA ENTRY & TRACKING APPLICATION steven.sacco@gsa.gov   

SEARCH FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Current Date and Time:

Friday, April 15, 2016 12:10:08 PM

[Print/Save Report](#)

Note Board & User Resources

National RETA Note Board:	<p>Virtual eRETA training session – Thur 4/21 @ 2pm ET</p> <p>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/ces</p>
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 HOMELAND SECURITY, TRANSPORTATION SECURITY ADMIN
Group(s):	ERETA_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 (SPRS) Division RWA Billing Details - Vendor & Customer Self Service (VCSS) (Separate log-in will be required) Treasury Credit Card Site (www.pay.gov) Rent on the Web (ROW)



eRETA Navigation and Search Screens

RETA RWA ENTRY & TRACKING APPLICATION steven.sacco@gsa.gov

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Work Request / RWA Search Hide Criteria

<u>WR/RWA Type</u> Select options	<u>WR/RWA Number</u> <input type="text"/>	<u>Closure Status</u> Select options <input type="text"/>
<u>WR/RWA Status</u> Select options <input type="text"/>		<u>Organization Code</u> <input type="text"/>
		<u>Region</u> Select options <input type="text"/>
<u>Building Number</u> <input type="text"/>	<u>Building Name</u> <input type="text"/>	
<u>Primary Worksite City</u> <input type="text"/>	<u>Primary Worksite State</u> Select options <input type="text"/>	<u>Building Type</u> Select options <input type="text"/>
<u>Agency Bureau Code</u> 01005, 01007, 01017, (<input type="text"/>	<u>Agency Name/Bureau Name</u> <input type="text"/>	
<u>BOAC</u> <input type="text"/>	<u>Severable Service</u> Select options <input type="text"/>	<u>Customer Funding Type</u> Select options <input type="text"/>
<u>PDN</u> <input type="text"/>	<u>PCN</u> <input type="text"/>	<u>Customer ID</u> <input type="text"/>
<u>Authorized Amount from \$</u> <input type="text"/> to \$ <input type="text"/>	<u>Agency Accounting Data</u> <input type="text"/>	<u>User ID</u> <input type="text"/>
<u>RWA Acceptance/Start Date from</u> <input type="text"/> to <input type="text"/>	<u>Agency Contact Email</u> <input type="text"/>	<u>GSA PM/POC Email</u> <input type="text"/>

RWA Search Summary

You are in Read-Only Mode

 Form 2957
  Print

Financial information as of Pegasys last download: 04/15/2016 13:34 ET

RWA #:	N1020979	REXUS Lease Project #:	07/07/2014	Acceptance/Start Date:	07/07/2014
Estimate Tracking #:	SCID0705414190041	Lease #:		Completed/<Cancelled> Date:	
Work Site:	ID4353ZZ	Building Type:	Leased	Last Billed Date:	
Building Name:	SKYLINE			<Pending> Financial Term Date:	
				Financial Close-Out Letter Date:	

Agency Name:	DEPARTMENT OF HOMELAND SECURITY				
Bureau Name:	TRANSPORTATION SECURITY ADMIN				
ABC:	07054	PBS Office Symbol:	10PSE	Customer DUNS:	
ALC:	70110001	Organization Code:	P1070001	Seller (GSA) DUNS #:	130944296
BOAC:	703094	Organization Name:	REAL ESTATE ACQUISITION DIVISION		

Agency Fund Year:	2015	Overhead Rate:	0.055364	Treasury Symbol:	07020152016 0550 000
Agency Fund Type:	M-Multi-Year	Interfund PDN:		Requisition ID #:	2114204RES365
Exp Date Obl Auth:	09/30/2016	Interfund PLN:			
Customer Order #:	3414204RES365 MOD1				

Agency Accounting Data: 5 AV156A000D 2015 ADE020 GE0000 7700 6402 642RES 5903001403020000 3221 MOYERP
Customer funding information is as of the most recent submission; a history of customer funding is available under the 'RWA History' link.

