Instructions for Soft Encumbrance Requisition:

# Create the Soft Encumbrance

**Prepare a requisition as normal, entering a minimum of information.**

Go to myfs.unt.edu > eProcurement > Requisition

## Requisition Settings screen:

* Enter Requisition Name
* Enter Chartstring
* Supplier (optional – can be left blank)
* Click OK

## Create Requisition screen:

* Click New Requisition link
* Complete New Requisition required information:
  + Goods/Services Description
    - Use description that tells YOU the purpose of the soft encumbrance
  + Quantity
  + Unit of Measure
  + Amount
  + Category Code
    - Be sure to use a Category Code that posts to the D-Level where you want soft encumbrance to appear
    - Requisition Category Codes file available on Budget Office website
  + Click Add to Cart
  + Click Checkout

## Checkout Page

* Enter any comments you want to help YOU identify the purpose of the soft encumbrance
  + You can attach files as you would for a regular requisition
* Click “Save Before Submit”
* Click “Check Budget”
* You must receive a “Valid” budget check for the balance to be pre-encumbered

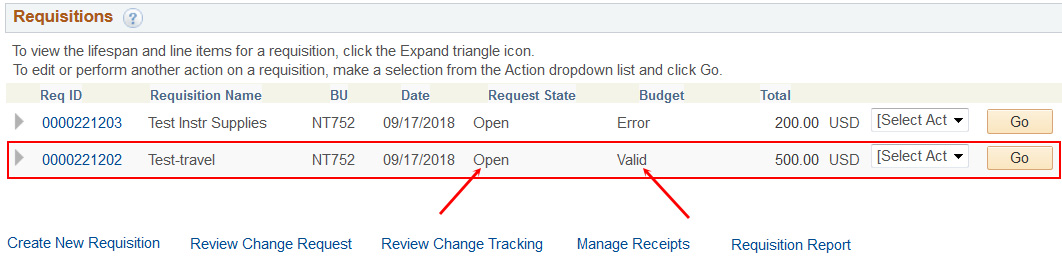


Do NOT submit the Req!!

Leave it in Open Status with Valid Budget Check

(See below)**From the Manage Requisitions Screen, you will see:**

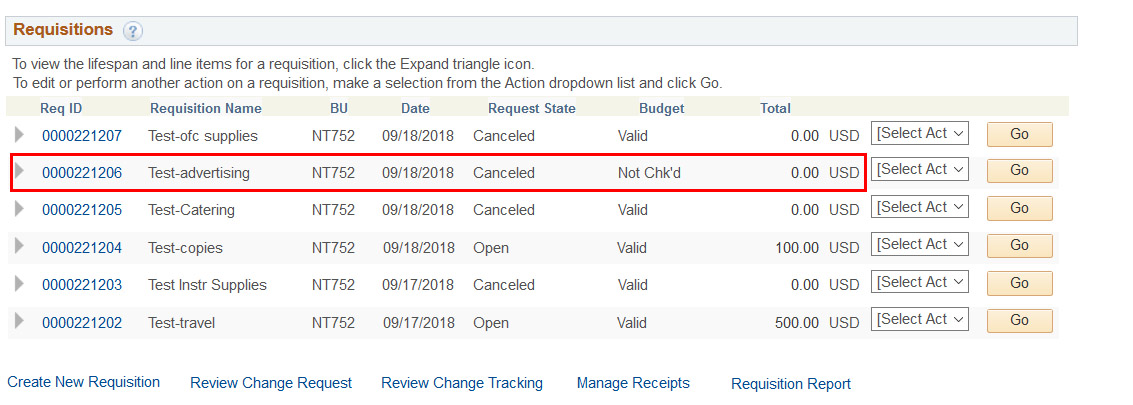
Go to myfs.unt.edu > eProcurement > Manage Requisitions



* This creates a pre-encumbrance on your chartstring. This pre-encumbrance is your “soft encumbrance.”
* In a few months when the real charges are posted, you will need to Cancel the requisition to remove the pre-encumbrance.

