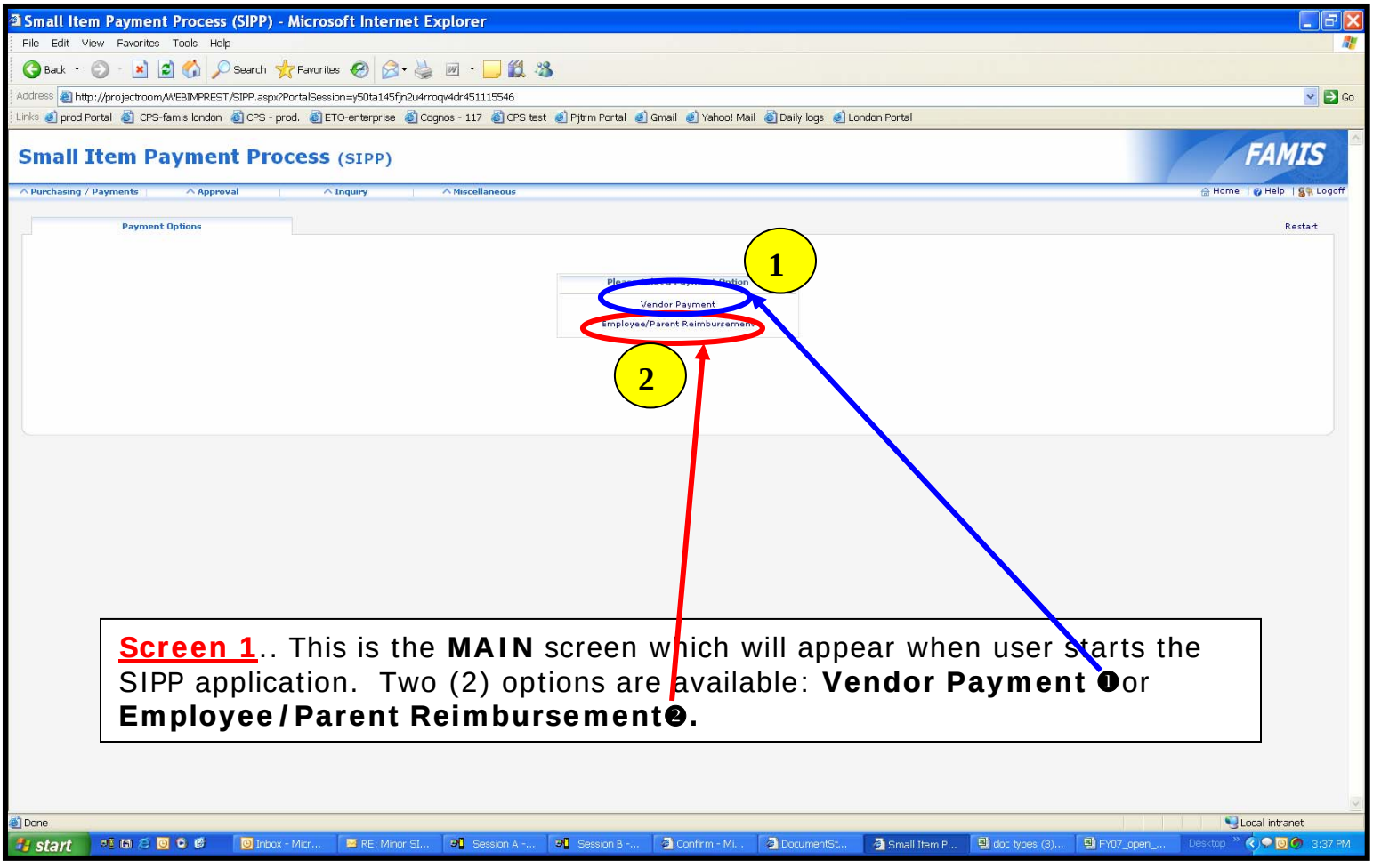
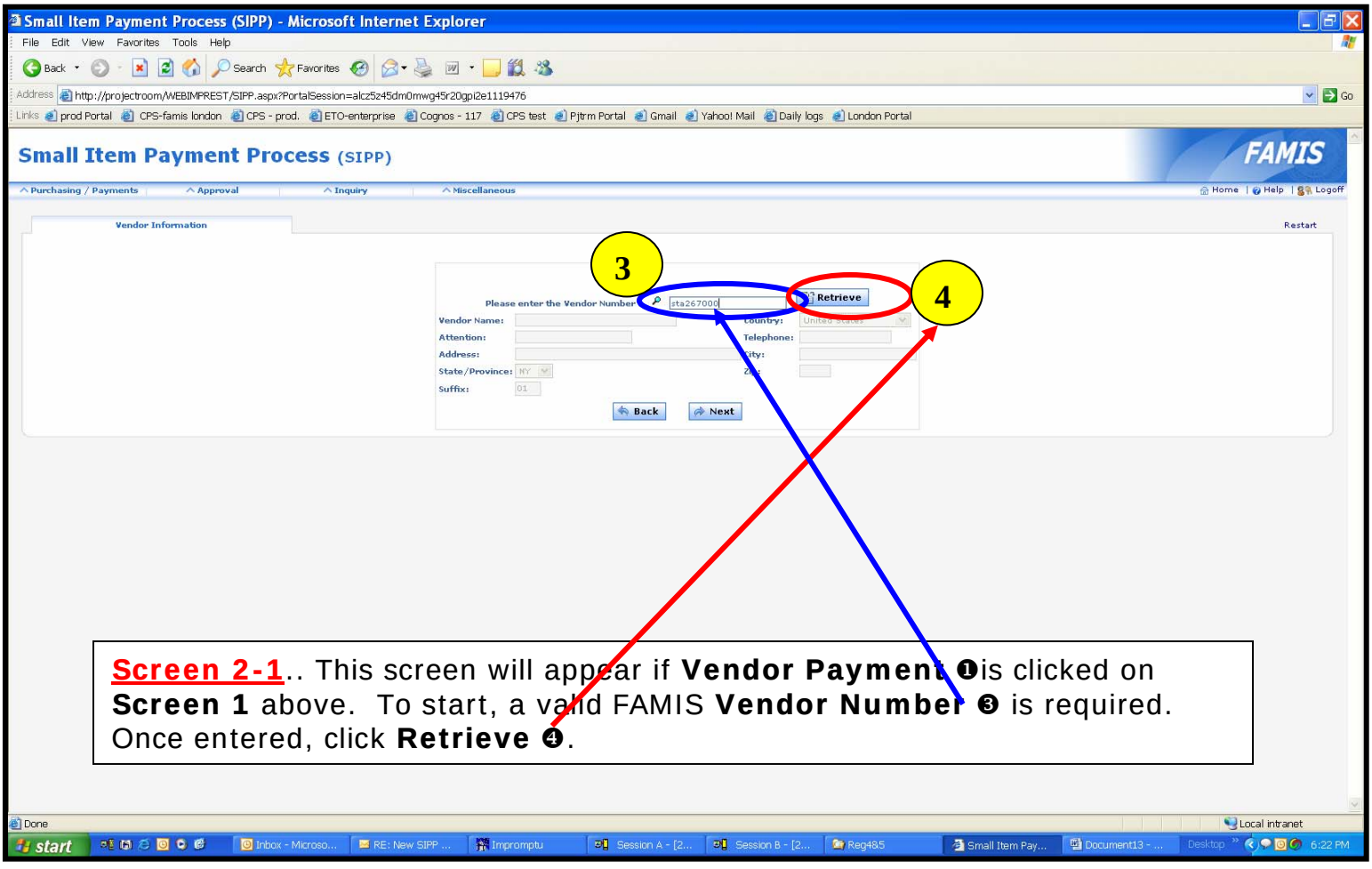
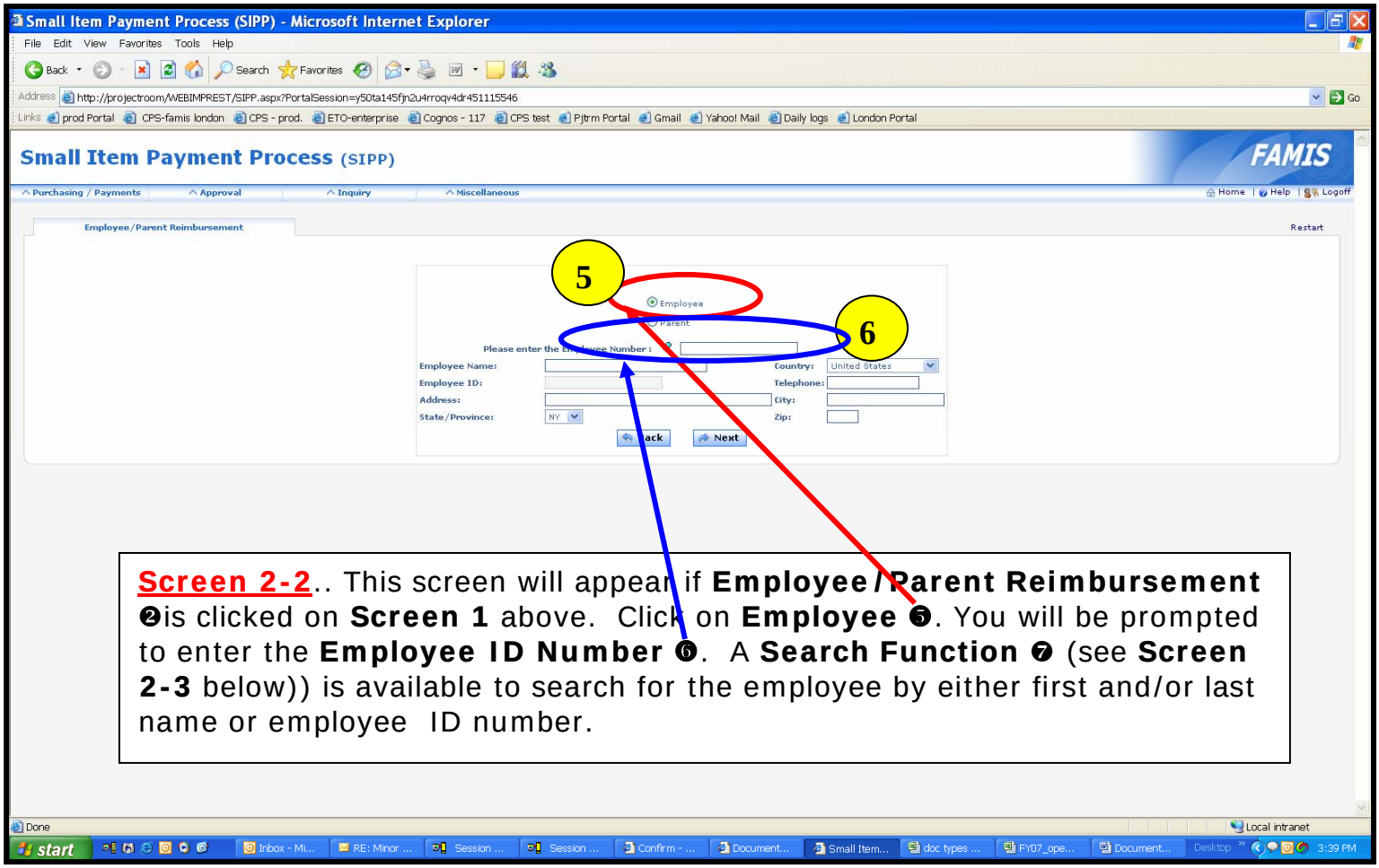


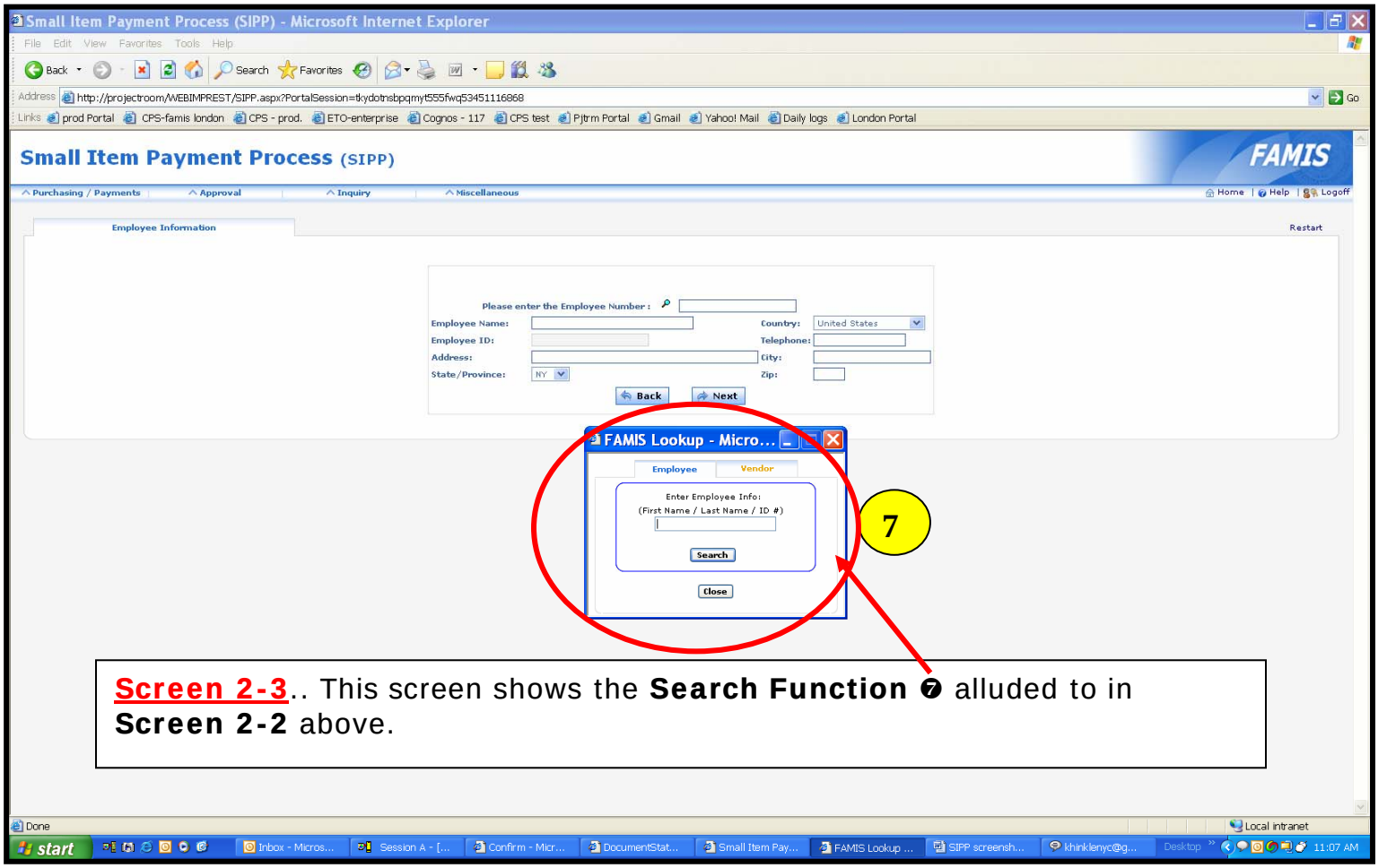
