

eRETA 8.8 Enhancements

In this Quick Reference Guide, we will preview the new enhancements included with the eRETA 8.8 release available to users starting October 14th, 2019.

Summary of eRETA 8.8 Enhancements

1. Disallow clicking the Send to GSA button until an Approved Estimate is linked
2. AC-15 – New RWA/WR gets linked to an Approved Estimate
3. 'OCFO Data Entry' field
4. Allow users to link an estimate with a mismatched AB Code
5. AC-17 - Notify the estimator of AB Code change
6. Add Instructions link on each page in RWA Wizard
7. Reword Treasury Account Symbol instructions

eRETA 8.8 Enhancements

1) Disallow clicking the Send to GSA button until an Approved Estimate is linked

Previously, a customer eRETA user could click the “Send to GSA” button on the Customer Approval tab without an Approved Estimate linked to the Work Request (WR). With eRETA 8.8 customers will be prevented from sending their RWA in for GSA review and acceptance until an approved estimate is linked to the WR. This applies to all WRs (**including those that will be accepted as F-type RWAs**). The linked estimate (SCE or OUE) must be in Approved status in order for the customer to be able to send the WR to GSA. The “Estimate Tracking No.” field will be editable by the customer on any Unassigned and Planning/Estimate WRs and becomes un-editable only after they send the WR to GSA for acceptance (previously this field was only editable by the customer before they sent the WR to GSA for assignment).

RETA SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES **GSA**

You are in Read-Only Mode

WR/RWA Number: W1157172 Customer Request Date: 05/20/2019 Requested By: randall.davis@uss.s.dhs.gov
 Status: Planning/Estimate Customer Signature: GSA Data Entry: taylor.smith@gsa.gov
 Input Code: A GSA Region: 04 **Estimate Tracking No.** Edit

RWA Type: W WR/RWA Number: 1157172
 Agency Bureau: 07001
 Agency Name: DEPARTMENT OF HOMELAND SECURITY, UNITED STATES SECRET SERVICE
 Primary Building State: Kentucky City: Lexington
 Building Number: KY1177ZZ Building Name: 1648 McGrathiana Pkwy
 Address: 1648 McGrathiana Pkwy Zip Code: 40511
 Room Number/Specific Location in Facility: Request for multiple buildings (If Yes, Address in Desc. of Reqs.)
 Overtime Utilities: No
 Estimated FY Needed: Requested Service Period: to *i*
 This work is related to other RWA(s) Related RWA Number(s):
 Estimated Amount: Over \$150,000 Agency RWA Mailbox:

RETA SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

WR/RWA Number: W1157172 Planning/Estimate Input Code: A Read-Only View

Please complete this screen if entering a new RWA or processing an amendment that requires a signature.

[Click here for signature option instructions](#)

Electronic Signature Request

Signature of Fund Certifying Official: Not Yet Signed
 Fund Certifying Official: john.doe@dhs.gov
 Name of Signer: Doe, John
 Certifying Official's Phone: (817) 555 - 1234 Ext: Date: *i*

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

Document Type	Document Name	Upload Date	Delete
No records found			

Documentation Comments

Warning message a customer eRETA user receives when trying to send WR/RWA for acceptance without estimate linked.

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2) AC-15 - New RWA/WR gets linked to an Approved Estimate

Whenever an estimate (SCE or OUE) that is linked to a WR gets approved, eRETA will send an automated communication (AC) to relevant customer POCs (with a copy to GSA POCs) that an approved estimate has been linked to their WR and they can now complete their data entry and send to GSA for review and potential acceptance of their RWA.

RETA SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES **GSA**

You are in Read-Only Mode

CUSTOMER INFORMATION

WR/RWA Number: W1959273 **Customer Request Date:** 10/02/2019 **Requested By:** kim_gullickson@sdd.uscourts.gov
Status: Planning/Estimate **Customer Signature:** **GSA Data Entry:** brenda.elmore@gsa.gov
Input Code: A **GSA Region:** 08 **Estimate Tracking No.:** OUSD0104419212017 Edit

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

RWA Type: W **WR/RWA Number:** 1959273
Agency Bureau: 01044
Agency Name: JUDICIARY, DISTRICT CLERK
Primary Building State: South Dakota **City:** Pierre
Building Number: SD0034ZZ **Building Name:** FB-PO-CT
Address: 225 S PIERRE ST **Zip Code:** 57501
 Request for multiple buildings (If yes, Address in Desc. of Reqts.)
Room Number/Specific Location in Facility: Server Room
Overtime Utilities: Yes
Estimated FY Needed: Current
 This work is related to other RWA(s)
Requested Service Period: 10/01/2019 to 09/30/2020
Related RWA Number(s): RWA/C/20/5
Agency RWA Mailbox: brooke_richards@sdd.u
Estimated Amount: Under \$2,500
Agency POC: kim_gullickson@sdd.uscourts.gov **GSA PM/POC (if known):** justin.weyer@gsa.gov
Name: Gullickson, Kim **Name:** Weyer, Justin
Phone: (605) 977-8957 **Phone:** (605) 222-0998
Description of Requirements: Server Room OTU - estimated at \$2,293.96
(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.

