

Vendor Reference Guide



Viewing Payment Status in eMMA

Overview

Once a Vendor submits an invoice in eMMA, it goes through a workflow of approvals before it's paid by the State. Vendors can see the status of an invoice along this approval path. This Quick Reference Guide (QRG) shows a Vendor how to view the payment status of an invoice in eMMA.

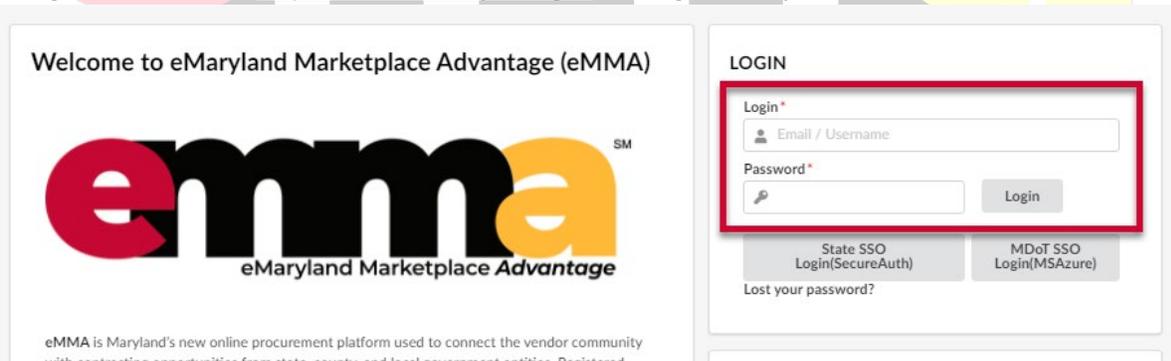
NOTE: For best results, use the Google Chrome browser to access eMMA.

If you need help at any time, please reach out to the eMMA helpdesk at emma.helpdesk@maryland.gov.

