How to Use the SIRI Support Tables Dashboard

The Support Tables dashboard in SIRI provides the full organizational structure showing which departments roll up to which units. You can use the dashboard to find the account list for a specific entity. Everyone has access to this general dashboard.

1. Go to Support Tables Dashboard

- Log into SIRI.
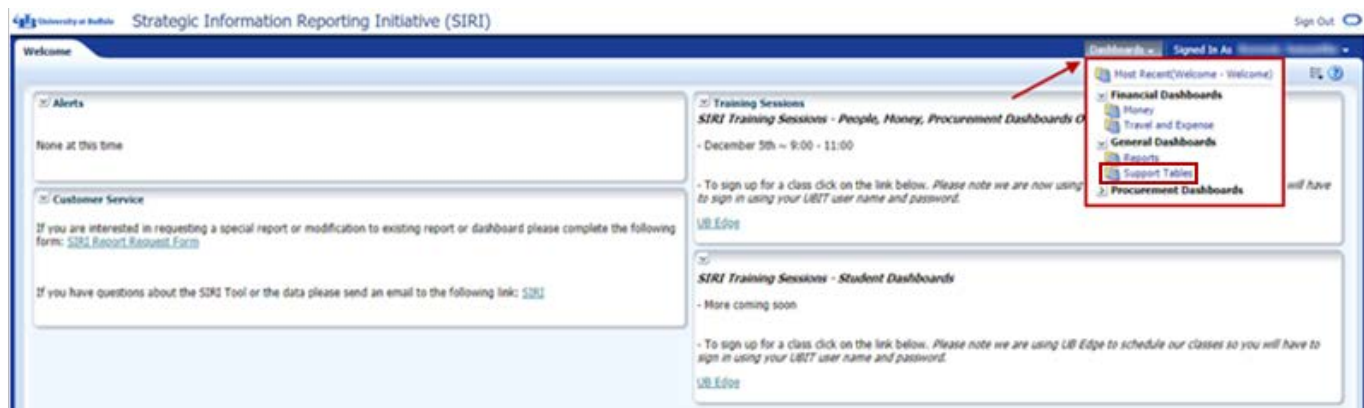- At the top, click *Dashboards*, then click on the *Support Tables* dashboard (Figure 1).

Figure 1

2. Choose Tab to Search

- At the top of the *Support Tables* dashboard, click on the tab you want to search (Figure 2).
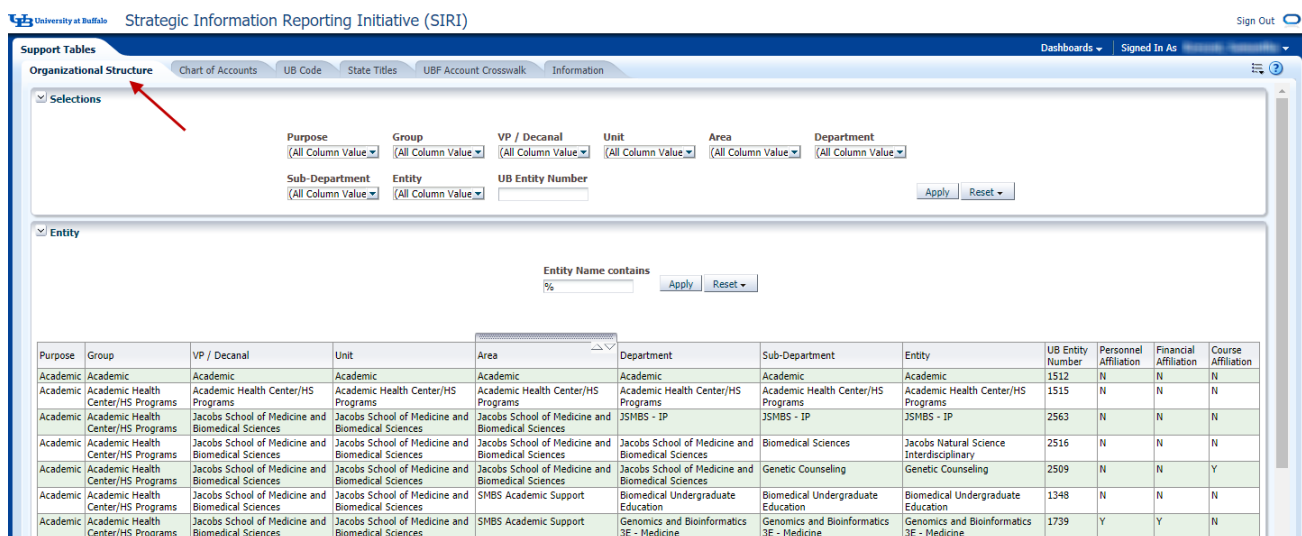

Figure 2

For help using SIRI, email siri@business.buffalo.edu

Organizational Structure Tab

This tab provides the organizational structure of specific entities.

