

Submitting New Work Requests in RETA/eRETA

The external RWA Entry and Tracking Application (eRETA) allows for submission of RWA Work Requests (WRs) and management of Reimbursable Work Authorizations (RWAs). All Federal agency customers must send all WR and RWA information to GSA through eRETA.

External customers can access additional information on our website at www.gsa.gov/ereta, and continue to email questions to eRETA@gsa.gov.

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Submitting New Work Requests in RETA/eRETA

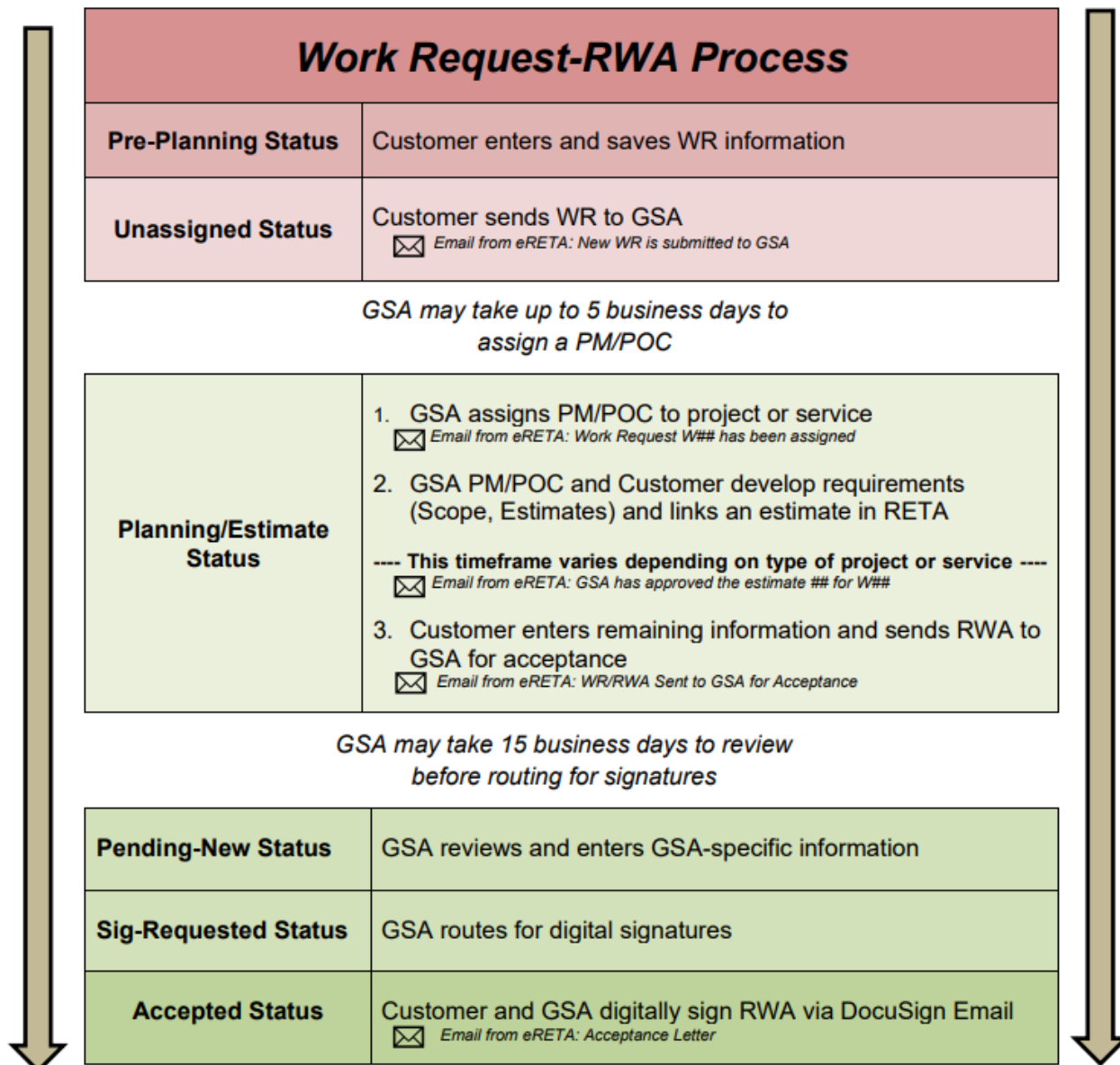
1. eRETA Data Entry Requirement

Federal customers are required to use eRETA to send all RWA and Work Request information to GSA. This user guide outlines how customers can create and edit work requests in eRETA and submit them to GSA for potential acceptance. Customers may find an additional user guide outlining how to *amend* already accepted RWAs on www.gsa.gov/ereta.

