



## 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.

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  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).

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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 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

## 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.

external.DataEntryUser@gsa.gov

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 application interface. At the top, there is a navigation bar with the RETA logo, user information (external.DataEntryUser@gsa.gov), and the GSA logo. Below this is a secondary navigation bar with options: SEARCH, DATA ENTRY, FINANCIAL REVIEW, DOCUMENTATION, ESTIMATES. A status bar indicates "You are in Read-Only Mode".

The main content area is divided into a left sidebar with menu items: SUMMARY, AMENDMENT SUMMARY, CUSTOMER INFORMATION, BILLING INFORMATION, ACCOUNTING DETAILS, CUSTOMER APPROVAL, PBS INFORMATION, AUTHORIZING DETAILS, and PBS APPROVAL. The main area displays the following information:

- Status: Accepted Successfully
- Last Modified By: [Redacted]@gsa.gov
- Input Code: [Redacted]
- Last Modified: 05/25/2021
- Financial information as of Pegasys last download: 11/02/2020 17:02 ET
- RWA #:** R2526634
- Estimate Tracking #:** SCDC0201121145002
- Work Site:** DC0001ZZ
- Building Name:** CENTRAL HTG PLNT STM
- Kahua Project Number(s):** [Redacted]
- REXUS Lease Project #:** [Redacted]
- Lease #:** [Redacted]
- Building Type:** Owned
- Acceptance/Start Date:** 05/01/2021
- Completed/<Cancelled> Date:** 09/30/2021
- Last Billed Date:** <Pending>
- Financial Term Date:** <09/30/2021>
- Financial Close-Out Letter Date:** [Redacted]
- Agency Name:** DEPARTMENT OF THE TREASURY
- Bureau Name:** INTERNAL REVENUE SERVICE NATIONAL OFFICE
- ABC:** 02011
- ALC:** 20090800
- BOAC:** 201159
- PBS Office Symbol:** TEST
- Organization Code:** P112HOTD
- Organization Name:** HEATING OPER & TRANS DIV (HOTD)
- Customer UEI:** G2RKWJYU5GM9
- GSA UEI:** G2RKWJYU5GM9
- Agency Fund Year:** 2021
- Agency Fund Type:** A-Annual
- Exp Date Obl Auth:** 09/30/2021
- Customer Order #:** R2526634
- Overhead Rate:** Flat Fee
- Interfund PDN:** [Redacted]
- Interfund PLN:** [Redacted]
- Treasury Symbol:** 02020212021 0501000
- Requisition ID #:** dasda
- Agency Accounting Data:** dasdsad

At the bottom of the screen, there is a summary table:

Accepted Authorized Amt:	\$1,600.00	Direct Costs:	\$0.00	Outstanding Chargeback:	\$0.00
Commitments:	\$0.00	Reg. Mgmt. Fee (4%):	N/A	Bill Type:	O-IPAC/IITE

In the upper right corner of the main content area, there are four icons: Edit (pencil), Copy RWA, Form 2957, and Print. A red arrow points to the Edit icon.

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.

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 displays 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-hand 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 shows 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, there are three buttons: Save, Save & Proceed >>>, and Reset Form. The bottom status bar includes 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

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			

[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)*.

**RETA** RWA ENTRY & TRACKING APPLICATION external.DataEntryUser@gsa.gov GSA

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

**Billing Information**

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

\* Required Fields

\* Agency Bureau Code: 04700-General Services Administration-General Service

Agency Name: GENERAL SERVICES ADMINISTRATION

Estimate Total \$1,188.00

Agency Certified Amount \$1,188.00

\* Billing Type: I: Interfund

Billing Term: M: Monthly

Hold Billings: No

Agency Billing Contact: Add new...

Billing Contact Name:

Billing Contact Phone: ( ) - Ext

ALC: 47000016

Funding Agency Code (FPDS):

Funding Office Code (FPDS):

\* Account Code/BOAC: 047015

Customer Order Number: N2526728

Billing Office Name: GSA OFFICE OF GOVERNMENTWIDE POL

Agency Finance Billing Address: 1800 F STREET NW

Fiscal Station Number:

Street Address:

Requisition ID:

City: WASHINGTON

Customer UEI:

State: District Of Columbia

Zip Code: 20405 -

Save Save & Proceed >>> Reset Form

RWA History Financial Review Documentation Comments ETN:9CDC0470921147092

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

external.DataEntryUser@gsa.gov

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>1 - Customer Information</b>	Agency FOC	[Redacted]	[Redacted]
<b>2 - Billing Information</b>	Account Code/BOAC	047015	047015
<b>4 - Customer Approval</b>	Fund Certifying Official *	[Redacted]	[Redacted]
<b>3 - Accounting Lines - Before</b>	Line No.	Line to Bill	Treasury Symbol
<b>3 - Accounting Lines - After</b>	Line No.	Line to Bill	Treasury Symbol

*\* 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 Reset Form

The 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 request 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". Below the text area, it says "(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate". At the bottom right 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
0	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.

The screenshot shows the 'Customer Approval' section of the RETA application. The left sidebar contains navigation tabs: SUMMARY, CUSTOMER INFORMATION, BILLING INFORMATION, ACCOUNTING DETAILS, CUSTOMER APPROVAL (highlighted), AMENDMENT SUMMARY, PBS INFORMATION, AUTHORIZING DETAILS, and PBS APPROVAL. The main content area includes the following elements:

- Header: RETA RWA ENTRY & TRACKING APPLICATION, external.DataEntryUser@gsa.gov, GSA logo.
- Navigation: SEARCH, DATA ENTRY, FINANCIAL REVIEW, DOCUMENTATION, ESTIMATES.
- Customer Approval Section:
  - WR/RWA Number: N2526728, Status: Mod-Initiated, Input Code: X, Read-Only View.
  - Message: Please complete this screen if entering a new RWA or processing an amendment that requires a new signature.
  - Required Fields indicator.
  - Link: Click here for signature option instructions.
  - Electronic Signature Request (selected):
    - Signature of Fund Certifying Official: Not Yet Signed (dropdown).
    - Fund Certifying Official: (dropdown menu).
    - Name of Signer: balachandiran.suganthi.
    - Certifying Official's Phone: (534) 345 - 5435 Ext.
    - Date: (calendar icon).
  - Print Form 2957.
  - Checkbox: I certify that the RWA has been signed by a Fund Certifying Official and either delivered to PBS or uploaded here on this page.
  - Upload New button.
  - Table:
 

Document Type	Document Name	Upload Date	Delete
No records found			
  - Buttons: Save, Save & Proceed >>> (highlighted with a red arrow), Reset Form.
- Footer: RWA History, Financial Review, Documentation, Comments, ETR-34303470921147905.

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

external.DataEntryUser@gsa.gov

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)