

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

Revised: 3/6/25

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 X 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 <u>http://www.gsa.gov/ereta</u>, and continue to email questions to <u>eRETA@gsa.gov</u>. Internal GSA employees should continue to access RETA information via the PBS Portal and email issues to <u>RETAAdmin@gsa.gov</u>.

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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.

	VA ENTRY TRACKING PLICATION SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES	r@gsa.gov 🟠 🤳
t Date and Time:	Tuesday, January 16, 2024 10:14:30 AM	Print/Save Report
te Board & User Re	sources	
National RETA Note Board:	Welcome to the eRETA!	
Logged in User D	etails	
User ID:	external.DataEntryUser@gsa.gov	
Agency(ies):	02011 - DEPARTMENT OF THE TREASURY, INTERNAL REVENUE SERVICE NATIONAL OFFICE NNF00 - NON FEDERAL, NON-FEDERAL 07071 - DEPARTMENT OF HOMELAND SECURITY, OFFICE OF FIELD OPERATIONS FACILITIES 01001 - JUDICIARY, ADMINISTRATIVE OFFICE OF U.S. COURTS 04700 - GENERAL SERVICES ADMINISTRATION 01700 - DEPARTMENT OF THE NAVY	·

Sample eRETA Welcome Screen



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.

	SEARCH DATA ENTRY FINAN	CIAL REVIEW DOCUMENTATI	external.DataEntryUs	er@gsa.gov 🟠 📲	GSA	
🔀 Work Request / RWA Searci	n					Hide Criteria
WR/RWA Type	Select options	WR/RWA Number	0000673	Region	Select options	~
WR/RWA Status	Select options -	Request Category		Organization Code	٩	
Pending Action Building Number		Building Name				
Primary Worksite City		Primary Worksite State	Select options	Building Type	Select options	•
Agency Bureau Code	01001, 01011, 01044, (👻	Agency Name/Bureau Name		_		
BOAC		Severable Service	Select options	Customer Funding Type	Select options	· ·
PDN		PCN		Customer ID		
Authorized Amount from \$	to \$	Agency Accounting Data		User ID		
RWA Acceptance/Start Date from	🚺 🚺 to 🚺	Agency Contact Email]	GSA PM/POC Email		
				Search	Clear Export to	Excel File

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

Search Re	esults	_							
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.



2) Going into "Edit" Mode

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

MMARY Status: Accepted Successfully Last Modified By: @gsa gov					You	are in Read-Only Mode	
Status: Accepted Successfully Input Code: Last Modified By: Last By: Last Biled By: Last By: Last Biled Date: Building By: SCDC0201121145002 REXUS Lasse Fr: Last Biled Date: Building Name: CENTRAL HTG PLNT Building Type: Owned <pending>Financial Term Date: <09/30/2021 CUSTOMER INFORMATION FILE Agency Name: DEPARTMENT OF THE TREASURY Bureau Name: INTERNAL REVENUE SERVICE NATIONAL OFFICE Financial Close-Out Letter Date: <09/30/2021 0000000 Organization Code: P112HOTD GSA UEI: <02RKWJYU5GM9 PBS OFFICE AGC: 201159 Overhead Rate: F18t Fee Treasury Symbol: G2RKWJYU5GM9 02020212021 0501000 <th></th><th></th><th></th><th></th><th></th><th>,</th><th></th></pending>						,	
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		Customer Order #:	R2526634				
	APPROVAL	Agency Accounting Data:	dasdsad				
	PBS INFORMATION AUTHORIZING DETAILS	ALC: BOAC: Agency Fund Year: Agency Fund Type:	20090800 201159 2021 A-Annual	Organization Code: Organization Name: Overhead Rate: Interfund PDN:	P112HOTD HEATING OPER & TRAN	GSA UEI: IS DIV (HOTD) Treasury Symbol:	02020212021
	APPROVAL						
APPROVAL Customer Order #: R2520034				nission; a history of customer fu	and and a second shall a second shall be	(DIA(A Llisters / lists	

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



3) Selecting the appropriate input code

RETA

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.



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.