ETN shows on the Customer Information page after GSA links approved estimate (SCE or OUE) to WR.

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Automated communication sent to Customer POCs (with a copy to GSA POCs) shown below:

Sent from: RETAAdmin@gsa.gov

Subject: *GSA has approved the estimate <ETN #> for WR/RWA <RWA #>*

GSA Customer,

GSA has finalized and approved <Summary Cost Estimate (SC) or Overtime Utility Estimate (OU)><ETN#> linked to Work Request/RWA <RWA #>.

To review a copy of this estimate, please log into eRETA and click on the "Estimates" search tab at the top of the screen and search for the Estimate Tracking Number listed above.

IMPORTANT: this RWA can now be submitted to GSA in eRETA. In order for this RWA to continue towards final acceptance, you must enter all required fields in eRETA and then click the "Send to GSA" button on the Customer Approval tab. GSA can take no additional action on this RWA until that step is completed.

Should you have any questions regarding this estimate or RWA, please contact one of the GSA Representatives listed below:

*GSA PM/POC: <Insert email address, and phone number>
*

*PBS Data Entry User: <insert email address, and phone number (if any)>
*

*Customer Agency: <Insert customer agency name, bureau name>
*

*Building: <insert building number, name, address, city, state>
*

*Description: <insert description from work request>
*

For more information, please log into eRETA and locate Work Request or RWA Number <insert WR/RWA #>.

***** This is an automatically generated message, please do not reply directly to this email. *****

eRETA 8.8 Enhancements

3) Addition of the “OCFO Data Entry” User Field (internal-GSA field)

Previously RETA allowed for one GSA Data Entry “owner” field (though anyone with Data Entry rights in the associated region could edit the RWA even if they weren’t the “owner”). Now there are two GSA Data Entry “Owner” fields in RETA to support the WR-RWA intake workflow and associated handoff between GSA-PBS and GSA-OCFO. The previous Data Entry field is now titled “PBS Data Entry” and the new field is titled “OCFO Data Entry”. The new OCFO Data Entry field is located on the PBS Approval tab under the “Actual Substantial Completion Date” field.

NOTE: the addition of this GSA-OCFO Data Entry User field has no effect on how customers should enter and send WR/RWA information to GSA. This is an internal-GSA field added to assist with internal workflow process efficiencies.

The screenshot shows the RETA application interface. At the top, there is a navigation bar with the RETA logo and the text 'RWA ENTRY & TRACKING APPLICATION'. Below this is a search bar and a menu with options: SEARCH, DATA ENTRY, FINANCIAL REVIEW, DOCUMENTATION, ESTIMATES. The main content area is titled 'You are in Read-Only Mode' and 'For PBS Use Only'. On the left, there is a sidebar with navigation tabs: CUSTOMER INFORMATION, BILLING INFORMATION, ACCOUNTING DETAILS, CUSTOMER APPROVAL, PBS INFORMATION, AUTHORIZING DETAILS, and PBS APPROVAL (which is currently selected). The main content area displays the following information:

- WR/RWA Number: N1767973
- Status: Pending New
- Input Code: A
- Edit (pencil icon)
- GSA Approving Official's Signature: Not Yet Signed
- Acceptance/Start Date: 10/15/2019
- GSA Approving Official: john.doe@gsa.gov
- Estimated Completion Date: [input field]
- Date: [input field]
- Actual Substantial Completion Date: [input field]
- Name: Doe, John
- OCFO Data Entry: barb.marthe@gsa.gov (highlighted in a red box)
- Phone: (123) 456 - 7890 Ext [input field]
- Share 2957 Form with eRETA

At the bottom of the interface, there are links for RWA History, Financial Review, Documentation, and Comments.

New 'OCFO Data Entry' field (internal-GSA field) located on the PBS Approval tab

eRETA 8.8 Enhancements

4) Allow users to link an estimate with a mismatched AB Code

Previously customer eRETA users would receive an error message when trying to link an estimate (SCE or OUE) to their WR because the Agency Bureau Code (AB Code) on the estimate provided by GSA does not match the one they entered on the WR. Now customer eRETA users will be able to link the estimate even if the AB Code is not an exact match, as long as it's still within the same agency.

