
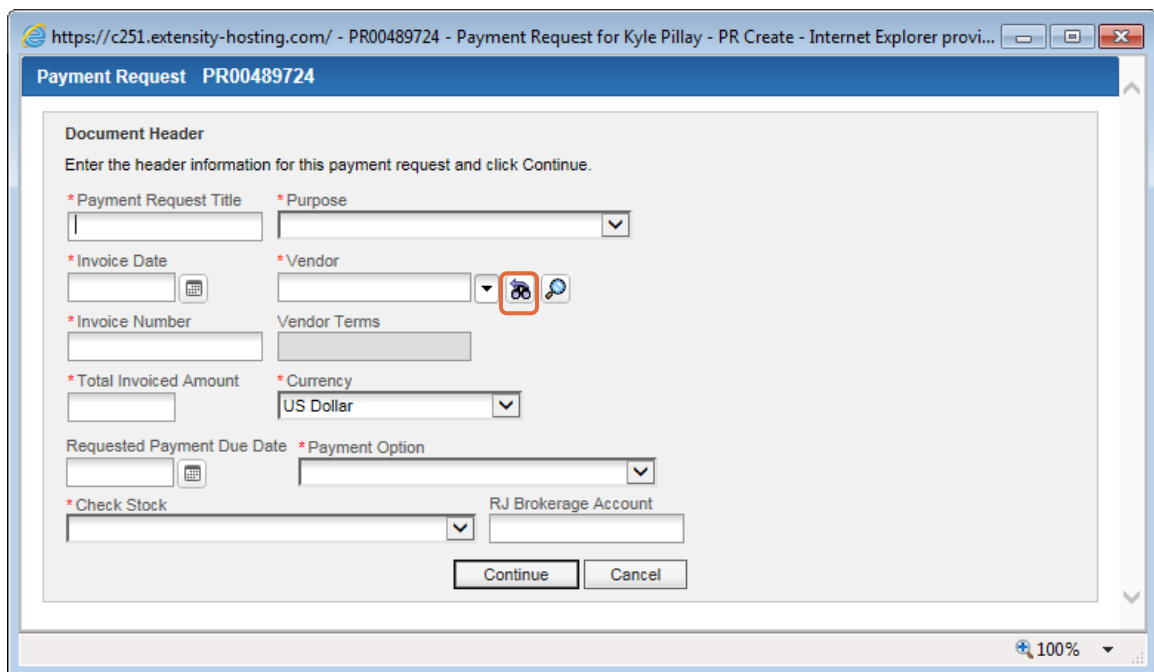







# Paying Toastmasters Dues via Expense Manager

If your membership is being paid for by your department, you will need to pay dues via Expense Manager. Make sure to get your Dues Letter signed by your supervisor first to ensure that your department approves of covering your membership fee. If you need a copy of the Dues Letter, contact the Treasurer or VP of Membership.


1. Sign in to [Expense Manager](#) using your NT username and password.
2. On the Welcome screen, click the **Payment Request**  button.  
The Payment Request screen appears.



The screenshot shows a web browser window with the URL <https://c251.extensity-hosting.com/>. The page title is "Payment Request PR00489724". The form is titled "Document Header" and contains the following fields:

- \* Payment Request Title:
- \* Purpose:
- \* Invoice Date:  
- \* Vendor:    
- \* Invoice Number:
- Vendor Terms:
- \* Total Invoiced Amount:
- \* Currency:
- Requested Payment Due Date:  
- \* Payment Option:
- \* Check Stock:
- RJ Brokerage Account:

At the bottom of the form are "Continue" and "Cancel" buttons. The browser status bar shows "100%".