Please note that the customer's ability to electronically submit work requests to GSA does *not* change GSA nor the customer's shared due diligence in developing requirements, creating estimates, milestone schedules (if applicable), and reviewing required documentation to get to a fully executable RWA for GSA Acceptance. GSA may refuse to accept an electronically submitted RWA via eRETA if all of these prerequisites are not first met. GSA and the customer are expected to work together to ensure there is a *bona fide* need for the request, a succinct scope of work is developed, funding provided is sufficient to accomplish the entirety of the scope of work, etc. For additional information on RWA policy and package requirements, please reference the RWA National Policy Manual or consult the Regional RWA Manager, available through the RWA Website at www.gsa.gov/rwa under "Contact Us".

Submitting New Work Requests in RETA/eRETA

2. Visualization of RWA Submission Process



Submitting New Work Requests in RETA/eRETA

3. Work Request / RWA Progress Tracker

The Progress Tracker is located on the side for all pending Work Requests (WR) and RWAs. The top will indicate who has the current action: you as the customer, GSA, GSA HQ Office, or no action. The bubble will move down the bar as the WR gets closer to RWA Acceptance. The Progress Tracker currently only displays for WRs up to RWA Acceptance. Subsequent RWA amendments will not show a new set of statuses.

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

You are in Read-Only Mode

WR/RWA Number: W [REDACTED] Customer Request Date: 03/08/2024 Requested By: [REDACTED] Edit

Status: Planning/Estimate Customer Signature: [REDACTED] GSA Data Entry: [REDACTED]

Input Code: A GSA Region: 04 Estimate Tracking No.: [REDACTED]

RWA Type: W WR/RWA Number: [REDACTED]

Agency Bureau: 01005

Agency Name: THE JUDICIARY, DISTRICT COURTS OF THE UNITED STATES

Primary Building State: North Carolina City: Elizabeth City

Building Number: [REDACTED] Building Name: [REDACTED]

Address: [REDACTED] Zip Code: [REDACTED]

Room Number/Specific Location in Facility: [REDACTED] ☐ Request for multiple buildings (If yes, Address in Desc. of Reqs.)

Request Category: Severable (Overtime Utilities) Requested Period of Performance: 10/01/2023 to 09/30/2024

Estimated FY Needed: Current Kahua Related RWA Number(s): [REDACTED]

☐ This work is related to other RWA(s) Related RWA Number(s): [REDACTED]

Estimated Amount: Under \$2,000 Kahua PIM/POC: [REDACTED]

Agency POC: [REDACTED] GSA PIM/POC (if known): [REDACTED]

Name: [REDACTED] Name: [REDACTED]

Phone: [REDACTED] Phone: [REDACTED]

Progress Tracker

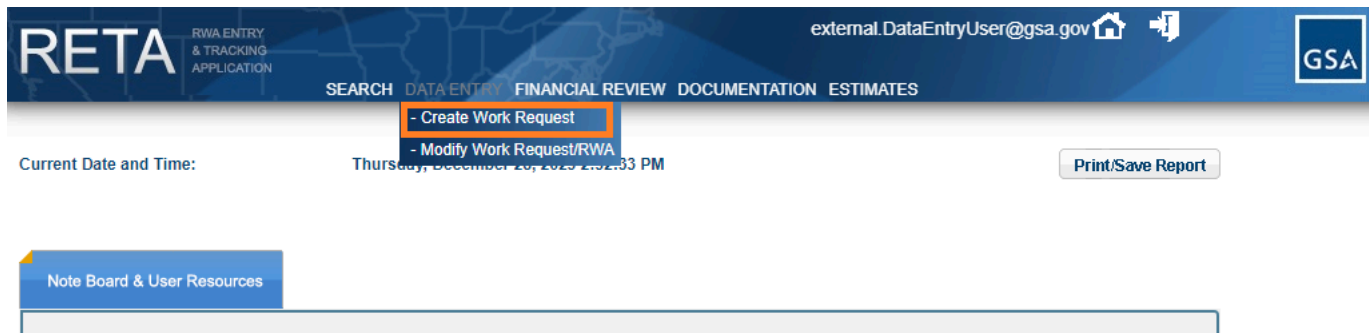
Awaiting Action From : **Customer**

- Pre-Planning
- Unassigned
- Planning/Estimate**
- Pending-New
- Signature Requested - Customer
- Signature Requested - GSA
- Accepted

Submitting New Work Requests in RETA/eRETA

4. Creating a New Work Request (Customer Action)

Once logged into eRETA, you will be taken to the Welcome Screen. To initiate a new WR, move your cursor over the 'Data Entry' dropdown and click 'Create Work Request'.



Sample eRETA Welcome Screen

Submitting New Work Requests in RETA/eRETA

After clicking 'Create Work Request', you will be directed to the 'Customer Information' tab. This page requires basic information from you about the requested RWA service or project, which correspond to fields on the Interagency Agreement (7600B / RWA 2957 Form).