If they try to link the estimate and only the Bureau (the last 2 digits of the AB Code) is mismatched, the existing error message will be suppressed and the customer eRETA user will instead receive a warning message notifying them the AB Code on the WR and Estimate do not match. If they confirm they want to proceed (i.e. the AB Code on the WR is correct), then eRETA will auto-update the AB Code on the estimate to match that on the WR. If they select the Cancel button, then the WR and Estimate will not link and the AB Code on the estimate will remain unchanged.

Example: AB Code on SCE or OUE is 07051 and the customer eRETA user links that estimate to their WR associated with AB Code 07001. Because the AB Codes are still under the same agency ('070' for DHS), the eRETA user receives a message that the AB Codes do not match. They confirm the AB Code on the WR is correct so RETA auto-updates the AB Code on the estimate to match that on the WR.

The screenshot shows the RETA system interface. A modal dialog box is displayed with the message: "The Agency Bureau Code you selected does not match the one on the estimate you selected. Do you want to proceed?" with "OK" and "Cancel" buttons. The background form has several fields highlighted with orange boxes:

- The "Agency Bureau" dropdown menu, which is currently set to "07001-Department Of Homeland Security-United States Secret Service".
- The "Estimate Tracking No" field, containing the value "SCMD0705119157023".
- The "Save & Proceed >>>" button at the bottom of the form.

The form also includes fields for Agency POC (John.c.eckhart@cbp.dhs.gov), GSA PM/POC (robert.higgs@gsa.gov), and a description of requirements: "Provide Construction services to relocate the USSS Philadelphia office to facilitate the restack of the Green Federal Building".

eRETA users may link an Estimate to their WR even if AB code is mismatched (but as long as Agency is the same)

eRETA 8.8 Enhancements

5) AC-17 - Notify the estimator of AB Code change

When the AB Code on the SCE or OUE is overridden to match the AB Code on the Work Request an eRETA user entered and linked to the estimate (see enhancement #4 above), RETA will notify the RETA SC Estimator or OU Estimator of the AB Code change and copy the PBS Data Entry user (if any) on the automated communication. The new AC-17 email will look as follows:

Sent from: eRETA.user@gsa.gov

Subject: Agency Bureau Code updated on Estimate SCDC0470012345

The customer has linked estimate tracking number SCDC0470012345 to Work Request 1234567 and updated the Agency Bureau Code (AB Code). The original AB Code on the estimate was General Services Administration, Federal Acquisition Service (04707) and the customer has updated this AB Code to General Services Administration, Public Buildings Service (04715). The AB Code on the linked estimate has been automatically changed to match the Work Request. If you feel this change is incorrect please contact john.doe@gsa.gov to validate what the proper AB Code should be. If it needs to be changed back, GSA will need to revise the estimate and the Work Request to reflect the correct code.

***** This is an automatically generated message, please do not reply directly to this email. *****

eRETA 8.8 Enhancements

6) Add Instructions link on each page in RWA Wizard

Previously instructions on how to fill out an RWA Form 2957 were included on pages 4-5 of the PDF version of the RWA 2957 Form. Since GSA has transitioned from paper/PDF submission of the RWA to electronic, online submission using eRETA, the instructions on what data should be entered in each block has also been converted to an electronic format in eRETA. Each tab in the eRETA Data Entry Wizard will have a link in the lower left corner called “Tab Instructions” which will open a pop-up window outlining the fields on the current tab and instructions on what data should be entered in which field.

The screenshot displays the 'Billing Information' form in the eRETA system. A 'Tab Instructions' pop-up window is overlaid on the form, providing detailed instructions for the 'Billing Information Tab'. The instructions include:

- Billing Type:** Select the appropriate billing method of IPAC, Non-IPAC, or Interfund.
 - IPAC should be selected if GSA automatically "pulls" payment from your agency's Treasury Account each month.
 - Non-IPAC should be selected if your agency uses the IPAC system, but "pushes" payment to GSA or if you pay the bill outside of IPAC.
 - Interfund is for internal GSA customers only.
- Billing Term:** Select the billing term: Monthly or Quarterly.
- ALC:** Enter the 8-digit Agency Location Code (ALC), also referred to as the Treasury Pay-Station Designator, or search for it using the magnifying glass icon.

