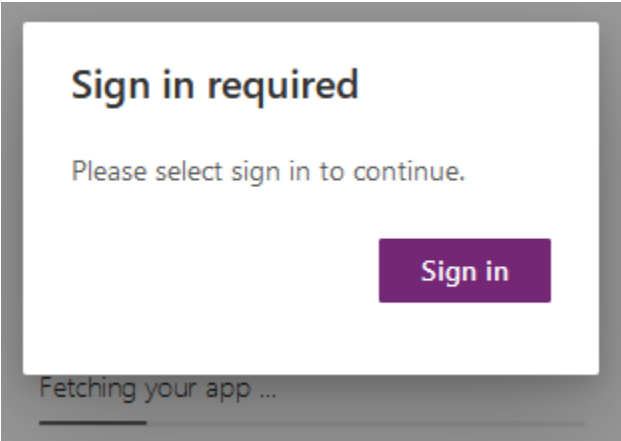


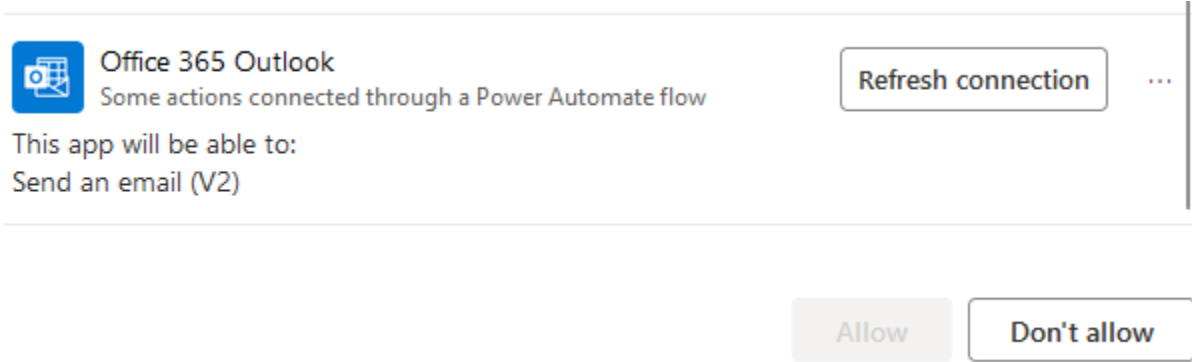
BAA Power App Instructions

Edited 5/4/2026

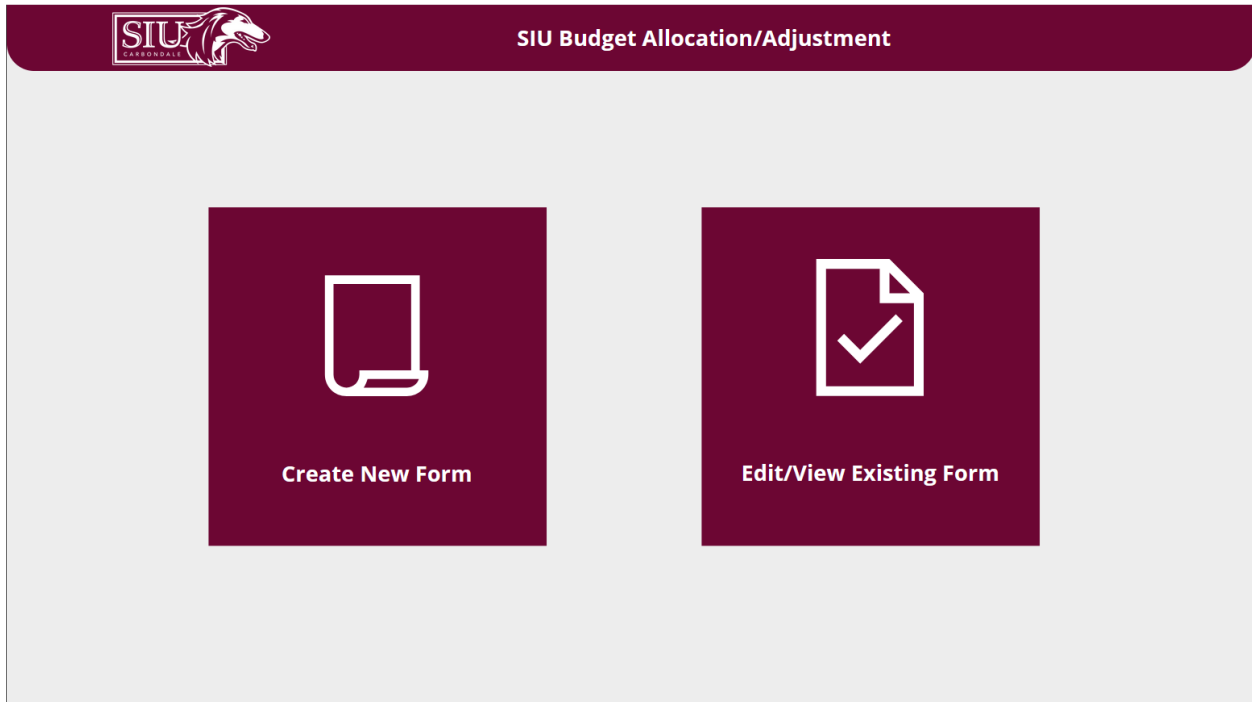
If prompted, select "Sign in" to sign in to the application.