Accepted Authorized Amt:	\$140,427.55	Direct Costs:	\$0.00	Chargeback Amount:	\$0.00
Commitments:	\$86,163.05	Reg. Mgmt. Fee:	\$0.00	Bill Type:	O-IPAC/IGTE
Obligations:	\$0.00	Overhead Assessed:	\$0.00	Bill Term:	M-Monthly
Balance:	\$54,264.50	Total Billed:	\$0.00	Hold Billing:	NO
UFCO Balance:	\$140,427.55	Total Collected:	\$0.00	Last RETA Action:	Submitted Successfully
Earned Income:	\$0.00	Write-off Amount:	\$0.00	Service Type:	Non-Severable

Last Obligation:	Last Financial Amendment:	08/12/2015	Last Admin Amendment:	02/02/2016
-------------------------	----------------------------------	------------	------------------------------	------------

Customer Contact:	Paul Moyer	GSA PM/POC:	Julie Donaldson	PBS Approving Official:	James Phillip
	571-227-1192		509-253-0566		509-353-0581
	Paul.Moyer@dhs.gov		julie.donaldson@gsa.gov		James.Phillip@gsa.gov

Description of Work: RWA TRN 6308; IDA On-Site; POP 6/30/2014-3/30/2015; OA#AID02082.6; TI Funds - Construction required for Break, Training and Admin Space. Paul Moyer - FRES POC Roger Grimes - GSA POC - 8/5/15 fund increase New POC Julie Donaldson



GSA Public Buildings Service

11

Navigate RWA Data Entry tabs

(RWA 2957 Form broken down across 7 screens)

You are in Read-Only Mode

WR/RWA Number: N1677089 Status: Submitted Successfully Input Code:  Edit

Agency Bureau Code: 01005 Agency Certified Amount: \$182,749.83

Agency Name: JUDICIARY, DISTRICT COURTS OF THE UNITED STATES Funding Authority: Non-Economy Act

Billing Type: N: Non-IPAC Agency Billing Contact: christina_brunetti-moore@

Billing Term: M: Monthly Billing Contact Name: mOORE,Christina

ALC: Billing Contact Phone: (303) 844 - 2257 Ext

 Account Code/BOAC: 108887 Funding Agency Code (FPDS): 1027

Billing Office Name: US DISTRICT COURT Funding Office Code (FPDS): 108300

Agency Finance Billing Address: ROOM A-105 Hold Billings: No

Street Address: 901 19TH STREET Customer Order Number: RWA COXDCLERK170005

City: DENVER Fiscal Station Number:

State: Colorado Requisition ID:

Zip Code: 80294 - Agency/Customer BPN/DUNS:

SUMMARY

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

Financial Review Summary

FINANCIAL SUMMARY

[Back to RWA List](#)

Obligation and expense information as of VAT 105 Posted 04/15/16

RWA: N1020979 Construction Tis

RWA Status: Submitted Successfully

ETN: [SCID0705414190041](#)

Estimate Approval Date: 02/01/2016

REXUS Lease Project #:

Lease #:

Organization: P1070001 REAL ESTATE ACQUISITION DIVISION

Office Symbol: 10PSE

Worksite: ID4353ZZ SKYLINE 2140 N SKYLINE DR IDAHO FALLS ID 83402

GSA PM/POC: julie.donaldson@gsa.gov

Agency: 07054 DEPARTMENT OF HOMELAND SECURITY, TRANSPORTATION SECURITY ADMIN

Billing Office Address Code (BOAC): 703094 DEPARTMENT OF HOMELAND SECURITY, TSA

Acceptance/Start Date: 07/07/2014

Substantial Completion Date:

Cancellation Date:

<Pending> Financial Term Date:

Last Bill Date:

Total Billed: \$0.00

Chargeback Amount: \$0.00

Total Collected: \$0.00

Write-Off Amount: \$0.00

[RWA_1020979](#) [RWA History](#) [Documentation](#) [ETN_SCID0705414190041](#)

▾ Authorizing Details Rollup

	Current Authorized	Commitments	Obligations	Balance	Expenses	UFCO
Construction/Const Support	\$127,943.00	\$86,163.05	\$0.00	\$41,779.95	\$0.00	
Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Security/Protection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Space Changes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Studies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Utilities/O&M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Direct Costs	\$127,943.00	\$86,163.05	\$0.00	*\$41,779.95	\$0.00	
RWA Fees	\$12,484.55	\$0.00	\$0.00	\$12,484.55	\$0.00	
Total	\$140,427.55	\$86,163.05	\$0.00	\$54,264.50	\$0.00	\$140,427.55