1. You can search by organizational level in the *Selections*:

   - You can search any field in the *Selections*.

   - For example, in the *Unit* field select a unit and click *Apply*.

   - The search results will show the unit you searched and the departments and entities that roll up to it (Figure 3).

Figure 3

2. You can search by *Entity Name*:

- Use this search if you don't know the reporting structure.

- In the *Entity Name contains* field, enter an entity name or part of an entity name and click *Apply*.

- The search results will show all entities that contain the text you entered (Figure 4).

University at Buffalo Strategic Information Reporting Initiative (SIRI) Sign Out

Support Tables Dashboards ▾ | Signed In As

Organizational Structure Chart of Accounts UB Code State Titles UBF Account Crosswalk Information

Selections

Purpose (All Column Value ▾)	**Group** (All Column Value ▾)	**VP / Decanal** (All Column Value ▾)	**Unit** (All Column Value ▾)	**Area** (All Column Value ▾)	**Department** (All Column Value ▾)
Sub-Department (All Column Value ▾)	**Entity** (All Column Value ▾)	**UB Entity Number**		Apply Reset ▾	

Entity

Entity Name contains
chemistry   Apply Reset ▾
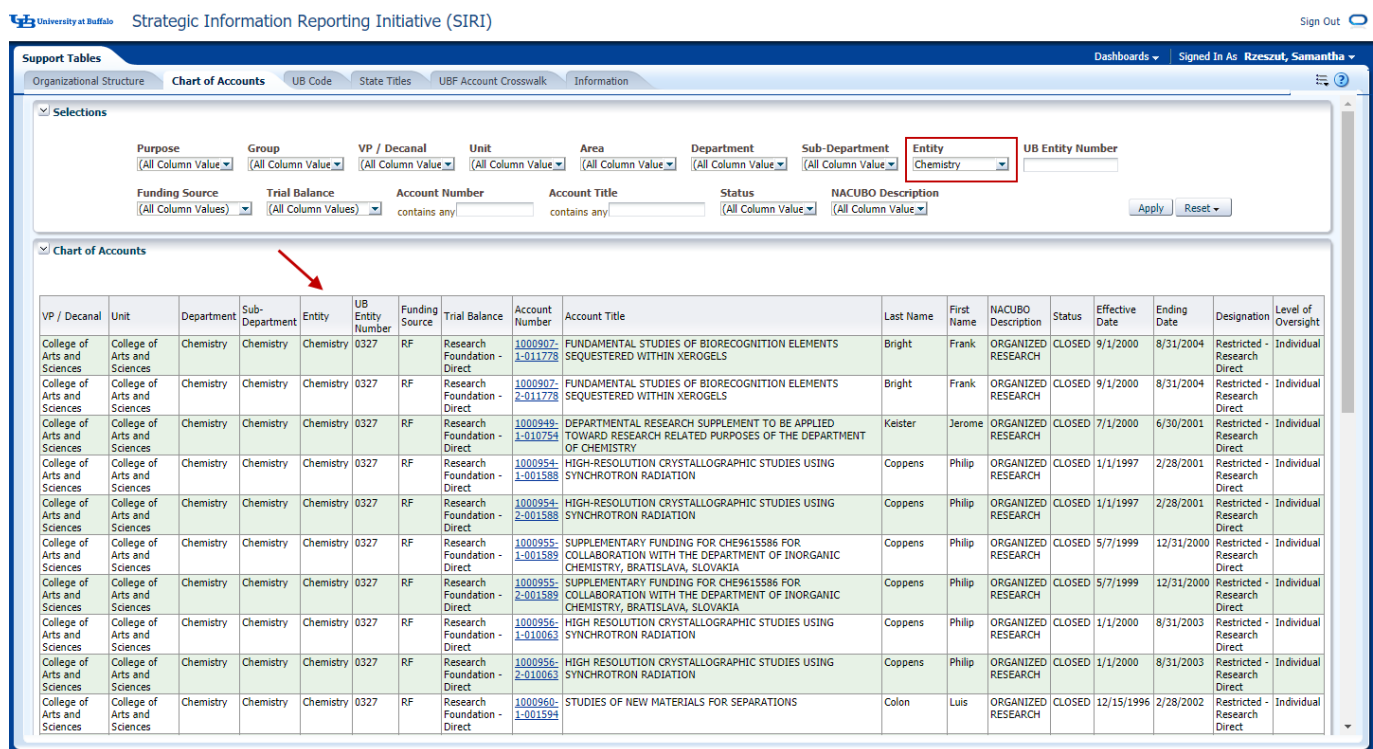
Purpose	Group	VP / Decanal	Unit	Area	Department	Sub-Department	Entity	UB Entity Number	Personnel Affiliation	Financial Affiliation	Course Affiliation
Academic	Academic Health Center/HS Programs	Jacobs School of Medicine and Biomedical Sciences	Jacobs School of Medicine and Biomedical Sciences	SMBS Basic Sciences	Biochemistry	Biochemistry	Biochemistry	0462	Y	Y	Y
Academic	College of Arts and Sciences	College of Arts and Sciences	College of Arts and Sciences	College of Arts and Sciences	Chemistry	Chemistry	Chemistry	0327	Y	Y	Y
Academic	College of Arts and Sciences	College of Arts and Sciences	College of Arts and Sciences	College of Arts and Sciences	Chemistry	Medicinal Chemistry	Medicinal Chemistry	0510	Y	Y	Y
Academic	College of Arts and Sciences	College of Arts and Sciences	College of Arts and Sciences	College of Arts and Sciences	Physics	Physics-Personnel and Financial	Preparation for Teach of Sci-Physics and Chemistry	1033	N	N	N
Academic	Professional Programs	Graduate School of Education	Graduate School of Education	Graduate School of Education	Learning and Instruction	Chemistry Educ: Adolescence, Initial/Prof	Chemistry Educ: Adolescence, Initial/Prof	1213	N	N	N
Academic	Professional Programs	Graduate School of Education	Graduate School of Education	Graduate School of Education	Learning and Instruction	Chemistry Educ: Adolescence, Prof	Chemistry Educ: Adolescence, Prof	1214	N	N	N
Academic	Professional Programs	Graduate School of Education	Graduate School of Education	Graduate School of Education	Learning and Instruction	Chemistry Educ: Adolescence, Prof	Chemistry Education: Adoles Prof, EdM Online	2109	N	N	N
Academic	Professional Programs	Graduate School of Education	Graduate School of Education	Graduate School of Education	Learning and Instruction	Science Education	Science Education - Chemistry	0622	N	N	N
Academic Support	Provost	Provost	Combined Degree Programs	Combined Degree Programs	Combined Degree Programs	Chemistry/Chemistry Educ: Adolesc, Initial/Professional	Chemistry/Chemistry Educ: Adolesc, Initial/Professional	2441	N	N	N
Academic Support	Provost	Provost	Combined Degree Programs	Combined Degree Programs	Combined Degree Programs	Chemistry/Pharmacy	Chemistry/Pharmacy	2284	N	N	N
Inactive Entities	Inactive Entities	Inactive Entities	Inactive Entities	Inactive Entities	Inactive Entities	Inactive Entities	Chemistry Lab	0591	N	N	N
Inactive Entities	Inactive Entities	Inactive Entities	Inactive Entities	Inactive Entities	Inactive Entities	Inactive Entities	Chemistry/Mathmatics Library	0632	N	N	N
Inactive Entities	Inactive Entities	Inactive Entities	Inactive Entities	Inactive Entities	Inactive Entities	Inactive Entities	Combined BS/MS Degree in Medical	1059	N	N	N