3. Next to the Vendor field, click the **Get Details** button .  
The vendor search screen appears.

The screenshot shows a web browser window with the URL <https://c251.extensity-hosting.com/> and the page title "Payment Request for Kyle Pillay - PR Create - Inter...". The main content area is titled "Payment Request PR00489724" and contains a "Find Vendor" section. The section header is "Document Header -> Find Vendor" with the instruction "Enter search criteria to find a vendor." Below this are several input fields: Vendor (filled with "RJ Toastmasters"), Vendor ID, Vendor Tax ID, Vendor Terms (dropdown), Is Taxable (checkbox), Tax Code, Address Name, Address Line 1, Address Line 2, City, State/Province (dropdown), ZIP/Postal Code, Country (dropdown), Phone Number, Fax Number, E-Mail, and URL. At the bottom of the form are "Search", "Clear", and "Cancel" buttons. On the right side, there is a "New" button and a table with a "Vendor" header. The table has a "Select" column and a "Vendor" column. The "Vendor" column contains "RJ TOASTMASTERS", and the "Select" column has a checkmark. The browser's status bar at the bottom right shows "100%" zoom.

4. In the Vendor field, type **RJ Toastmasters** and click **Search**.  
"RJ Toastmasters" should appear in the table on the right side of the screen.
5. Click **Select** next to RJ Toastmasters.  
The Payment Request screen reappears with the Vendor field populated.

The screenshot shows a web browser window with the URL <https://c251.extensity-hosting.com/>. The page title is "Payment Request PR00489724". The main content area is titled "Document Header" and contains the following fields and options:

- Payment Request Title**: Text input field.
- Purpose**: Dropdown menu.
- Invoice Date**: Text input field with a calendar icon.
- Vendor**: Dropdown menu showing "RJ TOASTMASTERS - 100-001-RJTOA00001".
- Invoice Number**: Text input field.
- Vendor Terms**: Text input field showing "Pay Upon Receipt".
- Total Invoiced Amount**: Text input field.
- Currency**: Dropdown menu showing "US Dollar".
- Requested Payment Due Date**: Text input field with a calendar icon.
- Payment Option**: Dropdown menu.
- Check Stock**: Dropdown menu.
- RJ Brokerage Account**: Text input field.

At the bottom of the form are two buttons: "Continue" and "Cancel".

6. In the Payment Request Title field, type **Toastmasters New Member Fee** or **Toastmasters Renewal Fee** (depending on whether you're a new member or renewing member).
7. In the Purpose field, select **ALL ACCOUNTS**.
8. In the Invoice Date field, enter the current date.
9. In the Invoice Number field, enter your last name followed by the date. For example, if your name is John Smith and the date 04/01/2015, you would enter "Smith040115."
10. In the Invoiced Amount field, enter the total membership or renewal fee.
11. In the Requested Payment Due Date field, enter the date your membership or renewal will begin.
12. In the Payment Option field, select **Pick up Check in St. Pete**.
13. In the Check Stock field, select **100 – Raymond James & Associates**.  
Your screen should look similar to this.

https://c251.extensity-hosting.com/ - PR00489724 - Payment Request for Kyle Pill...

### Payment Request PR00489724

Document Header

Enter the header information for this payment request and click Continue.

\* Payment Request Title: Toastmasters Renewal Fee

\* Purpose: ALL ACCOUNTS

\* Invoice Date: 4/1/15

\* Vendor: RJ TOASTMASTERS - 100-001-RJTOA00001

\* Invoice Number: Pillay040115

Vendor Terms: Pay Upon Receipt

\* Total Invoiced Amount: 45

\* Currency: US Dollar

Requested Payment Due Date: 4/1/15

\* Payment Option: Pick up Check in St Pete

\* Check Stock: 100 - Raymond James & Associates

RJ Brokerage Account: [Empty]

Continue Cancel

100%

14. Click **Continue**.

The Overview screen appears.

https://c251.extensity-hosting.com/ - PR00489724 - Payment Request for Kyle Pillay - PR Create - Internet Explorer pro...

