

PRODUCT TRAINING SERIES:
OMNI

TABLE OF CONTENTS

OMNI FRONT-END COURSES

- 1 Omni Administrator Web Overview, 5.65
- 1 Omni Administrator Web Overview, 5.70

OMNI DC ENHANCEMENT COURSES

- 1 5.45 Compliance
- 2 Redemption Fees
- 2 Funds
- 2 Health Savings Accounts
- 3 Loans
- 3 MRD's to Beneficiaries
- 3 5.45 Omni Scripting
- 3 Security
- 4 Withholding
- 4 Disbursement Rollover Records
- 4 Internal Rollovers
- 4 5.50 Omni Scripting Enhancements
- 5 Roth Deferrals
- 5 Variable Interest Rate Loans
- 5 5.55 Compliance
- 5 IRA Conversions
- 6 Loan 5.55
- 6 Scripting Enhancements, 5.55
- 6 Sourcing
- 6 Vesting

TABLE OF CONTENTS

OMNI DC COMPLIANCE COURSES

- 7 Compliance Overview
- 7 ADP/ACP Corrections
- 7 ADP/ACP Determining Highly-Compensated Employees (HCE)
- 7 ADP/ACP Testing
- 7 Compensation and Compliance
- 8 Contributions and Compliance
- 8 Contribution Limit Testing
- 8 Top-Heavy Testing
- 8 Minimum Coverage

OMNI DC ESSENTIALS COURSES

- 9 Alternate Addresses
- 9 Auto Enrollment & Auto Increase
- 9 Omni DC 101 – Chapters 1–4

OMNI SCRIPTING COURSES

- 10 BARUN
- 10 OCDATA

OMNI TRADING COURSES

- 10 Omni Trading: Position Reconciliation

EXPAG

- 11 EXPAG Administrator: Routing Rules
- 11 EXP AG Administrator: VMT – Visual Modeling Tool
- 11 EXP AG Operator: Terminology
- 11 EXP AG Operator: Terminology II
- 12 EXP AG Operator: How To Process Work
- 12 EXP AG Operator: How to Search
- 12 EXP AG Operator: Working with Documents
- 12 EXP Analytics: Reporting and Analytics
- 12 EXP Capture End User: Data Entry and Data Correction

Omni Front-End Courses

Omni Administrator Web Overview, 5.65

This course describes the primary navigation methods, compares and contrasts Omni's front-end user applications and explains the primary methods for customizing Omni's Administrator Web from the end-user's perspective.

Prerequisites:

- General understanding of recordkeeping and a beginner's knowledge of Omni Defined Contribution or Defined Benefit administration

Course Length:

- 1 hour

Omni Administrator Web Overview, 5.70

This course describes the primary navigation methods, compares and contrasts Omni's front-end user applications and explains the primary methods for customizing Omni's Administrator Web from the end-user's perspective.

Prerequisites:

- General understanding of recordkeeping and a beginner's knowledge of Omni Defined Contribution or Defined Benefit administration

Course Length:

- 1 hour

Omni DC Enhancement Courses

These courses delve into the tools and components within Omni's Defined Contribution (DC) recordkeeping environment. These courses are designed for individuals with a general understanding of recordkeeping and Omni.

Omni DC Enhancement courses include:

5.45 Compliance

This course describes the primary uses of the Omni Payments system and identifies the primary files within the Omni Payments database. This course covers an enhancement that allows a comma-separated value (CSV) spreadsheet to be produced when a Non-Discrimination Test transaction is processed.

Prerequisites:

- Familiar with compliance testing in the Omni system

Course Length:

- 15 minutes

Available in Omni Versions:

- 5.45 and higher

Redemption Fees

This course covers redemption fee enhancements. It includes added functionality for plan conversions to convert-in and extract liable share information for investments charging redemption fees, to allow exclusions to be phased in or changed for investments setup to charge redemption fees, and to allow redemption fees to be prorated equally between forfeited (non-vested) and distributed (vested) amounts.

Prerequisites:

- Familiar with fee modules in the Omni system

Course Length:

- 30 minutes

Available in Omni Versions:

- 5.45 and higher

Funds

Designed for individuals familiar with fund records in the Omni system, this course covers an enhancement that added a Fund List Override Trailer (FLST) to the inter-fund transfer transaction.