Figure 4

For help using SIRI, email siri@business.buffalo.edu

Chart of Accounts Tab

- This tab provides a list of the accounts assigned to a specific entity.

- If you entered search criteria in the *Selections* on the *Organizational Structure* tab, it will carry over to the *Selections* on the *Chart of Accounts* tab.

- You can also clear the *Selections* and start a new search.

- For example, in the *Entity* field select an entity and click *Apply*.

- The search results will show the account numbers that roll up to the entity you searched (Figure 5).

Figure 5

For help using SIRI, email siri@business.buffalo.edu

UB Code Tab

- This tab provides a list of the expenditure codes at UB. You can use the codes for PCard reconciliations.

- You can search any field in the *Selections*.

- For example, in the *Sub Category* field, select a sub category and click *Apply*.

- The search results will show the codes for the sub category you searched (Figure 6).

Figure 6

For help using SIRI, email siri@business.buffalo.edu

State Titles Tab

- This tab provides information about position titles at UB.

- You can search any field in the *Selections*.

- For example, in the *Title Short Description* field select a value and click *Apply.*

- The search results will show the titles you searched (Figure 7).

Figure 7

UBF Account Crosswalk Tab

- This tab shows the converted UBF account numbers.

- You can search any field in the *Selections*.

- For example, in the *Entity* field select an entity and click *Apply*.

- The search results will show the UBF account numbers for the entity you searched (Figure 8).

Figure 8