

## Financial Services

Date: January 2026

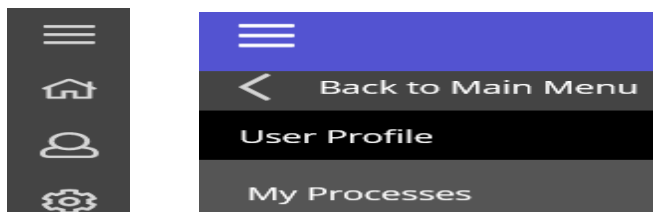
Chart of Accounts:  
Term Index Request  
FSJA-110

Requests to terminate unrestricted indexes are submitted via Workflow.

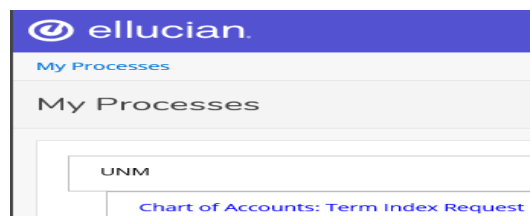
To submit a request, initiator must have the Department Chart of Account Requester.

Log into Workflow through MyUNM or by accessing the VPN Service page at [unmvpn.unm.edu](http://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](mailto: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](mailto:fsreporting@unm.edu)