Customer Information

WR/RWA Number: Status: Customer Request Date: Requested By:
 Input Code: Customer Signature: GSA Region: Estimate Tracking No:

Required Fields

* Agency Bureau: 01001-Judiciary-Administrative Office Of U.S. Courts
 * Primary Building State: Please select state
 * City: Please select city
 Building Name:
 Zip Code:
 * Address:
 Room Number/Specific Location in Facility:
 * Request Category:
 Requested Period of Performance: to
 * Estimated FY Needed:
 Kahua Related RWA Number(s):
 Related RWA Number(s):
 * Estimated Amount:
 Kahua PM/POC:
 * Agency POC: Add new...
 Name:
 Phone:
 Agency RWA Mailbox: Add new...
 Name:
 Phone:
 * Description of Requirements:
 (Limited to 1,000 Characters) Changes made above will simultaneously be made to the linked Estimate
 Enter comments to provide additional information to GSA:

Customer Information Tab

Submitting New Work Requests in RETA/eRETA

Once all required fields are populated (required fields are marked with a red asterisk), **click the 'Save' button located at the bottom of the screen**. After you click the 'Save' button, you will generate the seven digit WR number, and the buttons at the bottom of the screen will refresh. To submit the WR to GSA, you may now click the 'Submit Request' button to officially send your work request to GSA.

Note: Some users forget to submit their request and have got stuck in this status. Please keep in mind that no action will be taken until the "Submit Request" button has been pressed. GSA will not reach out to remind you to take action.

The screenshot displays the RETA RWA Entry & Tracking Application interface. The top navigation bar includes the RETA logo, the text "RWA ENTRY & TRACKING APPLICATION", the user email "external.DataEntryUser@gsa.gov", and the GSA logo. Below the navigation bar, there are tabs for "SEARCH", "DATA ENTRY", "FINANCIAL REVIEW", "DOCUMENTATION", and "ESTIMATES".

The main form area is titled "CUSTOMER INFORMATION" and contains the following fields:

- WR/RWA Number:** W2611578
- Status:** Pre-planning
- Customer Request Date:**
- Customer Signature:**
- GSA Region:** 00
- Requested By:** [GSA Data Entry](#)
- Estimate Tracking No.:**

Below these fields, there are several required fields marked with a red asterisk:

- * Agency Bureau:** 01001-Judiciary-Administrative Office Of U.S. Courts
- * Primary Building State:** Virginia
- Building:** VA0002ZZ
- Address:** 180 W MAIN ST
- Room Number/Specific Location in Facility:**
- * City:** Abingdon
- Building Name:** FEDERAL BUILDING
- Zip Code:** 24210
- * Request Category:** Nonseverable (Projects)
- * Estimated FY Needed:** Current
- * Estimated Amount:** \$2,000 to \$50,000
- * Agency POC:** [Redacted]
- GSA PM/POC:** (if known) [Redacted]

At the bottom of the form, there is a text area for "Description of Requirements" with the placeholder text "example text". Below this, there is a comment field labeled "Enter comments to provide additional information to GSA:". At the bottom right, there are four buttons: "Delete", "Save", "Submit Request", and "Reset Form". A red arrow points to the "Submit Request" button.

Work Request Number generated and Submit Request button

Submitting New Work Requests in RETA/eRETA

Acknowledging the Recording Act (31 USC 1501) before Sending the WR to GSA

Pressing the 'Submit Request' button will then trigger the 'Acknowledgement' message to confirm you understand that submitting this work request does **not** guarantee GSA acceptance of the RWA. Therefore, funds should not yet be obligated at this time. Once the 'Acknowledgement' message is accepted, the WR will be sent to GSA for PM/POC assignment.

Acknowledgement

Submission of this request does not guarantee GSA acceptance of an eventual RWA. GSA recommends that you do not record an obligation until both parties sign the RWA 2957 Form and GSA issues the Acceptance Letter. Until GSA accepts the request and signs the RWA 2957 Form, there is no binding agreement as required to record an obligation in accordance with the Recording Act, 31 USC 1501.

Note for late fiscal year submissions:

Your Work Request may not become an accepted RWA due to time constraints to properly review scope, develop requirements, and finalize estimates. For late fiscal year submissions, please refer to the deadlines outlined in the End of Year Customer Letters found at www.gsa.gov/rwa

☒ Please check this box to acknowledge the above.

Uploading documents? Click OK, then follow the prompt on the next screen.

OK

Close

Acknowledgement message

After providing your Acknowledgement, the RWA is submitted to your regional GSA Office. From here, it takes the region up to 5 business days to assign a GSA Project Manager to your request. They will be your primary point of contact regarding your RWA and will create a GSA Estimate for the necessary work / service.

