



## Submitting RWA Amendments to GSA via eRETA

In this Quick Reference Guide we will preview how GSA customer agencies can enter and submit RWA Amendments to GSA via eRETA.

### **Background:**

This user guide provides instructions and screenshots to show customer agency eRETA users how they can amend existing RWAs in eRETA. The blue hyperlinked fields open the “RETA/eRETA Glossary” in a pop-up window, which provides the user with a definition of the term. Use the magnifying glass  symbol next to any eRETA field to open a “look-up” window to search for values specific to the field in question. If the magnifying glass has a yellow star  next to it, you may use that to add/remove commonly used codes to/from the “My Favorites” window for quick selection.

External customers can access additional information at <http://www.gsa.gov/ereta>, and continue to email questions to [ereta@gsa.gov](mailto:ereta@gsa.gov). Internal GSA employees should continue to access RETA information via the PBS Portal and email issues to [RETAAdmin@gsa.gov](mailto:RETAAdmin@gsa.gov).

### **This User Guide contains the following topics:**

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## Submitting RWA Amendments to GSA via eRETA

### 1) Search for your RWA

Once logged into eRETA, you will be taken to the Welcome Screen. Click on “Search” to search for your RWA.

external.DataEntryUser@gsa.gov

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Current Date and Time: Tuesday, January 16, 2024 10:14:30 AM

Print/Save Report

Note Board & User Resources

**National RETA Note Board:** Welcome to the eRETA!

**Logged in User Details**

|              |  |
|--------------|--|
| User ID:     | external.DataEntryUser@gsa.gov   |
| Agency(ies): | 02011 - DEPARTMENT OF THE TREASURY, INTERNAL REVENUE SERVICE NATIONAL OFFICE<br>NNF00 - NON FEDERAL, NON-FEDERAL<br>07071 - DEPARTMENT OF HOMELAND SECURITY, OFFICE OF FIELD OPERATIONS FACILITIES<br>01001 - JUDICIARY, ADMINISTRATIVE OFFICE OF U.S. COURTS<br>04700 - GENERAL SERVICES ADMINISTRATION<br>01700 - DEPARTMENT OF THE NAVY |

Sample eRETA Welcome Screen

## Submitting RWA Amendments to GSA via eRETA

### 1) Search for your RWA (cont.)

If you know the RWA Number, enter it into the *WR/RWA Number* field. You can also search using other filters shown below, such as *RWA Type*, *Primary Worksite City*, *Region* and much more. Less is more: All eRETA searches use the AND operator so as you enter more search criteria, eRETA will limit the search to only WRs/RWA that match all of those criteria. Click on the desired WR/RWA in the search results.

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SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

**Work Request / RWA Search** Hide Criteria

Select options  0000673  Select options  
 Select options      
   Select options  Select options  
 01001, 01011, 01044, (   
  Select options  Select options  
    
 to \$    
 to

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 |
|---------------|---------|--------|----------|------------------|---------------------------|----------------|--------|----------------|-----------------|
| A0000673      | 01046   | 103436 | VA0578ZZ | P034C000         | 07/27/2006                | \$3,228.05     | Purged | pat.carboni... |                 |

Search for your existing RWA using the RWA Search screen.

## Submitting RWA Amendments to GSA via eRETA

### 2) Going into "Edit" Mode

In the upper right corner of the RWA Summary Screen, click the Edit (pencil) icon.

The screenshot shows the RETA RWA Summary Screen. At the top right, there are icons for 'Edit' (a pencil), 'Copy RWA', 'Form 2957', and 'Print'. A red arrow points to the 'Edit' icon. The screen displays various fields for RWA details, including RWA #, Estimate Tracking #, Work Site, Building Name, Agency Name, Bureau Name, Agency Fund Year, Agency Fund Type, Exp Date Obl Auth, Customer Order #, Agency Accounting Data, Kahua Project Number(s), REXUS Lease Project #, Lease #, Building Type, Overhead Rate, Interfund PDN, Interfund PLN, Customer UEI, GSA UEI, Treasury Symbol, Requisition ID #, Accepted Authorized Amt, Direct Costs, Reg. Mgmt. Fee (4%), Outstanding Chargeback, and Bill Type.

Click the Edit (pencil) icon to initiate an amendment and go into Edit mode.

