

Fiscal Officer Quick Reference Guide



eMMA Transmittal Preparation

Overview

This Quick Reference Guide (QRG) shows the best method to prepare your transmittal vouchers in eMMA for GAD review.

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.

Prerequisites

To complete this process, you will need access to the ViewDirect application. If you need credentials, contact the ServiceDesk.

Step-by-Step Instructions

Preparing Your Transmittal, via ViewDirect

1. Log into ViewDirect and navigate to the DAFR211R Report and print this report as a PDF to your device. This is your Transmittal Cover Sheet. You will need this for work in eMMA.
2. 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.

3. Click the Voucher tab at the top of the webpage and select the Browse Vouchers option from the drop-down menu that opens.
4. Click the R*Stars Document Number field, enter an R*Stars number and click the Search button.

NOTE: Relevant R*Stars numbers are listed on the ViewDirect Transmittal Cover Sheet.

★ **PRO TIP:** The RStars Document Number column is all the way to the right on the results page.




emma Contracts Catalogs Procurement **Voucher** Accessibility Fiscal Officer AH.

Browse Vouchers Search

Expected date format: M/d/yyyy

Keywords RStars Document Number

Create Credit Note Create Voucher

Code	Code	Supplier	Currency	Ordered	Received	Vouched	Invoice Date	Agency	Payment Date	Invoice Status	RStars Document Number
 INV178210	20221117008	COCA-COLA BOTTLING CO CONSOLIDATED	USD	9.00	9.00	9.00	11/17/2022	DOIT - Financial Services Director, Baltimore		Ok to Pay	V1E00023
 INV178209	2-02/21 11\$7-002	COCA-COLA BOTTLING CO CONSOLIDATED	USD	900.00	300.00	300.00	11/17/2022	DOIT - Financial Services Director, Baltimore		Ok to Pay	V1E00022
 INV178208	11/14/2022	COCA-COLA BOTTLING CO CONSOLIDATED	USD	9.00	9.00	9.00	11/14/2022	DOIT - Financial Services Director, Baltimore		Business	

RStars Document Number Column

- Click the Edit (pencil) icon to the left of the voucher to access it. You can also click the links in the **Code** columns to access the voucher.

emma Contracts Catalogs Procurement **Voucher**


Browse Vouchers

Expected date format: M/d/yyyy

Keywords RStars Document Number

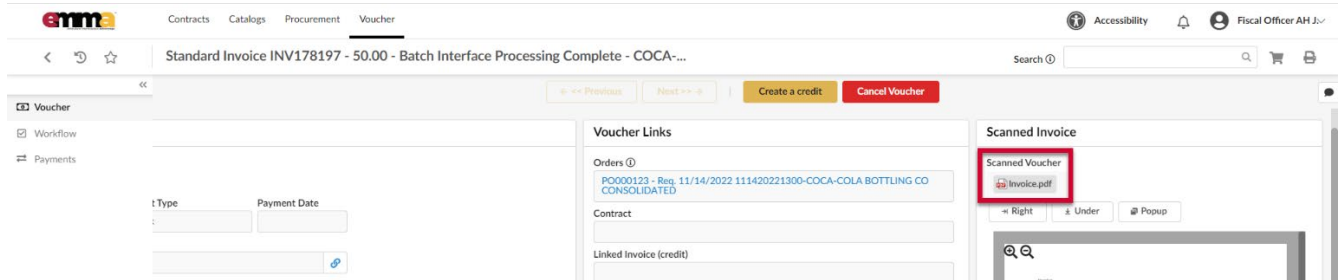
Filters RStars Document Number: V1E00017 x

Create Credit Note Create Voucher

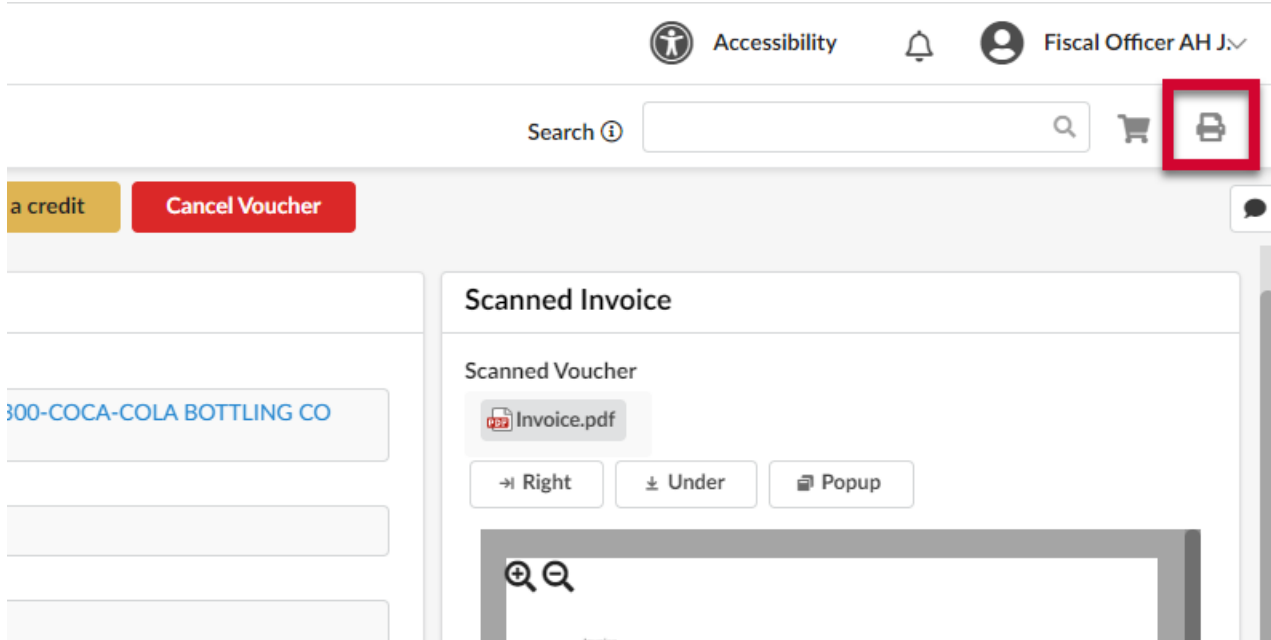
Code	Code	Supplier	Currency	Ordered	Received	Vouched	Invoice
 INV178197	111420221300	COCA-COLA BOTTLING CO CONSOLIDATED	USD	50.00	50.00	50.00	11/1/2022

1 Result(s)

6. Scroll horizontally to the right to the **Scanned Invoice** section and click the document icon to download it and save it to your device.



7. Click the Printer icon in the upper right-hand corner of the webpage. A new window opens.



8. Click the **Print** button at the top of the webpage. Your device's print preparation window opens.
9. Select the option to **print this as a PDF**.
10. **IMPORTANT** Select the Paper size **A2**, or any paper size that shows all the data fields in the preview. GAD may reject the invoice if they cannot see all the supporting details associated to the voucher.
11. Click the **Print** button and save it to your device.
12. Repeat this process for as many vouchers as apply to your Transmittal Cover Sheet.
13. Prepare Transmittal package and submit via eBooks.

If you need instructions for eBooks submission, view this QRG:



Adobe Acrobat
PDFXML Document