Instructions for Soft Encumbrance Requisition:

A. 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

Requisitions ?								
To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.								
Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
▶ 0000221203	Test Instr Supplies	NT752	09/17/2018	Open	Error	200.00 USD	[Select Act ▾]	Go
▶ 0000221202	Test-travel	NT752	09/17/2018	Open	Valid	500.00 USD	[Select Act ▾]	Go
Create New Requisition	Review Change Request		Review Change Tracking		Manage Receipts	Requisition Report		

- 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.

B. 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.
  - o A Requisition Details page appears.
  - o Click the Cancel Requisition button.
- This returns you to the Manage Requisitions page. Note the following changes:
  - o Request State: Canceled
  - o Budget: Not Chk'd
  - o Total: 0.00 USD

Requisitions ?								
To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.								
Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
▶ 0000221207	Test-ofc supplies	NT752	09/18/2018	Canceled	Valid	0.00 USD	[Select Act ⌄]	Go
▶ 0000221206	Test-advertising	NT752	09/18/2018	Canceled	Not Chk'd	0.00 USD	[Select Act ⌄]	Go
▶ 0000221205	Test-Catering	NT752	09/18/2018	Canceled	Valid	0.00 USD	[Select Act ⌄]	Go
▶ 0000221204	Test-copies	NT752	09/18/2018	Open	Valid	100.00 USD	[Select Act ⌄]	Go
▶ 0000221203	Test Instr Supplies	NT752	09/17/2018	Canceled	Valid	0.00 USD	[Select Act ⌄]	Go
▶ 0000221202	Test-travel	NT752	09/17/2018	Open	Valid	500.00 USD	[Select Act ⌄]	Go
Create New Requisition	Review Change Request		Review Change Tracking		Manage Receipts	Requisition Report		

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:

- o Budget: Valid
- A **Valid Budget of Zero** means that your soft encumbrance (the pre-encumbrance) has been removed from your chartstring.

C. 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.