RETA 9.17 Enhancements

In this Promo/User Guide, we will preview the new enhancements included with the RETA 9.17 release available to users starting **July 20th, 2024**

For additional RETA/eRETA questions, the following resources are available for…

GSA Employees:
- Visit www.gsa.gov/RWA or the Reimbursable Services National Program page on Insite
- Email us at RETAAdmin@gsa.gov for RWA and SCE questions or at OUET.help@gsa.gov for OUET questions

Customer Agencies (including non-PBS, internal GSA customers)
- Visit www.gsa.gov/ereta for eRETA training materials including user guides, video demos and more.
- Email us at eRETA@gsa.gov for all eRETA questions

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1.) Lease Numbers / REXUS Lease Project Numbers Are Now Required On Estimates for Leased and USPS Buildings

Impact to:

GSA Summary Cost Estimators, GSA Overtime Utility Estimators, GSA PBS Data Entry Users

What changed:

Both the SCE and the OUE Basic Information tabs have new fields to capture primary lease number, primary REXUS lease project numbers, and Additional Lease numbers and REXUS lease project numbers.

- Users are now required to provide lease data when the building location is within leased space.
- The lease number and REXUS project number fields in the RWA will now pull information in directly from the estimate as read-only data.
- Lease numbers and REXUS lease project numbers will not be able to be entered or modified on the RWA itself; the lease data can be maintained through the RETA estimate.
- When a user selects an additional REXUS lease project number using the search pop-up, RETA will also automatically add the additional lease number. This does not work in reverse; selecting an additional lease number does not automatically add any additional REXUS lease project number.
- Additional read-only lease data, pulled from GREX, has been added.

Why it changed:

Lease numbers and REXUS lease project numbers were previously entered on the PBS Information tab of the RWA. Now they will be entered on the Basic Information tab of the Summary Cost Estimate [SCE] or Overtime Utilities Estimate [OUE].

Capturing this data earlier in the process will ensure leases and RWAs are appropriately linked and enable the leasing program to compile actual cost data and estimated cost data per lease. By requiring a single paired lease number and REXUS project number, we improve the likelihood that the correct project and lease is selected.

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How to use it:
(see screenshots on following pages)

- If the Building Type is Leased, LPOE-Leased, or USPS, users are required to search for a primary lease number or a primary REXUS lease project number, and select a result from the list.

  - Use the magnifying glass search feature to add Primary Lease numbers and Primary REXUS lease project numbers.
  - Search for lease information. Data is fed to RETA by GREX.
  - Select the most appropriate GREX result from the list then click 'add selected'. If none of the results seem appropriate, talk to your Regional Leasing SME for guidance, or make data corrections in GREX.
  - The related lease/REXUS number will auto populate if a line was selected which includes a corresponding number.
- Click the plus sign to expand the Additional Lease numbers and REXUS lease project numbers section of the tab and add or view additional lease data.
- Even more lease information can be viewed by clicking the blue "View Lease Info" hyperlink.
- To remove an additional lease or REXUS lease project number, click the small "X" icon next to the number.

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Lease data search popup screen (after clicking the magnifying glass)

New lease data fields SCE Basic Information Tab

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Lease						REXUS Project	
Lease Number	Action	Status	Planned Award Date	Actual Award Date	Expiration Date	Project number	Status
LAR16473	Termination	Terminated	04/16/2020			0AR2086	Completed
LCA02779	Renewal	Active	09/09/2021	09/09/2021			
LCA02779	New/Replacing	Active	07/01/2011	07/07/2011			

Example of Lease Information Pop-Up. Primary Lease and REXUS lease project numbers are colored in blue.

