

## My Favorites Feature

The “My Favorites” feature is available to eRETA Data Entry users. It is a yellow star icon located next to the Treasury Symbol and Billing Office Address Code (BOAC) fields in the eRETA Data Entry Wizard. Users can add/remove commonly used Treasury Symbols or BOACs to the “My Favorites” window next to each field for quick selection. Selecting a code from your “My Favorites” menu automatically populates the selected data into the main data entry field.

To utilize the My Favorites feature for BOAC and Treasury Symbol fields, open a Work Request or RWA\* in eRETA and click the Edit (pencil) icon at the top right corner of the screen to go into Edit mode. Then navigate to the Billing Information tab (BOAC) or Accounting Details tab (Treasury Symbol).

### Billing Information tab

To add a new BOAC to your My Favorites list, click the star icon and then click the “View All/Add Favorites” button in the pop-up box, or click the magnifying glass next to the Account Code/BOAC field. This will bring up the BOAC/ALC Search, where you can search for BOACs and add new ones to your list by clicking the star on the left of each row.

Favorite	BOAC	ALC	AB Code	Office Name	Agency Finance Billing Address	Street Address	City	State	Zip Code	Bureau Name	Agency Name
	201159	20090800	02011	INTERNAL REVENUE SERVICE	408 ATLANTIC AVE	ROOM 228	BOSTON	MA	02210	INTERNAL REVENUE SERVICE NATIONAL OFFICE	DEPARTMENT OF THE TREASURY
	20117B	20090003	02011	INTERNAL REVENUE SERVICE	IRS	P O BOX 9013	ANDOVER	MA	01810	INTERNAL REVENUE SERVICE NATIONAL OFFICE	DEPARTMENT OF THE TREASURY
	202002	20090003	02011	INTERNAL REVENUE SERVICE	ATTN:CHIEF ACCT BRANCH	290 BROADWAY 14TH FLOOR	NEW YORK	NY	10007	INTERNAL REVENUE SERVICE NATIONAL OFFICE	DEPARTMENT OF THE TREASURY
	202004	20090003	02011	DEPT OF TREASURY/INTERNAL REVENUE SVC	FISCAL MANAGEMENT BRANCH	P.O. BOX 902, CHURCH ST STATION	NEW YORK	NY	10008	INTERNAL REVENUE SERVICE NATIONAL OFFICE	DEPARTMENT OF THE TREASURY

Add new BOACs to your list by using the BOAC/ALC Search and clicking the star icon next to the BOAC you wish to add.

Once back in the Billing Information tab, click the star icon to view existing BOACs which you have already bookmarked as Favorites. To select a BOAC from your list, click the blue hyperlink in the pop-up box. To remove a BOAC from your list, click the X icon on the right.

BOAC	ALC	Billing Address	Remove Favorite
<a href="#">202031</a>	20090003	Regional Inspector, 26 Federal Plaza New York, NY 10007	
<a href="#">202004</a>	20090003	Fiscal Management Branch, P.O. Box 902, Church St Station New York, NY 10008	
<a href="#">202002</a>	20090003	Attn:Chief Acct Branch, 290 Broadway 14Th Floor New York, NY 10007	

Click the star icon to show existing Favorites and to add/remove BOACs from your My Favorites list.

## Accounting Details tab

To add a new Treasury Symbol to your My Favorites list, click the “View All/Add Favorites” button in the pop-up box, or click the magnifying glass next to the Treasury Symbol field. This will bring up the Treasury Symbol search, where you can search for Treasury Symbols and add new ones to your list by clicking the star on the left of each row.

**Treasury Symbol Search**

Treasury Symbol  Main Account Code

Available From Year  Available To Year

Description  My Favorites ▼ NEW

Favorite	Component Treasury Symbol	Two Digit Year Treasury Symbol	Sub-level Prefix	Agency Identifier	Available From Year	Available To Year	Main Account Code	Sub-Account Code	Description
	0202020222 0921000	2020/220921		020	2020	2022	0921	000	BUSINESS SYSTEMS MODERNIZATION, INTERNAL REVENUE SERVICE, TREASURY
	0202020221 1008000	2020/211008		020	2020	2021	1008	000	SALARIES AND EXPENSES, ALCOHOL AND TOBACCO TAX AND TRADE BUREAU, TREASURY
	0202020204 1001000	2020/211004		020	2020	2021	1004	000	COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS

Add new Treasury Symbols to your list using the Treasury Symbol Search and clicking the star icon next to the symbol you wish to add.

Once back in the Accounting Details tab, the star icon appears when adding a new accounting line or modifying an existing accounting line. Click the star to view existing Treasury Symbols which you have already bookmarked as Favorites. To select a Treasury Symbol from your list, click the blue hyperlink in the pop-up box. To remove a Treasury Symbol from your list, click the X icon on the right.

**Add Agency Accounting Detail Line**

Agency Certified Amt \$0.00

\* Agency Fund Year  \* Authorized Line Amt \$

\* Fund Type  Treasury Symbol

Expiration Date of Obligational Authority

\* Agency Accounting Data

(Limited to 255 Characters)

**My Favorites** Close

Component Treasury Symbol	Available From	Available To	Main Account Code	Remove Favorite
<a href="#">0202020200 1875000</a>	2020	2020	1875	✕
<a href="#">0202020200 0173000</a>	2020	2020	0173	✕
<a href="#">0202020200 0134000</a>	2020	2020	0134	✕

[View All/Add Favorites](#)

Click the star icon to show existing Favorites and to add/remove Treasury Symbols from your My Favorites list.

\*If editing an accepted RWA, you must initiate an amendment. For details on submitting amendments visit [www.gsa.gov/ereta](http://www.gsa.gov/ereta), navigate to the eRETA Training Materials page and find the section on submitting RWA amendments.

### BONUS KNOWLEDGE: Frequently Asked Questions (FAQs) available anytime!

Visit [www.gsa.gov/rwa](http://www.gsa.gov/rwa) and navigate to the “Frequently Asked Questions (FAQs)” page where you’ll find several sub-pages with FAQs on different components of the RWA Program: Policy, Process, eRETA, and more.

### 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**
  - [April 14: 1-2:30pm \(eastern\)](#)
  - [May 12: 1-2:30pm \(eastern\)](#)