## Submitting RWA Amendments to GSA via eRETA

### 3) Selecting the appropriate input code

A pull-down menu will appear. Choose one of the input codes depending on the amendment you are requesting. If unsure which input code to choose, see the brief descriptions below and/or visit the eRETA Glossary by scrolling to the eRETA “footer” at the bottom of the screen, clicking on “Glossary” and then navigating to the definition for “Input Code”.

- **E-input code (Customer Administrative Change)(see section 4)** : Allows you to change a number of fields on the various across all customer tabs, but does NOT allow changes to the *Billing Type* or *Term*, *Agency Location Code (ALC)*, *Billing Office Address Code (BOAC)* nor any funding information. These kinds of amendments will NOT require GSAs review or approval and will be fully saved and submitted once you have finalized the amendment.
- **H-input code (Billing Change)(see section 5)**: Allows you to change the *Account Code/BOAC*, *ALC* and/or *Billing Type* or *Term*. All subsequent billing actions will bill the new codes and/or *Billing Type* or *Term*. These kinds of amendments will typically require GSA’s review and approval.
- **X-input code (Amount/Scope change)(see section 6)**: Allows you to change most information, including the *Authorized Amount*, *Fund Year/Type/Expiration date*, and *Description of Requirements*. These kinds of amendments will always require GSA’s review and approval.
- **N-input code (Cancel/Early Completion)(see section 7)**: Allows you to cancel or request early completion of the RWA if the full scope is no longer needed. These kinds of amendments will require GSA to confirm there are no outstanding obligations to our contractors, and all financial information is reconciled, and therefore will require GSA’s review and approval.

**NOTE:** If an RWA is already financially closed, the RWA is no longer editable.

## Submitting RWA Amendments to GSA via eRETA

### 4) E-input code (Customer Administrative Change)

Navigate across the various tabs depending on the change you need. For example, if you need to change project information such as the Agency POC, navigate to the Customer Information tab. Grayed-out fields are not editable with the input code selected.

**NOTE:** Always click “Save” or “Save and Proceed” to save your changes. If you make a change without saving, your edits will not be saved.

The screenshot displays the RETA system interface for submitting RWA amendments. The 'CUSTOMER INFORMATION' tab is active, showing details for a request with WR/RWA Number N2526728 and Status 'Accepted Successfully'. A red arrow points to the 'Agency POC' dropdown menu, which is currently set to 'Add new...'. Other visible fields include Agency Bureau (04700-General Services Administration), Primary Building State (District Of Columbia), Building (DC0005ZZ), Address (14TH + INDEP AVE SW), City (Washington), Building Name (AGRI SOUTH), and Zip Code (20250). The 'Request Category' is 'Nonseverable (Projects)' and the 'Estimated FY Needed' is '2021'. The 'Agency POC' field is highlighted with a red arrow, indicating it is the focus of the administrative change. The 'GSA PM/POC' field is also visible, with a red box covering the name and phone information. The 'Description of Requirements' field contains the text 'SCDC0470021147002'. At the bottom of the form, there are buttons for 'Save', 'Save & Proceed >>>', and 'Reset Form'.

Use an E-input code to edit fields on the Customer Information tab such as the Agency POC.

## Submitting RWA Amendments to GSA via eRETA

### 4) E-input code (Customer Administrative Change) (cont.)

As another example, if you need to change the *Customer Order Number* (an optional field that will show up on your billing statement), navigate to the Billing Information tab.

The screenshot shows the 'Billing Information' tab in the eRETA system. The interface includes a top navigation bar with the RETA logo, user information (external.DataEntryUser@gsa.gov), and a search bar. A left sidebar contains navigation tabs: SUMMARY, CUSTOMER INFORMATION, BILLING INFORMATION (highlighted), ACCOUNTING DETAILS, CUSTOMER APPROVAL, PBS INFORMATION, AUTHORIZING DETAILS, and PBS APPROVAL. The main content area displays the following fields:

- Agency Bureau Code:** 04700
- Agency Name:** GENERAL SERVICES ADMINISTRATION
- Billing Type:** I: Interfund
- Billing Term:** M: Monthly
- Hold Billings:** No
- ALC:** 47000016
- Account Code/BOAC:** 047015
- Billing Office Name:** GSA OFFICE OF GOVERNMENTWIDE POL
- Agency Finance Billing Address:** 1800 F STREET NW
- Street Address:** [Empty]
- City:** WASHINGTON
- State:** District Of Columbia
- Zip Code:** 20405 - [Empty]
- Estimate Total:** \$1,188.00
- Agency Certified Amount:** \$1,188.00
- Agency Billing Contact:** Add new...
- Billing Contact Name:** [Empty]
- Billing Contact Phone:** ( ) - Ext
- Funding Agency Code (FPDS):** [Empty]
- Funding Office Code (FPDS):** [Empty]
- Customer Order Number:** N2526728 (highlighted with a red arrow)
- Fiscal Station Number:** [Empty]
- Requisition ID:** [Empty]
- Customer UEI:** [Empty]

At the bottom of the form are buttons for 'Save', 'Save & Proceed >>>', and 'Reset Form'. The footer contains links for RWA History, Financial Review, Documentation, Comments, and ETN:SCDC0470021147002.

Use an E-input code to edit fields on the Billing Information tab such as the Customer Order Number.

## Submitting RWA Amendments to GSA via eRETA

### 4) E-input code (Customer Administrative Change) (cont.)

After editing the necessary fields, click “Save” or “Save and Proceed” and navigate to the Customer Approval tab. YOU MUST Click the “Submit to Pegasys” button to finalize the amendment. Any amendments left pending are subject to be deleted by GSA.

**Customer Approval**

WR/RWA Number: N2526728    Status: Accepted Successfully    Input Code: E    [Read-Only View](#)

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

[Click here for signature option instructions](#)

Electronic Signature Request

Signature of Fund Certifying Official: Digitally Signed Print Form 2957

Fund Certifying Official: [Redacted]

Name of Signer: [Redacted]

Certifying Official's Phone: [Redacted] Ext: [Redacted]

Date: 5/27/2021

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 |               |             |        |

Buttons: Save    **Submit to Pegasys**    Reset Form

Footer: [RWA History](#)    [Financial Review](#)    [Documentation](#)    [Comments](#)    ETN SCDC047021147002

When finished making changes, navigate to the Customer Approval tab and click “Submit to Pegasys” to submit the administrative amendment to GSA.



## Submitting RWA Amendments to GSA via eRETA

### 5) H-input code (Billing Change)

Navigate to the Billing Information tab and make the necessary changes. In the example below, the customer is changing the *Billing Term*, *Agency Location Code (ALC)*, and *Billing Office Address Code (BOAC)*.

The screenshot shows the 'Billing Information' tab in the RETA system. The form contains the following fields and values:

- Agency Bureau Code:** 04700-General Services Administration-General Service
- Agency Name:** GENERAL SERVICES ADMINISTRATION
- Billing Type:** I: Interfund
- Billing Term:** M: Monthly (indicated by a red arrow)
- Hold Billings:** No
- ALC:** 47000016 (indicated by a red arrow)
- Account Code/BOAC:** 047015 (indicated by a red arrow)
- Billing Office Name:** GSA OFFICE OF GOVERNMENTWIDE POL
- Agency Finance Billing Address:** 1800 F STREET NW
- Street Address:** (empty)
- City:** WASHINGTON
- State:** District Of Columbia
- Zip Code:** 20405 - (empty)
- Agency Billing Contact:** Add new...
- Billing Contact Name:** (empty)
- Billing Contact Phone:** ( ) ( ) - ( ) Ext ( )
- Funding Agency Code (FPDS):** (empty)
- Funding Office Code (FPDS):** (empty)
- Customer Order Number:** N2526728
- Fiscal Station Number:** (empty)
- Requisition ID:** (empty)
- Customer UEI:** (empty)

At the bottom of the form, there are buttons for **Save**, **Save & Proceed >>>**, and **Reset Form**.

Use an H-input code to edit billing information.

## Submitting RWA Amendments to GSA via eRETA

### **5) H-input code (Billing Change) (cont.)**

After editing the necessary fields, click “Save” or “Save and Proceed” and navigate to the Amendment Summary tab\*. This screen presents you with a *Summary of Requested Changes* which compares the before and after value of each field and highlights the fields that changed for quick visual identification. Review your changes, scroll to the bottom of the screen and click “Send to GSA” when ready. GSA will review the amendment before submitting to our financial management system.