### Payment Request Toastmasters Renewal Fee

Receipts History Print Close Submit Request Total: \$45.00 Items Total: \$0.00 Due Date: Apr 1, 2015

Overview Invoice Items Payment Notes Attach PBDA

Document Header

Tracking #: PR00489724

Purpose: ALL ACCOUNTS

Additional Information

View/Edit Header

Status/History

Status: Create

Owner: Kyle Pillay

Created By: Kyle Pillay

Status Details

Use the Items tab to view your payment request items, or add a new item by clicking Add Item.

Dues and Memberships - 0876-400 Add Item

After adding all items, click the Submit button to send your document for review.

100%

15. In the Items drop-down box, select **Dues and Memberships – 0876-400**.

16. Click **Add Item**.

The screen refreshes so that you can add additional information about the item.

https://c251.extensity-hosting.com/ - PR00489724 - Payment Request for Kyle Pillay - PR Create - Internet Explorer provided by

Payment Request Toastmasters Renewal Fee

Receipts History Print Close Submit Request Total: \$45.00 Items Total: \$0.00 Due Date: Apr 1, 2015

Overview Invoice Items Payment Notes Attach PBDA

Payment Item Dues and Memberships - 0876-400

Enter all the required information for this payment item and click Save.

Summary of Items

Payment Type ▲	Quantity...
Dues and Memberships - 0876-400	1

Standard Information

\* Payment Type: Dues and Memberships - \* Amount: 45.00 \* GL Description (Max 25 Characters): Toastmasters Renewal Fee

Charge Code Allocations [100% DOC DEV & MGMT]

Additional Information

Notes

Attach PBDA

Browse... +

Save Cancel

17. In the GL Description field, enter **Toastmasters Renewal Fee** or **Toastmasters New Member Fee** (depending on whether you're a new member or renewing member).

18. Click **Save**.

The Items screen appears.

https://c251.extensity-hosting.com/ - PR00489724 - Payment Request for Kyle Pillay - PR Create - Internet Explorer provided by

Payment Request Toastmasters Renewal Fee

Receipts History Print Close Submit Request Total: \$45.00 Items Total: \$45.00 Due Date: Apr 1, 2015