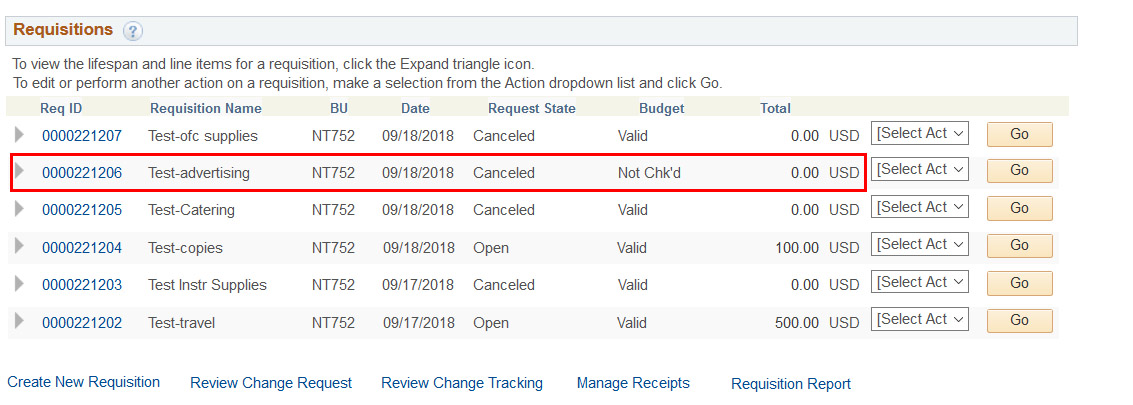
# To Cancel the Soft Encumbrance Requisition

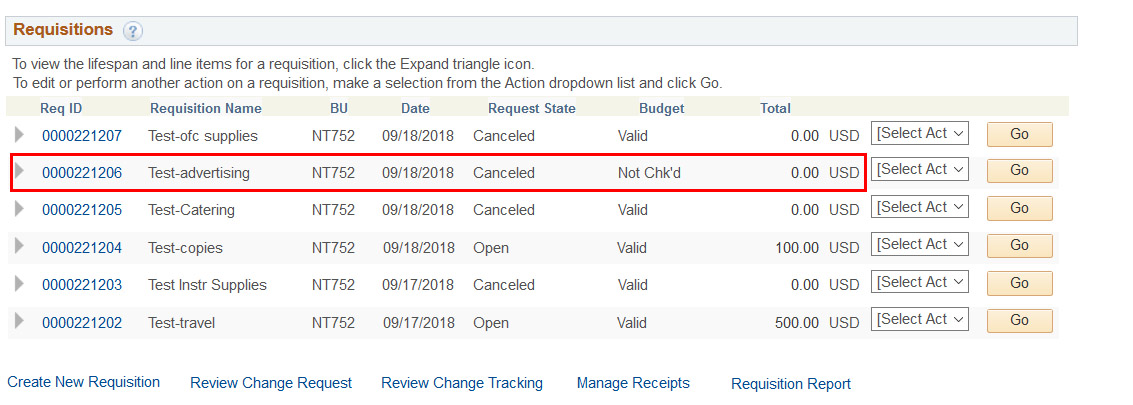
* From Manage Requisition screen, locate the Open Req.
* Change “Select Action” drop down menu to “Cancel” and click Go.
  + A Requisition Details page appears.
  + Click the Cancel Requisition button.
* This returns you to the Manage Requisitions page. Note the following changes:
  + Request State: Canceled
  + Budget: Not Chk’d
  + Total: 0.00 USD



**Funds are still pre-encumbered. You must complete next step to remove the soft encumbrance!**

* Change “Select Action” drop down menu to “Budget Check” and click Go. Note this change:
  + Budget: Valid
* A **Valid Budget of Zero** means that your soft encumbrance (the pre-encumbrance) has been removed from your chartstring.





# Review Soft Encumbrance Report to monitor soft encumbrances.

* Departments will be able to run reports as needed
* System will push reports on a monthly basis to req preparers.