

How to Upload Documents in eRETA

Happy Summer! In just three months eRETA will be the mandatory method to submit Work Requests (WRs) and RWAs to GSA. To make sure you are prepared for the October 1, 2019 conversion date, here is another Quick Tip outlining how you can use eRETA to upload documents and maintain an electronic file for your WRs and RWAs!

1- Upload documents to a new WR or to an existing RWA (from the Documentation hyperlink)

On your new or existing WR or RWA, click the "Documentation" hyperlink at the bottom left of the Customer Information screen. Note that while this screen will look slightly different for a WR versus RWA, the yellow "Documentation" hyperlink will still be available at the bottom left.

RETA RWA ENTRY & TRACKING APPLICATION **GSA**

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

You are in Read-Only Mode

Status: Accepted Successfully Last Modified By: sandyl.sitton@gsa.gov
 Input Code: Last Modified: 04/09/2019

Financial information as of Pegasys last download: 06/09/2019 12:11 ET

BILLING INFORMATION	RWA #:	N0486307	REXUS Lease Project #:	Acceptance/Start Date:	04/09/2019
ACCOUNTING DETAILS	Estimate Tracking #:	SCCA0705519099019	Lease #:	Completed/<Cancelled> Date:	
CUSTOMER APPROVAL	Work Site:	CA8338ZZ	Building Type:	Leased	Last Billed Date:
PBS INFORMATION	Building Name:	16921 Parthenia Street			<Pending> Financial Term Date:
AUTHORIZING DETAILS	Agency Name:	DEPARTMENT OF HOMELAND SECURITY			Financial Close-Out Letter Date:
PBS APPROVAL	Bureau Name:	IMMIGRATION & CUSTOMS ENFORCEMENT			
	ABC:	07055	PBS Office Symbol:	9PLW	Customer DUNS:
	ALC:	70191512	Organization Code:	P092L240	Seller (GSA) DUNS #:
	BOAC:	70707U	Organization Name:	11000 WILSHIRE FIELD OFFICE	177084642
	Agency Fund Year:	2019	Overhead Rate:	0.093251	Treasury Symbol:
	Agency Fund Type:	A-Annual	Interfund PDN:		07020192019 05400
	Exp Date Obl Auth:	09/30/2019	Interfund PLN:		00
	Customer Order #:	193419OFAHST13970			Requisition ID #:
	Agency Accounting Data: SAICLOA 000 D1 10-01-00-000 70-04-0003-04-00-00-00 GE-25-14-00 000000				
	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:	\$8,404.58	Direct Costs:	\$0.00	Outstanding Chargeback:
	Commitments:	\$0.00	Reg. Mgmt. Fee:	\$0.00	\$0.00
	Obligations:	\$5,750.00	Overhead Assessed:	\$0.00	Bill Type:
	Balance:	\$2,654.58	Total Billed:	\$0.00	O-IPAC/IGTE
	UFCO Balance:	\$8,404.58	Total Collected:	\$0.00	Bill Term:
	Earned Income:	\$0.00	Write-off Amount:	\$0.00	M-Monthly
					Hold Billing:
					NO
					Last RETA Action:
					Accepted Successfully
					Service Type:
					Non-Severable
	Last Obligation:	04/18/2019	Last Financial Amendment:		Last Admin Amendment:
	Customer Contact:	Marcus Woods	GSA PM/POC:	John Apoian	GSA Approving Official:
		214-915-6146		310-948-2431	Dana Macfarlane
		marcus.woods@ice.dhs.gov		john.apoian@gsa.gov	310-235-6239
					dana.macfarlane@gsa.gov
	Description of Work:	Install and repair security cameras at 16291 Parthenia Street, Los Angeles, CA (Northridge), TMPA 4542. 193419OFAHST13970.			

RWA History Financial Review **Documentation** Comments ETN:SCCA0705519099019

Click the yellow "Documentation" hyperlink to bring up the Documents Detail screen..

