**AOC
GRANT MANAGEMENT SYSTEM
(GMS) TRAINING**

THIS PLATFORM IS CURRENTLY SERVING AS THE NEW REPOSITORY FOR MEDIATION GRANT DOCUMENTS.
THE LONG-TERM GOAL FOR THE PLATFORM WILL BE TO RECEIVE GRANT DATA AND USE SAID DATA TO GENERATE
AN INVOICE WHICH IS THEN DIRECTLY SENT TO AOC FISCAL.

THIS IS THE AMP HOME PAGE

AMP ACCESS HAS BEEN GRANTED

GMS ACCESS HAS BEEN GRANTED

YOU ARE READY TO ENTER YOUR CONTRACTS INTO GMS

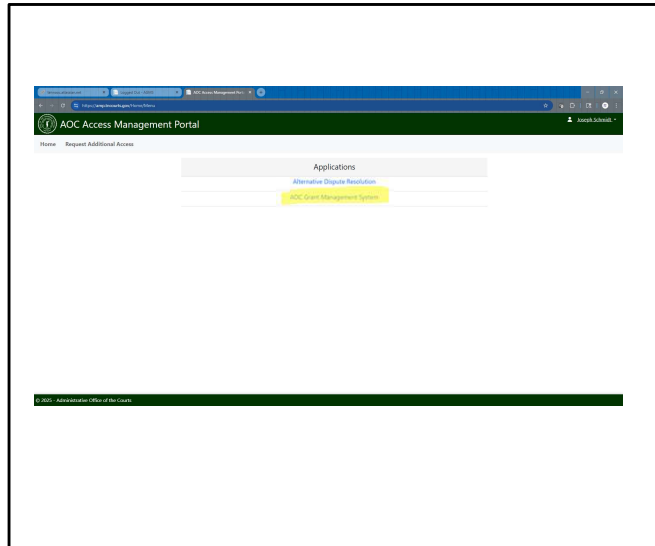NOW THAT YOU HAVE AMP ACCESS; WHEN YOU LOG INTO AMP, YOU WILL BE DIRECTED TO THE PORTAL HOME PAGE

STEP #1

HOW TO ESTABLISH YOUR CONTRACTS IN THE PORTAL
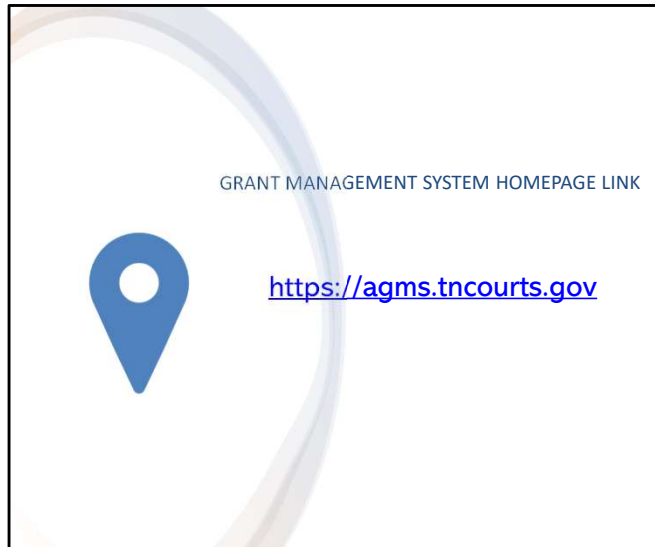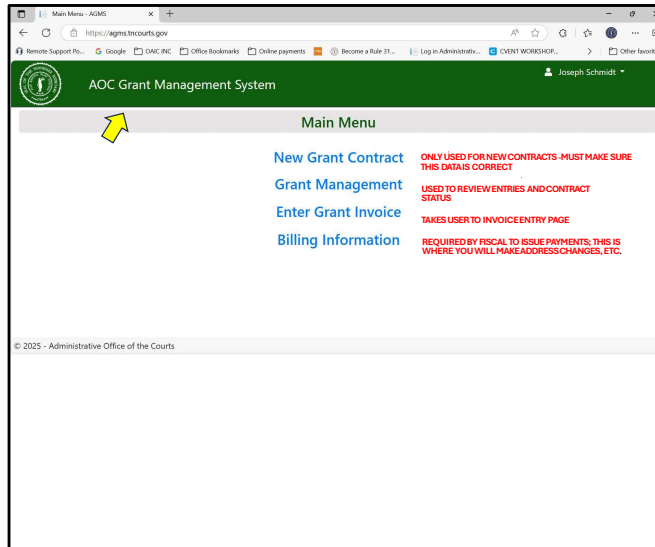
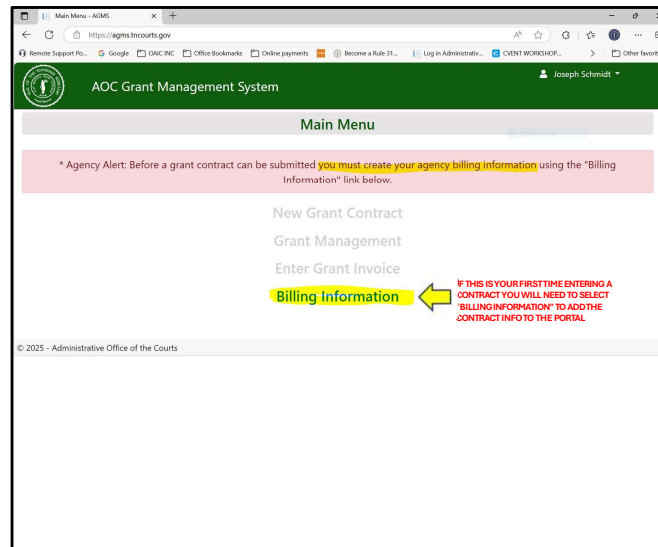AMP PORTAL HOME PAGE – SELECT THE PORTAL YOU WHICH TO ACCESS