Submitting New Work Requests in RETA/eRETA

5. PM Assignment by GSA (GSA Action)

As soon as GSA assigns the Work Request to a Project Manager or other GSA POC, the WR status will change from 'Unassigned' to 'Planning/Estimate'. An automated email will be sent to:

- the customer agency eRETA user,
- the customer agency POC identified on the WR,
- the GSA Data Entry user assigned, and
- the GSA PM/POC assigned by GSA (or confirmed from what the agency provided)

indicating that the WR is 'Assigned' and the Customer POC should be contacted by the GSA POC to discuss requirements development and create a project estimate, if not done so already.

Submitting New Work Requests in META/eMETA

6. Planning / Estimate Status (Customer & GSA Action)

GSA PM / POC and Customer Develop Requirements (Joint GSA and Customer Action)

At this point your GSA PM will work with you to develop an Estimate for the cost of the request. The time frame varies widely depending on the type of project / service requested by your agency. You will receive an email as soon as your Estimate is approved with next steps for your submission.

Customer Enters remaining information and sends the RWA to GSA for acceptance (Customer Action)

Now that your Estimate is approved you must complete data entry on the remaining tabs and submit to GSA. Once submitted, it may take up to 15 business days from submission for GSA to request signatures to sign the RWA.

The required Data entry consists of the Billing Information, Accounting Details, and Customer Approval Tabs.

Submitting New Work Requests in RETA/eRETA

7. Billing Information Tab (Customer Action)

At this point all editable tabs are available to you. Starting from the Billing Information tab, you will need to fill out all required fields. For this page please enter your billing information and ensure that your Agency Certified Amount matches the GSA Provided Estimate to the dollar.

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

WR/RWA Number: W2611374

Status: Planning/Estimate

Input Code: A

Read-Only View

Agency Bureau Code: 02804

Agency Name: SOCIAL SECURITY ADMINISTRATION

* Billing Type:

* Billing Term: M: Monthly

Hold Billings: No

ALC:

* Account Code/BOAC:

Billing Office Name:

Agency Finance Billing Address:

Street Address:

City:

State:

Zip Code: -

Estimate Total \$3,437.50

Agency Certified Amount \$0.00

Agency Billing Contact: Add new...

Billing Contact Name:

Billing Contact Phone: () - Ext

Funding Agency Code (FPDS):

Funding Office Code (FPDS):

Customer Order Number: W2611374

Fiscal Station Number:

Requisition ID:

Customer UEI:

Save

Save & Proceed >>>

Reset Form

Documentation

Comments

ETN:SCNY0280424037007

Billing Information tab

Submitting New Work Requests in RETA/eRETA

Account Code / BOAC

A BOAC (Billing Office Address Code) is a six character code that identifies a unique combination of Agency Bureau Code + Billing Address + Agency Location Code (when applicable for IPAC customers only). The BOAC is also the primary code when using the Vendor and Customer Self-Service (VCSS) Portal to view billing statements.

If your BOAC is unknown, we recommend using the BOAC Search Pop-up (accessible by clicking the Magnifying Glass icon to the right of the BOAC field) to locate the necessary code. The Agency Bureau Code (AB Code) will be automatically selected. You may click to the search button to display a list of all active codes available to you. This list may be further filtered using known information like Agency Location Code (ALC), City, State, Zip code, etc.

BOAC/ALC Search - Google Chrome

extportal.pbs.gsa.gov/RETA/WebForms/Popups/BOACSearch.aspx?parentCall=true&ClickSource=BillInfo&txtBOAC=&txtALC=&txtABC=02011&txtOff...

BOAC/ALC Search

BOAC ALC

Agency Bureau Code 02011 Office Name

Agency Finance Billing Address Address2

City State

Zip Code My Favorites **NEW**

Search **Clear** **Close**

Search Results

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 (IRS)	DEPARTMENT OF THE TREASURY
☆	20117B	20090003	02011	INTERNAL REVENUE SERVICE	IRS	P O BOX 9013	ANDOVER	MA	01810	INTERNAL REVENUE SERVICE (IRS)	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 (IRS)	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 (IRS)	DEPARTMENT OF THE TREASURY
☆	202031	20090003	02011	TREASURY DEPT IRS	REGIONAL INSPECTOR	26 FEDERAL PLAZA	NEW YORK	NY	10007	INTERNAL REVENUE SERVICE (IRS)	DEPARTMENT OF THE TREASURY
☆	202574	20090003	02011	USDT-INTERNAL REVENUE SERVICE	NORTH ATLANTIC REGION-MANHATTEN DIST	290 BROADWAY	NEW YORK	NY	10007	INTERNAL REVENUE SERVICE (IRS)	DEPARTMENT OF THE TREASURY
☆	20260F	20090003	02011	DEPT OF TREASURY INTERNAL REV SERV	NORTHEAST REGION CONTROLLERS OFC	290 BROADWAY 7TH FL	NEW YORK	NY	10007	INTERNAL REVENUE SERVICE (IRS)	DEPARTMENT OF THE TREASURY
☆	203167	20090003	02011	INTERNAL REVENUE SERVICE	FISCAL MANAGEMENT DIVISION		WASHINGTON	DC	20224	INTERNAL REVENUE SERVICE (IRS)	DEPARTMENT OF THE TREASURY
☆	203225	20090003	02011	INTERNAL REVENUE SERVICE	6009 OXON HILL ROAD		OXON HILL	MD	20745	INTERNAL REVENUE SERVICE (IRS)	DEPARTMENT OF THE TREASURY
☆	203277	20090003	02011	DOT-IRS	ACCOUNTING SECTION PMS M FARM 6611	1111 CONSTITUTION AVE	WASHINGTON	DC	20224	INTERNAL REVENUE SERVICE (IRS)	DEPARTMENT OF THE TREASURY