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

Access to Electronic Documentation

Select Page Size: 20 ▼

Documents

Document Type	Document Name	Last Modified By	Last Modified Date	Upload Date ▼	System ▲
Description					
Estimates	RETA ESTIMATE 2016-02-01 RETA Generated Estimate - SCID0705414190041	jenette.troberg...	02/01/2016	02/01/2016	
RWA 2957 Form	RETA 2957 FORM 2016-02-01 RETA Generated 2957 Form Submitted to Pegasys on 2016-02-01	jenette.troberg...	02/01/2016	02/01/2016	
Customer Correspondence (Email)	Acceptance Email	marnelle.devos...	08/12/2015	08/12/2015	
CL2 - Acceptance	Acceptance Letter	marnelle.devos...	08/12/2015	08/12/2015	
RWA 2957 Form	RETA 2957 FORM 2015-08-12 RETA Generated 2957 Form Submitted to Pegasys on 2015-08-12	joan.kostello...	08/12/2015	08/12/2015	
Estimates	RETA ESTIMATE 2015-08-12 RETA Generated Estimate - SCID0705414190041	joan.kostello...	08/12/2015	08/12/2015	
RWA 2957 Form	N1020979 Amendment	marnelle.devos...	08/10/2015	08/10/2015	
Customer Correspondence (Email)	Receipt Email	marnelle.devos...	08/05/2015	08/05/2015	
CL1 - Receipt	Receipt Letter	marnelle.devos...	08/05/2015	08/05/2015	
Customer Correspondence (Email)	Selected Documents Email	tina.vigorito...	07/15/2014	07/15/2014	

RWA Transactional History and Yellow Navigational Hyperlinks

The screenshot displays the 'RWA History' tab selected in the top navigation bar. Below the tabs, the 'Transaction History' section shows summary information for RWA Number N1639904, created by betty.saechin@gsa.gov on 02/21/2017. It also lists the last bill date as 06/19/2017, with total billed and collected amounts of \$6,527.96 and a write-off amount of \$0.00. A row of yellow hyperlinks is highlighted, including 'RWA: 1639904', 'Financial Review', 'Documentation', 'Comments', and 'ETN: SCCA0100717045026'. Below this is a table of 'History Records' with columns for Submission Date / Restored Date, Updated By, Authorized Amount, Customer Funding, ABC/BOAC, Input Code, and Acceptance / Start Date. The table contains two rows of data for agency accounting data.

Transaction History

History as of: 07/24/2017 RWA Number: N1639904
Created By: betty.saechin@gsa.gov Created Date: 02/21/2017
Last Bill Date: 06/19/2017 Total Billed: \$6,527.96 Total Collected: \$6,527.96 Write Off Amount: \$0.00

[RWA: 1639904](#) [Financial Review](#) [Documentation](#) [Comments](#) [ETN: SCCA0100717045026](#)

History Records

Submission Date / Restored Date	Updated By	Authorized Amount	Customer Funding	ABC/BOAC	Input Code	Acceptance / Start Date	Com <Car
Agency Accounting Data							
05/24/2017 092000 B09CAEC-2515	betty.saechin@gsa.gov..	\$8,076.05	2017-A-2017	01007 / 1093AE	N	02/21/2017	
02/23/2017 092000 B09CAEC-2515	betty.saechin@gsa.gov..	\$8,076.05	2017-A-2017	01007 / 1093AE	A	02/21/2017	