*\*If changing funding information then new signatures are required; follow steps on pg. 13-14 as if you were submitting an X-input code.*

## Submitting RWA Amendments to GSA via eRETA

RETA

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SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

GSA

**Summary of Requested Changes**

WR/RWA Number: N2528728 Status: Mod-Initiated Input Code: H Read-Only View

|                             | Field                                     | Before                                      | After                                       |             |                          |          |     |                     |  |
|-----------------------------|---|---|---|-------------|--------------------------|----------|-----|---------------------|--|
| <b>SUMMARY</b>              |   |   |   |             |                          |          |     |                     |  |
| <b>CUSTOMER INFORMATION</b> | <b>1 - Customer Information</b>           |   |   |             |                          |          |     |                     |  |
| <b>BILLING INFORMATION</b>  | Agency FOC                                | [REDACTED]                                  | [REDACTED]                                  |             |                          |          |     |                     |  |
| <b>ACCOUNTING DETAILS</b>   | Description of Requirements               | SCDC0470021147002                           | SCDC0470021147002                           |             |                          |          |     |                     |  |
| <b>CUSTOMER APPROVAL</b>    | Requested Service Start                   |   |   |             |                          |          |     |                     |  |
| <b>AMENDMENT SUMMARY</b>    | Requested Service End                     |   |   |             |                          |          |     |                     |  |
| <b>PBS INFORMATION</b>      | Request is for Multiple Buildings         | No  | No  |             |                          |          |     |                     |  |
| <b>AUTHORIZING DETAILS</b>  | Room Number/Specific Location in Facility |   |   |             |                          |          |     |                     |  |
| <b>PBS APPROVAL</b>         | Work Related to Other RWA(s)              | No  | No  |             |                          |          |     |                     |  |
|                             | Request Category                          | Nonseverable (Projects)                     | Nonseverable (Projects)                     |             |                          |          |     |                     |  |
| <b>AMENDMENT SUMMARY</b>    | <b>2 - Billing Information</b>            |   |   |             |                          |          |     |                     |  |
| <b>PBS INFORMATION</b>      | Account Code/BOAC                         | 047015                                      | 047015                                      |             |                          |          |     |                     |  |
| <b>AUTHORIZING DETAILS</b>  | Agency Billing Contact                    |   |   |             |                          |          |     |                     |  |
| <b>PBS APPROVAL</b>         | Agency Bureau Code                        | 04700 - GENERAL SERVICES ADMINISTRATION     | 04700 - GENERAL SERVICES ADMINISTRATION     |             |                          |          |     |                     |  |
|                             | Agency Certified Amount *                 | \$1,188.00                                  | \$1,188.00                                  |             |                          |          |     |                     |  |
|                             | Agency/Customer BPN/DUNS                  |   |   |             |                          |          |     |                     |  |
|                             | ALC                                       | 47000016                                    | 47000016                                    |             |                          |          |     |                     |  |
|                             | Billing Term                              | Monthly                                     | Monthly                                     |             |                          |          |     |                     |  |
|                             | Billing Type                              | Interfund                                   | Interfund                                   |             |                          |          |     |                     |  |
|                             | Customer Order Number                     | N2528728                                    | N2528728                                    |             |                          |          |     |                     |  |
|                             | Fiscal Station Number                     |   | 000000                                      |             |                          |          |     |                     |  |
|                             | Funding Authority                         | Federal Buildings Fund: 40 U.S.C. 592(b)(2) | Federal Buildings Fund: 40 U.S.C. 592(b)(2) |             |                          |          |     |                     |  |
|                             | Funding Agency Code (FPDS)                |   |   |             |                          |          |     |                     |  |
|                             | Funding Office Code (FPDS)                |   |   |             |                          |          |     |                     |  |
|                             | Requisition ID                            |   |   |             |                          |          |     |                     |  |
| <b>AMENDMENT SUMMARY</b>    | <b>4 - Customer Approval</b>              |   |   |             |                          |          |     |                     |  |
| <b>PBS INFORMATION</b>      | Fund Certifying Official *                | [REDACTED]                                  | [REDACTED]                                  |             |                          |          |     |                     |  |
| <b>AUTHORIZING DETAILS</b>  | Signature Method *                        | Electronic                                  | Electronic                                  |             |                          |          |     |                     |  |
| <b>PBS APPROVAL</b>         | Signature Status                          | Digitally Signed                            | Digitally Signed                            |             |                          |          |     |                     |  |
|                             | Signature Date                            | 05/27/2021                                  | 05/27/2021                                  |             |                          |          |     |                     |  |
| <b>AMENDMENT SUMMARY</b>    | <b>3 - Accounting Lines - Before</b>      |   |   |             |                          |          |     |                     |  |
| Line No.                    | Line to Bill                              | Treasury Symbol                             | Fund Year *                                 | Fund Type * | Exp Date of Oblig Auth * | PDN      | PLN | Authorized Line Amt | Agency Accounting Data                                       |
| 1                           | Yes                                       | 047202120210110000                          | 2021  | Annual      | 09/30/2021               | IX021995 | 2   | \$1,188.00          | IX021995-2019-G-00-105X-CA51-S00I0322-CAH40-Digital Services |
| <b>AMENDMENT SUMMARY</b>    | <b>3 - Accounting Lines - After</b>       |   |   |             |                          |          |     |                     |  |
| Line No.                    | Line to Bill                              | Treasury Symbol                             | Fund Year *                                 | Fund Type * | Exp Date of Oblig Auth * | PDN      | PLN | Authorized Line Amt | Agency Accounting Data                                       |
| 1                           | Yes                                       | 047202120210110000                          | 2021  | Annual      | 09/30/2021               | IX021995 | 2   | \$1,188.00          | IX021995-2019-G-00-105X-CA51-S00I0322-CAH40-Digital Services |