GRANT MANAGEMENT SYSTEM HOMEPAGE LINK

https://agms.tncourts.gov

- Go to the GMS HOME PAGE (https://agms.tncourts.gov/)
- WE RECOMMEND YOU SAVE THIS LINK TO YOUR BROWSER FOR QUICK ACCESS.

THIS IS THE GRANT MANAGEMENT SYSTEM **MAIN MENU** PAGE

- **BILLING INFORMATION LINK-**
- THIS PAGE IS THE FIRST STEP REQUIRED TO CREATE THE CONTRACT ACCOUNT.
- ONCE THE BILLING INFO IS ENTERED MULTIPLE CONTRACTS MAY BE ENTERED UNDER THIS INFO

PAYMENT PROCESS AFTER SUBMISSION:

- THE AOC DOES NOT PAY INVOICES DIRECTLY
- THE AOC FISCAL DIVISION REVIEWS INVOICES FOR ACCURACY AND SUBMITS THEM TO THE FINANCE AND ADMINISTRATION DEPARTMENT FOR PAYMENT TO ISSUE
- IF THE FISCAL DIVISION FINDS AN ERROR THE REQUEST WILL BE RETURNED TO GRANT STAFF FOR CORRECTION; THIS WILL DELAY PAYMENT PROCESSING.
- PLEASE KEEP BILLING INFO UPDATE THROUGHOUT THE GRANT CYCLE

STEP #2

HOW TO ENTER CONTRACT INFORMATION
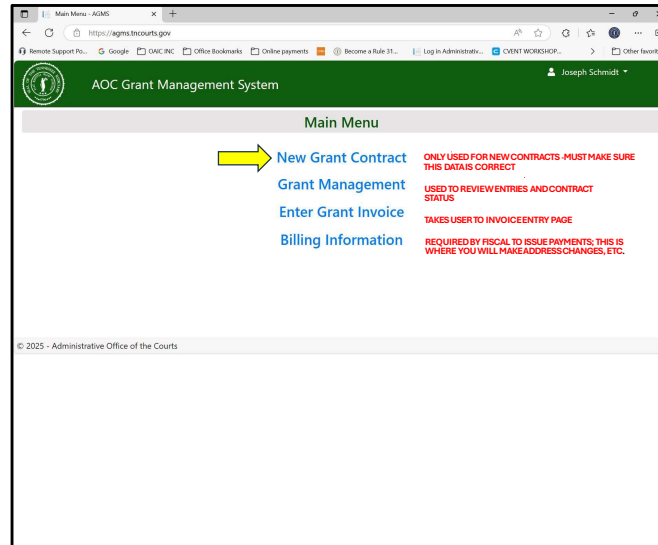
1ST RETURN TO THE MAIN MENU AND SELECT *NEW GRANT CONTRACT*

