

# **SUNGARD** GTM Bootcamp

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## Introduction

The purpose of this course is to provide an end-to-end comprehensive overview of the GTM application including basic navigation through system administration. This is a 5-day course covering these sections:

- Basic navigation
- Static data entry
- Deal entry
- Reporting
- Transaction management
- Managing inventories
- Scheduling
- System setup
- Security
- Troubleshooting

## Introduction to GTM (1 day)

The purpose of the Introduction to GTM course is to provide an overview of the GTM application starting with basic navigation, static data, deal entry and basic reporting. Training manual with exercises is included. (.8 CEUs)

### Basic Navigation

- Search
- Sorting
- Views
- Exporting data
- Trade entry

### System Setup

- Companies
- Statement accounts
- Facilities
- Inventory account rules
- Points
- Interconnects

### Deal Entry

- Quick deal entry
- Copy existing deals
- Pricing
- Field favorites
- Service deals
- Confirm deals

### Reporting

- Running reports from GTM

## GTM Back Office (1 day)

The purpose of the GTM Back Office course is to provide an overview of the back office functions of the GTM application. Along with basic navigation topics, this course will include contracts,

managing inventories, and managing transaction accounting. Training manual with exercises is included. (.8 CEUs)

#### Contracts

- Contract definitions
- Commodity contract terms
- Service contracts
- System defaults

#### Inventory Balances

- View inventory balances
- Adjust inventory balances
- Inventory accounts
- Inventory account groups
- Inventory report

#### Transaction accounting

- Typical GTM Accounting process
- Control periods
- Accounting status
- Accounting status transition
- Actualization
- Manage charges
- Generate charges – batch
- Generate Charges – demand
- Generate statements

### **GTM Scheduling (.5 day)**

This course is designed for those who utilize GTM to schedule such as schedulers, dispatchers, and gas controllers. To create, edit and delete plans and balance volumes. Along with basic navigation, this is half-day course will focus on GTM's nomination screen, and the functions available within and from this screen. Training manual with exercises is included. (.4 CEUs)

#### Nominations

- Set query filters
- Nomination entry
- Update nominations
- Position balance
- Operational balance

### **GTM Reporting (.5 day)**

This course is designed to give a more in-dept overview of the reporting capabilities through GTM and BI Publisher. This course will include an overview of previously designed reports and a basic understanding of creating additional reports through BI Publisher. Training manual with exercises is included. (.4 CEUs)

- Running reports from GTM
- Standard reports
- Understand how to view reports in BI Publisher

- Understand how to create reports
- Creating templates
- Administering BI Publisher

## GTM System Administration (1 day)

This course is designed for those that will be administrating GTM. The course will include system setup, security maintenance, and basic support and troubleshooting techniques within GTM. Training manual with exercises is included. (08 CEUs)

### Security Maintenance

- Menus
- Objects
- Users
- User groups
- User objects

### System Setup & Troubleshooting

- Event log
- Event monitor
- Domains
- Common domain settings
- Contract domains
- Gas transaction domains
- Publications
- Facilities
- Custody transfer points
- Portfolios
- Company contacts
- Price formulas
- Name generation

## Who should take the course

You should attend this class if you use or support your internal GTM users, perform internal audits or need a comprehensive overview of the application.

## Continuing Education Units (CEU)

- 4.0 CEU
- Authorized Provider of CEU by International Association of Continuing Education & Training

## Course Cost

\$3,000 per person

Includes 5 full days of hands-on training

Training guide with practice exercises

Daily continental breakfast

## Schedule Summary

Five days

9am – 5pm each day