

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 screenshot shows the 'Customer Approval' section of the eRETA application. The 'Electronic Signature Request' radio button is selected. The form includes fields for the Fund Certifying Official's email (dana_thierry@txs.uscot), name (Thierry, Dana), phone number (713 250 5984), and date. A table below shows 'No records found' for document uploads. Buttons for 'Save', 'Send to GSA', and 'Reset Form' are visible at the bottom.

Manual signature option no longer available for selection since digital signatures are required.

**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.*

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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).

The screenshot shows the RETA Work Request / RWA Search interface. The 'Pending Action' dropdown menu is highlighted with an orange box and set to 'GSA'. The 'Search' button at the bottom right is also highlighted with an orange box. The form includes various search criteria such as WR/RWA Type, Status, Number, Organization Code, Region, Building Number, Agency Bureau Code, BOAC, PDN, Authorized Amount, Agency Accounting Data, Agency Contact Email, Closure Status, Overtime Utilities, Building Name, Primary Worksite City/State, Agency Name/Bureau Name, Severable Service, Customer Funding Type, Customer ID, and User ID.

This report displays current WR/RWA information, including pending transactions. Therefore Pending or In Queue transactions may display differently than the official values in Pegasys.

WR/RWA Number	AB Code	BOAC	Building	Org. Code/Region	Acc./Start/Requested Date	Authorized Amt	Status	GSA User ID	WR Requested By
W0525763	01005	010009	WA0102ZZ	P1025300	04/22/2019	\$0.00	Planning/Est.	tina.vigorito@gsa.gov	angela_posten@wawd.uscourts.gov
W0739960	02011		IA1527ZZ	06	04/30/2019	\$0.00	Planning/Est.	angela.toussaint@gsa.gov	kevin.l.mckinney@irs.gov
W0858320	07055		AX0500AX	05	04/17/2019	\$0.00	Planning/Est.	jamika.harris@gsa.gov	janeysaunders@ice.dhs.gov
W0888565	01005		GA0025ZZ	04	04/19/2019	\$0.00	Planning/Est.	nia.washington@gsa.gov	drew_shugart@gamd.uscourts.gov
W1013821	07055	070035	VA0818ZZ	11	04/16/2019	\$0.00	Planning/Est.	rosaliza.angeles@gsa.gov	kate.mechem@associates.ice.dhs.gov
W1022456	07055		FL3411ZZ	04	04/15/2019	\$0.00	Planning/Est.	takiyah.smith@gsa.gov	marie.jordan@ice.dhs.gov
W1514647	02011		WA0101ZZ	10	05/10/2019	\$0.00	Planning/Est.	tina.vigorito@gsa.gov	lillie.m.rowe@irs.gov
W1609879	01044		TX0316ZZ	07	07/22/2019	\$0.00	Planning/Est.	connie.morales@gsa.gov	monica_balboa@txs.uscourts.gov

Use the Pending Action filter to determine if an assigned WR is pending Customer or GSA action.

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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.

The screenshot shows the RETA/eRETA interface. On the left is a navigation menu with categories like CUSTOMER INFORMATION, BILLING INFORMATION, ACCOUNTING DETAILS, CUSTOMER APPROVAL, PBS INFORMATION, AUTHORIZING DETAILS, and PBS APPROVAL. The main area is titled "Agency Accounting Details" and shows a table with columns "Line to Bill", "Created Date", and "Modified Date". A pop-up window titled "Agency Accounting Detail Lines:" is open, containing the following text:

GSA Billing System Limitation: RETA/eRETA will allow you to enter multiple accounting lines to fund your RWA, however, GSA's billing system (Pegasys) can only bill one accounting line at a time.

- Selecting "Line to Bill":** RETA/eRETA will select the first accounting line entered 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 first. Customers or GSA are able to change which accounting line is billed as frequently they want (note that GSA's billing system only bills once per month on/about the 19th of the month).
- Enter the text "Line #X of Y" when entering multiple lines:** Whenever you enter multiple accounting lines, GSA suggests entering "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. As a result, even though GSA's billing system can only print one of the multiple accounting lines per bill, the "Acctg Line #X of Y" will be an immediate clue to the customer Accounts Payable staff that this RWA is funded with multiple accounting strings.
- Common Misconception of Paying an RWA Bill with Multiple Accounting Lines:** One of the biggest misconceptions about only one accounting string displaying on a monthly RWA bill is that the customer MUST pay the full amount out of that accounting string and ONLY that accounting string. That is not true! The accounting string provided on the billing statements is informational to help the customer Accounts Payable staff locate the appropriate funding source(s) to pay the bill. GSA's billing system and Treasury's IPAC system do not pull the full amount out of a specific accounting string in a customer's financial management system. Instead the customer reconciles the total billed amount to the specific funding source(s) within their financial management system. So for example, if GSA bills \$400 one month and the "Line to Bill" selected in RETA/eRETA (the same one printed on the billing statement) is line #2 of 3 which only has \$250 remaining on it, this does not mean the customer should

The pop-up window also includes a "Close" button. Below the table, there are buttons for "Save", "Save & Proceed >>>", and "Reset".