Indicates a truncated field

Access to Summary Cost Estimates and OT Utility Estimates

SUMMARY COST ESTIMATE

		GSA (Shell) Costs		Tenant (RWA) Costs	
*TI Scenario: 4- Post Initial Occupancy, Owned Or Leased					
<ul style="list-style-type: none"> BASIC INFORMATION CONSTRUCTION COSTS TENANT PERS. PROPERTY ESTIMATE SUMMARY 	1. <u>E.C.C.A. (Estimated Cost of Construction at Award)</u>		\$0.00	\$127,943.00	
	2. <u>Construction Contingency:</u>	Choose Method			
		1- Percent of Line 1	0.00%	\$0.00	\$0.00
	3. Estimated Construction Cost: (Line 1 + Line 2)			\$0.00	\$127,943.00
	4. <u>Space Planning Cost</u> :(Programming through Design Intent)		\$0.00	\$0.00	\$0.00
	5. <u>Design:</u> (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 5	Choose Method			
		1- Percent of Line 3	0.00%	\$0.00	\$0.00
	6. <u>Const.Mgt. and Inspection:</u> Select from menu and enter appropriate value in line 6	Choose Method			
		Not Applicable		\$0.00	\$0.00
	7. <u>Miscellaneous:</u> (Identify)			\$0.00	\$0.00
	8. <u>PBS Travel Associated with the TI Work (if applicable):</u>			\$0.00	\$0.00
	9. Total Design and Const.Costs: (Lines 3 through Line 8):			\$0.00	\$127,943.00
	10. <u>TI Allowance:</u>				\$0.00
	11. <u>Amount of TI Allowance Customer Willing/Able To Buy Down In Excess of What Is Necessary:</u>				\$0.00
	12. <u>TI To Be Amortized In Rent:</u>				\$0.00
13. <u>Reimbursable Construction Cost:</u>				\$127,943.00	
14. <u>Regional Management Fee:</u> (select fee method)	Choose Method				
	Standard 4% Fee Applies			\$5,117.72	
15. Reimbursable Cost with Regional Mgmt.Fee:				\$133,060.72	

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).

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	\$7,366.83
Total Est RWA Authorized Amount	\$140,427.55



Creating/Submitting RWA Work Requests

The screenshot displays the RETA (Request Entry & Tracking Application) interface. The top navigation bar includes 'SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES'. The main content area is titled 'Customer Information' and contains a form with various fields. The 'Save' button at the bottom right is highlighted with an orange box.

Customer Information

WR/RWA Number: _____ Status: _____ Input Code: _____
Customer Request Date: _____ Customer Signature: _____ GSA Region: _____
Requested By: _____ GSA Data Entry: _____ Estimate Tracking No: _____

*** Required Fields**

* Agency Bureau: 07051-Department Of Homeland Security-Dhs/Customs & Border Protection
* Primary Building State: New Mexico Building: NM0083CL Address: PALOMAS & 2ND ST
* City: Columbus Building Name: USBS COLUMBUS PRIMAR Zip Code: 88029
Room Number/Specific Location in Facility: _____
Request for multiple buildings (If yes, Address in Desc. of Reqs.):
* Overtime Utilities: No
Requested Service Period: 01/23/2018 to 11/18/2018
 This work is related to other RWA(s)
Related RWA Number(s): _____
Agency RWA Mailbox: Add new...
* Agency POC: denise.a.torres@cbp.dhs.gov Name: Torres, Denise Alice Phone: (949) 843-8389
GSA PM/POC: (if known) Add new... Name: _____ Phone: _____
* Description of Requirements: Installation of magnetic lock system to pedestrian processing exit doors to include an audible alarm. Additional requirements: Magnetic locking systems to be tied into fire alarm system to release doors upon fire alarm activation.
(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 (*)
- A tracking “Work Request Number” is generated after the user clicks ‘Save’, which you will see on the next slide.

Creating/Submitting RWA Work Requests part 2

external.DataEntryUser@gsa.gov

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Customer information

Read-Only View

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

WR/RWA Number: W1713095

Status: New

Input Code: A

Customer Request Date:

Customer Signature:

GSA Region: 07

Requested By:

GSA Data Entry:

Estimate Tracking No:

* Required Fields

* Agency Bureau: 07051-Department Of Homeland Security-Dhs/Customs & Border Protection

* Primary Building State: New Mexico

Building: NM0083CL

Address: PALOMAS & 2ND ST

Room Number/Specific Location in Facility:

* City: Columbus

Building Name: USBS COLUMBUS PRIMAR

Zip Code: 88020

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

* OverTime Utilities: No

This work is related to other RWA(s)

Requested Service Period: 01/23/2018 to 11/16/2018

Related RWA Number(s):

* Estimated Amount: \$2,500-\$150,000

Agency RWA Mailbox: Add new...

* Agency POC: denise.a.torres@cbp.dhs.gov

Name: Torres, Denise Alice

Phone: (949) 843-8389

GSA PM/POC: (if known) Add new...