Screen 1.. This is the **MAIN** screen which will appear when user starts the SIPP application. Two (2) options are available: **Vendor Payment ❶**or **Employee/Parent Reimbursement❷.**



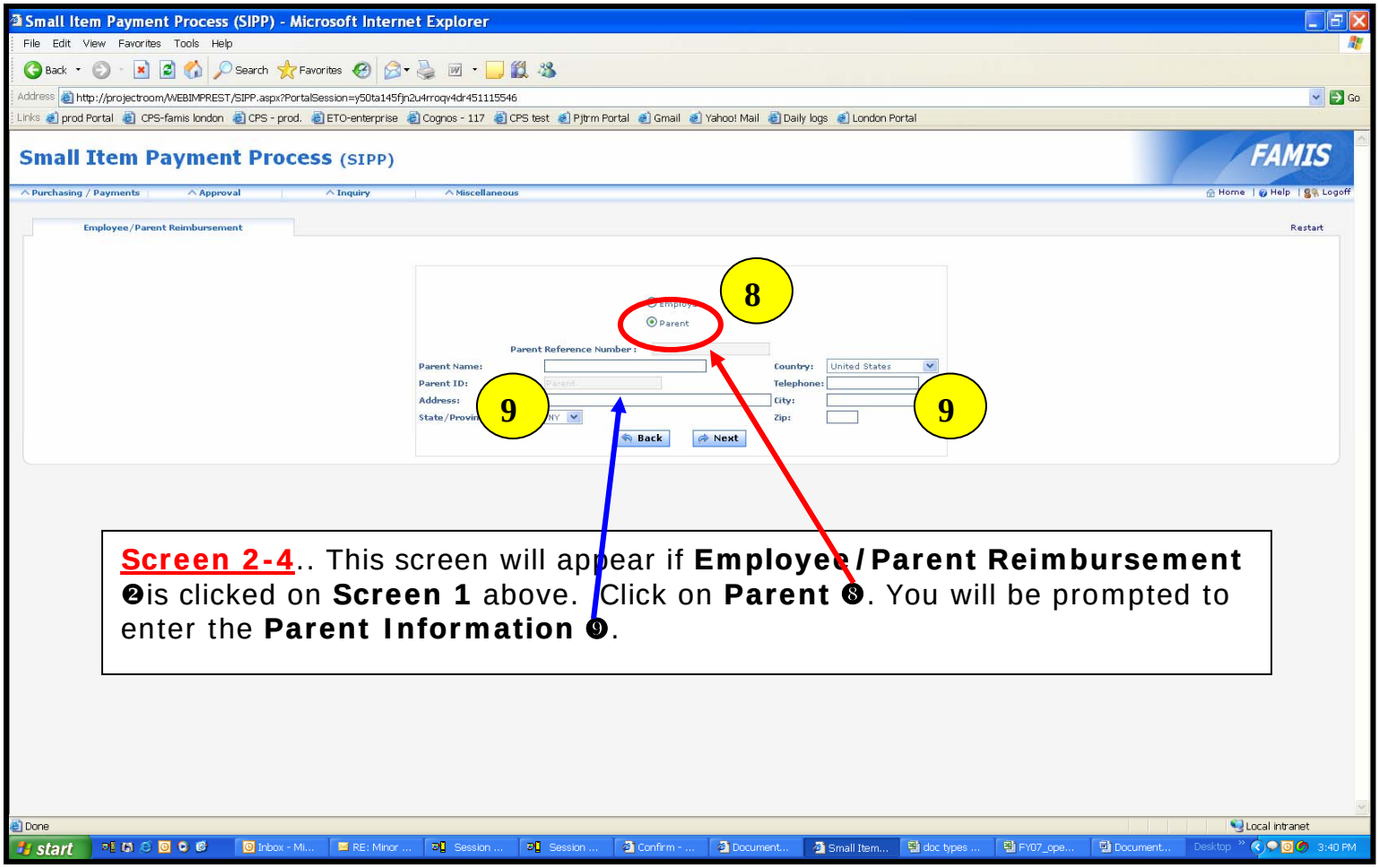
