

How to Use SIRI Dashboard Heading Menus

On any SIRI dashboard, right click on the column headings to view the menu options.

1. Select a SIRI Dashboard

- Log into SIRI.
- At the top, click *Dashboards*, then click on the dashboard you want to view (Figure 1).

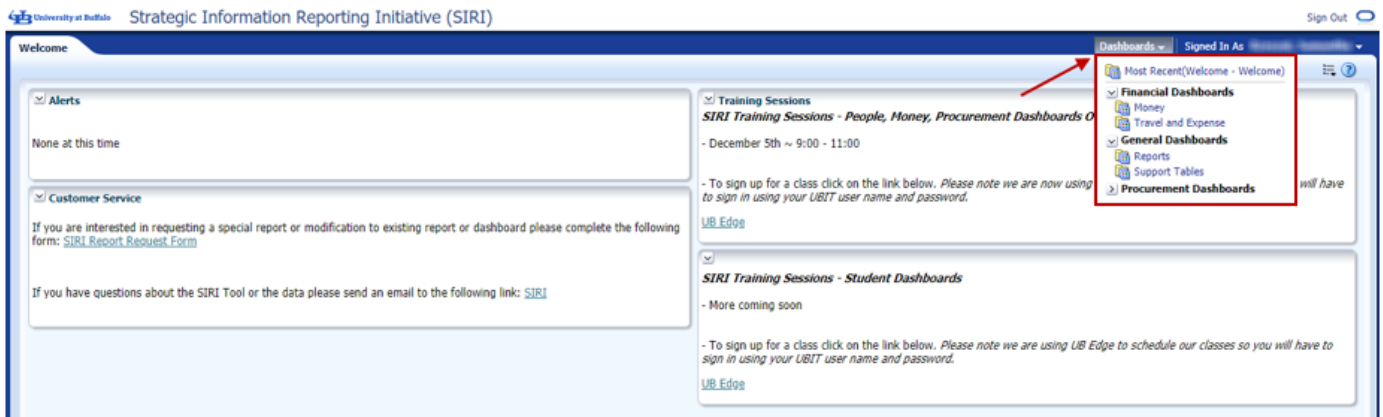


Figure 1

2. Right Click on a Column Heading

- On the dashboard, right click on any column heading to see the menu options (Figure 2).

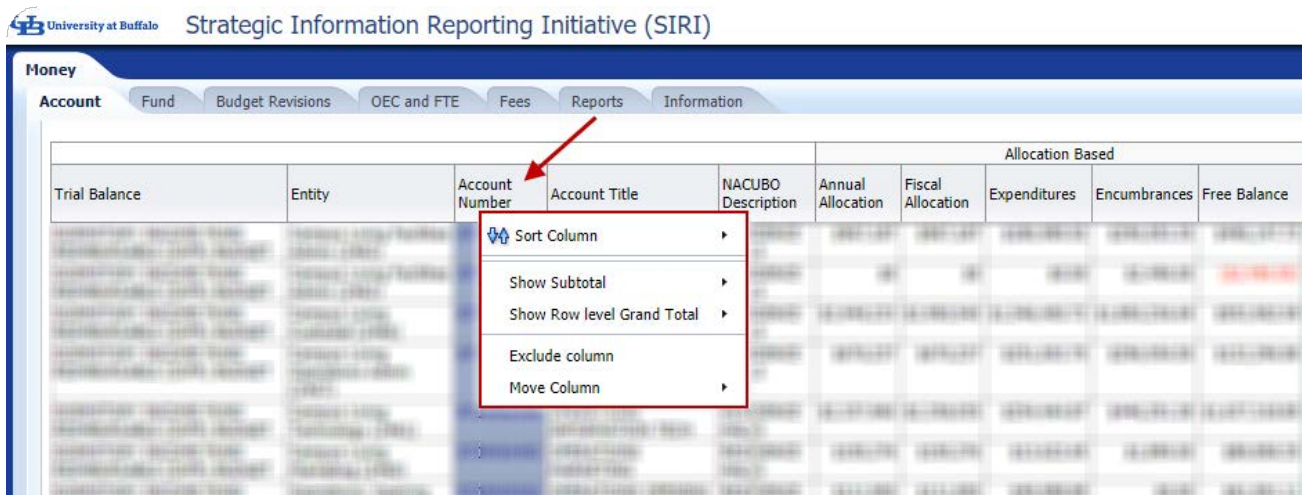


Figure 2

- On the heading menu you can select the following options (Figure 3):