Name:

Phone:

* Description of Requirements: Installation of magnetic lock system to pedestrian processing exit doors to include an audible alarm. Additional requirements: Magnetic locking systems to be tied into fire alarm system to release doors upon fire alarm activation.

(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

Documentation Comments

- A tracking “Work Request Number” is generated after the user saves the request.

Creating/Submitting RWA Work Requests part 3

RETA RWA ENTRY & TRACKING APPLICATION external.DataEntryUser@gsa.gov GSA

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

You are in Read-Only Mode

WR/RWA Number: W1713095 **Status: Unassigned** Customer Request Date: 11/02/2017 Requested By: external.DataEntryUser@gsa.gov
Customer Signature: GSA Region: 07 GSA Data Entry: Estimate Tracking No. Edit

Agency Bureau: 07051
Agency Name: DEPARTMENT OF HOMELAND SECURITY, DHS/CUSTOMS & BORDER PROTECTION
Primary Building State: New Mexico City: Columbus
Building Number: NM0083CL Building Name: USBS COLUMBUS PRIMAR
Address: PALOMAS & 2ND ST Zip Code: 88029
Room Number/Specific Location in Facility: Request for multiple buildings (If yes, Address in Desc. of Reqs.)
Overtime Utilities: No
 This work is related to other RWA(s)
Estimated Amount: \$2,500-\$150,000
Requested Service Period: 01/23/2018 to 11/16/2018
Agency RWA Mailbox: GSA PM/POC: (if known)
Agency POC: denise.a.torres@cbp.dhs.gov Name: Torres, Denise Alice Phone: (949) 643-8389
Name: Phone:
Description of Requirements: Installation of magnetic lock system to pedestrian processing exit doors to include an audible alarm. Additional requirements: Magnetic locking systems to be tied into fire alarm system to release doors upon fire alarm activation.
(Limited to 500 Characters) Charges 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/Submitting RWA Work Requests part 4

external.DataEntryUser@gsa.gov

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Customer Information

WR/RWA Number: W1713095 Status: Assigned Customer Request Date: 11/2/2017 Requested By: external.DataEntryUser@gsa.gov

Input Code: A Customer Signature: GSA Region: 07 GSA Data Entry: teresa.alcorn@gsa.gov

RWA Type: WR/RWA Number: 1713095 Generate

Agency Bureau: 07051-Department Of Homeland Security-Dhs/Customs & Border Protection

Primary Building State: New Mexico City: Columbus

Building: NM0063CL Building Name: USBS COLUMBUS PRIMAR

Address: PALOMAS & 2ND ST Zip Code: 88029

Room Number/Specific Location in Facility: Requested Service Period: 01/23/2018 to 11/16/2018

Overtime Utilities: No Requested Service Period: 01/23/2018 to 11/16/2018

Estimated Amount: \$2,500-\$150,000 Agency RWA Mailbox: Add new...

Agency POC: denise.a.torres@cbp.dhs.gov GSA PM/POC: (if known) steven.sacco@gsa.gov

Name: Torres, Denise Alice Name: Sacco, Steve

Phone: (949) 643-8389 Phone: (202) 208-8177

Description of Requirements: Installation of magnetic lock system to pedestrian processing exit doors to include an audible alarm. Additional requirements: Magnetic locking systems to be tied into fire alarm system to release doors upon fire alarm activation.

(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

- 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.

Entering RWA Information (Billing Info)

The screenshot shows the RETA (RWA Entry & Tracking Application) interface. The top navigation bar includes 'SEARCH', 'DATA ENTRY', 'FINANCIAL REVIEW', 'DOCUMENTATION', and 'ESTIMATES'. The user is logged in as 'external.DataEntryUser@gsa.gov'. The main form is titled 'Billing Information' and displays the following data:

- WR/RWA Number: W1713095, Status: Assigned, Input Code: A, Read-Only View
- Agency Bureau Code: 07071
- Agency Name: DEPARTMENT OF HOMELAND SECURITY, DHS/CUSTOMS & BORDER PROTECTION
- Agency Certified Amount: \$12,000.00
- Funding Authority: Non-Economy Act
- Billing Type: O: IFAC
- Billing Term: M: Monthly
- ALC: 70060800
- Account Code/BOAC: 705AAC
- Agency Billing Contact: cbpinvoices@cbp.dhs.gov
- Billing Contact Name: Invoices, CBP
- Billing Contact Phone: (317) 460-8762 Ext
- Billing Office Name: DHS CUSTOMS AND BORDER PROTECTION
- Agency Finance Billing Address: 8650 TELECOM DRIVE
- Street Address: [Empty]
- City: INDIANAPOLIS
- State: Indiana
- Zip Code: 46278
- Funding Agency Code (FPDS): [Empty]
- Funding Office Code (FPDS): [Empty]
- Hold Billings: No
- Customer Order Number: CBP may enter any number here for their tracking purposes
- Fiscal Station Number: [Empty]
- Requisition ID: [Empty]
- Agency/Customer BPN/DUNS: [Empty]

Buttons at the bottom include 'Save', 'Save & Proceed >>>', and 'Reset Form'. A left sidebar contains navigation options: CUSTOMER INFORMATION, BILLING INFORMATION, ACCOUNTING DETAILS, CUSTOMER APPROVAL, PBS INFORMATION, AUTHORIZING DETAILS, and PBS APPROVAL. At the bottom of the sidebar are links for 'Documentation' and 'Comments'.

- 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).

Entering RWA Information (Accounting Details)

external.DataEntryUser@gsa.gov

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Agency Accounting Details

WR/RWA Number: W1713095 Status: Assigned Input Code: A Read-Only View

Required Fields

Add Agency Accounting Detail Line

Agency Certified Amt \$0.00

Agency Fund Year 2018

Authorized Line Amt \$ 12,000.00

Fund Type M: Multi-year

Treasury Symbol 07020182020 0632000

Expiration Date of Obligational Authority 09/30/2020

Agency Accounting Data 11AA-22BB-33CC-44DD-55EE-66FF
(Limited to 255 Characters)

Save Cancel Reset

Agency Accounting Detail Lines Help

Modified Date	Treasury Symbol	Fund Year	Fund Type	Fund Expiration Date	PDN	PLN	Authorized Line Amt	Agency Accounting Data
No Records Found								

Save Save & Proceed >>> Reset

Documentation Comments

- 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).

Signing and Uploading RWA 2957 Forms

The screenshot shows the RETA (RWA Entry & Tracking Application) interface. The user is logged in as external.DataEntryUser@gsa.gov. The page title is "Customer Approval". The form displays the following information:

- WR/RWA Number: W1713095
- Status: Assigned
- Input Code: A
- Read-Only View

Instructions: Please complete this screen if entering a new RWA or processing an amendment that requires a new signature. Required Fields are indicated by a red asterisk.

A "NEW" notification with a plus icon and a link "Click here for signature option instructions" is present.

Two radio button options are shown: "Electronic Signature Request" (selected and highlighted with an orange box) and "Manual Signature".

Fields for the Fund Certifying Official include:

- Signature of Fund Certifying Official: Not Yet Signed (dropdown)
- Fund Certifying Official: nicole.rhodes@cbp.dhs (dropdown)
- Name of Signer: Rhodes, Nicole
- Certifying Official's Phone: (202) 391-8247
- Date: (empty)

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

An "Upload New" button is located above a table with the following columns: Document Type, Document Name, Upload Date, and Delete. The table currently shows "No records found".

Buttons at the bottom include "Save", "Send to GSA", and "Reset Form".

- The new “Customer Approval” screen allows customer agencies to upload manually signed 2957 Forms or opt to sign RWA digitally.
- Digital signatures are captured as the last two items immediately prior to RWA acceptance.
- The Fund Certifying Official will receive an email from “eSignLive” to apply his/her signature after GSA enters all of their “Page 2” information in RETA.

Digital Signature Email and eSignLive

RWA_F1643770_Mobile_AL_003 - eSign this package sent by John Doe Inbox x



RETAAdmin <RETAAdmin@gsa.gov>

8:20 PM (0 minutes ago) ☆

to me ▾

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 Agency: DEPARTMENT OF JUSTICE, DEPARTMENT OF JUSTICE

Customer POC: Ksenia Petrikova, ksenia.petrikova@gsa.gov

GSA POC: Satish Nadipalli, satish.nadipalli.fp@vencore.com

Building: FB/CT, PROJ. LOCATION TO BE DETERMINED, MOBILE, AL

Description: test

For more information, please contact the appropriate POC listed at F1643770.