Example of the "X" clear buttons to remove unwanted leases

Data Restrictions:

- It is possible to associate an estimate with a terminated lease; however, RETA will present a warning message if the lease is terminated. The user can accept the warning and continue, or correct the data.
- Lease numbers must be in Active, Pending or Terminated status in GREX. (Inactive leases may not be entered).
- REXUS lease project numbers must be in Active or Pending status in GREX. (Canceled or Completed REXUS lease project numbers may not be entered).
- After creating or changing the status of a lease or REXUS project number in REXUS or GREX, there may be a 1 day delay for new lease or REXUS lease project numbers to reach RETA.
- Lease numbers and REXUS lease project numbers are not captured for OU Child Estimates.

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2.) New Summary Cost Estimate [SCE] 'Expired Date' Field

Impact to:

Customers, GSA PM/POCs, GSA Summary Cost Estimators

What changed:

- A new 'Expired Date' field has been added to RETA's database.
- 'Expired Date' will be populated when an SCE surpasses its 'Valid Thru' date (90 days after it was last approved), where no additional action was taken by GSA or the Customer to either fund or update the estimate.
- Any time an estimate is re-approved, the Estimate 'Valid Thru Date' will be updated and the 'Expired Date' will be cleared.
- 'Valid Thru Date' and 'Expired Date' data has been added to the Estimate Search Excel Export.
- *The 'Valid Thru Date' and 'Expired Date' do not apply to severable services (OU Estimates)*

Modified By	Modified Date	Reviewed by	Reviewed Date	Valid Thru Date	Expired Date	Created By	Created Date	Estimate Fiscal Year
	10/04/2012		09/30/20				09/30/2010	2010
	09/11/2023		09/11/2023				05/18/2023	2023
	08/08/2023						08/08/2023	2023
	08/29/2023		08/29/2023				08/08/2023	2023
	08/29/2022		08/29/2022				06/29/2022	2022
	09/22/2021		09/22/2021				09/27/2016	2021

Example excel export showing the Valid Thru Date and Expired Date fields

Why it changed:

In the previous RETA upgrade in March 2024, GSA implemented a new 'Valid Thru Date' feature for estimates. This feature increases the reliability of SCEs and ensures SCEs are valid at the time funding is provided.

After the upgrade was launched, GSA realized there was no system differentiation between estimates which had expired (where GSA is now waiting on a customer funding timeline), and estimates which had never been completed and approved by GSA (where GSA needs to complete the estimate). To allow proper tracking of point of contact responsibility (Customer vs GSA), we have added a new data point to capture the date an estimate expired.

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3.) SCE and OUE Basic Information Tab Reorganization, New Fields

Impact to:

GSA Summary Cost Estimators, GSA Overtime Utility Estimators

What changed:
(see screenshots on following pages)

For both the OUE and SCE:

- New Primary Lease number and Primary REXUS lease project number fields
- New Additional Lease numbers and Additional REXUS lease project numbers fields
- New "view lease data" link and associated read-only popup
- New read-only field to display the Building Type (Leased, Owned, USPS, etc)

For the SCE only:
- Minor reorganization of the SCE Basic Information Tab
- New header fields to show various dates of action:
  - Modified - Last modified date and the user ID of the GSA Estimator who edited the estimate
  - Approved - Date of most recent approval of the estimate
  - Expired - Date the estimate exceeded the Valid Thru Date and reverted to Pending
- 'CBR' number is renamed to 'ASA' number to match the source system naming convention
- 'Valid Thru Date' data language for WR/RWAs which will no longer become invalid has been modified in the SCE header from "N/A - remains valid on *Accepted* RWAs" to "N/A - remains valid on *funded* RWAs".

