

# Fiscal Officer - Quick Reference Guide



## Approving/Reconciling an Invoice in eMMA

### Overview

When invoices get created in eMMA, they go through a series of approvals before Vendors can get paid. After the department has approved an invoice (both the Requester and the Requester's Supervisor), the Fiscal Tech is the first AP approver. They are responsible for validating the information on the scanned invoice from the vendor compared to what has been added to the data fields in eMMA. Once the Fiscal Tech approves, the Fiscal Officer becomes the Final Poster of the voucher document. This then triggers the integration to R\*Stars.

This Quick Reference Guide (QRG) shows a user with the **Fiscal Officer** profile how to approve the voucher.

**NOTE:** Once the you approve the voucher in eMMA, it will not be available in R\*Stars **until the following morning** to create your transmittal.

**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

- An invoice from a purchase order in eMMA submitted by the Fiscal Tech.

### Step-by-Step Instructions

#### Approve/Reconcile and Invoice in eMMA

**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 in the eMMA interface.

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. Validate the **Finance Manager Approval** request is present under **My pending validations** section on the eMMA homepage. Click the blue URL link under the **Object** column to navigate to it.

**My pending validations** 11 Results

Workflow	Activity	Object	Forwarded on
Invoice Reconciliation v8	Finance Manager Approval	<a href="#">- Test 2.0 SIT - 141020221758 - 10/14/2022</a>	10/14/2022
Request for PO v12	Integration Troubleshoot	REQ000185 - Req. 10/14/2022 (DGS - Procurement and Logistics Director - tester00 Requestor)	10/14/2022
Request for PO v12	Integration Troubleshoot	REQ000173 - Copy of Copy of Req. 10/7/2022 (MDVA - Annapolis - Sharma Aditi)	10/13/2022
	Integration	REQ000171 - Copy of Req. 10/12/2022	

3. Validate the details present in **Voucher** tab on the left side under the standard invoice page.

Standard Invoice INV178139 - AP Review - Test 2.0 SIT

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**Voucher**

Workflow

Payments

**Voucher header - AP Review**

Vendor Invoice Number: 141020221758

Currency: USD

Invoice Date: 10/14/2022

Invoice Receipt Date: 10/14/2022

Dept Approved Date: 10/14/2022

Vendor: Test 2.0 SIT

Contact: Test DEBRA

Vendor Tax ID: 234567800

Organization: DGS - Information Technology Services

Voucher Type: Standard Invoice

RStars Document Number

**Payment information**

Due Date: 11/13/2022

Payment Terms: % NET 30

Payment Type: Check

Payment Date:

Vendor Remit-To Address: 000 Department of Information Technology SUP994175

Address: Department of Information Technology

Address Line 2: 100 Community Pl., Suite...

Address Line 3:

Address Line 4:

Postal Code: 21032

City: Crownsville

Country: UNITED STATES

State/Province: Maryland

**Vendor Remit-To Address**

AP Voucher Email:

AP Voucher Fax:

AP Voucher Phone:

Address: Department of Information Technology

Address Line 2:

4. Click the **Approve** button the top of the webpage.

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