[Click here to Sign / Review](#)

The General Services Administration

[1-800-488-3111](tel:1-800-488-3111) / DSSTeam@gsa.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 stickies.

25Z. If applicable, enter the Total Line Amount from any attached sheet(s) here		\$0.00
26. Grand Total		\$ 5,367.09
27A. GSA Project Contact Name Patrick Campbell		
27B. GSA Project Contact Phone Number (303) 236-2756	27C. GSA Project Contact E-Mail Address patrick.campbell@gsa.gov	
29A. GSA Approving Official's Signature  Click to Sign		28B. Date
28C. GSA Approving Official's Phone Number (202) 208-6177	28D. GSA Approving Official's Name Steve Sacco	
28E. GSA Approving Official's E-Mail Address steven.sacco@gsa.gov		29. Seller/General Services Administration Business Partner Network/DUNS Number (BPN/DUNS) 177084642
RWA COMPLETION AND CLOSEOUT INFORMATION		
30A. Substantial Completion Date 09/30/2017	30B. Financial Closeout Date (Term Date)	

GSA 2957 (REV. 9/2016) PAGE 2



Amend and Update Existing RWAs

RWA Summary Page

Status: Submitted Successfully Last Modified By: eric.breece@gsa.gov Read-Only View Form 2957 Print

Input Code: Last Modified: 1/12/2016

Select Input Code: **Customer Administrative Change - E Input code** Apply Financial information as of Pegasys last download: 03/08/2016 07:43 ET

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

RWA #:	N1407851	REXUS Lease Project #:		Acceptance/Start Date:	10/01/2015
Estimate Tracking #:	SCTX0100515364007	Lease #:		Completed/Cancelled Date:	
Work Site:	TX1931ZZ	Building Type:	Leased	Last Billed Date:	
Building Name:	BENTSEN TOWER			<Pending> Financial Term Date:	
				Financial Close-Out Letter Date:	
Agency Name:	JUDICIARY				
Bureau Name:	DISTRICT COURTS OF THE UNITED STATES				
ABC:	01005	PBS Office Symbol:	7PSB-MC	Customer DUNS:	
ALC:		Organization Code:	P07250B1	Seller (GSA) DUNS #:	130943272
BOAC:	10752R	Organization Name:	BORDER SERVICE CENTER		
Agency Fund Year:	2016	Overhead Rate:	0.093336	Treasury Symbol:	
Agency Fund Type:	A-Annual	Interfund PDN:		Requisition ID #:	
Exp Date Obl Auth:	09/30/2016	Interfund PLN:			
Customer Order #:	bxs 16467900018				
Agency Accounting Data: 16 092000 D05TXSC 2515 <i>Customer funding information is as of the most recent submission; a history of customer funding is available under the 'RWA History' link.</i>					
Accepted Authorized Amt:	\$8,193.29	Direct Costs:	\$0.00	Chargeback Amount:	\$0.00
Commitments:	\$0.00	Reg. Mgmt. Fee:	\$0.00	Bill Type:	N-NonIPAC
Obligations:	\$0.00	Overhead Assessed:	\$0.00	Bill Term:	Q-Quarterly

- Customer agencies can initiate amendments or submit administrative changes directly to the GSA Database without GSA concurrence.
- 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, new signatures will also be required.