	RWA ENTRY 8 TRACKING APPLICATION SEARCH DATA ENTI	RY FINANCIAL REVIEW	extern	nal.DataEntryUser@gsa.gov 😭 IMATES	-4	GSA	
SUMMARY			_		_		Read-Only View
	<u>WR/RWA Number</u> : N2526728 <u>Status</u> : Accepted Succ <u>Inout Code</u> : E		Customer Request Date: 5/2 Customer Signature: 05/ GSA Region: 04	27/2021	Requested By: SA Data Entry: te Tracking No: SCDC0	@gsa.gov 470021147002	
BILLING						*	Required Fields
ACCOUNTING DETAILS	Primary Building State:		Administration-General Se	City	Vashington V GGRI SOUTH		
CUSTOMER	Room Number/Specific Location in Facility:	14TH + INDEP AVE SW			20250 - Request for multip (If yes, Address in Des	c. of Regts.)	
PBS INFORMATION	* <u>Request Category</u> : Estimated FY Needed:	Nonseverable (Projects)) 🗸 🚺	Requested Period of Performance Kahua Related RWA Number(s)		0) 🖪 🚺
AUTHORIZING DETAILS		This work is related to		Related RWA Number(s)			
PBS APPROVAL	Estimated Amount * Agency POC: Name: Phone:	Add new	✓ 🍳	Kahua PM/POC GSA PM/POC: (if known) Name Phone		~	J
	Agency RWA Mailbox: (✓ Q				
	Description of Requirements:	SCDC0470021147002					
						11	
	Enter comments to provide additional information to GSA:	(Limited to 500 Charact	ters) Changes made above will	simultaneously be made to the linked Estim	ate		
						li	
					Save Save & Pr	oceed >>>	Reset Form

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



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.

			Billing Information		
SUMMARY		WR/RWA Nur	mber: N2526728 Status: Accepted Successfully input	Code: E	Read-Only View
				*	Required Field
CUSTOMER					
INFORMATION	Agency Bureau Code	04700	Estimate Total	\$1,188.00	
	Agency Name	GENERAL SERVICES ADMINISTRATION	Agency Certified Amount	\$1,188.00	
FORMATION			1		
ACCOUNTING	Billing Type	I : Interfund	Agency Billing Contact	Add new	<u>~</u> <u>Q</u>
DETAILS	Billing Term	M: Monthly	Billing Contact Name		
	Hold Billings	No	Billing Contact Phone	() - E	d
CUSTOMER APPROVAL	ALC	47000016	Funding Agency Code (FPDS)		
_	Account Code/BOAC	047015	Funding Office Code (FPDS)		
PBS INFORMATION	Billing Office Name	GSA OFFICE OF GOVERNMENTWIDE POL	Customer Order Number	N2526728	
	Agency Finance Billing Address	1800 F STREET NW			
AUTHORIZING	Street Address		Fiscal Station Number		11
DETAILS		WASHINGTON	Requisition ID	[\leq
PBS		District Of Columbia			
APPROVAL	Zip Code		Customer UEI		J
	Zip Code	20405 -			
		Save Save	& Proceed >>> Reset Form		

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



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 #	pproval	
MMARY		<u>WR/F</u>	WA Number: N2526728 : Accepted Suc	cessfully Input Code: E	Read-Only V
STOMER ORMATION	Please complete this screen if entering a new RW		quires a new signature.	* Required Fields	
	• Click here for signature option instruction	15			
_	• Elec	tronic Signature Request			
COUNTING TAILS	Signature of Fund Certifying Official	Digitally Signed 🗸			
~	Fund Certifying Official			Print Form 2957	
TOMER ROVAL	Name of Signer				
	Certifying Official's Phone	Ext			
S ORMATION	Date 5/2	27/2021			
	\Box I certify that the RWA has been signed by a F	und Certifying Official and either delive	red to PBS or uploaded here on this page.		
THORIZING TAILS					
ROVAL	Document Type	Document Name	Upload Date	Delet	
		Nor	ecords found		
	•			•	

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



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)*.

