Treasury Symbols and Multiple Lines of Accounting

Before sending an RWA to GSA for acceptance, eRETA users must cite one or more Treasury Account Symbols (TAS) as the funding source(s) for the project or service. Each TAS must follow the “Component” Treasury Symbol format, which users can enter directly or use the TAS lookup in eRETA. Additionally, eRETA users can enter multiple lines of accounting, and it’s important to understand how the information entered will be reflected on RWA billing statements.

Searching for your Treasury Account Symbol (TAS)

It is possible to enter your TAS manually on the Accounting Details screen. However, the recommended method is to use the magnifying glass to the right of the Treasury Symbol field, since entering a TAS manually requires that it matches the “Component” Treasury Symbol format exactly.

The screenshot below is of the TAS lookup users can access in eRETA. You can see the detailed instructions provided on the screen to help users understand the “Component” format that GSA systems and Treasury systems expect. You can even enter a partial TAS in the search fields and you’ll find matching results at the bottom of the search screen. In the example below, the partial search of “07020202021” brings into the search results all Treasury Symbols starting with those digits (i.e. all Treasury Symbols with DHS (Agency Code 070) that have a start year of 2020 and end year of 2021).

Using a partial search on the Treasury Symbol Search feature.

Clicking on the correct TAS from the search results at the bottom of the pop-up will populate the TAS field with the correct format. Furthermore, clicking on the star next to any TAS will highlight the star yellow and "save" it as a "My Favorite" for the user. When the user enters a new RWA in the future, they can click on the star icon (also to the right of the TAS field) and it will display a pull-down menu of all previously saved “Favorite” TAS codes for quick data entry.
Multiple Lines of Accounting
If you need to enter multiple lines of accounting on your RWA, go into Edit mode and click the “Add” button on the Accounting Details tab, and cite the appropriate Treasury Symbol and associated data.

While eRETA allows you to enter multiple accounting lines to fund your RWA, GSA’s billing system (Pegasys) can only reference one accounting line on your RWA bill per billing cycle. Therefore, if you are entering multiple lines, we encourage you to enter “Acctg Line #X of Y” (e.g. “Acctg Line #1 of 3”) as the initial text in the Agency Accounting Data field for each line, since this will be an immediate clue to your Accounts Payable staff that this RWA is funded with multiple accounting strings.

The first accounting line entered will be selected as the one to bill by default. However, selecting the radio button in the "Line to Bill" column and saving this tab will instruct GSA's billing system to bill that line during the next billing cycle(s). Customers are able to change which accounting line is billed as frequently as they want (note that GSA's billing system only bills once per month, on/about the 19th of the month).

Select line to bill and click “Save” to instruct GSA’s billing system (Pegasys) which line to bill from first.

For even more information regarding entering multiple lines of accounting (e.g. common misconceptions, RWA amendments to add additional lines, etc.) click the “Multiple Accounting Lines Help” link on the Accounting Details screen (and shown in the screenshot above).
**BONUS KNOWLEDGE:** The fee structure for Reimbursable Work Authorizations (RWAs) is changing for the first time since 1995. The current 4% + sliding scale fee is being replaced by a simple, single fee based on overall project costs. Several communications have been sent to customers over the past several months, all of which can be found at [www.gsa.gov/rwa](http://www.gsa.gov/rwa) on the “Policy & Guidance” page.

Also you might still have time to register for TODAY’S (June 25th) live virtual training session! You can find the link to register at [www.gsa.gov/ces](http://www.gsa.gov/ces) or by visiting [www.gsa.gov/rwa](http://www.gsa.gov/rwa) and going to the “Training” page located on the left navigation pane. If you miss today’s session, you may register for our final session which will take place on July 16th.

**DOUBLE BONUS KNOWLEDGE:** Training, training and more training!
Visit [www.gsa.gov/ereta](http://www.gsa.gov/ereta) where you’ll find a wealth of training materials including user guides, Quick Tips (like this one), and more. Also we offer one live virtual training session per month, featuring highlights from past eRETA Overview and Advanced sessions. These trainings are held through GSA’s Client Enrichment Series and you can register by visiting [www.gsa.gov/ces](http://www.gsa.gov/ces) or by clicking the links below!

- **eRETA Digest - Live Virtual Training Session**
  - July 14: 1-2:30pm (eastern)
  - August 11: 1-2:30pm (eastern)