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OVERTIME UTILITY ESTIMATE

BASIC INFORMATION

Basic Information

Est. Tracking No.:
Estimate Total:

Estimate Status:
Creation Date:

* RWA Type: [▾]

RWA Number: [ ] 🔍

*Estimated Start: [ ] 📅
Annual Estimate ⦿ No ◯ Yes

*Estimated End: [ ] 📅 Fiscal Year:

Land Point Of Entry(LPOE)?: ⦿ No ◯ Yes
*Primary Worksite (Building) No: [VA0002ZZ] 🔍
Primary WorkSite (Building) Name: [FEDERAL BUILDING ABINGDON]
Address: [180 W MAIN ST]
City: [ABINGDON]
Zip Code: [24210]

Data Center/Server Room?: ⦿ No ◯ Yes
Building Type: Owned

State: [Virginia ▾]

*Requesting Agency Bureau Code: [ ] 🔍
Requesting Agency Bureau Name: [ ]

*PBS Organization Code: [ ] 🔍
*Estimate Label: [RWA ▾]

*Office Symbol: [ ] 🔍
*Estimate Category: [Stand-Alone ▾]

*Either a Lease or a REXUS Project Number is required for Leased and USPS locations. View Lease Info

Primary Lease Number: [LAR16473] ✕ 🔍
Primary REXUS Lease Project Number: [0AR2086] ✕ 🔍

⊟ Additional Lease and Project Numbers

Additional Lease Number(s):
| LAR16473 ✕ |
| LCA02779 ✕ |
🔍 ▲ ▼

Additional REXUS Lease Project Number(s): [ ] 🔍 ▲ ▼

* Customer Estimate POC: [Add new... ▾] 🔍
Name: [ ] Title: [ ]
Contact's Phone: ([ ]) [ ] - [ ] Ext [ ] Fax: ([ ]) [ ] - [ ]
Address1: [ ] Address2: [ ]
City: [ ] State: [ ]
Zip Code: [ ] - [ ]

* GSA Point of Contact Email: [Add new... ▾] 🔍
Point of Contact Name: [ ] Point of Contact Phone: ([ ]) [ ] - [ ] Ext [ ]

[Save & Proceed >>>] [Reset Form]

New layout of OUE 'Basic Information' tab to include lease information

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SUMMARY COST ESTIMATE

BASIC INFORMATION

BASIC INFORMATION 1	
BASE PROJECT COSTS 2	
ADDITIONAL PROJECT COSTS 3	
ESTIMATE SUMMARY 4	
SUBMIT AND APPROVAL	

Est. Tracking No.: **SCIL0100124120001**
Estimate Total: **$53,263.29**
Status: **Approved**
Created: **4/29/2024**

Modified: **4/29/2024 by SCE.ESTIMATOR@gsa.gov**
Approved: **4/29/2024**
Valid Thru: **N/A - remains valid on funded RWAs**
Expired:

RWA Type: W

* RWA Number: 3333033

Project Phase: 2-Project Initiation

Estimate Type / Range of Accuracy: Budgetary (-17%, +26%)

Estimated RWA Start/Acceptance Date: 5/30/2024

Estimated Substantial Completion Date:

Primary Worksite (Building) No: IL0205ZZ
Primary WorkSite (Building) Name: EVERETT M. DIRKSEN
Address: 219 S Dearborn St
City: CHICAGO
Zip Code: 60604

Land Point Of Entry(LPOE)?: ○ No ○ Yes
State: Illinois
Building Type: Owned

Requesting Agency Bureau Code: 01001
Requesting Agency Bureau Name: THE JUDICIARY,ADMINISTRATIVE OFFICE OF U.S. COURTS

Either a Lease or a REXUS Project Number is required for Leased and USPS locations.   View Lease Info

Primary Lease Number:

Primary REXUS Lease Project Number:

[+] Additional Lease and Project Numbers

Project Control Number:
Project Name:
OA Number:

ASA Number:

PBS Organization: P0521002
Office Symbol: 5P1CAP

Estimate Label: RWA

Customer Estimate POC: Add new...
Name:
Contact's Phone: ( ) - Ext
Address1:
City:
Zip Code: -

Title:
Fax: ( ) -
Address2:
State:

GSA PM/POC Email: Add new...
Point of Contact Name:

Point of Contact Phone: ( ) - Ext

Print   Proceed >>>

RWA: 3333033   Documentation/Audit   Comments

Example of New SCE Layout to include lease information and new header dates

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SUMMARY COST ESTIMATE

BASIC INFORMATION

BASIC INFORMATION

Est. Tracking No.:
Estimate Total: **$0.00**

Estimate Status:
Estimate Creation Date:
Estimate Valid Thru:

RWA Type: [▾]

* RWA Number: [   ] 🔍

*Project Phase: [Click Here to Select ▾]

*Estimate Type / Range of Accuracy: [Click Here to Select ▾]

*Estimated RWA Start/Acceptance Date: [   ] 📅

Estimated Substantial Completion Date: [   ] 📅

Project Control Number: [   ] 🔍
Project Name: [   ]
OA Number: [   ] 🔍

CBR Number: [   ]

*Primary Worksite (Building) No: [   ] 🔍
Primary WorkSite (Building) Name: [   ]
Address: [   ]
City: [   ]
Zip Code: [   ]

Land Point Of Entry(LPOE)?: ● No ○ Yes

State: [▾]

*Requesting Agency Bureau Code: [   ] 🔍
Requesting Agency Bureau Name: [   ]

*PBS Organization: [   ] 🔍
* Office Symbol: [   ] 🔍

* Estimate Label: [RWA ▾]

Customer Estimate POC: [Add new... ▾] 🔍
Name: [   ]
Contact's Phone: ([   ]) [   ] - [   ] Ext [   ]
Address1: [   ]
City: [   ]
Zip Code: [   ] - [   ]

Title: [   ]
Fax: ([   ]) [   ] - [   ]
Address2: [   ]
State: [   ]

GSA PM/POC Email: [Add new... ▾] 🔍
Point of Contact Name: [   ]

Point of Contact Phone: ([   ]) [   ] - [   ] Ext [   ]

[Save & Proceed >>>] [Reset Form]

Example of Previous SCE Layout

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4.) Send Email When An Expired SCE Is Re-approved

Impact to:

GSA Summary Cost Estimators, GSA PM/POCs, Customers

What changed:

Previously, the email titled 'GSA has approved the estimate ### for WR/RWA ###", which notifies customers that an estimate has been approved and is ready for funding, was only sent when an estimate was either approved for the first time, or when it was re-approval with a *new* Total Cost. Now, this email is sent each time an expired SCE is re-approved, even if the SCEis re-approved at the same Total Cost.

From: █████████████████████████████

To: █████████████████████████████

Cc: █████████████████████████████

Attachments:

Subject: GSA has approved the estimate ████████ for WR/RWA ████

Body: GSA Customer,

GSA has finalized and approved Summary Cost Estimate (SC)████████ linked to Work Request/RWA W ████

IMPORTANT: You can now fund this WR/RWA. Please **take action in eRETA** to enter all required fields and then click the 'Send to GSA' button on the Customer Approval tab. GSA can take no additional action on this RWA until that step is completed. For detailed instructions, please visit www.gsa.gov/ereta >eRETA Training Materials.

To ensure the cost reflects current market pricing, some project estimates will only be valid for a limited time. To review a copy of this estimate, please log into eRETA and click on the 'Estimates' search tab at the top of the screen and search for the Estimate Tracking Number listed above.

Should you have any questions regarding this estimate or RWA, please contact one of the GSA Representatives listed below:

Total Estimate Amount:█████████

Estimate Valid Thru:█████

GSA PM/POC:███████████████

PBS Data Entry User:████████

Customer Agency:█████████████████

Customer POC████████████████████

Building:██████████████████████████

Description:█████████████████████████

For more information, please log into eRETA and locate Work Request or RWA Number ████████

*** This is an automatically generated message, please do not reply directly to this email. ***

'Estimate Linked to WR / RWA' email example

Why it changed:

The change will ensure customers receive a notification of refreshed estimates, with a new 'Valid Thru Date' after an estimate has expired, even if the Total Cost of the estimate did not change.