Screen 2-1.. This screen will appear if **Vendor Payment ❶**is clicked on **Screen 1** above. To start, a valid FAMIS **Vendor Number ❸** is required. Once entered, click **Retrieve ❹**.



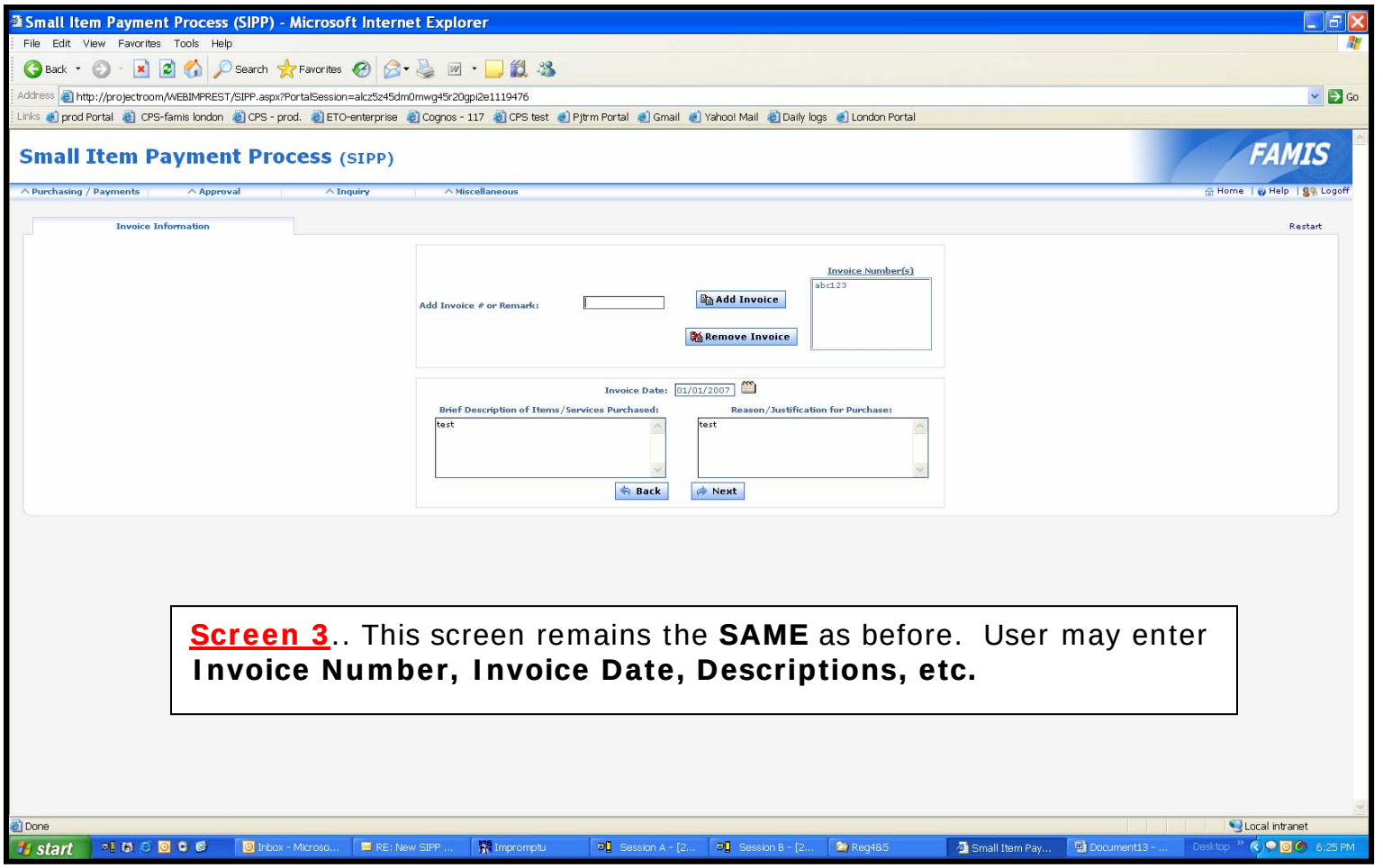
Screen 2-2.. This screen will appear if **Employee/Parent Reimbursement** ❷is clicked on **Screen 1** above. Click on **Employee** ❺. You will be prompted to enter the **Employee ID Number** ❻. A **Search Function** ❼ (see **Screen 2-3** below)) is available to search for the employee by either first and/or last name or employee ID number.