THIS PAGE IS VERY IMPORTANT
PLEASE ENSURE THE CONTRACT DATA IS ENTERED CORRECTLY
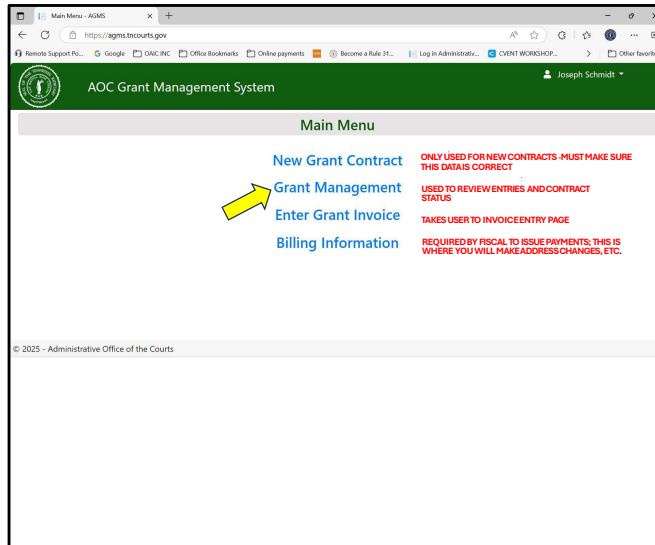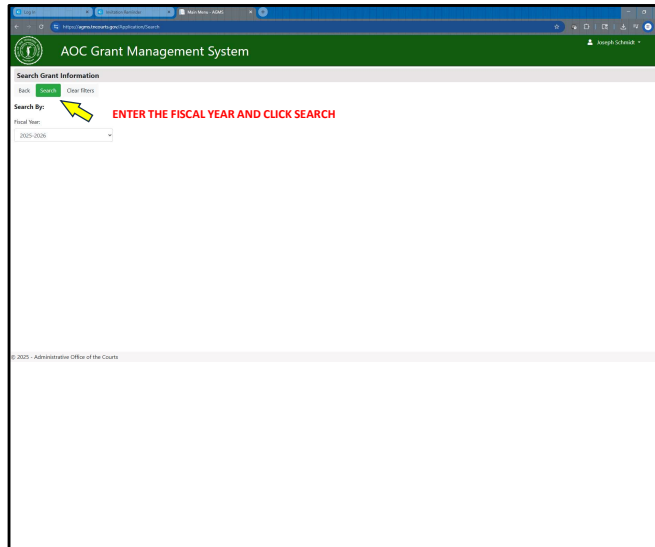 IF OTHER DOCUMENTS ARE REQUIRED FROM YOUR AGENCY, PLEASE CLICK *THE ADD ATTACHMENT*

STEP #3

HOW TO QUICKLY REVIEW YOUR
GRANT ACTIVITY, STATUS, ETC.
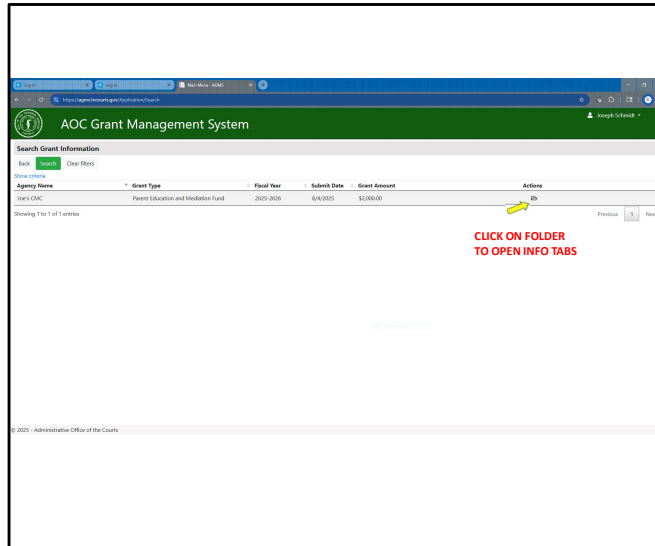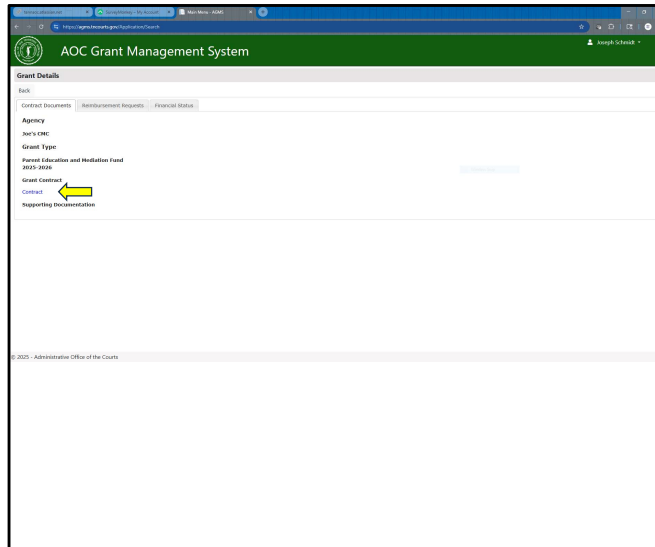
SELECT *GRANT MANAGEMENT* TO REVIEW PREVIOUSLY SUBMITTED INVOICES, ETC.