104 Records found. Displaying page 1 of 11 1 2 3 4 5 6 7 8 9 10 ➡

BOAC / ALC Search pop-up displaying all results for AB Code 02011

Submitting New Work Requests in META/eMETA

If you have already used the “BOAC Search” and still cannot identify a BOAC, please reach out to eMETA@gsa.gov with the following information:

1. The five digit Agency Bureau Code:
2. The eight digit Agency Location Code (ALC) (If non-IPAC, then this is blank):
3. The Billing Address:
4. The Street Address:
5. The Primary POC requesting this new BOAC (likely you) - we need name, phone number, and email address

If needed, our mailbox can request a new BOAC. It may take up to two business days for the New BOAC to appear in the system.

Note: Customer agency eMETA users will only have access to Account Code/BOACs associated with Agency Bureau Code(s) assigned to their eMETA user ID.

Submitting New Work Requests in RETA/eRETA

8. Accounting Details Tab (Customer Action)

The 'Accounting Details' tab incorporates the 'Customer Information' tab and 'Billing Information' tab previously entered. The data captured on this tab also corresponds to information found on page 1 of the RWA 2957 Form. Click the 'Add' button to enter at least one accounting detail line.

Agency Accounting Details

WR/RWA Number: W2611374 Status: Planning/Estimate Input Code: A [Read-Only View](#)

* Required Fields

[Multiple Accounting Lines Help](#)

Modified Date	Treasury Symbol	Fund Year	Fund Type	Fund Expiration Date	PDN	PLN	Authorized Line Amt	Agency Accounting Data
No Records Found								

[Add](#)

[Save](#) [Save & Proceed >>>](#) [Reset](#)

[Documentation](#) [Comments](#) ETN:SCNY0280424037007

Accounting Details screen

Submitting New Work Requests in RETA/eRETA

Next, fill out all required fields / Treasury Symbol and click "Save".

RETA

RWA ENTRY
& TRACKING
APPLICATION

external.DataEntryUser@gsa.gov

GSA

[SEARCH](#)
[DATA ENTRY](#)
[FINANCIAL REVIEW](#)
[DOCUMENTATION](#)
[ESTIMATES](#)

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

Agency Accounting Details

WR/RWA Number: W2611374

Status: Planning/Estimate

Input Code: A

[Read-Only View](#)

* Required Fields

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)

Save

Cancel

Reset

[Multiple Accounting Lines Help](#)

Modified Date	Treasury Symbol	Fund Year	Fund Type	Fund Expiration Date	PDN	PLN	Authorized Line Amt	Agency Accounting Data
No Records Found								

Save

Save & Proceed >>>

Reset

[Documentation](#)
[Comments](#)
[ETN:SCN1928042403700Z](#)

Adding Agency Accounting Detail Line

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QRG - Submitting New Work Requests in RETA/eRETA

Submitting New Work Requests in RETA/eRETA

Treasury Account Symbol / "My Favorites"

The Treasury Account Symbol (TAS) format used by RETA, eRETA, and GSA's Financial Management system Pegasys is known as the "Component Format" and has the following structure or components:

- 1) three digit agency code (e.g 047)
- 2) four digit "beginning" year of the appropriation (e.g. 2020 for annual or multi-year funds; or four empty spaces for no-year funds)
- 3) a four digit "end" year of the appropriation (e.g. 2020 for annual funds; 2021 for multi-year funds; or four empty spaces for no-year funds)
- 4) an empty space for annual or multi-year funds; an X for no-year funds
- 5) four digit Agency Fund Code (e.g. 0544, 1106, 1234)
- 6) three final positions for a sub-account, if no sub-account this will show as three zeros

The following are examples of a complete Component TAS. Note that every other "component" is underlined in these examples to help you visually separate each part:

Annual Funding example: 04720202020 0123000

(Notice the beginning and ending year are identical (2020). Furthermore there is a SINGLE space between the ending year and the fund code)

