

Financial Services

Date: January 2026

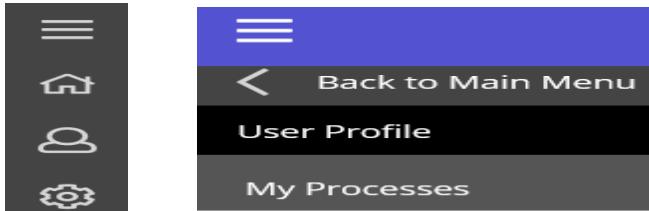
Chart of Accounts:
Term Index Request
FSJA-110

Requests to terminate unrestricted indexes are submitted via Workflow.

To submit a request, initiator must have the Department Chart of Account Requester.

Log into Workflow through MyUNM or by accessing the VPN Service page at unmvpn.unm.edu.

In Workflow, select the hamburger icon in the upper left or the image of the person then select "My Processes"



Select Chart of Accounts: Term Index Request



The Start Workflow form will open:

- Workflow Specifics Name: - **Leave Blank**
- Workflow Note – **Leave Blank**
- Priority – Not enabled for this Workflow

In the Required Parameters Section:

- Enter Index to be terminated
- Enter Requestor Comments

Select Start Workflow in the upper right corner

 Attach File  Start Workflow  Reset  Cancel

Open items must be resolved before the Index can be termed.

If there are no open items:

- The Index will automatically terminate in Banner.
- No extra approval is needed.
- You'll receive an email confirming the termination.

Additional Approval & Open Items

- Some index types need approval before termination.
 - If disapproved, you'll get an email.
- If there are open items:
 - You'll receive an email from workflow@unm.edu listing the items and contact info for help
 - The Workflow stops at this point and stays in your worklist.
 - The Workflow will remain in the requester's worklist until re-submitted.
- Next Steps:
 - Resolve the open items.
 - Re-submit the Workflow after issues are cleared.
- To re-submit
 - Select the Workflow from your worklist
 - Select Complete
 - Request will route back through validations

Email questions to fsreporting@unm.edu