Overview Invoice Items [1] Payment Notes Attach PBDA

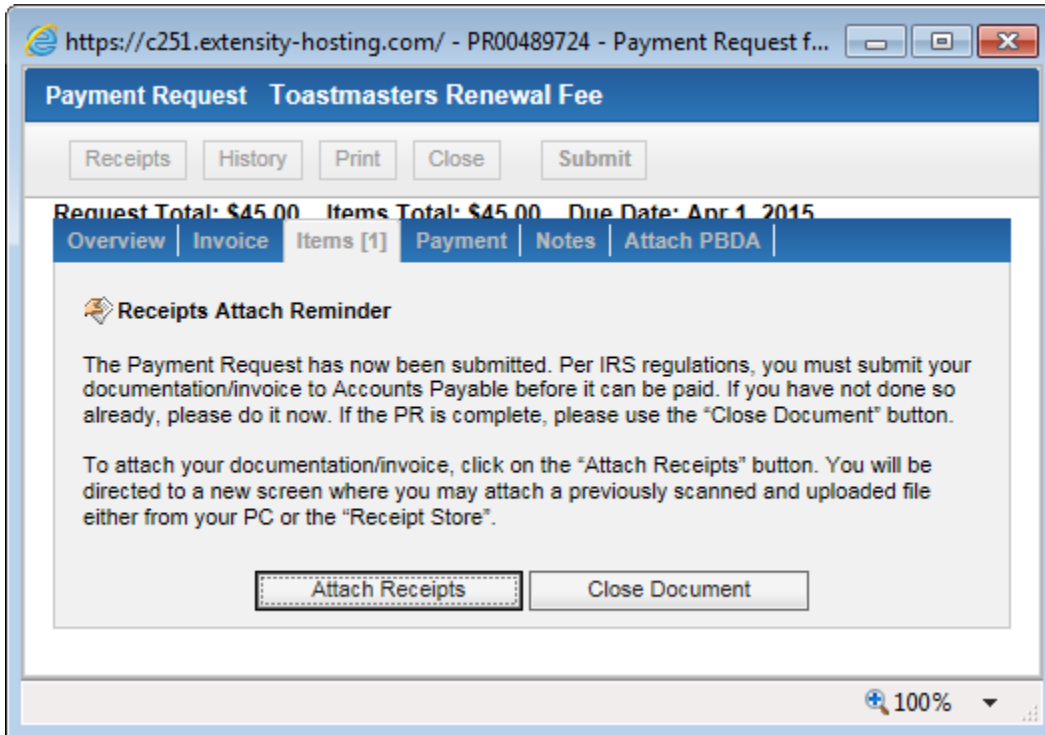
Payment Type

Add Item Delete Change Allocations

	Payment Type ▲	Quantity	Unit Price	Total Price				Description
<input checked="" type="checkbox"/>	Dues and Memberships - 0876-400	1	\$45.00	\$45.00				Toastmasters Renewal Fee

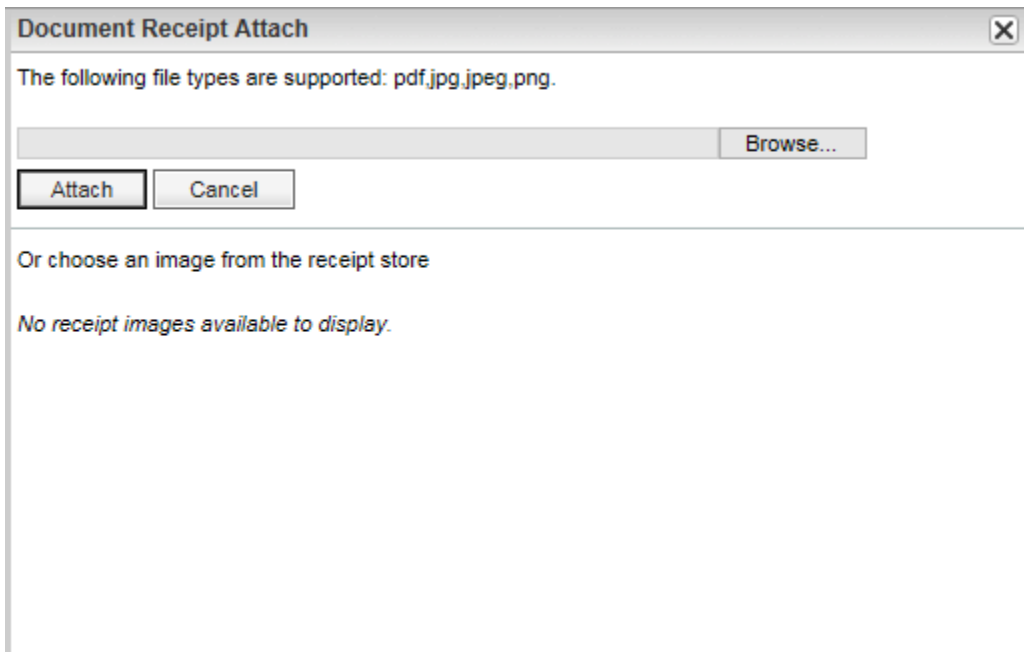
19. Click **Submit**.

The Receipts Attach Reminder screen appears.



20. Click **Attach Receipts**.

The Document Receipt Attach window appears.



21. Attach your New Member Application (if you're a new member) and the Dues Letter.

22. Click the **Submit** button.

Within a few days, you should get an email letting you know that your check is ready to be picked up.

23. Print the email, and pick up your check from the Accounts Payable department on Floor 3 of Tower 2.

24. You can either hand your check to one of the officers at the next Toastmasters meeting, you can send your check to the Treasurer via interoffice mail.