If prompted, select "Refresh connection" on any of the connections it lists, then select "Allow".



To create a new BAA submission, select “Create New Form”. To look up a previously submitted form, select “Edit/View Existing Form”. You will need the submitted form number to look up an existing form.



Fill in the form appropriately. Please see [Appendix](#) for field descriptions.

The image shows the "SIU Budget Allocation/Adjustment Form" interface. It has a dark red header with a back arrow icon, the SIU Carbondale logo, and the title "SIU Budget Allocation/Adjustment Form". Below the header, there are several input fields: "Fiscal Year:" with a dropdown menu showing "25" and "(20YY)", "Applicable Budget:" with two checkboxes for "Current" and "Projected", and "Checkmark if transfer is between Salaries and Other Than Salaries:" with a checkbox. Below these is a "Fund Type:" dropdown menu and an "Enter BP#" text input field with a "Search BP" button. A red error message "Please select a fund type before continuing" is displayed below the BP# field. The main body of the form is a table with the following columns: "BP #", "Budget Purpose Description", "Object", "Object Description", "Dept Activity 1", "Dept Activity 2", and "Adjustment (Please lead with a - if decrease)". At the bottom right, there are two fields: "Total Increase: \$" and "Total Decrease: \$". At the bottom left, there is a "Justification:" label followed by a large white text area.

When finished, enter the email and position category of the approver(s) required by your Vice Chancellor area. Areas reporting the Provost should send to the Fiscal Officer, Dean, and pvcbaa@siu.edu.

Signatures

Signer's Email Signer's Position

Status of Signatures 

Signer's Position	Signer's Email	Signature Status	Date Sent	Date Approved	Order
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When all signers have been added, select the “Save” button at the top of the page.



After saving, select “Send for Signatures” at the bottom of the page.



Signers will be sent an email to approve in the order in which they are listed to approve. Once all signers have approved, the form will be sent to the Budget Office for processing. If a signer rejects the form, you may go back to “Edit/View Existing Form” to correct and resubmit the form. You will receive an email once the BAA has been processed.

Appendix

The fields listed on the BAA form are as follows:

- **Fiscal Year:** The fiscal year in which the budget adjustment is applied to. Fiscal Year 2026 would be entered in this field as “26”.
- **Applicable Budget:** The budget version this budget adjustment is applied to. Current is this fiscal year’s budget. Projected is next fiscal year's budget. You may select one or both.
- **Checkmark if transfer is between Salaries and Other Than Salaries:** Check this box if you are transferring budget between Salaries and Other Than Salaries. Other Than Salaries objects will be listed on this form. A [Funds Allocation Request](#) must be submitted in conjunction with the BAA for the Salaries portion of the transaction.
- **Fund Type:** Either State, Nonstate, or Federal Work Study. You may only use one Fund Type per form.
- **Enter BP#/Search BP:** Enter the Budget Purpose you are requesting to adjust and select Search BP. If that Budget Purpose is correct, type or select the object you are requesting to adjust, then select “Add”. Do this for each Budget Purpose and Object you are requesting to adjust.
- **Dept Activity 1/Dept Activity 2:** If your Budget Purpose includes a Departmental Activity code, include that here.
- **Adjustment:** Enter your budget adjustment here. To increase the budget, enter a positive number. To decrease the budget, enter a negative number with a negative sign (-) in front of it.
- **Total Increase/Total Decrease:** These numbers must be the same for accounts in the State fund type, unless a Salaries adjustment is included to offset the difference.
- **Justification:** Provide a reason for requesting the adjustment.