Multi-Year Funding example: 04720202022 0123000

(This is a two-year appropriation as the beginning year (2020) and ending year (2022) are two years apart. Furthermore there is a SINGLE space between the ending year and the fund code)

No-Year Funding example: 047 X0123000

(Notice that there are EIGHT empty spaces between the agency code and the "X" for no-year, the eight spaces are where the beginning year + ending year would normally be)

Just like the BOAC on the previous tab, there is a Treasury Search Pop Up (accessible using the magnifying glass icon) that allows you to search for active Treasury Symbols to locate the code you need. This search allows you to query on partial codes or several components at once. If you get no results, try a broader search such as the Agency Code and just the beginning fund year (e.g. 0472020). You can then refine your query from there.

"My Favorites": To the right of the Treasury Symbol field and the magnifying glass icon is the "My Favorites" (yellow star icon). This feature allows you to locate your Treasury Symbols and then save them as a "My Favorite" by

Submitting New Work Requests in RETA/eRETA

highlighting the star to the left of your desired Treasury Symbol(s). The next time you enter an RWA, click directly on the “My Favorites” icon and your favorite Treasury Symbol(s) will display for quick selection.

Submitting New Work Requests in RETA/eRETA

Is your desired Treasury Symbol not available in eRETA?

The Treasury Account Symbol (TAS) is mandatory for all Federal customers and is validated by RETA/eRETA to ensure no billing rejections occur at the Treasury level. The Department of Treasury's "Shared Accounting Module (SAM)" website contains a list of all valid TAS codes for each agency. Valid Treasury Account Symbols are updated every 24-48 hours. Visit Treasury's SAM site here: <https://sam.for.fiscal.treasury.gov/sampublic/tasbetc.htm> and download the latest Excel file labeled "Intergovernmental".

If the Treasury Symbol is not found on the RETA/eRETA Treasury Symbol lookup, please take the following steps in this order.

- 1) Does the Treasury Symbol match the Component TAS format, as indicated in the examples above exactly?
- 2) If it does, you can confirm if the TAS is valid by looking it up on the Treasury SAM website (see the instructions in the first paragraph above).
- 3) If the TAS is verified valid on Treasury's SAM site, it may not be loaded in eRETA yet. Send an email to eRETA@gsa.gov with the subject line "Please add the following TAS" and provide the following information:
 - (a) The new Treasury Symbol (in the Component TAS format only),
 - (b) The Agency Bureau Code,
 - (c) A brief description of who the customer is or what the TAS is for (what branch, special project, etc).

The eRETA team will verify the information provided and if valid will have the code added to GSA systems. The new Treasury Symbol will usually be available in RETA/eRETA within 24 hours or less of the eRETA team confirming it will be added.

Submitting New Work Requests in RETA/eRETA

Once you have finished filling in the required fields and any necessary optional fields, click either the 'Save' or 'Save and Proceed' button at the bottom of the page. The 'Save' button will verify all the data entered on this tab is valid. If any data entered is invalid an error message will display at the top of the screen. If 'Save & Proceed' is selected, eRETA will repeat the 'Save' function and assuming no errors, will also move the user forward to the 'Customer Approval' tab.

After filling in the required fields and hitting 'Save', you will have a complete accounting detail line. Users can modify or delete an accounting line by clicking on the 'X' (delete) or the hand (edit) icons in the 'Modify Delete'. You may also add additional accounting lines by clicking 'Add' and repeating the steps.

The screenshot shows the 'Agency Accounting Details' screen in the RETA application. The left sidebar contains navigation tabs: CUSTOMER INFORMATION, BILLING INFORMATION, ACCOUNTING DETAILS (selected), CUSTOMER APPROVAL, PBS INFORMATION, AUTHORIZING DETAILS, and PBS APPROVAL. The main content area displays the 'Agency Accounting Details' for a specific work request (WR/RWA Number: W1969797, Status: Planning/Estimate, Input Code: A). A message states 'Agency Accounting Detail Line has been added successfully.' Below this is a table with columns: Line to Bill, Created Date, Modified Date, Treasury Symbol, Fund Year, Fund Type, Exp Date of Oblig Auth, Authorized Line Amt, Agency Accounting Data, and Modify Delete. The table contains one row with the following data: Line to Bill (radio button), Created Date (11/22/2019), Modified Date (11/22/2019), Treasury Symbol (01020202 021 0928000), Fund Year (2020), Fund Type (Multi-Year), Exp Date of Oblig Auth (09/30/2021), Authorized Line Amt (\$140,000.00), Agency Accounting Data (TEST 123), and Modify Delete (hand and X icons). Below the table, it shows 'Agency Cert Amt: \$140,000.00' and 'Authorized Line Amt: \$140,000.00'. At the bottom, there are buttons for 'Save', 'Save & Proceed >>>', and 'Reset'. The footer indicates '1 Records found. Displaying page 1 of 1'.