RETA		external.D	ataEntryUser@gsa.gov 🏠 🤳 ES	GSA
			Billing Information	
SUMMARY		WR/RWA Number: N252672	28 Status: Accepted Successfully Input Co	de: H Read-Only View
CUSTOMER INFORMATION				* Required Fields
BILLING	* <u>Agency Bureau Code</u> Agency Name	04700-General Services Administration-General Service GENERAL SERVICES ADMINISTRATION	Estimate Total \$1,1 Agency Certified Amount \$[1,	
ACCOUNTING DETAILS	* <u>Billing Type</u> <u>Billing Term</u>		Agency Billing Contact A	dd new 🗸
CUSTOMER APPROVAL		47000016	Billing Contact Phone (Funding Agency Code (FPDS) Funding Office Code (FPDS)) - Ext
PBS INFORMATION	•		Customer Order Number N2	526728
AUTHORIZING DETAILS	Street Address	WASHINGTON	Fiscal Station Number	
PBS APPROVAL	State Zip Code	District Of Columbia	Customer UEI	
		Save Save & Proceed >>	Reset Form	
RWA History I	Tinancial Review Documentati	on Comments ETN:SCDC0470021147002		

Use an H-input code to edit billing information.



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

VAR.RVAX.Number: No.2500r Atter Continuer Monation Atter Atter Agency POC Agency NAM Nation Description Agency NAM Nation Exerption of Requirements SCODOL410021141002 SCODOL410021141002 Requested Stance Requested Stance End Requested Stance End Requested Stance Requested Stance Requested Stance Requested Stance End Requested Stance End Requested Stance Requested Stance Requested Stance Requested Stance End Requested Stance End Requested Stance Requested Stance Requested Stance Requested Stance End Request Stance Moles Buildings No No Requested Stance Request Stance Moles Buildings No No Request Stance Request Stance Agency Stance Code 04700 - CENERAL SERVICES ADMINISTRATION Still 300 Agency Stance Code Request Stance Agency Code EPROLINS Act 47000016 47000016 4700016 Fedded Stance Represent Code (PROL) Restance Represent Code (PROL) Restance Represent Code (PROL) Restance Represent Code (PROL)				-			Sun	nmary of Requ	Jested Changes		
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Line No. Line Bill Symbol Fund Year* Fund Type* Exp Date of Oblig Auth* PLN Authorized Line Amt Agency Accounting Data 1 Yes 04720212021 0110000 2021 Annual 09/30/2021 IX021995 2 \$1,188.00 IX021995-2019-G-00-105X-CA51-S0010322-CAH40-Digital Service * Indicates the field will automatically require new signatures if changed on this amendment ◆ Indicates a new accounting line was added Output	0110000	2021		00/00/2021		-	Q1,100.00	es			
No. Bill Symbol Year* Type * of Oblig PDN PLN Line Amt Agency Accounting Data 1 Yes 04720212021 0110000 2021 Annual 09/30/2021 IX021995 2 \$1,188.00 X021995-2019-G-00-105X-CA51-S0010322-CAH40-Digital Service * Indicates the field will automatically require new signatures if changed on this amendment + Indicates a new accounting line was added + - - - * Indicates a new accounting line was added Indicates accounting line was added - - - -	3 - Accounting Lines - After										
Yes 04720212021 2021 Annual 09/30/2021 IX021995 2 \$1,188.00 s Structure field will automatically require new signatures if changed on this amendment Indicates the field will automatically require new signatures if changed on this amendment Indicates a new accounting line was added Indicates a new accounting line was added	Line Line to Treasury	Fund F	und	Exp Date	RDN	DI M	Authorized	A	unting Data		
I tes 0110000 2021 Annual beloau2021 NO21990 2 \$1,100.00 s Indicates the field will automatically require new signatures if changed on this amendment Indicates a new accounting line was added Indicates a new accounting line was added Indicates a new accounting line was added	No. Bill Symbol		iumo ž		PDN	PLN	Line Amt	Agency Acco	unung Data		
* Indicates the field will automatically require new signatures if changed on this amendment ♦ Indicates field was changed and/or accounting line was changed ♦ Indicates a new accounting line was added I Indicates accounting line was deleted		2021 4	Innual	09/30/2021	IX021995	2	\$1 188.00	IX021995-201	9-G-00-105X-CA51-S001032	2-CAH40-Digital S	ervice
Indicates the field was changed and/or accounting line was changed Indicates a new accounting line was added ☑ Indicates accounting line was deleted	0110000						¢1,100.00	5			
Enter comments to provide additional information to GSA:	 Indicates the field was change Indicates a new accounting li 	ed and/or accou ne was added	w signatur nting line v	es if changed was changed	d on this am I	endment					
	Enter comments to provide addi	ional informatio	n to GSA:								

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



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.