Upon completion of this course, participants are prepared to:

- Describe the primary uses of the FLST
- Use the FLST on the T381 inter-fund transfer

Course Length:

- 30 minutes

Available in Omni Versions:

- 5.45 and higher

Health Savings Accounts

This course covers the setup and processing of health savings account (HSA) plans.

Upon completion of the course, participants are prepared to:

- Describe the general concepts regarding HSA plans
- Identify the setup required to enable HSA plans
- Explain the contribution and distribution processing within these plans

Prerequisites:

- Familiar with Omni DC processing

Course Length:

- 45 minutes

Available in Omni Versions:

- 5.45 and higher

Loans

This course identifies the setup required to create/update a DED.LH text file and explains how loan processing is affected by that text file.

Prerequisites:

- Familiar with Omni DC loan processing

Course Length:

- 30 minutes

Available in Omni Versions:

- 5.45 and higher

MRD's to Beneficiaries

This course covers enhancements to the minimum distribution process and the inter-participant transfer transaction to automatically set up beneficiaries for minimum distribution payments when processed with a reason of death.

Prerequisites:

- Familiar with Omni DC distribution processing

Course Length:

- 1 hour

Available in Omni Versions:

- 5.45 and higher

5.45 Omni Scripting

This course covers scripting enhancements and includes new environment variables, changes to functions, obsolete functions, other scripting changes and new system data elements.

Prerequisites:

- Familiar with Omni Scripting

Course Length:

- 30 minutes

Available in Omni Versions:

- 5.45 and higher

Security

This course covers an enhancement to the DE LEVEL rule functionality in the Security module of Omni.

Prerequisites:

- Familiar with the Omni Security module

Course Length:

- 15 minutes

Available in Omni Versions:

- 5.45 and higher

Withholding

This course covers enhancements to federal and state withholding.

Prerequisites:

- Familiar with the Omni Tax module

Course Length:

- 15 minutes

Available in Omni Versions:

- 5.45 and higher

Disbursement Rollover Records

This course covers enhancements that move the rollover payee information from the disbursement record to the new disbursement rollover (DBRO) record. This course includes an overview of the general concepts, an example of DBRO record creations and disbursement rollover maintenance.

Prerequisites:

- Familiar with the Omni disbursement process

Course Length:

- 30 minutes

Available in Omni Versions:

- 5.50 and higher

Internal Rollovers

This course covers setup, general concepts and a processing example of a rollover of assets within an institution to an Individual Retirement Account (IRA).

Prerequisites:

- Familiar with Omni distribution processing

Course Length:

- 30 minutes

Available in Omni Versions:

- 5.50 and higher

5.50 Omni Scripting Enhancements

This course covers new operations and changes to existing scripting functions.

Prerequisites:

- Familiar with Omni Scripting

Course Length:

- 15 minutes

Available in Omni Versions:

- 5.50 and higher

Roth Deferrals

This course covers general concepts, plan setup, contributions, incoming rollovers, distributions and rollovers for Roth Deferral processing.

Prerequisites:

- Familiar with Omni DC processing

Course Length:

- 1 hour

Available in Omni Versions:

- 5.50 and higher

Variable Interest Rate Loans

This course covers general concepts, setup, loan issues and changing rates for existing loans for variable interest rate loan processing.

Prerequisites:

- Familiar with Omni DC loan processing

Course Length:

- 30 minutes

Available in Omni Versions:

- 5.50 and higher

5.55 Compliance

This course covers general concepts, setup requirements and processing examples for non-discrimination and contribution limit test transactions (which allow return of excess transactions to be created for each participant that has an excess amount instead of creating a single plan-level transaction).

Prerequisites:

- Familiar with Omni DC compliance testing

Course Length:

- 30 minutes

Available in Omni Versions:

- 5.55 and higher

IRA Conversions

This course covers general concepts, setup requirements and processing examples for how IRA assets are converted and re-converted within an institution.