Line to Bill	Created Date	Modified Date	Treasury Symbol	Fund Year	Fund Type	Exp Date of Oblig Auth	Authorized Line Amt	Agency Accounting Data	Modify Delete
<input checked="" type="radio"/>	11/22/2019	11/22/2019	01020202 021 0928000	2020	Multi-Year	09/30/2021	\$140,000.00	TEST 123	

Agency Cert Amt: \$140,000.00 Authorized Line Amt: \$140,000.00

1 Records found. Displaying page 1 of 1

Adding another accounting line or modifying/deleting an existing accounting line

While eRETA allows a user to enter multiple accounting lines, GSA's billing system can only reference one accounting detail line per billing statement. If there are multiple accounting lines, select the radio button in the 'Line to Bill' column next to the accounting line that should be billed first. As that line is fully

Submitting New Work Requests in RETA/eRETA

billed/liquidated, the customer agency or GSA user can process an administrative amendment at any time to select a different accounting line for billing.

The screenshot shows the 'Agency Accounting Details' screen in the RETA system. The left sidebar contains navigation tabs: CUSTOMER INFORMATION, BILLING INFORMATION, ACCOUNTING DETAILS (selected), CUSTOMER APPROVAL, PBS INFORMATION, AUTHORIZING DETAILS, and PBS APPROVAL. The main content area displays a table of accounting lines. A red box highlights the 'Line to Bill' column, which contains radio buttons. The first line is selected. The table has columns for Line to Bill, Created Date, Modified Date, Treasury Symbol, Fund Year, Fund Type, Exp Date of Oblig Auth, Authorized Line Amt, Agency Accounting Data, and Modify/Delete. Below the table, it shows 'Agency Cert Amt: \$140,000.00' and 'Authorized Line Amt: \$140,000.00'. At the bottom, there are buttons for Save, Save & Proceed >>>, and Reset.

Line to Bill	Created Date	Modified Date	Treasury Symbol	Fund Year	Fund Type	Exp Date of Oblig Auth	Authorized Line Amt	Agency Accounting Data	Modify/Delete
<input checked="" type="radio"/>	11/22/2019	11/22/2019	01020202 020 0100000	2020	Annual	09/30/2020	\$20,000.00	TEST 234	
<input type="radio"/>	11/22/2019	11/22/2019	01020202 021 0928000	2020	Multi-Year	09/30/2021	\$120,000.00	TEST 123	

Agency Cert Amt: \$140,000.00 Authorized Line Amt: \$140,000.00

2 Records found. Displaying page 1 of 1

Save Save & Proceed >>> Reset

Choosing which accounting line to bill

Submitting New Work Requests in RETA/eRETA

Lastly, if multiple funding sources are mixed on the same RWA (e.g. partially funded with annual funds and partially funded with multi-year funds), RETA automatically flags such RWAs for additional review. An automated message will display informing you that citing two different funding sources on one RWA may be required to provide further documentation or justification to support the RWA before it can be accepted.

RETA

RWA ENTRY & TRACKING APPLICATION

SEARCH DATA ENTRY FINANCIAL REVIEW D

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

WR/RWA Number: W1969

Multiple Accounting Lines Help

Agency Accounting Detail Line has been added successfully.

Line to Bill	Created Date	Modified Date	Treasury Symbol	Fund Year	Fund Type	Exp Date of Oblig Auth	Authorized Line Amt	Agency Accounting Data	Modify Delete
<input checked="" type="radio"/>	11/22/2019	11/22/2019	01020202 020 0400000	2020	Annual	09/30/2020	\$20,000.00	TEST 234	
<input type="radio"/>	11/22/2019	11/22/2019	01020202 021 0928000	2020	Multi-Year	09/30/2021	\$120,000.00	TEST 123	

Agency Cert Amt: \$140,000.00 Authorized Line Amt: \$140,000.00

2 Records found. Displaying page 1 of 1 1

Tab Instructions

Save

Save & Proceed >>>

Reset

Documentation

Comments

RWAs with multiple accounting lines citing different Fund Year/Fund Type combinations can only be submitted by GSA Central Office Approvers. Customer agencies may be required to provide further documentation or justification to support this RWA. If the RWA is valid, GSA Data Entry users must route the RWA for digital signature(s) first. Once signed, an automated email will be sent by RETA to the PBS RWA Mailbox to have them review and submit this RWA to Pegasys.

OK

Automated message when RWA has multiple accounting lines citing different Fund Year/Fund Type combinations

Submitting New Work Requests in RETA/eRETA

9. Customer Approval Tab (Customer Action)

The Customer Approval tab is the final tab requiring customer agency input. This tab captures information about who will sign the RWA as the Customer Agency Fund Certifying Official. Fund Certifying Officials must use eRETA's digital signature solution to sign RWAs. Please add the contact of the Fund Certifying Official and click "Send to GSA".

