eRETA 8.9 Enhancements

In this Quick Reference Guide, we will preview the new enhancements included with the eRETA 8.9 release available to users starting January 6th, 2020.

Summary of eRETA 8.9 Enhancements

1. Removing manual signature option for Federal customers (excludes Property Disposal RWAs)
2. Update the “Pending Action” filter to determine if a WR/RWA requires GSA or customer action
3. Update to the "Agency Accounting Detail lines Help" text
4. Overtime Utility Indicator and Estimated Amount fields added to RWA Search Export to Excel
5. Additional columns added to Estimate Search Export to Excel
6. Performance Improvements for several Export to Excel Reports
eRETA 8.9 Enhancements

1) **Removing manual signature option for Federal customers (excludes Property Disposal RWAs)**

As of October 1, 2019 federal customers are required to utilize eRETA’s digital signature solution, and manually uploaded RWAs (whether signed electronically or with pen & ink) are no longer accepted. With this release the manual signature option will no longer be available* and customers must choose the “Electronic Signature Request” radio button (this is automatically selected) and enter their Fund Certifying Official’s information so that he/she can receive the email to digitally sign the RWA.

*The manual signature option will continue to appear for C, D, and P-type RWAs since non-federal and Real Property Utilization & Disposal (RPUD) customers do not use eRETA to send RWA information to GSA, and these RWAs are entered by internal GSA (RETA) users. It will also continue to appear for RWA amendments where new signatures are not required, given that the original RWA was accepted using the manual signature method. For any amendments requiring new signature, the customer will only have the option of choosing the Electronic Signature method.
2) **Update the Pending Action Filter logic**

Previously whenever a WR was in “Planning/Estimate” and the customer had not yet clicked the “Send to GSA” button, the Pending Action was on the Customer when using the Pending Action filter on the WR/RWA Search screen. With this release, a WR will be pending GSA action if it is in “Planning/Estimate” status without an approved estimate linked since GSA must create, approve, and link an SCE or OUE before the customer can click the “Send to GSA” button. After an approved estimate is linked, the Pending Action is then on the Customer, and after the Customer clicks the “Send to GSA” button, the Pending Action is on GSA (existing logic).

*Use the Pending Action filter to determine if an assigned WR is pending Customer or GSA action.*
3) **Update to the "Agency Accounting Detail lines Help" text**

Previously on the Accounting Details tab RETA/eRETA users could click a blue hyperlink titled “Agency Accounting Detail Lines” which gave a brief outline on how to enter lines of accounting. Now the blue hyperlink is titled “Multiple Accounting Lines Help” and gives more detailed instructions on how to enter multiple lines of accounting as well as common misconceptions regarding paying an RWA bill with multiple lines of accounting. The Agency Accounting Detail lines definition is now updated in the Glossary as well as the pop-up from the Accounting Details page.
eRETA 8.9 Enhancements

4) Overtime Utility Indicator and Estimated Amount fields added to RWA Search Export to Excel

This enhancement added the Overtime Utilities flag (Column C) and the Estimated Amount (Column M) to the WR/RWA Search export to Excel.

5) Additional columns added to Estimate Search Export to Excel

This enhancement added four (4) new columns to the Estimates search export to Excel. Those new columns are the Agency Code (first three digits of the Agency Bureau Code) (column H), the GSA PM/POC name/email (Column H), the Last OU Letter that was Sent (column BI), and the Date the Last OU Letter was Sent (column BJ).
6) **Export to Excel Performance Improvements**

The WR/RWA Search and the Financial Review Search export to Excel have been enhanced to download faster with this release.

---

*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](http://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