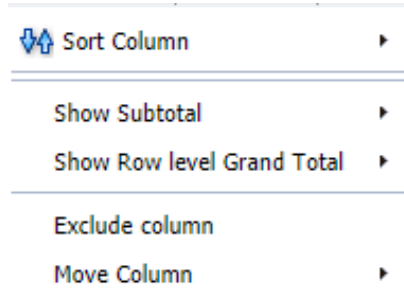


Figure 3

- Click *Sort Column* for the following sorting options:
 - Click *Sort Ascending* to sort the column in ascending order.
 - Click *Sort Descending* to sort the column in descending order.
 - Click *Add Ascending Sort* to add another ascending column sort.
 - Click *Add Descending Sort* to add another descending column sort.
 - Click *Clear All Sorts in View* to clear all sorts you made on the report.
- If the column has calculated fields, the following menu options will be available:
 - Click *Show Subtotal* then click *After Values* to show the subtotal at the end of the column (Figure 4).
 - Click *Show Row level Grand Total* then click *After Values* to show the grand total at the end of the row (Figure 4).

Account Number	Trial Balance	Entity	Account Title	NACUBO Description	Allocation Based				
					Annual Allocation	Fiscal Allocation	Expenditures	Encumbrances	Free Balance
	INCOME FUND REIMBURSABLE (IFR) BUDGET			GENERAL INSTITUTIONAL SERVICES					
	INCOME FUND REIMBURSABLE (IFR) BUDGET Total								
	STATE OPERATING BUDGET			GENERAL ADMINISTRATION					
	STATE OPERATING BUDGET Total								
Grand Total									

Figure 4

- Click *Exclude column* to remove the column from the report. It can be added back in later.
- Click *Move Column* for the following menu options:
 - Click *Left* to move the column left on the report.

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- Click *Right* to move the column right on the report.
- Click *To Prompts* to create a prompt at the top of the report (Figure 5).

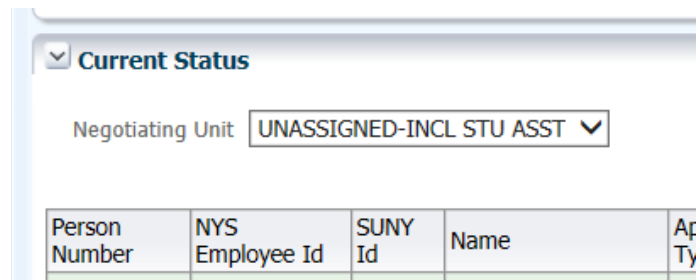


Figure 5

- Click *To Sections* to create separate reports of the column (Figure 6).



Figure 6

3. Click [Clear My Customization to Return to Default Dashboard](#)

- Clear your customizations to return to the default dashboard.
- At the top right of the dashboard, click *Page Options* to see the menu options. Click *Clear My Customization* to clear all customizations from the dashboard (Figure 7).
- The dashboard will return to the default so you can start over.

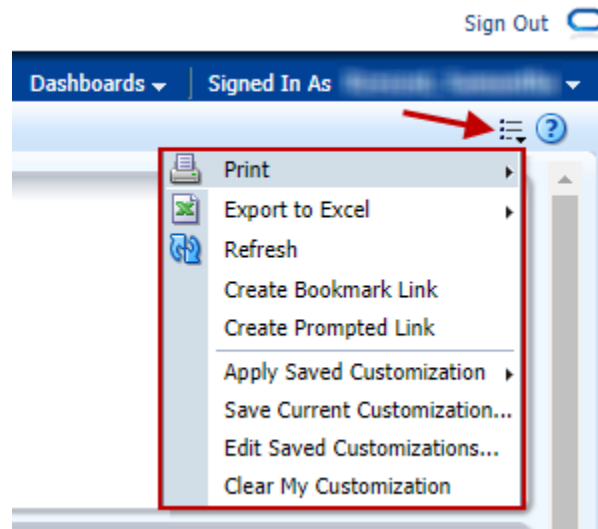


Figure 7