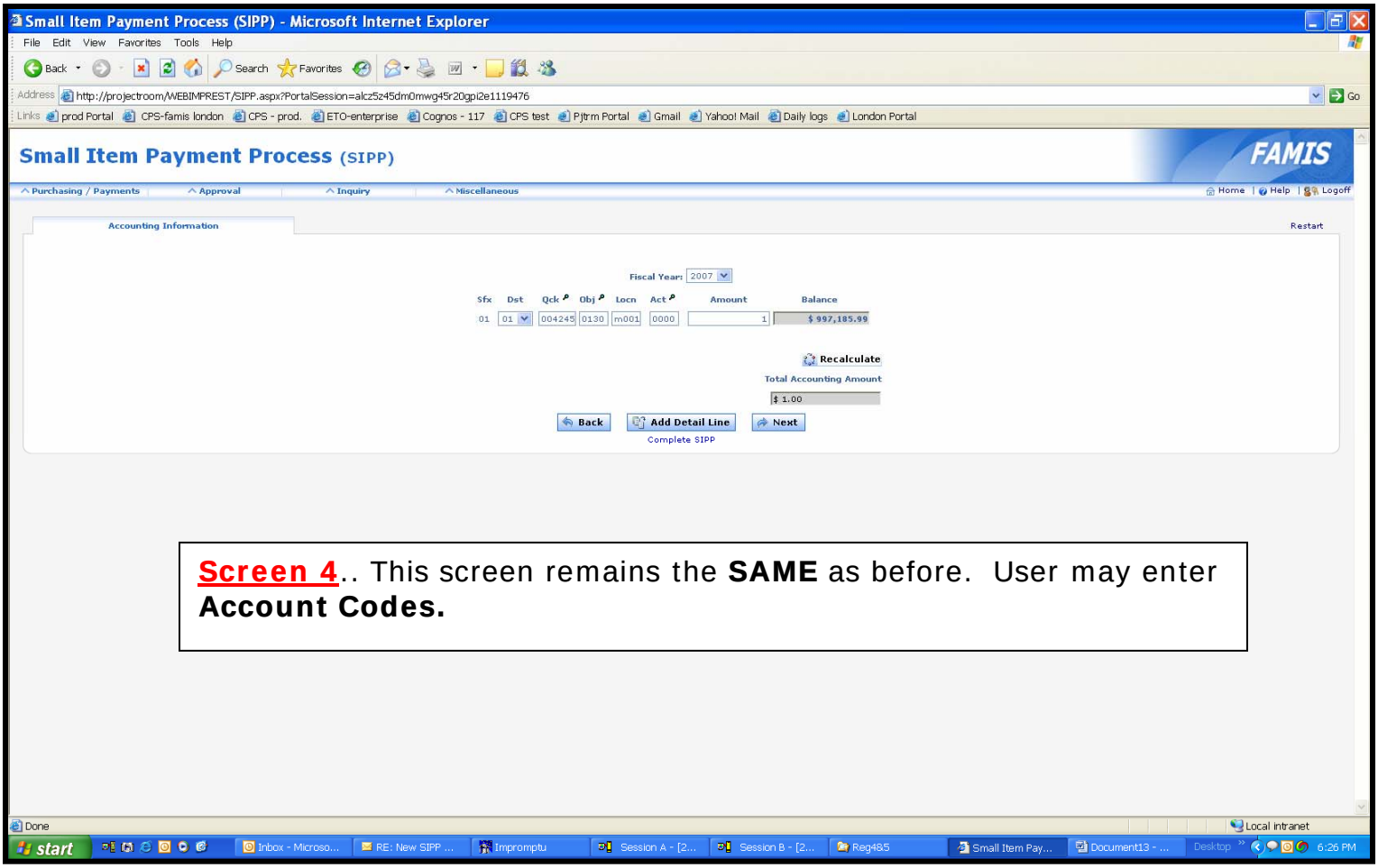
Screen 2-3.. This screen shows the **Search Function** ❼ alluded to in **Screen 2-2** above.