SEARCH FOR THE GRANT YOU WANT TO ACCESS FOR BILLING, ETC.

YOUR GRANTS WILL POPULATE
YOU WILL CLICK ON THE ACTION ICON (FOLDER) TO REVIEW THE CONTRACT INFORMATION

- 3 INFO TABS
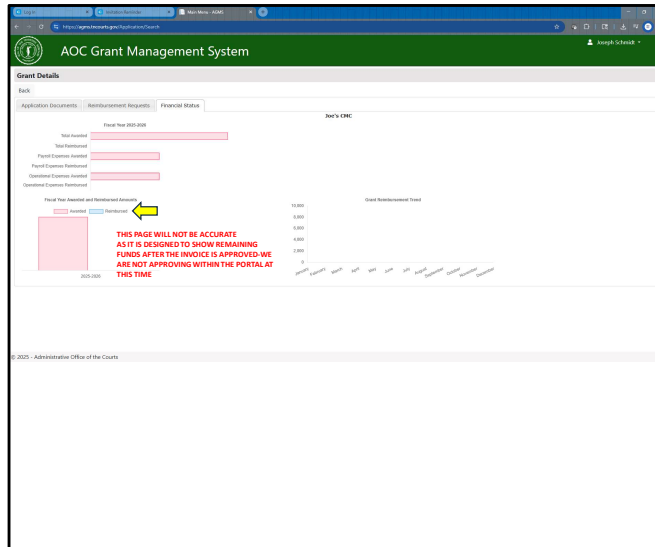- IMPORTANT INFO RELATED TO THE CONTRACT AND INVOICE ACTIVITY ARE LOCATED UNDER EACH TAB
- TO VIEW THE CONTRACT, SIMPLY CLICK ON *CONTRACT*
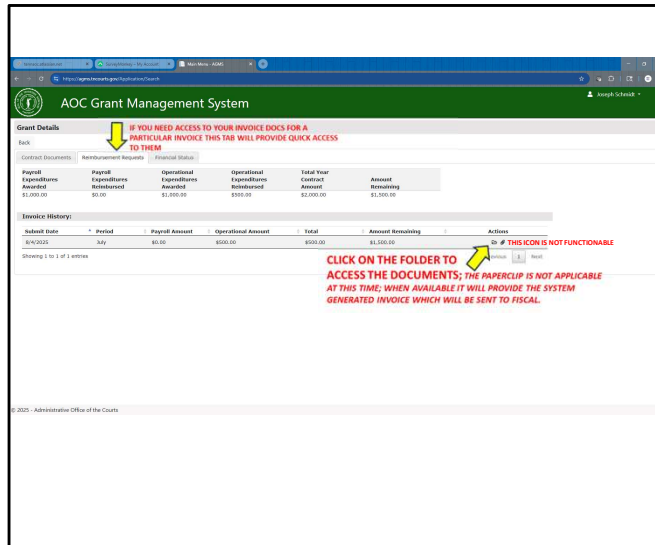
REIMBURSEMENTS REQUEST TABS
- USE THIS TAB TO REVIEW ALL INVOICES SUBMITED TO THE AOC
- THE PLATFORM DOES NOT GENERATE INVOICES AT THIS TIME