Updated Agency Accounting Detail Lines Help text

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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.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
RWA Search Report as of 12/11/2019 10:59:45 AM															
Total Record Count: 24															
RWA Type	RWA Number	Overtime Utilities	Severable Services	AB Code	BOAC	Building Number	Building Type	Org Code	Estimated FY Needed	Establish Date	Acceptance/Start Date	Estimated Amount	Authorized Amt.	Status	GSA PM/POC
R	1841545	Yes	YES	06801	685014	MA0013ZZ	Owned	P0125100	2020	10/03/2019	10/01/2019	\$2,000 - \$25,000	\$62,208.77	Accepted	christopher.wessola@gsa.gov
R	1806883	Yes	YES	06801	685014	MA0013ZZ	Owned	P0125100	2020	10/03/2019	10/01/2019	\$2,000 - \$25,000	\$27,839.01	Accepted	christopher.wessola@gsa.gov
R	1922381	Yes	YES	03611	3673A2	NH003ZZZ	Owned	P0125200	2020		10/01/2019	\$2,000 - \$25,000	\$18,962.59	Signature Requested	dustin.rogers@gsa.gov
R	1957673	Yes	YES	06801	685014	MA0013ZZ	Owned	P0125100	2020	10/03/2019	10/01/2019	\$2,000 - \$25,000	\$60,088.81	Accepted	christopher.wessola@gsa.gov
R	1894053	Yes	YES	01535	153153	MA0113ZZ	Owned	P0125300	2020		10/01/2019	\$2,000 - \$25,000	\$100.00	Pending-New	kevin.whitman@gsa.gov
R	1893889	Yes	YES	01535	153153	MA0051ZZ	Owned	P0125300	2020		10/01/2019	\$2,000 - \$25,000	\$100.00	Pending-New	renee.miller@gsa.gov
R	1892822	Yes	YES	01535	153153	CT0053ZZ	Owned	P0125300	2020	10/18/2019	10/01/2019	\$2,000 - \$25,000	\$3,858.63	Accepted	tom.anderson@gsa.gov
R	1956524	Yes	YES	01033	101175	MA0059ZZ	Owned	P0125100	2020		10/01/2019	\$2,000 - \$25,000	\$6,464.14	Signature Requested	mck.warwaks@gsa.gov
R	1940619	Yes	YES	01513	153101	NH0036ZZ	Owned	P0125200	2020	10/16/2019	10/01/2019	Under \$2,000	\$1,739.62	Accepted	joseph.foti@gsa.gov
R	1956467	Yes	YES	01800	186000	V10051FD	LPOF-Owned	P0125200	2020		10/01/2019	Under \$2,000	\$505.63	Signature Requested	mathew.moody@gsa.gov
R	1958685	Yes	YES	01614	161004	MA0131ZZ	Owned	P0125100	2020	10/04/2019	10/01/2019	Under \$2,000	\$2,303.48	Accepted	bryan.ppprecht@gsa.gov
R	1958711	Yes	YES	02804	283001	ME0068ZZ	Owned	P0125200	2020	10/16/2019	10/01/2019	Under \$2,000	\$492.12	Accepted	christopher.evans@gsa.gov
R	1958737	Yes	YES	02804	283001	CT0013ZZ	Owned	P0125300	2020		10/01/2019	\$2,000 - \$25,000	\$5,121.02	Accepted	marks.toward@gsa.gov
R	1959163	Yes	YES	01007	10138V	MA0051ZZ	Owned	P0125300	2020		10/01/2019	\$2,000 - \$25,000	\$10,457.50	Signature Requested	renee.miller@gsa.gov
R	1959215	Yes	YES	01407	14397D	V10026ZZ	Owned	P0125200	2020	10/16/2019	10/01/2019	\$2,000 - \$25,000	\$2,815.17	Accepted	matthew.moody@gsa.gov
R	1959299	Yes	YES	01007	10138V	MA0113ZZ	Owned	P0125300	2020		10/01/2019	\$2,000 - \$25,000	\$4,098.00	Signature Requested	kevin.whitman@gsa.gov
R	1961708	Yes	YES	07506	075042	ME0035ZZ	Owned	P0125200	2020		10/01/2019	Under \$2,000	\$1,852.48	Signature Requested	thomas.severance@gsa.gov
R	1961737	Yes	YES	07506	075042	NH0030ZZ	Owned	P0125200	2020		10/01/2019	Under \$2,000	\$468.15	Signature Requested	stevan.smith@gsa.gov
R	1966509	Yes	YES	01629	161087	MA0153ZZ	Owned	P0125100	2020		10/01/2019	Under \$2,000	\$679.01	Signature Requested	marilyn.freesman@gsa.gov
R	1967249	Yes	YES	01602	161095	MA0131ZZ	Owned	P0125100	2020	10/17/2019	10/01/2019	\$2,000 - \$25,000	\$14,558.08	Accepted	bryan.ppprecht@gsa.gov
R	1968918	Yes	YES	01044	101384	NH0038ZZ	Owned	P0125200	2020		10/01/2019	\$2,000 - \$25,000	\$900.00	Pending-New	stevan.smith@gsa.gov
R	1961900	Yes	YES	01007	101381	ME0061ZZ	Owned	P0125200	2020		10/15/2019	\$2,000 - \$25,000	\$100.00	Pending-New	lyndon.millet@gsa.gov
R	1966279	Yes	YES	01005	101362	CT0059ZZ	Owned	P0125300	2020		10/01/2019	\$2,000 - \$25,000	\$200.00	Pending-New	derek.lala@gsa.gov
R	1966350	Yes	YES	01005	101362	CT0024ZZ	Owned	P0125300	2020		10/01/2019	\$2,000 - \$25,000	\$100.00	Pending-New	james.neelson@gsa.gov