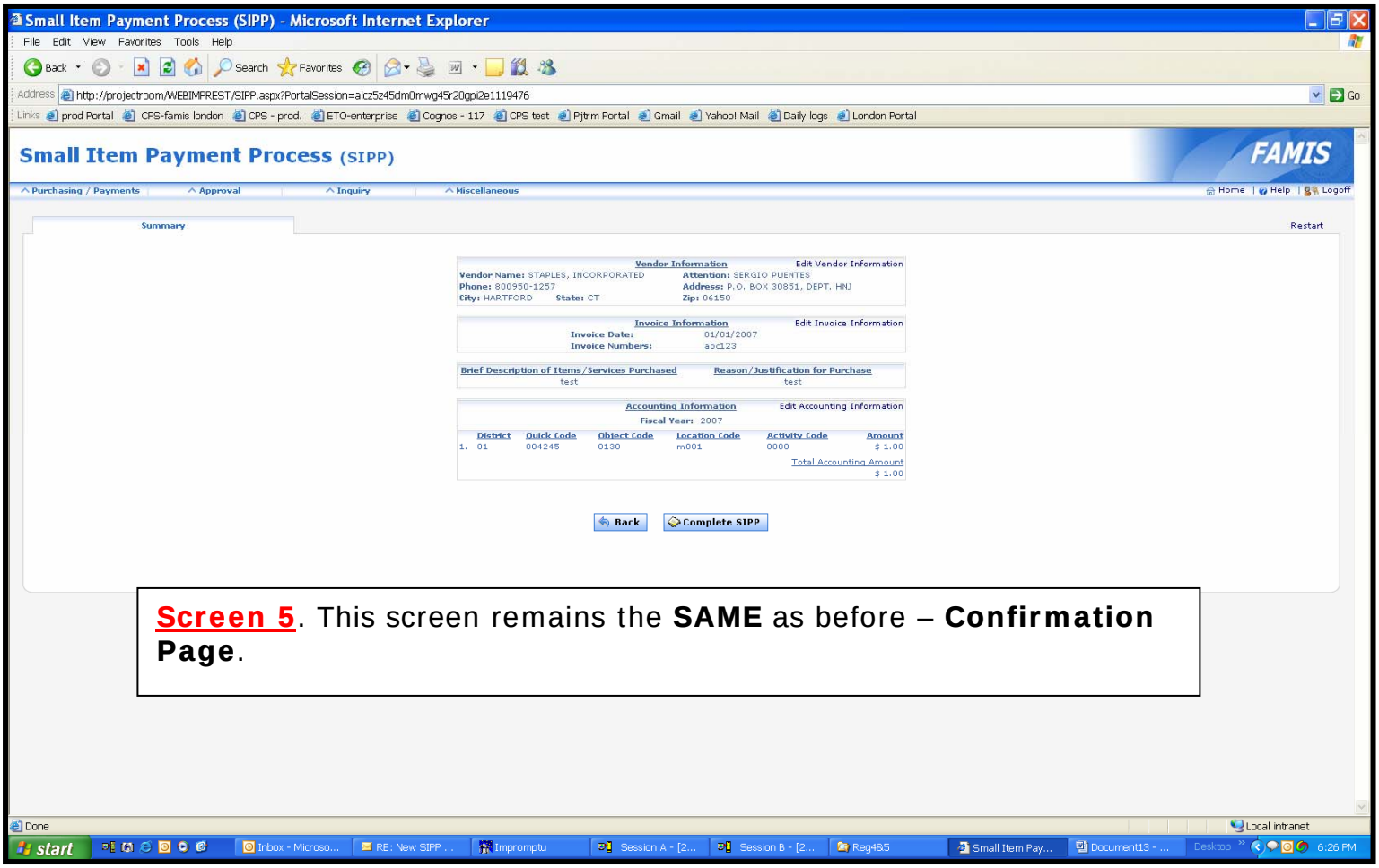
Screen 2-4.. This screen will appear if **Employee/Parent Reimbursement** ❷is clicked on **Screen 1** above. Click on **Parent** ❽. You will be prompted to enter the **Parent Information** ❾.



