```
Chart of Accounts:
Term Index Request
FSJA-110
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Unrestricted Index Termination requests are submitted through Workflow. Users must have the Department Chart of Account Requester BAR role to initiate term index requests in Workflow.

Log into Workflow. Select the hamburger icon in the upper left or the image of the person then select "My Processes"
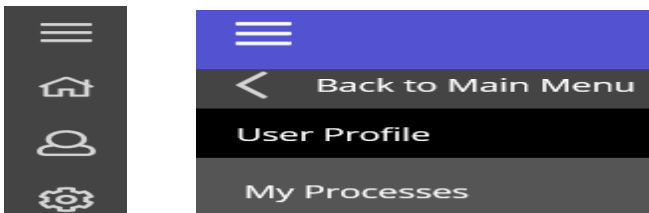
Select Chart of Accounts: Term Index Request

The Start Workflow form will open:

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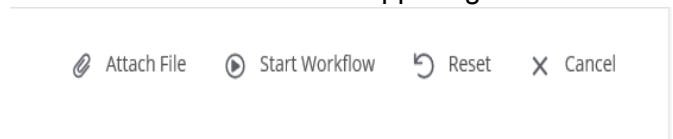Priority – Not enabled for this Workflow

Start Workflow form continued:

In the Required Parameters Section:
   Enter Index to be terminated
   Enter Comments

Select Start Workflow in the upper right corner

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

If there are no open items, the Index will be automatically terminated in Banner without additional approvals. The requestor will be notified via email that the Index has been terminated.

Some index types require additional approval before they are terminated. Disapproved workflows will notify the requester via email.

If there are open items, the requester will receive an email from workflow@unm.edu listing all open items and contact information for assistance. The Workflow is automatically stopped at this point.

The Workflow will remain in the requester's worklist until re-submitted. After open items are resolved, the workflow can be re- submitted:
• Select the Workflow in your worklist
• Select Complete
• Request will route back through validations.
Email questions to fsm@unm.edu