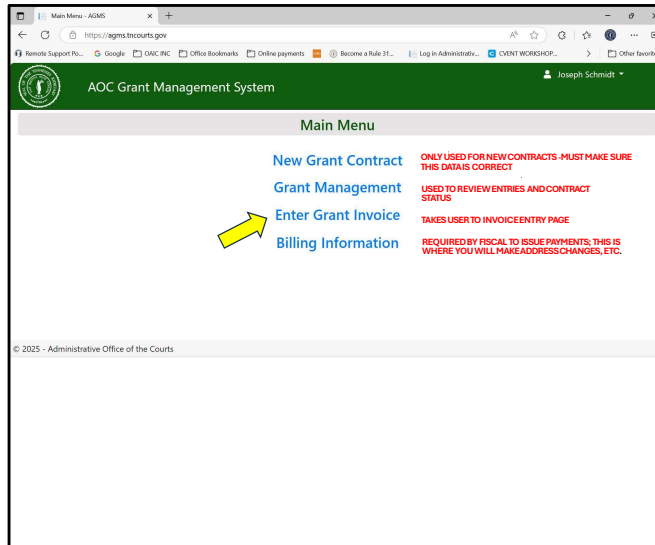3RD TAB IS NOT FUNCTIONAL AT THIS TIME BUT IS INTENDED TO TRACK GRANT ACTIVITY

STEP #4

HOW TO ENTER AN INVOICE

INSTRUCTIONS:
1. GO TO THE MAIN MENU AND CLICK **ENTER GRANT INVOICE**

2. YOU MUST SELECT THE GRANT TYPE AND INVOICE PERIOD (THE MONTH FOR WHICH YOU ARE SEEKING REIMBURSEMENT) FROM THE DROP-DOWN LISTS

3. GRANT INVOICE ENTRY PAGE
- THIS IS THE PAGE THAT YOU ALLOWS YOU TO UPLOAD YOUR REPORT DOCUMENTS;
- THE LAST STEP REQUIRES A PARTY TO CERTIFY THE SUBMISSION AND CLICK THE "SUBMIT" BUTTON TO GENERATE THE INVOICE.
- THIS IS SAVES YOUR DOUCMENT AND NOTIFIES STAFF THE REIMBURSEMENT REQUEST HAS BEEN SUBMITTED
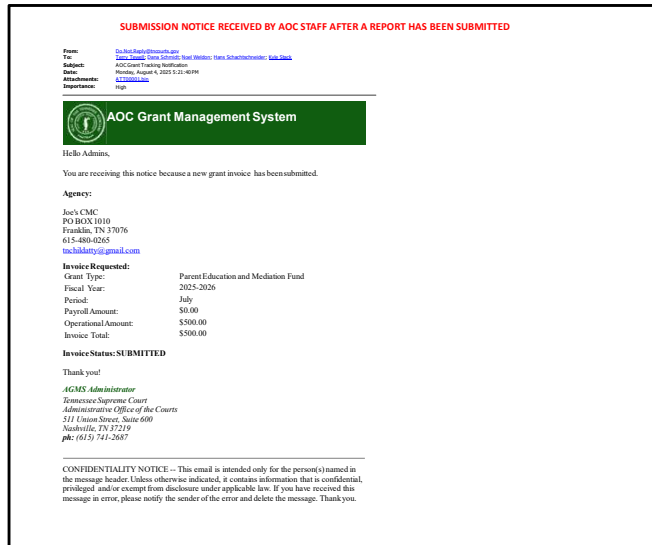
4. CONFIRMATION EMAIL
- AFTER THE REQUEST IS SUBMITTED A CONFIRMATION MESSAGE IS GENERATED
- THE EMAIL IS SENT TO THE EMAIL ADDRESS ON FILE

VERY IMPORTANT TIP FOR PAYMENT PROCESSING

IF YOU HAVE NOT REQUESTED DIRECT DEPOSIT, WE ASK YOU SERIOUSLY CONSIDER DOING THIS FOR YOUR AGENCY.

WE DO NOT PROCESS THIS REQUEST – YOU WILL NEED TO ACCESS SUPPLIER INFORMATION HERE:

https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/supplier-information/faq.html

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