Customer Approval tab

Note: The Fund Certifying Official does not require eRETA access. All signatures are requested through email from DocuSign.

Submitting New Work Requests in RETA/eRETA

10. Pending-New Status (GSA Action)

While in this status, GSA finishes the review of your RWA and completes data entry for the GSA specific tabs. There is no action required from you during this process.

11. Signature Requested Status (Joint GSA and Customer Action)

Once GSA enters all GSA specific data (the equivalent of page 2 of the RWA 2957 Form) in RETA, they will then route the RWA for digital signatures. The digital signature request will first be sent to the email address of the customer agency Fund Certifying Official provided in eRETA.

The email will contain a summary overview of the RWA to be signed along with a yellow button indicating “Review Document”. Clicking this button will open a new tab/window launching the DocuSign website. No user ID or password is required to digitally sign the RWA.

In DocuSign, the Fund Certifying Official will review the document and be brought to an electronic copy of the RWA 2957 Form with all information pre-populated in the appropriate blocks. To sign the RWA, the Fund Certifying Official would click on the yellow highlighted “Sign” button, which will apply their digital signature and capture the date and time of the signature.

Please review the documents below. **FINISH** OT

START

2020 Multi-Year		11/22/2019	
122. If applicable, enter the Total Agency Certified Amount from any attached sheet(s) here			
If this is an amendment, please identify the old and new amounts in Block 6 accordingly.			
14A. Funding Agency Code (FPDS)	14B. Funding Office Code (FPDS)	15. Agency/Customer Order Number	13. Total Agency Certified Amount
		W1936377	\$6,095.00
16B. Request Identification Number	17. PEGASYS Document Number (PDN) and Line Number - GSA Interfund Customer Use Only - enter values as PDN-PLN (e.g. IX123456-01)		16A. Fiscal Station Number (DoD ONE Y)
	A. B. C. D.		
CUSTOMER FUND CERTIFICATION			
<small>By its signature below, the Requesting Agency certifies (a) that all special funding and procurement requirements of the Requesting Agency, including statutory or regulatory requirements applicable to the funding being provided by the Requesting Agency, have been disclosed to GSA; (b) that all internal review/approvals required by the Requesting Agency prior to placing this RWA with GSA have been completed; (c) that the Requesting Agency has a bona fide need in the current fiscal year for the work described in this RWA; (d) that the funds identified by the Requesting Agency in this RWA are legally available for further obligation and expenditure by GSA in furtherance of the work described in the RWA; and (e) that the Requesting Agency accepts the General Terms and Conditions set forth on page 3 of this RWA. Further written assurances regarding funding availability may be required depending on the facts and circumstances of individual requests.</small>			
18A. Signature of Fund Certifying Official			18B. Date
			11/22/2019
18C. Name of Fund's Certifying Official		18D. Certifying Official's E-Mail Address	
Jeff Franz		jeffrey.franz@gsa.gov	
18E. Telephone Number of Certifying Official		(012) 345-6789	
<small>NOTE: The General Services Administration will bill the Requesting Agency in accordance with Federal Management Regulation (41 CFR) Section 102-85.195. It is anticipated that the Agency Certified Amount provided in Block 13 will be sufficient to complete the work requirements of the Requesting Agency. If an unforeseen circumstance arises during performance of the work that increases the cost of the work such that the funds provided by the Requesting Agency will be insufficient to complete the work requested under this agreement, GSA will seek an amended RWA from the Requesting Agency for additional funding that is legally available to fund antecedent liabilities prior to incurrence of costs.</small>			

RWA 2957 Form awaiting the Customer Agency Fund Certifying Official to apply his/her signature in DocuSign

Submitting New Work Requests in RETA/eRETA

Once the customer fund certifying official applies their digital signature, DocuSign will automatically route the RWA to the GSA Approving Official for their signature. Once both signatures are captured, DocuSign will send an automatic email to both signers with a final copy of the RWA 2957 Form. Likewise the GSA RETA user will shortly thereafter send out the RWA Acceptance Letter.

Note: While in Signature Requested Status, you may use the progress tracker to view which party has not signed



Progress Tracker where the Customer has signed but is still awaiting GSA Signature.

Submitting New Work Requests in META/eMETA

12. Accepted Status

Congratulations! If your RWA enters Accepted status you have fully completed the submission process and have an accepted RWA. There will be no additional action required unless an amendment is necessary.

13. Where to find additional training materials

Feel free to browse our complete library of eMETA training materials and video demonstrations / recordings of past training sessions in the “[eMETA Training Materials](#)” section of our website.

14. How to contact us

We are here to help. Please refer to the “[Contact Us](#)” section of our website for regularly updated contact information.

For Additional Questions the following resources are available:

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