			_		Customer	Information	_	_
SUMMARY								Read-Only V
JSTOMER	WR/RWA Number: N2526728		Customer Request D	/ate: 5/27/2021	R	lequested By:		
ORMATION	Status: Accepted Succe	ssfully	Customer Signat	ure: 05/27/2021	_ <u></u>	A Data Entry:	adam.snider@gsa.gov	
	Input Code: X		GSA Reg	ion: 04	Estimate	Tracking No:	SCDC0470021147002	
CCOUNTING								Required F
ETAILS	*Agency Bureau:	04700-General Se	rvices Administration-Ge	eneral Services /	Administration	\mathbf{v}		
	* Primary Building State:	District Of Columb	ia 🗸		* Cit	y: Washingto	1 💙	
PROVAL	* <u>Building</u> : (e: AGRI SOU	тн	
_		14TH + INDEP AVE	ESW		Zip Cod	e: 20250	·	
S FORMATION	Room Number/Specific Location in Facility:					If yes, Addr	t for multiple buildings ess in Desc. of Regts.)	
FORMATION	* Request Category:	Nonseverable (Pro	ojects) ·	✓ <u>Req</u>	uested Period of Performanc		to	
JTHORIZING ETAILS	Estimated FY Needed:	2021 🗸		Ka	hua Related RWA Number(s	i):		
	(This work is rela	ted to other RWA(s)		Related RWA Number(s	i):		
BS PPROVAL	Estimated Amount: (~		Kahua PM/PO	D:		
FROME	* Agency POC: (Add new.	~	a	GSA PM/POC: (if known)		Mamail com 🔽	_
	Name:				Nam	e: balagm, sug	gm	
	Phone:				Phon	e: (543) 534-3	455	
	Agency RWA Mailbox:	Add new	✓ 🛛	4				
	* Description of Requirements:					1 4 14		
		145, Conference R owner furnished A	loom 231, The Panthers / system in BLDG, 145 (entation of GFE provide	s Den. The proje Conference Roor	conference Room 217 and re ct includes onsite technical s m 231, configuration, program tion (Unclassified (NIPR) and	services for the mming, integra	installation of the tion, testing, and full	
							11	
	l	(Limited to 500 Ci	haracters) Changes made	e above will simultar	eously be made to the linked Esti	mate		

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



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
SUMMARY	WR/RWA Number: N2526728 Status: Mod-Initiated Input Code: X Read-Only View
CUSTOMER NFORMATION	* Required Field
	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 Q ☆ Expiration Date of Obligational Authority (09/30/2021 09/30/2021 04720212021 0110000 Q ☆
USTOMER	*PDN IX021995 *PLN 2 IX021995-2019-G-00-105X-CA51-S00I0322-CAH40-Digital Services ************************************
MENDMENT	* Agency Accounting Data (Limited to 256 Characters)
BS NFORMATION	Update Cancel Reset
UTHORIZING ETAILS Line to Bill	
BS PPROVAL	05/27/2021 05/27/2021 05/27/2021 021 0110000 2021 Annual 09/30/2021 IX021995 2 \$1,188.00 IX021995-2019-G-00-105X-CA51-S0010322-CAH40-Digital Services
Age	ncy Cert Amt: \$1,188.00 Authorized Line Amt: \$1,188.00 1 Records found. Displaying page 1 of 1 1

Use an X-input code to change funding information.



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.

RETA	RIVA EVITRY a TRACKING APPLICATION SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES								
	Customer Approval								
SUMMARY	WR/RWA Number: N2526728 Status: Mod-Initiated Input Code: X	Read-Only View							
CUSTOMER INFORMATION	Please complete this screen if entering a new RWA or processing an amendment that requires a new signature. • Required Fields								
BILLING INFORMATION	Click here for signature option instructions								
ACCOUNTING	Electronic Signature Request								
DETAILS	Signature of Fund Certifying Official Not Yet Signed								
CUSTOMER	Fund Certifying Official Print Form 2957 Name of Signer (balachandiran.suganthi)								
	Certifying Official's Phone (534))345 - 5435 Ext								
AMENDMENT SUMMARY	Date								
PBS INFORMATION	I certify that the RWA has been signed by a Fund Certifying Official and either delivered to PBS or uploaded here on this page.								
AUTHORIZING	Upload New								
DETAILS									
PBS APPROVAL	Document Type Document Name Upload Date Delet No records found								
	Save Save & Proceed >>> Reset Form								
RWA History Fi	Curcuit Revener Decumentation Commente ETN SCOC017/02/147/02								

X-input codes require new signatures.