Amendment Summary

Summary of Requested Changes					
SUMMARY		WR/RWA Number: N1387298	Status: Mod-Initiated	Input Code: X	Read-Only View
Field	Before	After			
1 - Customer Information					
Agency POC	candie_cole@ctd.uscourts.gov	candie_cole@ctd.uscourts.gov			
Agency RWA Mailbox					
Description of Requirements	Maintenance and repairs of AC equipment in the computer rooms in the Hartford courthouse.	Maintenance and repairs of AC equipment in the computer rooms in the Hartford courthouse.			
Overtime Utilities					
Related RWA Number(s)					
Requested Service Start	08/28/2015	08/28/2015			
Requested Service End					
Request is for Multiple Buildings	No	No			
Room Number/Specific Location in Facility					
Work Related to Other RWA(s)	No	No			
2 - Billing Information					
Account Code/BOAC	101362	101362			
✦ Agency Billing Contact	candie_cole@ctd.uscourts.gov	scott_teman@ca2.uscourts.gov			
Agency Bureau Code	01005 - JUDICIARY - DISTRICT COURTS OF THE UNITED STATES	01005 - JUDICIARY - DISTRICT COURTS OF THE UNITED STATES			
Agency Certified Amount *	\$2,859.00	\$2,859.00			
Agency/Customer BPN/DUNS					
ALC					
Billing Term	Monthly	Monthly			
Billing Type	Non-IPAC	Non-IPAC			
✦ Customer Order Number		XYZ 123 - ABC			
Fiscal Station Number					
Funding Authority	Non-Economy Act	Non-Economy Act			
Funding Agency Code (FPDS)	1027	1027			
Funding Office Code (FPDS)	4614	4614			
Requisition ID					
4 - Customer Approval					

- With RETA 8.0 (Aug 2017) the new “Amendment Summary” tab helps the customer and GSA to easily identify what field(s) have been changed on the amendment request.



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



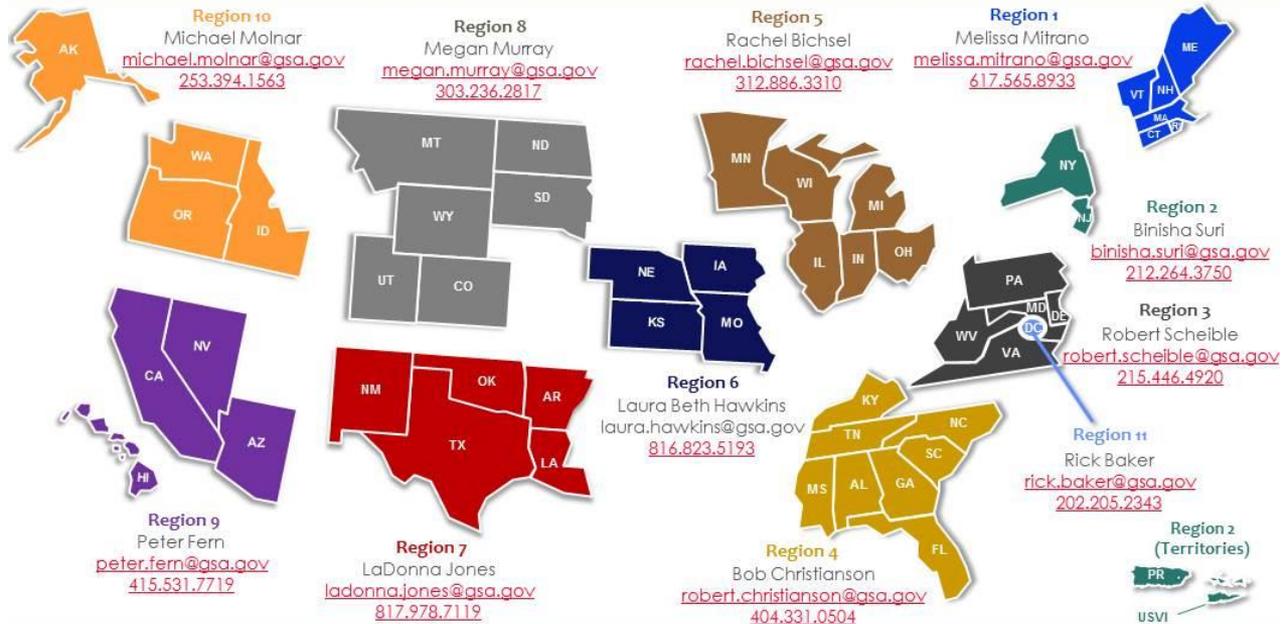
Regional RWA Managers



January 2018

PBS Office of Project Delivery

GSA PBS Reimbursable Services RWA Managers



Project Delivery Excellence Division
Keith Colella
Director
301.974.1119





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
Financing Change - The PBS Consolidation Fund

2/15 at 2:00 pm Eastern

www.gsa.gov/ces