Amendment Summary tab shows Summary of Requested Changes in blue and allows you to send the amendment to GSA.

## Submitting RWA Amendments to GSA via eRETA

### 6) X-input code (Amount/Scope Change)

Navigate across the various tabs depending on the change you need. For example, if you need to change the scope of the RWA, navigate to the Customer Information tab and edit the *Description of Requirements* field.

The screenshot shows the RETA Customer Information tab. The left sidebar contains navigation tabs: SUMMARY, CUSTOMER INFORMATION (selected), BILLING INFORMATION, ACCOUNTING DETAILS, CUSTOMER APPROVAL, PBS INFORMATION, AUTHORIZING DETAILS, and PBS APPROVAL. The main content area displays customer information for WR/RWA Number N2526728, including status, dates, and requested by information. Below this is a form with various fields for agency, building, address, and performance details. A red arrow points to the 'Description of Requirements' text area, which contains the following text: "AFB staff has removed the AV System from BLDG. 3030, Conference Room 217 and re-located the equipment to BLDG. 145, Conference Room 231, The Panther s Den. The project includes onsite technical services for the installation of the owner furnished AV system in BLDG. 145 Conference Room 231, configuration, programming, integration, testing, and full production implementation of GFE provided multi classification (Unclassified (NIPR) and Classified (SIPR) fully integrated hardware/software". A note below the text area states "(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate". At the bottom of the form are buttons for 'Save', 'Save & Proceed >>>', and 'Reset Form'.

Use an X-input code for a scope change such as a change to the Description of Requirements field on the Customer Information tab.

## Submitting RWA Amendments to GSA via eRETA

### 6) X-input code (Amount/Scope Change) (cont.)

If editing the *Authorized Amount* and/or funding information, navigate to the Accounting Details tab. If editing the total *Authorized Amount* on the Accounting Details tab, you must also edit it on the Billing Information tab.

Agency Accounting Details

WR/RWA Number: N2528728 Status: Mod-Initiated Input Code: X [Read-Only View](#)

\* Required Fields

**Edit Agency Accounting Detail Line**

Agency Certified Amt \$1,188.00

\* Agency Fund Year: 2021 \* Authorized Line Amt \$: 1188

\* Fund Type: A: Annual Treasury Symbol: 04720212021 0110000

Expiration Date of Obligational Authority: 09/30/2021

\* PDN: IX021995 \* PLN: 2

\* Agency Accounting Data: IX021995-2019-G-00-105X-CA51-S00I0322-CAH40-Digital Services  
(Limited to 255 Characters)

Update Cancel Reset

Multiple Accounting Lines Help

| Line to Bill                     | Created Date | Modified Date | Treasury Symbol     | Fund Year | Fund Type | Exp Date of Oblig Auth | PDN      | PLN | Authorized Line Amt | Agency Accounting Data                                       | Modify Delete |
|----------------------------------|--------------|---------------|---------------------|-----------|-----------|------------------------|----------|-----|---------------------|--|---------------|
| <input checked="" type="radio"/> | 05/27/2021   | 05/27/2021    | 04720212021 0110000 | 2021      | Annual    | 09/30/2021             | IX021995 | 2   | \$1,188.00          | IX021995-2019-G-00-105X-CA51-S00I0322-CAH40-Digital Services |               |

Agency Cert Amt: \$1,188.00 Authorized Line Amt: \$1,188.00

1 Records found. Displaying page 1 of 1 1

Save Save & Proceed >>> Reset

[RWA History](#) [Financial Review](#) [Documentation](#) [Comments](#) [ETN:SCDC0470021147902](#)

Use an X-input code to change funding information.