Prerequisites:

- Familiar with Omni DC distribution processing

Course Length:

- 30 minutes

Available in Omni Versions:

- 5.55 and higher

Loan 5.55

This course covers general concepts and a processing example of how to add a loan default/payment transaction trailer.

Prerequisites:

- Familiar with Omni DC loan processing

Course Length:

- 15 minutes

Available in Omni Versions:

- 5.55 and higher

Scripting Enhancements, 5.55

This course covers the core syntax enhancements and new and obsolete functions of Omni Scripting.

Prerequisites:

- Familiar with Omni Scripting

Course Length:

- 30 minutes

Available in Omni Versions:

- 5.55 and higher

Sourcing

This course covers general concepts and processing examples of adding the participant source record maintenance transition. This transaction is used to add, change or delete participant source records.

Prerequisites:

- Familiar with Omni DC processing

Course Length:

- 15 minutes

Available in Omni Versions:

- 5.55 and higher

Vesting

This course covers general concepts and processing examples of new keywords to the CT VESTING control file to replace the vesting plan data elements. The course also introduces a new vesting wizard added for the CT VESTING control file.

Prerequisites:

- Familiar with the Omni DC vesting module

Course Length:

- 30 minutes

Available in Omni Versions:

- 5.55 and higher

Omni DC Compliance Courses

These courses are for individuals with a general understanding of recordkeeping and familiarity with compliance testing.

Omni DC Compliance courses include:

Compliance Overview

This course introduces the compliance testing functionality in Omni DC. It describes the compliance tests available, including Form 5500 reporting, minimum coverage testing, new comparability, ADP/ACP, and top-heavy and contribution limit testing.

Course Length:

- 15 minutes

ADP/ACP Corrections

This course covers correcting failed ADP/ACP tests in Omni DC. It includes return of excess, shifting and re-characterized as catch-up for correcting failed ADP/ACP tests in Omni DC.

Course Length:

- 1 hour

ADP/ACP Determining Highly-Compensated Employees (HCE)

This course covers general concepts, methods available for determining HCEs when performing ADP/ACP testing, HCE indicators, determining HCEs and determining top 20%.

Course Length:

- 1 hour

ADP/ACP Testing

This course covers general concepts and compliance control files, as well as processing an ADP/ACP test and using the prior year testing method for processing an ADP/ACP test in Omni DC.

Course Length:

- 1 hour

Compensation and Compliance

This course covers general concepts, Omni Scripting, participant-level transactions and compensation records for compliance testing.

Course Length:

- 1 hour

Contributions and Compliance

This course covers general concepts, Omni Scripting, participant-level transactions and annual financial records for how contributions are stored and accessed for compliance testing.

Course Length:

- 1 hour

Contribution Limit Testing

This course covers general concepts, 402(g), 415 and IRA contribution limit tests in Omni DC.

Course Length:

- 1 hour

Top-Heavy Testing

This course covers general concepts and participant-level transactions, as well as processing a top-heavy test and adjusting over or overriding disbursements in Omni DC.

Course Length:

- 1 hour

Minimum Coverage

This course covers general concepts, the compliance control file, 401(k), 401(m) and profit-sharing contributions in Omni DC.

Course Length:

- 1 hour

Omni DC Essentials Courses

These courses are for individuals with a general understanding of recordkeeping and familiarity with Omni DC processing.

Omni DC Essentials courses include:

Alternate Addresses

This course provides an overview of alternate address records and the ADDR trailer. This course covers general concepts, Alternate Addresses (AA) creation using T560, AA creation using T801, AA creation using ADDR trailer, updating an AA record, deleting an AA record, pre-existing AA records with a distribution, ADDR trailers with pre-existing AA records and a "one-time" AA override with a distribution.

Course Length:

- 1 hour

Auto Enrollment & Auto Increase

This course outlines the auto-enrollment process in the industry and gives a brief overview of the Omni DC functionality. It covers general concepts, setup and a walk through with examples.

Course Length:

- 1 hour

Omni DC 101 – Chapter 1

This course introduces recordkeeping within the Omni DC system and covers an Omni DC overview which includes industry roles, file structures flow of standard data and documentation.

Course Length:

- 1 hour

Omni DC 101 – Chapter 2

This course introduces recordkeeping within the Omni DC system and covers navigation, including front-end application processes, logging, screen parts, main menus, component navigations and toolbar features.