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5.) Improved RWA Summary Tab

Impact to:

All RETA Users

What changed:

- The RWA Summary Tab has been reorganized
- A new section has been added just above the Contacts section to include the following new and relocated fields:

PBS Office Symbol	Kahua Project #	REXUS Lease Project #
Organization Code	Kahua PM(s)	Lease #
Organization Name		Actual Lease Award Date

- New 'GSA Region' Field
- Essential 'Service type' (severable vs nonseverable) moved to the top
- 'Kahua Project Number' and 'Kahua PM' now pull from live data (previously, data was pulled from the last accepted version of the RWA)
- Lease information now pulls live data (previously, data was pulled from the last accepted version of the RWA)
- Reference to the "4%" fee has been removed
- 'Last RETA action' (which was the same as the RWA Status field) has been removed
- 'Requisition ID #' and 'Customer Order #' were relocated

Why it changed:

Previously, it appeared as if the Kahua information associated with the RWA was outdated since it was referencing historical data from when the RWA was last accepted. Now the summary tab provides live linked Kahua information.

Improved view of essential RWA information at the top of the tab.

Easy viewing of new and live lease information on the RWA summary tab.

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Updated RWA Summary Tab

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Status: Accepted Successfully	Last Modified By: ▮
Input Code:	Last Modified: 04/30/2024

You are in Read-Only Mode

Edit Copy RWA Form 2957 Print

Financial information as of Pegasys last download: 06/27/2024 06:31 ET

RWA #:	C3366754	Kahua Project Number(s):		Acceptance/Start Date:	09/28/2024
Estimate Tracking #:	OUMEN9C0024080004	REXUS Lease Project #:		Completed/<Cancelled> Date:	09/30/2024
Work Site:	ME0035ZZ	Lease #:		Last Billed Date:	05/20/2024
Building Name:	US CUSTOM HOUSE - PORTLAND	Building Type:	Owned	<Pending> Financial Term Date:	<09/30/2024>
				Financial Close-Out Letter Date:	

Agency Name:	COMMERCIAL				
Bureau Name:	COMMERCIAL (NON-SPONSORED)				
ABC:	N9C00	PBS Office Symbol:	1PSK	Customer UEI:	
ALC:		Organization Code:	P0125200	GSA UEI:	G2RKWJYU5GM9
BOAC:	007070	Organization Name:	NORTH SERVICE CENTER BRANCH		

Agency Fund Year:		Overhead Rate:	Flat Fee	Treasury Symbol:	
Agency Fund Type:		Interfund PDN:			
Exp Date Obl Auth:		Interfund PLN:		Requisition ID #:	
Customer Order #:	C3366754				
Agency Accounting Data:	▮				

Accepted Authorized Amt:	$2,498.51	Direct Costs:	$0.00	Outstanding Chargeback:	$0.00
Commitments:	$0.00	Reg. Mgmt. Fee (4%):	N/A	Bill Type:	P-Prepaid
Obligations:	$0.00	OH/RWA Fees:	$500.00	Bill Term:	
Balance:	$1,998.51	Total Billed:	$2,498.51	Hold Billing:	NO
UFCO Balance:	$1,998.51	Total Collected:	$2,498.51	Last RETA Action:	Accepted Successfully
Earned Income:	$500.00	Write-off Amount:	$0.00	Service Type:	Severable

Last Obligation:	Last Financial Amendment:	Last Admin Amendment:
Customer Contact: ▮	GSA PM/POC: ▮	GSA Approving Official: ▮
Description of Work: ▮		

RWA History   Financial Review   Documentation/Audit   Comments   ETN:OUMEN9C0024080004

Previous RWA Summary Tab

6.) Glossary Changes

The RETA/eRETA Glossary has been updated to clarify that the PLN (Pegasys Line Number) is required for Interfund RWAs:

PEGASYS Accounting Line Number (PLN):	For Interfund Customers (Agency Bureau Codes beginning with 047), GSA as the Customer must provide a Pegasys Document Number (PDN) along with the associated Pegasys Line Number (PLN) of the IX. If you need assistance, please contact your Budget Analyst.

END