## Submitting RWA Amendments to GSA via eRETA

### 6) X-input code (Amount/Scope Change) (cont.)

After editing the necessary fields, click “Save” or “Save and Proceed” and navigate to the Customer Approval tab. An X-input code requires new signatures. Click “Save and Proceed” to move on to the Amendment Summary tab.

*X-input codes require new signatures.*

## Submitting RWA Amendments to GSA via eRETA

### **6) X-input code (Amount/Scope Change) (cont.)**

The Amendment Summary tab presents a *Summary of Requested Changes* which compares the before and after value of each field and highlights the fields that changed for quick visual identification. Review your changes, scroll to the bottom of the screen, and click “Send to GSA” to finalize the amendment and route the changes for GSA review. GSA will review the amendment and then route it for signatures.

## Submitting RWA Amendments to GSA via eRETA

RETA

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GSA

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES
Summary of Requested Changes

WR/RWA Number: N2526728 Status: Mod-Initiated Input Code: X [Read-Only View](#)

| Field  | Before                                      | After  |             |             |                          |          |     |                     |  |
|--|---|--|-------------|-------------|--------------------------|----------|-----|---------------------|--|
| <b>1 - Customer Information</b>  |   |  |             |             |                          |          |     |                     |  |
| Agency POC   |   |  |             |             |                          |          |     |                     |  |
| Agency RWA Mailbox   |   |  |             |             |                          |          |     |                     |  |
| <span style="color: blue;">◆</span> Description of Requirements <span style="float: right; font-size: 0.7em;">SCDC0470021147002</span> |   | AFB staff has removed the AV System from BLDG. 3030, Conference Room 217 and re-located the equipment to BLDG. 145, Conference Room 231, The Panther's Den. The project includes onsite technical services for the installation of the owner furnished AV system in BLDG. 145 Conference Room 231; configuration, programming, integration, testing, and full production implementation of GFE provided multi classification (Unclassified (NIPR) and Classified (SIPR) fully integrated hardware/software |             |             |                          |          |     |                     |  |
| Related RWA Number(s)  |   |  |             |             |                          |          |     |                     |  |
| Requested Service Start  |   |  |             |             |                          |          |     |                     |  |
| Requested Service End  |   |  |             |             |                          |          |     |                     |  |
| Request is for Multiple Buildings  | No  | No   |             |             |                          |          |     |                     |  |
| Room Number/Specific Location in Facility  |   |  |             |             |                          |          |     |                     |  |
| Work Related to Other RWA(s)   | No  | No   |             |             |                          |          |     |                     |  |
| Request Category   | Nonseverable (Projects)                     | Nonseverable (Projects)  |             |             |                          |          |     |                     |  |
| <b>2 - Billing Information</b>   |   |  |             |             |                          |          |     |                     |  |
| Account Code/BOAC  | 047015                                      | 047015   |             |             |                          |          |     |                     |  |
| Agency Billing Contact   |   |  |             |             |                          |          |     |                     |  |
| Agency Bureau Code   | 04700 - GENERAL SERVICES ADMINISTRATION     | 04700 - GENERAL SERVICES ADMINISTRATION  |             |             |                          |          |     |                     |  |
| Agency Certified Amount *  | \$1,188.00                                  | \$1,188.00   |             |             |                          |          |     |                     |  |
| Agency/Customer BPN/DUNS   |   |  |             |             |                          |          |     |                     |  |
| ALC  | 47000016                                    | 47000016   |             |             |                          |          |     |                     |  |
| Billing Term   | Monthly                                     | Monthly  |             |             |                          |          |     |                     |  |
| Billing Type   | Interfund                                   | Interfund  |             |             |                          |          |     |                     |  |
| Customer Order Number  | N2526728                                    | N2526728   |             |             |                          |          |     |                     |  |
| Fiscal Station Number  |   |  |             |             |                          |          |     |                     |  |
| Funding Authority  | Federal Buildings Fund: 40 U.S.C. 592(b)(2) | Federal Buildings Fund: 40 U.S.C. 592(b)(2)  |             |             |                          |          |     |                     |  |
| Funding Agency Code (FPDS)   |   |  |             |             |                          |          |     |                     |  |
| Funding Office Code (FPDS)   |   |  |             |             |                          |          |     |                     |  |
| Requisition ID   |   |  |             |             |                          |          |     |                     |  |
| <b>4 - Customer Approval</b>   |   |  |             |             |                          |          |     |                     |  |
| Fund Certifying Official *   |   |  |             |             |                          |          |     |                     |  |
| Signature Method *   | Electronic                                  | Electronic   |             |             |                          |          |     |                     |  |
| <span style="color: blue;">◆</span> Signature Status <span style="float: right; font-size: 0.7em;">Digitally Signed</span>             |   | Not Yet Signed   |             |             |                          |          |     |                     |  |
| <span style="color: blue;">◆</span> Signature Date <span style="float: right; font-size: 0.7em;">05/27/2021</span>                     |   |  |             |             |                          |          |     |                     |  |
| <b>3 - Accounting Lines - Before</b>   |   |  |             |             |                          |          |     |                     |  |
| Line No.   | Line to Bill                                | Treasury Symbol  | Fund Year * | Fund Type * | Exp Date of Oblig Auth * | PDN      | PLN | Authorized Line Amt | Agency Accounting Data                                       |
| 1  | Yes   | 047202120210110000   | 2021        | Annual      | 09/30/2021               | IX021995 | 2   | \$1,188.00          | IX021995-2019-G-00-105X-CA51-S0010322-CAH40-Digital Services |
| <b>3 - Accounting Lines - After</b>  |   |  |             |             |                          |          |     |                     |  |
| Line No.   | Line to Bill                                | Treasury Symbol  | Fund Year * | Fund Type * | Exp Date of Oblig Auth * | PDN      | PLN | Authorized Line Amt | Agency Accounting Data                                       |
| 1  | Yes   | 047202120210110000   | 2021        | Annual      | 09/30/2021               | IX021995 | 2   | \$1,188.00          | IX021995-2019-G-00-105X-CA51-S0010322-CAH40-Digital Services |

