

# Fiscal Tech Quick Reference Guide



## Submitting a Credit Memo

### Overview

Credit Memos are processed through eMMA as their own Invoice Type. Credit Memos may or may not reference an Invoice and will be sent via the Ok2Pay file to R\*Stars where they will be treated as a credit. These Credit Memos will go through a very simple workflow where only the Agency Fiscal Officer will be required to approve the Credit Memo.

This Quick Reference Guide (QRG) shows a user with the Fiscal Tech role how to submit a credit memo.

**NOTE:** For best results, use the Google Chrome browser to access eMMA.

If you need help at any time, please reach out to the eMMA helpdesk at [emma.helpdesk@maryland.gov](mailto:emma.helpdesk@maryland.gov).

### Prerequisites

You will need a scanned copy of the Credit Memo saved on your device.

### Step-by-Step Instructions

#### Submitting a Credit Memo

**NOTE:** This QRG uses diagrams with specific callouts to show required and optional fields in forms. A yellow callout with



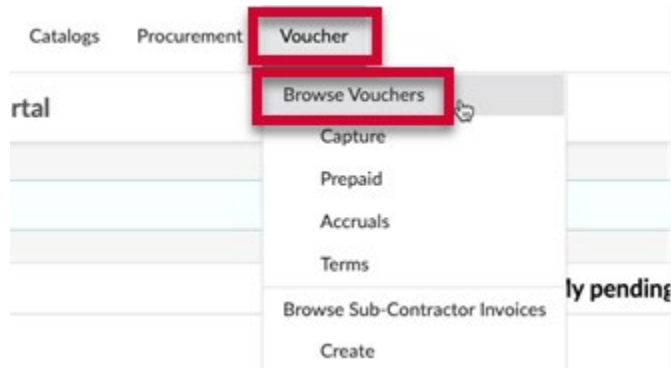
a red border indicates a required field, while yellow callouts with a black border indicate optional fields. Letters within the callouts correspond to the explanations below the diagram. A red asterisk (\*) indicates a required field.



1. Access eMMA at <https://emma.maryland.gov> and log in with your credentials.

**NOTE:** Depending on your agency, you may only need to click the **State SSO Login (Secure Auth)** button or the **MDOT SSO Login (MSAzure)** button and log in with your credentials.

2. Click the **Vouchers** tab at the top of the webpage and click the **Browse Vouchers** option from the drop-down menu.



3. Use the search fields and **Search** button at the top of the Browse Voucher page to locate the Voucher for which you wish to create a Credit Memo.
4. Click the Edit (pencil) icon to the left of the Voucher.

Create Credit Note

Create Voucher

Code	Code	Supplier	Currency	Ordered ①	Received ①	Vouched ①	Invoice Date	Agency
	<a href="#">INV178118</a>	<a href="#">INV_MDVA_789</a>	REGIONAL PEST MANAGEMENT	USD			10/13/2022	DOIT - Financial Services Director, Baltimore
	<a href="#">INV178117</a>	<a href="#">INV_MDVA456</a>	REGIONAL PEST MANAGEMENT	USD	36,000.00	36,000.00	36,000.00	10/13/2022 DOIT - Financial Services Director, Baltimore
	<a href="#">INV178116</a>	<a href="#">INV_DBM_345</a>	REGIONAL PEST MANAGEMENT	USD	36,000.00	36,000.00	36,000.00	10/13/2022 DBM - State Fleet Administration
	<a href="#">INV178115</a>	<a href="#">INV_DGS_123</a>	REGIONAL PEST MANAGEMENT	USD	36,000.00	36,000.00	36,000.00	10/13/2022 DGS - Real Estate Management
	<a href="#">INV178114</a>	<a href="#">INV_MDVA_456</a>	REGIONAL PEST MANAGEMENT	USD	36,000.00	36,000.00	36,000.00	10/13/2022 MDVA - Annapolis

5. Click the **Create a Credit** button

Standard Invoice INV178115 - 36,000.00 - Ok to Pay - REGIONAL PEST MANAGEMENT

Search ①

← << Previous    Next >> →    **Create a credit**    Cancel Voucher

Expected date format: M/d/yyyy

### Voucher header - Ok to Pay

Vendor Invoice Number INV_DGS_123	Currency USD
Invoice Date 10/13/2022	Invoice Receipt Date 10/13/2022
Vendor REGIONAL PEST MANAGEMENT	Contact Jennifer HAUF
Organization DGS - Real Estate Management	Voucher Type Standard Invoice
Dept Approved Date 10/13/2022	Vendor Tax ID 043680000
	RStars Document Number ① VOE00016

### Payment

Due Date  
10/13/2022

Payment 1  
% NET 100.00

Vendor Ref  
000 43680000

Address  
4333 W...