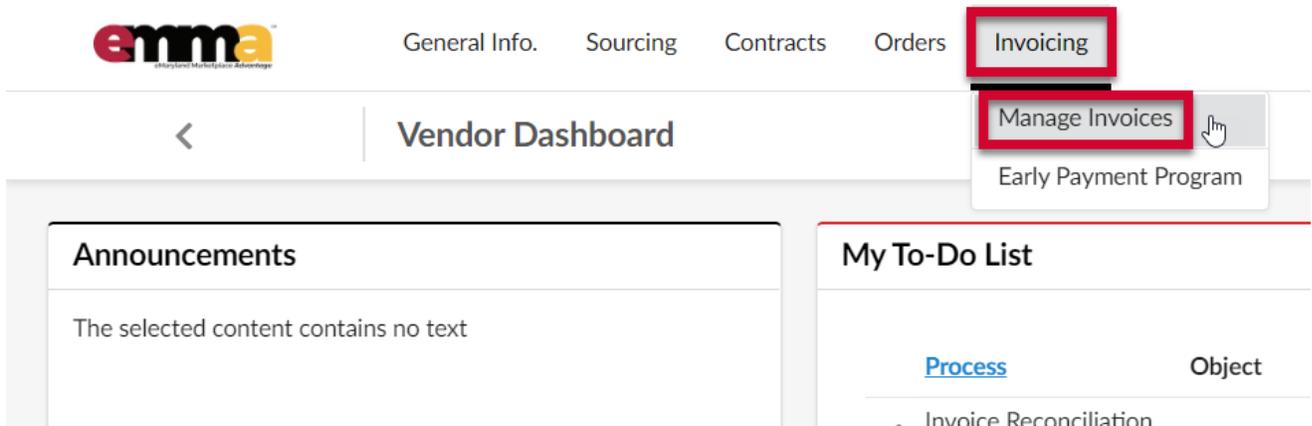
Step-by-Step Instructions

View Payment Status of an Invoice in eMMA

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

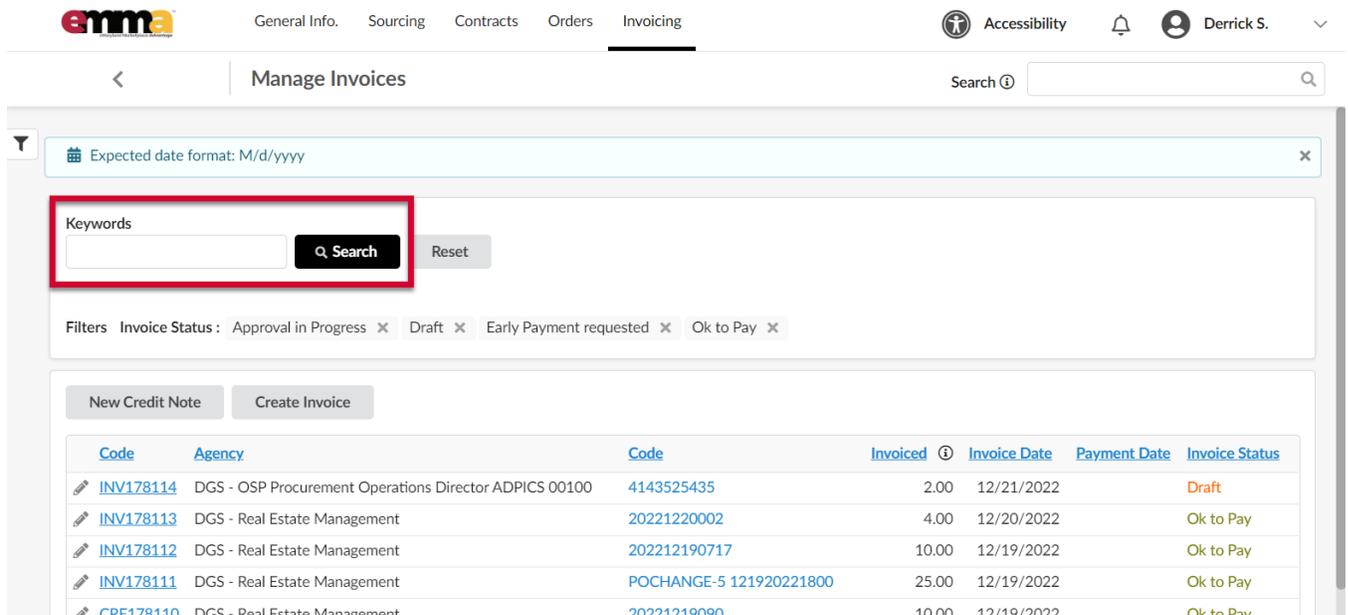


2. Click the **Invoicing** tab at the top of the webpage to open the drop-down menu and select the **Manage Invoices** option.



3. Use the **Keyword** fields and click **Search** button at the top of the window to find your invoice.

PRO TIP: By default, this search only returns invoices in **Draft, OK-to-Pay, Early Payment Requested, and Approval in Progress** statuses. **OPTIONAL** Click the X to the right of the status above the list to remove them and see invoices for **all statuses**.



4. Click the Edit (pencil) icon to the left of the invoice you want to view. A new window opens.

PRO TIP: The number in the first Code column refers to the Invoice number in eMMA. The number in the second

Code column refers to the number on the submitted invoice.

Manage Invoices

Expected date format: M/d/yyyy

Keywords

Filters Invoice Status: Early Payment requested x Ok to Pay

Code		Code	Invoiced	Invoice Date	Payment Date	Invo
INV178114	DGS - Procurement Operations Director ADPICS 00100	4143525435	2.00	12/21/2022		Dra
INV178113	DGS - Real Estate Management	20221220002	4.00	12/20/2022		Ok t
INV178112	DGS - Real Estate Management	202212190717	10.00	12/19/2022		Ok t
INV178111	DGS - Real Estate Management	POCHANGE-5 121920221800	25.00	12/19/2022		Ok t
CRE178110	DGS - Real Estate Management	20221219090	10.00	12/19/2022		Ok t
INV178109	DGS - Real Estate Management	20221219040	10.00	12/19/2022		Ok t
INV178108	DGS - Real Estate Management	POCHANGE-5 121920221730	25.00	12/19/2022		Ok t
INV178107	DGS - Real Estate Management	POCHANGE-5 121920221700		12/19/2022		Dra

5. Click the **Payment** tab on the left-hand side-panel. Any payments that were made to the Vendor for this invoice will be listed here along with relevant information. If there are no results, then payment has not gone through yet.

< Standard Invoice INV178113 - 4.00 - Ok

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- i** Info gen.
- Add. Information
- Workflow
- ↔** Payments

Expected date format: M/d/yyyy

Invoice header - Ok to Pay

Vendor Invoice Number	Currency
20221220002	USD
Invoice Date	
12/20/2022	
Vendor	Contact
COCA-COLA BOTTLING CO CONSOLIDATED	Derrick SMITH

6. (Optional) Click the Workflow tab on the left-hand side-panel to see the status of the invoice. The Workflow tab shows you the status of your invoice and who has it.

< Standard Invoice INV178113 - 4.00 - Ok to Pay - COCA-COLA BOTTLING CO

Info gen. Add. Information **Workflow** Payments

Expected date format: M/d/yyyy

Invoice header - Ok to Pay

Vendor Invoice Number	20221220002	Currency	USD
Invoice Date	12/20/2022		
Vendor	COCA-COLA BOTTLING CO	Contact	Derrick SMITH

Payment information

Payment Term:	% NET 30
Payment Type	Check
Vendor Remit:	000 PO BO

At any time when you're viewing your invoice, you can see the status in the title bar just below the tabs at the top of the webpage.

emma General Info. Sourcing Contracts Orders **Invoicing**

< Standard Invoice INV178113 - 4.00 - **Ok to Pay** - COCA-COLA BOTTLING CO

Info gen. Add. Information **Workflow** Payments

New Credit Note

OK to Pay	Aditi SHARMA	20 Dec 2022 14:43:47:317
OK to Pay	Nitor ADMIN	20 Dec 2022 14:43:47:317
OK to Pay	Sini JACOB	20 Dec 2022 14:43:47:317
OK to Pay	Tonya KILLGO	20 Dec 2022 14:43:47:317
OK to Pay	Cathy MARZOLA	20 Dec 2022 14:43:47:317
OK to Pay	Nitor ADMIN 2	20 Dec 2022 14:43:47:317
OK to Pay	Victoria STEEGER	20 Dec 2022 14:43:47:317
OK to Pay	Antonio SANTOS	20 Dec 2022 14:43:47:317
OK to Pay	Jessica SURDIN	20 Dec 2022 14:43:47:317
OK to Pay	Leonid LEYTMAN	20 Dec 2022 14:43:47:317
OK to Pay	Ruju BHATT	20 Dec 2022 14:43:47:317
OK to Pay	John KELLY	20 Dec 2022 14:43:47:317
OK to Pay	Daniel ALTUNYUZUK	20 Dec 2022 14:43:47:317
OK to Pay	Christy GARZA	20 Dec 2022 14:43:47:317

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You may see the following statuses for your invoice:

Draft – This means that the invoice is still a draft and hasn't been sent through the workflow.

Business Review – This means the invoice is going through the receipt reconciliation and supervisor approvals in the workflow.

AP Review – This means the invoice is going through the AP validation and Finance Manager approvals in the workflow.

Ok to Pay – This means the invoice is ready to be paid.