Amendment Summary tab shows Summary of Requested Changes in blue and allows you to send the amendment to GSA.



## Submitting RWA Amendments to GSA via eRETA

### 7) N-input code (Cancel/Early Completion)

Enter your justification why the RWA should be canceled / completed early and click "Submit".

**Request RWA Cancellation / Early Completion**

RWA Type: N RWA Number: 2526728 Input Code: N

**Required Fields**

|                                  |                                     |                     |                                     |
|----------------------------------|-------------------------------------|---------------------|-------------------------------------|
| Total Billed                     | <input type="text" value="\$0.00"/> | Earned Income       | <input type="text" value="\$0.00"/> |
| Total Collected                  | <input type="text" value="\$0.00"/> | Commitments         | <input type="text" value="\$0.00"/> |
| Unbilled Accounts Receivable Amt | <input type="text" value="\$0.00"/> | Obligations         | <input type="text" value="\$0.00"/> |
| Pending Financial Term Date      | <input type="text"/>                | Financial Term Date | <input type="text"/>                |

If the GSA Obligations amount shown above is > \$0, you may be billed for work that has already been initiated. Please also note that if any financial activity has already occurred on the RWA, it cannot be completely cancelled. GSA will instead stop work on the RWA and assign an early Completion Date.

If this is a recurring (R type) RWA, please explain if this is a cancellation or early completion. If you don't need any services at all this will be a cancellation. If you are halting work and changing the period of performance this is an early completion.

\* Justification (Explain why this RWA should be cancelled/ completed early):

Provide justification for canceling / completing early and click "Submit"

For Additional Questions the following resources are available:

- Navigate to <http://www.gsa.gov/ereta> for eRETA user guides (including this one) and FAQs
- Email the [COPBSApp@gsa.gov](mailto:COPBSApp@gsa.gov) with questions or issues about logging into the external Portal (effectively any part of the log-in process before getting into eRETA itself)
- Email us at [eRETA@gsa.gov](mailto:eRETA@gsa.gov) with questions about using or navigating eRETA (once inside the application itself)