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.

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

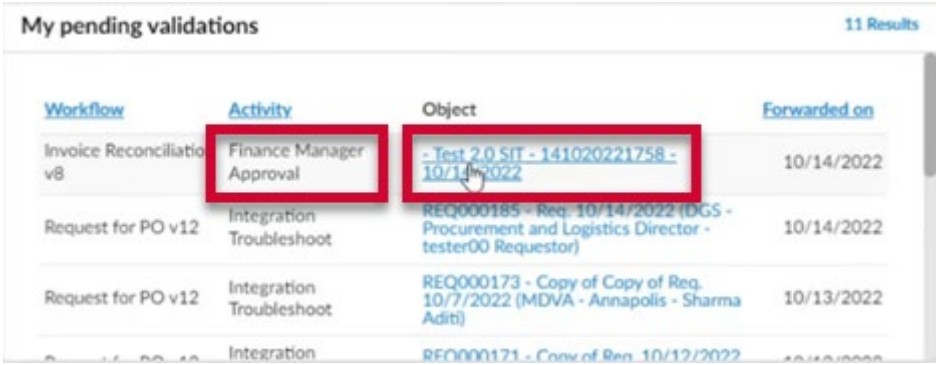
indicates a required field, while yellow callouts with a black border

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.

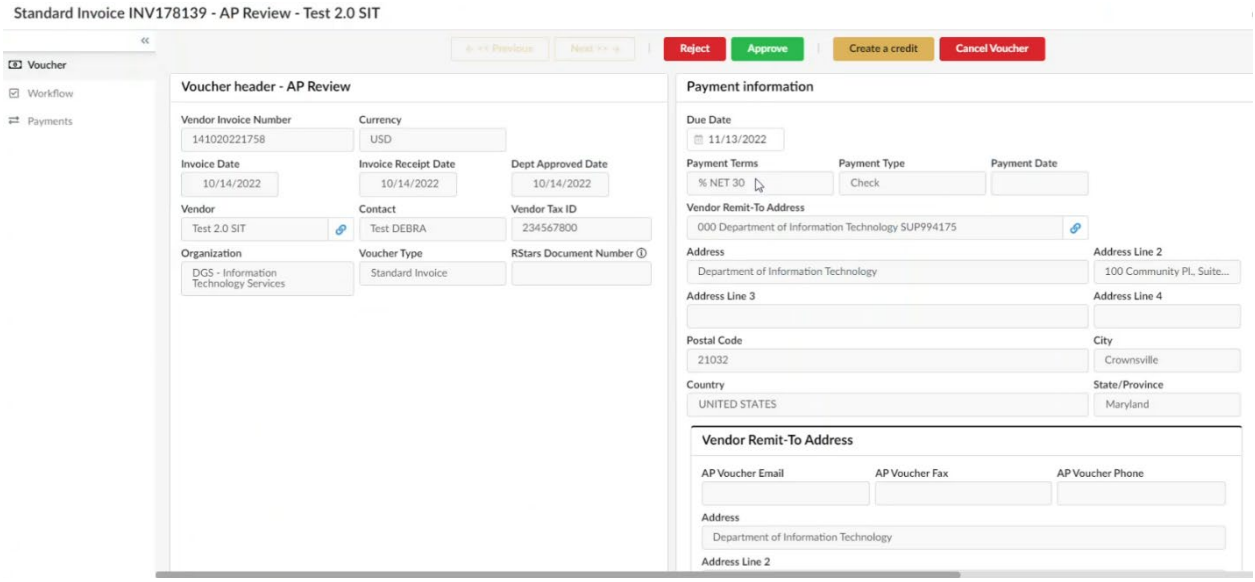
1. Access eMMA at https://emma.maryland.gov and log in with your credentials.

   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.



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



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