The background form shows the following fields and values:

- Agency Bureau: [Blank]
- Agency Name: [Blank]
- Billing Office: [Blank]
- Street Address: 10903 NEW HAMPSHIRE AVENUE
- City: SILVER SPRING
- State: Maryland
- Zip Code: 20903 - [Blank]
- Fiscal Station Number: [Blank]
- Requisition ID: 11414A35115CTP
- Agency/Customer BPN/DUNS: 927645523

At the bottom of the form, there are buttons for 'Save', 'Save & Proceed >>>', and 'Reset Form'. A 'Tab Instructions' link is highlighted in the bottom left corner of the form area.

Click the “Tab Instructions” link to bring up instructions on how to complete fields in eRETA.

eRETA 8.8 Enhancements

7) Reword Treasury Account Symbol instructions

The instructional text related to the format of the Treasury Account Symbol (TAS) was updated to more accurately align with the Component Format of the TAS used by GSA’s Financial Management System Pegasys (and required by the Department of Treasury). The instructional text is updated in three separate places in eRETA:

1. Treasury Symbol Search pop-up off the Accounting Details page
2. Treasury Account Symbol Definition modal pop-up off the above search pop-up
3. RETA Glossary

Treasury Account Symbol:	<p>The Treasury Account Symbol (TAS) is mandatory for all Federal customers and is validated by RETA/eRETA to ensure no billing rejections occur at the Treasury level. The Department of Treasury’s “Shared Accounting Module (SAM)” website contains a list of all valid TAS codes for each agency. Valid Treasury Account Symbols are updated every 24-48 hours. Visit Treasury’s SAM site here: https://www.sam.fms.treas.gov/sampublic/tasbetc.htm and download the latest Excel file labeled “Intergovernmental”. <i>Please note that the SAM site should be used in lieu of the Treasury’s FASTBook since the FASTBook is only updated annually (or less frequently) and does not include all the currently acceptable TAS values.</i></p> <p>The below TAS examples are the exact format GSA systems recognize. A missing space or an extra space may cause RETA to indicate the value entered is not valid. Using the TAS lookup (magnifying glass icon next to the TAS field) is recommended. In the examples below, every other “component” is underlined to help you visually separate each part:</p> <p>Annual Funding example: <u>047</u><u>2020</u><u>2020</u> <u>0123</u><u>000</u> (Notice the beginning and ending year are identical (2020). Furthermore there is a SINGLE space between the ending year and the fund code)</p> <p>Multi-Year Funding example: <u>047</u><u>2020</u><u>2022</u> <u>0123</u><u>000</u> (This is a two-year appropriation as the beginning year (2020) and ending year (2022) are two years apart. Furthermore there is a SINGLE space between the ending year and the fund code)</p> <p>No-Year Funding example: <u>047</u> <u>X0123</u><u>000</u> (Notice that there are EIGHT empty spaces between the agency code and the “X” for no-year, the eight spaces are where the beginning year + ending year would normally be)</p> <p>Still can't Find a Treasury Symbol in RETA/eRETA? If the Treasury Symbol is not found on the RETA/eRETA Treasury Symbol lookup, please take the following steps in this order.</p> <ol style="list-style-type: none"> 1) Does the Treasury Symbol match the Component TAS format, as indicated in the examples above exactly? 2) If it does, you can confirm if the TAS is valid by looking it up on Treasury SAM website (see the instructions in the first paragraph above). 3) If the TAS is verified valid on Treasury’s SAM site, it may not be loaded in Pegasys and RETA yet. Send an email to eRETA@gsa.gov with the subject line “Please add the following TAS” and provide the following information: <ol style="list-style-type: none"> (a) the new Treasury Symbol (in the Component TAS format only), (b) the Agency Bureau Code of your agency + bureau, and (c) a brief description of who the customer is or what the TAS is for (what branch, special project, etc). <p>The eRETA team will verify the information provided and if valid will have the code added to GSA systems. The new Treasury Symbol will usually be available in RETA/eRETA within 24 hours or less of the eRETA team confirming it will be added.</p>
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Revised Treasury Account Symbol instructions

For additional RETA/eRETA questions, the following resources are available for...

GSA Employees:

- Log-in to the PBS Portal → select the RETA icon → Click on the “QRGs” tab
- Log-in to the PBS Portal → select the RETA icon → Click on the “Training” tab
- Email us at RETAAdmin@gsa.gov for RWA and SCE questions or at OUET.help@gsa.gov for OUET questions

Customer Agencies (including non-PBS, internal GSA customers)

- Visit www.gsa.gov/ereta for eRETA training materials including user guides, video demos and more.
- Email us at eRETA@gsa.gov for all eRETA questions