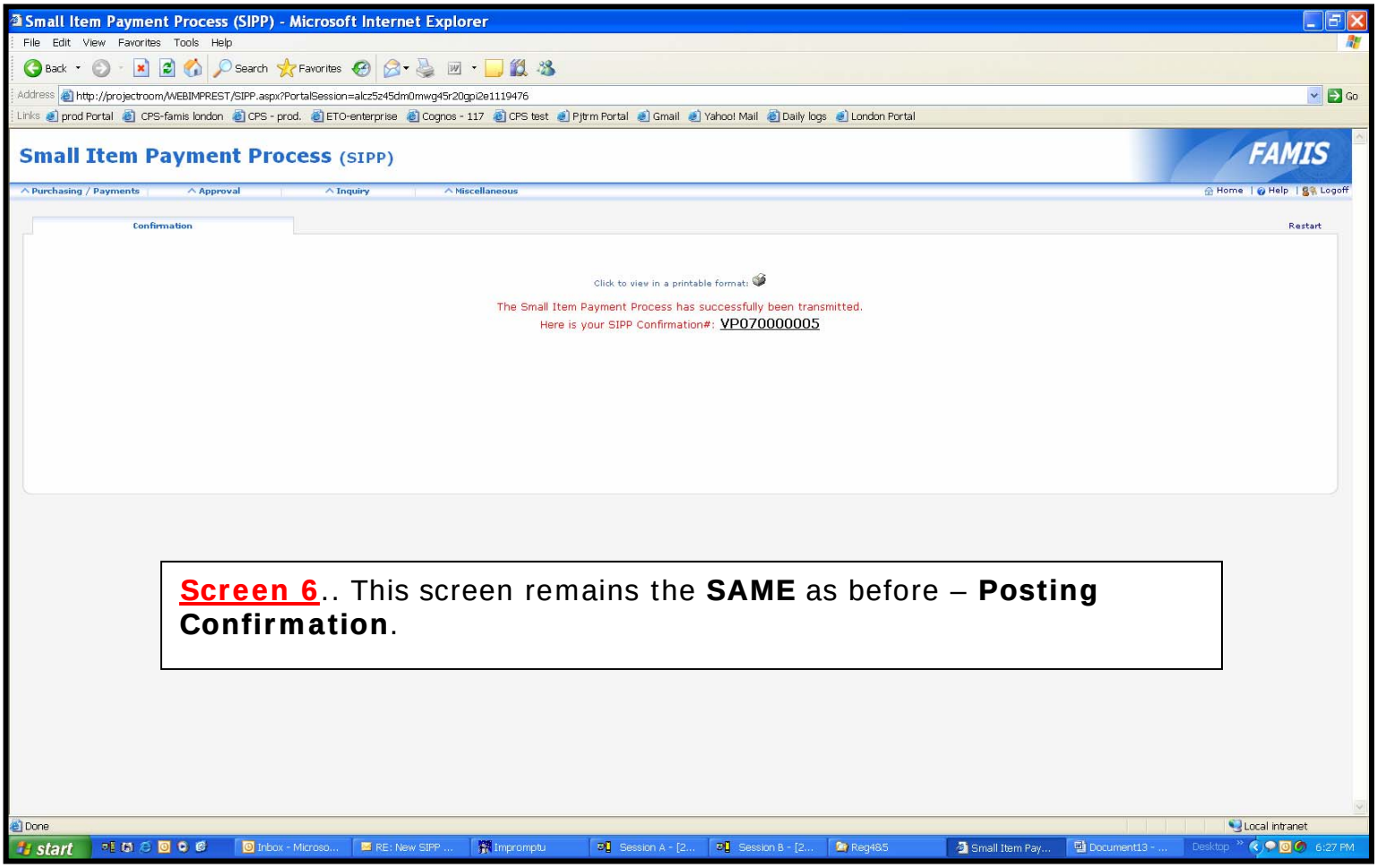
Screen 3.. This screen remains the **SAME** as before. User may enter **Invoice Number, Invoice Date, Descriptions, etc.**



Screen 4.. This screen remains the **SAME** as before. User may enter **Account Codes.**



Screen 5. This screen remains the **SAME** as before – **Confirmation Page**.



Screen 6.. This screen remains the **SAME** as before – **Posting Confirmation**.