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.

RETA RWA ENTRY & TRACKING APPLICATION

Submitting RWA Amendments to GSA via eRETA



Submitting RWA Amendments to GSA via eRETA

RETA	external.DataEntryUser@gsa.gov 🔂 🥠									
SUMMARY	Summary of Requested Changes <u>WR/RWA Number</u> : N2528728_Status: Mod-Initiated Input Code: X Read⊀									
JUNINAL	Field Before After									
	1 - Customer Information									
JSTOMER FORMATION	Agency POC									
	Agency RWA Mailbox									
ILLING IFORMATION CCOUNTING ETAILS	integration, testing, and full production implementation of	Conference Room 217 and re-located the equipment to BLIG. 145. Conference Room 231. The Panther 5 Den. The project includes onsite technical services for the installation of the owner furnished AV system in BLIG. 145 Conference Room 231, configuration, programming, integration, testing, and full production implementation of GFE provided multi classification (Unclassified (NIPR) and								
PROVAL	Related RVMA Number(s)									
	Requested Service Start									
INDMENT	Requested Service End									
INDUSTRI I	Request is for Multiple Buildings No No									
IS	Room Number/Specific Location in Facility									
INFORMATION	Work Related to Other RWA(s) No No									
	Request Category Nonseverable (Projects) Nonseverable (Projects)									
JTHORIZING ETAILS	2 - Billing Information									
	Account Code/BOAC 047015 047015									
is 👘	Agency Billing Contact									
PROVAL	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 47000018 47000018									
	Billing Term Monthly Monthly									
	Billing Type Interfund Interfund									
	Customer Order Number N2528728 N2528728									
	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									
	4 - Customer Approval									
	Fund Certifying Official *									
	Signature Method * Electronic Electronic									
	Signature Status Digitally Signed Not Yet Signed									
	Signature Date 05/27/2021									
	3 - Accounting Lines - Before									
	Line Line to Treasury Fund Fund Exp Date No. Bill Symbol Year* Type Auth PDN PLN Line Amt Agency Accounting Data									
	Autor 1 Yes 04720212021 0100000 2021 Annual 09/30/2021 IX021995 2 \$1,188.00 IX021995-2019-G-00-105X-CA51-S0010322-CAH40-Digital Service	c								
	3 - Accounting Lines - After									
	Line Line to Treasury Fund Fund ODAig PDN PLN Authorized No. Bill Symbol Year* Type* Auth*									
	1 Yes 04720212021 2021 Annual 09/30/2021 IX021995 2 \$1,188.00 IX021995-2019-G-00-105X-CA51-S0010322-CAH40-Digital Servic	e								
	* Indicates the field will automatically require new signatures if changed on this amendment Indicates the field was changed and/or accounting line was changed Indicates a new accounting line was added Indicates accounting line was deleted									
	Enter comments to provide additional information to GSA:									
	Save Send to GSA Res	et Foi								

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



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

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

ETA	RWA ENTRY & TRACKING APPLICATION	SEARCH DAT	A ENTRY FIN	IANCIAL F	REVIEW DO			ataEntryUser@ ES	gsa.gov 🟠 🔳			
	Request RWA Cancellation / Early Completion											
	RWA Type: N RWA Number: 2526728 Input Code: N											
										* Required Fields		
	Total Bille	ed	\$0.00				Earne	ed Income	\$0.00			
	Total Collecte	ed	\$0.00				Con	nmitments	\$0.00			
Unbilled Acco	ounts Receivable Ar	nt	\$0.00				С	bligations	\$0.00			
Pending	Financial Term Da	te					Financial 7	Term Date				
financ early (If this	ial activity has alre Completion Date.	ady occurred or pe) RWA, pleas	the RWA, it o	cannot be s is a can	completely ca	ancelled. GSA	will instead	stop work on the	also note that if any RWA and assign an s at all this will be a			
*	Justification	(Explain	why	this	RWA	should	be	cancelled/	completed	early):		
										_		
					-							
				Subr	nit Cano	cel						

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 <u>COPBSApp@gsa.gov</u> 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 <u>eRETA@gsa.gov</u> with questions about using or navigating eRETA (once inside the application itself)