Course Length:

- 1 hour

Omni DC 101 – Chapter 3

This course introduces recordkeeping within the Omni DC system and covers master file records, including an overview of plan, participant, history, text and miscellaneous records.

Course Length:

- 1 hour

Omni DC 101 – Chapter 4

This course introduces recordkeeping within the Omni DC system for accounting, and includes participant and fund balances, headlines and the story and cash, unit and share accounting.

Course Length:

- 1 hour

Omni Scripting Courses

Omni has its own special language and these courses teach participants to work and speak that language.

Omni Scripting courses include:

BARUN

This course is for individuals who want to learn more about BARUN overviews, when to use them, how to use them efficiently and examples of documentation.

Prerequisites

- General understanding of recordkeeping and familiarity of Omni Scripting

Course Length:

- 1 hour

OCDATA

This course is for individuals who want to understand and use examples of OCDATA.

Prerequisites

- General understanding of recordkeeping and familiarity of Omni Scripting

Course Length:

- 1 hour

Omni Trading Courses

Omni Trading: Position Reconciliation

This course provides an overview of Omni Trade's position reconciliation with a general overview and concepts, as well as examples.

Prerequisites

- General understanding of recordkeeping and a general knowledge of the Omni Trade System

Course Length:

- 1 hour

EXPAG

Learn more about the workflow processing of EXP AG and access EXP AG Administrator with these relative EXP courses.

EXPAG courses include:

EXPAG Administrator: Routing Rules

Routing Rules: This course covers routing rules functionality and provides an understanding of routing rules. It also demonstrates the difference between right- and left-side conditions and the “and” and “or” logic and assigning a routing rule to a task type.

Course Length:

- 1 hour

EXP AG Administrator: VMT – Visual Modeling Tool

This course covers the VMT and action steps, as well as creating workflows and tools to print, validate and edit data.

Course Length:

- 1 hour

EXP AG Operator: Terminology

This course covers common terminology used in EXP AG Operator.

Upon completion of this course, participants are prepared to:

- Understand the concept and terminology of EXP AG
- Understand how EXP AG relates to their duties

Course Length:

- 1 hour

EXP AG Operator: Terminology II

This course demonstrates how back-office and mailroom operators interact with EXP AG scanning. It also demonstrates how to scan documents, work with scanned documents in the EXP AG scan module, index an image and explain automated data capture (ADC).

Course Length:

- 1 hour

EXP AG Operator: How To Process Work

This course covers the steps necessary to process work using EXP AG operator.

Upon completion of this course, participants are prepared to:

- Understand task notifications and task prioritization
- Understand the difference between next and exit
- Understand the basic functionality of their workbasket
- Process tasks
- Add notes to a task
- Process next work items

Course Length:

- 1 hour

EXP AG Operator: How to Search

This course explains how to search in EXP AG Operator with task-by-task ID, identifiers and task detail. It also shows documents by document type and mail type, as well as processing outstanding tasks.

Course Length:

- 1 hour

EXP AG Operator: Working with Documents

This course teaches how to work with documents in EXP AG Operator by identifying the different types of documents and how to navigate within the document viewer.

Course Length:

- 30 minutes

EXP Analytics: Reporting and Analytics

This course provides an overview of EXP analytics and how to use the folder, dashboard and screen navigation.

Upon completion of this course, participants are prepared to:

- Understand the chart types and drill-down functionalities
- Create alerts

Course Length:

- 1 hour

EXP Capture End User: Data Entry and Data Correction

This course demonstrates how back-office and mailroom operators interact with character inspection and data correction, as well as understand ADC, inspect characters to determine if they are correct, and correct characters using data correction.

Course Length:

- 30 minutes

www.sungard.com/omni

SunGard
377 E. Butterfield Road
Lombard, IL 60148

swm.marketing@sungard.com

©2011 SunGard

Trademark Information: SunGard, the SunGard logo and Omni are trademarks or registered trademarks of SunGard Data Systems Inc. or its subsidiaries in the U.S. and other countries. All other trade names are trademarks or registered trademarks of their respective holders.