The Documents Detail screen holds all documents uploaded to the WR/RWA (even when they are uploaded as described in Section 2 of this Quick Tip) and can be referenced throughout the lifecycle of the WR/RWA. To add a document from this screen, click the “Upload New” button at the bottom right. This will prompt you to enter the Document Type/Name and to browse your desktop for the appropriate document.

The screenshot shows the RETA interface with the following details:

- Header:** RETA RWA ENTRY & TRACKING APPLICATION. Navigation: SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES. GSA logo.
- Section:** DOCUMENTS DETAIL. Sub-section: DOCUMENTS.
- Financial Information:** as of Pegasys last download: 06/09/2019 12:11 ET. Buttons: Print, View Images.
- RWA Information:**
 - RWA: W1908017
 - RWA Status: Pre-planning
 - Estimate Tracking Number: [blank]
 - Estimate Approval Date: [blank]
 - REXUS Lease Project #: [blank]
 - Lease #: [blank]
- Customer Information:**
 - Agency: 07051 DEPARTMENT OF HOMELAND SECURITY, DHS/CUSTOMS & BORDER PROTECTION
 - Billing Office Address Code (BOAC): [blank]
 - Customer POC Email: john.doe@cbp.dhs.gov
 - Customer Cert Official Email: [blank]
 - Customer Billing Contact Email: [blank]
- PBS Information:**
 - Organization: [blank]
 - Worksite: AZ0631FF BDR PATL SECTOR HQRS
 - GSA PM/POC: [blank]
- RWA Details:**
 - Acceptance/Start Date: [blank]
 - Acceptance Letter Date: [blank]
 - Substantial Completion Letter Date: [blank]
 - Close-out Letter Date: [blank]
 - Cancellation Date: [blank]
 - Last Bill Date: [blank]
 - Financial Purge Date: [blank]
 - Hold Billing Indicator: No
 - Agency Accounting Data: [blank]
 - Project Description: 3rd floor upgrades to existing work stations.
- Document Description Dropdown:**
 - * Document Type: [blank]
 - * Document Name: [blank]
 - * Upload Document: [blank]
 - Document Description:
 - CL1 - Receipt
 - CL2 - Acceptance
 - CL3 - Follow-Up
 - CL4 - Completion
 - CL5 - Close-Out
 - CL5a - Cancellation Close-out
 - Workplans / Customer Specifications
 - DoD Compliance Documentation
 - Estimates
 - Milestone Schedule
 - Obligating Documents (SF-30/SF-300)
 - Fort Worth Finance Information (All Other)
 - Other
 - Overhead / 4% Fee Related
 - Project Management Plan (PMP)
 - Prospectus Related
 - Receiving Report / Inspection Report
 - RWA 2957 Form
 - Unique Requirements
- Buttons:** Upload New (highlighted), Export to Excel File, Cancel.
- Page Settings:** Select Page Size: 20
- Documents Table:**

Edit / Delete	Document Type	Document Name	Last Modified By	Last Modified Date	Upload Date	System
Edit Delete	Milestone Schedule	Schedule Project ABC	ext.dataentryuser...	06/18/2019	06/18/2019	
- Footer:** 1 Records found. Displaying [dropdown]

Click the “Upload New” button to add a document to the WR/RWA Documents file.

While GSA encourages its customers to upload documents relevant to the WR/RWA in eRETA, not all documents need to be uploaded. For example, the Summary Cost Estimate (SCE) - a summary of the IGE which includes GSA fees and identifies the RWA Authorized Amount - does not need to be uploaded, as the SCE is automatically uploaded once a GSA Project Manager or Estimator creates it and links it to the WR/RWA in RETA. If you have any questions regarding which documents to upload, please reach out to eRETA@gsa.gov and we'll be happy to assist.

You may also upload documents for your agency's own internal review and approval purposes. For example, if multiple individuals need to approve your RWA, you could send them the RWA for review outside of eRETA before sending to GSA for acceptance. Once they approve, you could upload the approval routing slip to the Documentation tool and then send to GSA for acceptance. After GSA fills out the GSA-specific information and routes for signature, your final signatory will receive an email to digitally sign the RWA.