Address 2

6. Change voucher type to credit note

The screenshot shows the 'Credit Header' form. The 'Voucher Type' dropdown menu is open, showing options: 'Credit note' (selected), 'Expedited Invoice', 'Standard Invoice', and 'Scheduled Payments'. The 'Credit note' option is highlighted with a red box. Other fields in the form include Code, Currency (USD), Match Type, Credit Date, Credit Receipt Date (9/2/2022), Dept Approved Date, Vendor (Test 2.0 SIT), Contact (Debra TESTA), Vendor Tax ID, Organization (DGS - Real Estate Division), and Stars Document Number.

7. Enter information in the fields for the **Credit Header** section. A red asterisk indicates a required field.

The screenshot shows the 'Credit Header' form with several fields highlighted by red boxes and labeled with letters: 'a' for Code, 'b' for Credit Date, 'c' for Credit Receipt Date, 'd' for Vendor, 'e' for Contact, and 'f' for Organization. The 'Voucher Type' dropdown is also visible, showing 'Credit note' selected. The 'Contact' field is populated with 'Jennifer HAUF'. The 'Organization' field is populated with 'DGS - Real Estate Management'. The 'Currency' field is set to 'USD'. The 'Credit Receipt Date' is set to '10/13/2022'. The 'Stars Document Number' field is empty.



- a. **Code (\*)**: Enter the code on the Vendor Credit Memo.
- b. **Credit Date (\*)**: Enter the date on the Credit Memo.
- c. **Credit Receipt Date (\*)**: Enter the date the Credit Receipt was created. Auto-populates to today's date.
- d. **Vendor (\*)**: Auto-populates with Vendor's information. Verify this field is correct.
- e. **Contact (\*)**: Auto-populates with the Vendor's information. Verify this field is correct.
- f. **Organization (\*)**: Auto-populates with the Vendor's information. Verify this field is correct.

8. Scroll horizontally to the right and click the **Click or Drag to add a file** button to upload the scanned image of your Credit Memo.

**Voucher Links**

Orders ⓘ\*

PO000069 - Req. 10/12/2022-REGIONAL PEST MANAGEMENT

Contract

Linked Invoice (credit)

10/13/2022

**Scanned Credit**

Scanned Credit\*

gif, jpg, jpeg, png, pdf, xml format(s) accepted.307,200 kb limit.

Click or Drag to add a file

Scanned Credit must have a value

9. Click the **Save** button at the top of the page

Search ⓘ

Save Cancel Voucher Launch Voucher workflow

Currency

USD

Credit Receipt Date\*

10/13/2022

Dept Approved Date

Due Date

10/13/2022

Payment Terms

% NET 30

10. Adjust line items as necessary in the **Voucher Items** section.

Voucher Items

+ Additional Costs

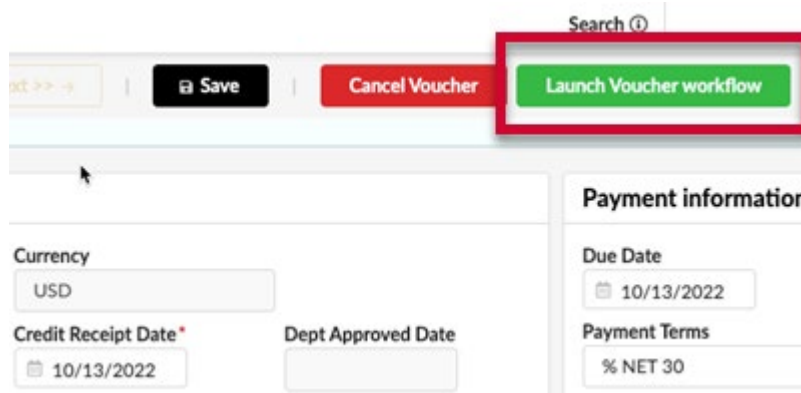
0 Selected Delete selected items Apply Selected Taxes Apply Default Taxes Add all PR/Order Items

PO / Contract	Item Name	Due	QTY	UOM	UP Pretax	Amount	Diff.
PO000042 - Res. 8/22/2022-Test 2.0	ADMINISTRATIVE SERVICES ALL K...		1.00	Ea.	25,629.735.00	25,629.735.00	25,629.735.00
			1.00	Ea.			

Total Amount (Excl. Tax) 25,629.735.00 USD

Total Amount (Incl. Tax) 25,629.735.00 USD

11. Click **Launch Voucher Workflow** button at the top of the screen



The screenshot shows the top navigation bar of the eMaryland Marketplace Advantage system. It includes a search bar, a 'Save' button, a 'Cancel Voucher' button, and a 'Launch Voucher workflow' button, which is highlighted with a red rectangular box. Below the navigation bar, the main content area is divided into two sections. The left section contains fields for 'Currency' (set to USD), 'Credit Receipt Date' (set to 10/13/2022), and 'Dept Approved Date'. The right section, titled 'Payment information', contains fields for 'Due Date' (set to 10/13/2022) and 'Payment Terms' (set to % NET 30).

The credit memo is then launched and sent to the Fiscal Officer for approval.