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).

BC	BO	BE	BF	BG	BH	BI	BJ	BK
OU Chilled Water	OU Mechanical	Miscellaneous Cost	CR	Overhead (recurring)	Overhead (non-recurring)	Last Letter Sent	Last Letter Sent Date	OU Services Provided
\$0.00000000	\$1,128.75000000	\$0.00	\$0.00	\$100.00		OUC-0 - Verification of Need for RWA	6/26/2019	DOD/WH/CA/NE/OF RM SB226
\$0.00000000	\$27,014.162871233	\$0.00	\$0.00	\$100.00		OUC-0 - Verification of Need for RWA	7/11/2019	For USSS REAR LOBBY, SCHEDULING OF THIS OTUE
\$0.00000000	\$1,128.75000000	\$0.00	\$0.00	\$100.00		OUC-0 - Verification of Need for RWA	6/26/2019	DOD/WH/CA/NE/OF RM 3113
\$0.00000000	\$21,124.573181002	\$0.00	\$0.00	\$500.00		OUC-0 - Verification of Need for RWA	8/1/2019	Master estimate is combination of Main, CDC/OLM/D0120
\$0.00000000	\$0.00000000	\$0.00	\$0.00	\$100.00		OUC-1 - Initial Request for RWA	10/10/2019	To provide 10 hours overtime utility for agency Provide Mon
\$0.00000000	\$692,486.863499999	\$0.00	\$0.00	\$300.00		OUC-0 - Verification of Need for RWA	7/25/2019	This is the master estimate for the three child e/UM/D0750
\$0.00000000	\$0.00000000	\$0.00	\$0.00	\$200.00		OUC-1 - Initial Request for RWA	4/23/2019	This is the Master Estimation OUC0970019/OUC09700
\$0.00000000	\$8,559.369863014	\$0.00	\$0.00	\$100.00		OUC-0 - Verification of Need for RWA	6/26/2019	After hour HVAC use in the West Wing. The N/West Wing s
\$0.00000000	\$27,605.434931597	\$0.00	\$0.00	\$100.00		OUC-0 - Verification of Need for RWA	7/11/2019	For USSS Front Lobby We used 1 hour per day to run the p
\$0.00000000	\$4,016.250000000	\$0.00	\$0.00	\$100.00		OUC-0 - Verification of Need for RWA	6/26/2019	WH/CA Broadcast and Data Center/Master C/ The A-12 is s
\$0.00000000	\$1,942.751712329	\$0.00	\$0.00	\$100.00		OUC-0 - Verification of Need for RWA	6/26/2019	For the Uniform Division of the US Secret Service in the Ea
\$0.00000000	\$1,128.750000000	\$0.00	\$0.00	\$100.00		OUC-0 - Verification of Need for RWA	6/26/2019	OT Utility services for the Credit Union server The space is
\$0.00000000	\$13,511.5162576241	\$0.00	\$0.00	\$100.00		OUC-0 - Verification of Need for RWA	6/26/2019	The division is called the White House Operat This estimat
\$0.00000000	\$3,176.250000000	\$0.00	\$0.00	\$100.00		OUC-0 - Verification of Need for RWA	6/26/2019	USTR has (3) Liebert units in the basement of Winder Build
\$0.00000000	\$0.000000000	\$0.00	\$0.00	\$200.00		OUC-0 - Verification of Need for RWA	7/8/2019	This is the Master Estimation OUC0970019/OUC09700
\$0.00000000	\$882.341137997	\$0.00	\$0.00	\$100.00		OUC-0 - Verification of Need for RWA	7/2/2019	USTR requests additional cooling during the n Adding equi
\$0.00000000	\$3,595.475000000	\$0.00	\$0.00	\$100.00		OUC-0 - Verification of Need for RWA	7/3/2019	E/OP/IMR8211
\$0.00000000	\$1,526.219178082	\$0.00	\$0.00	\$100.00		OUC-0 - Verification of Need for RWA	7/3/2019	FY 2020 Overtime utility equipment usage for (A-13-08)2h
\$0.00000000	\$10,729.140158320	\$0.00	\$0.00	\$200.00		OUC-0 - Verification of Need for RWA	7/3/2019	OUC09700

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