2- Upload documents when submitting a completed RWA or RWA amendment (from the Customer Approval tab)

When submitting a completed RWA to GSA, or when submitting an amendment to an existing RWA, you may upload documentation on the Customer Approval tab prior to sending to GSA for acceptance. On the Customer Approval tab, click "Upload New", upload the appropriate document(s) and send to GSA for acceptance when ready.

The screenshot displays the eRETA Customer Approval interface. At the top, the navigation bar includes 'SEARCH', 'DATA ENTRY', 'FINANCIAL REVIEW', 'DOCUMENTATION', and 'ESTIMATES'. The main header shows 'Customer Approval' with fields for 'WR/RWA Number: W1267871', 'Status: Planning/Estimate', 'Input Code: A', and a 'Read-Only View' link. A sidebar on the left contains menu items: 'CUSTOMER INFORMATION', 'BILLING INFORMATION', 'ACCOUNTING DETAILS', 'CUSTOMER APPROVAL' (highlighted), 'PBS INFORMATION', 'AUTHORIZING DETAILS', and 'PBS APPROVAL'. The main content area features a 'Signature of Fur...' field and a 'Click here for sig...' link. A modal window is open, showing a list of document types for upload, including 'CL1 - Receipt', 'CL2 - Acceptance', 'CL3 - Follow-Up', 'CL4 - Completion', 'CL5 - Close-Out', 'CL5a - Cancellation Close-out', 'Workplans / Customer Specifications', 'DoD Compliance Documentation', 'Estimates', 'Milestone Schedule', 'Obligating Documents (SF-30/SF-300)', 'Fort Worth Finance Information (All Other)', 'Other', 'Overhead / 4% Fee Related', 'Project Management Plan (PMP)', 'Prospectus Related', 'Receiving Report / Inspection Report', and 'RWA 2957 Form'. Below the modal, there is a table with columns 'Document Type', 'Document Name', 'Upload Date', and 'Delete', which currently shows 'No records found'. At the bottom, there are 'Save', 'Send to GSA', and 'Reset Form' buttons. A 'Documentation' tab is visible at the very bottom of the page.

Upload documents before sending for acceptance via the Customer Approval tab.

BONUS KNOWLEDGE: RWA Year End Guidance for FY2019 was distributed to customers and is available at www.gsa.gov/rwa on the "Policy and Guidance" page for reference. Please review the guidance to ensure you and your agency are aware of the Year End deadlines for submitting RWAs to GSA. If you have any questions please reach out to an RWA Manager. Their contact information can be found at www.gsa.gov/rwa.

As a reminder, beginning October 1, 2019, all federal customers will be REQUIRED to do the following:

- Use eRETA to submit all Work Requests, RWAs and Amended RWAs to GSA
- Utilize eRETA's digital signature functionality to sign RWAs

DOUBLE BONUS KNOWLEDGE: Training, training and more training!

We are offering not one but TWO eRETA training sessions each month this summer! One is an "eRETA Basics" overview session similar to what we've been delivering since July 2018, the other an "eRETA Advanced" session focused on answering some of the more complex questions posed by customers like you! These courses are held through GSA's Client Enrichment Series and you can register by visiting www.gsa.gov/ces or by clicking the links below!

- **eRETA Basics - Overview Sessions**
 - [June 27: 1-3pm \(eastern\)](#)
 - [July 9: 1-3pm \(eastern\)](#)
 - [August 6: 1-3pm \(eastern\)](#)
 - [September 10: 1-3pm \(eastern\)](#)
- **eRETA Advanced - How do I...? Feature Focus Sessions** (attending an Overview session and gaining access to eRETA are strongly encouraged prior to attending these advanced sessions)
 - [July 18: 1-2:30pm \(eastern\)](#)
 - [August 15: 1-2:30pm \(eastern\)](#)

Still thirsty for more information and training on eRETA? Visit www.gsa.gov/ereta and/or email eRETA@gsa.gov to let us know how we can better meet your needs to ensure a seamless conversion to going fully electronic with eRETA!