
Sonata Training Accreditation Pathway

July 2019



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Sonata Training Accreditation by Implementation Phases & Audience

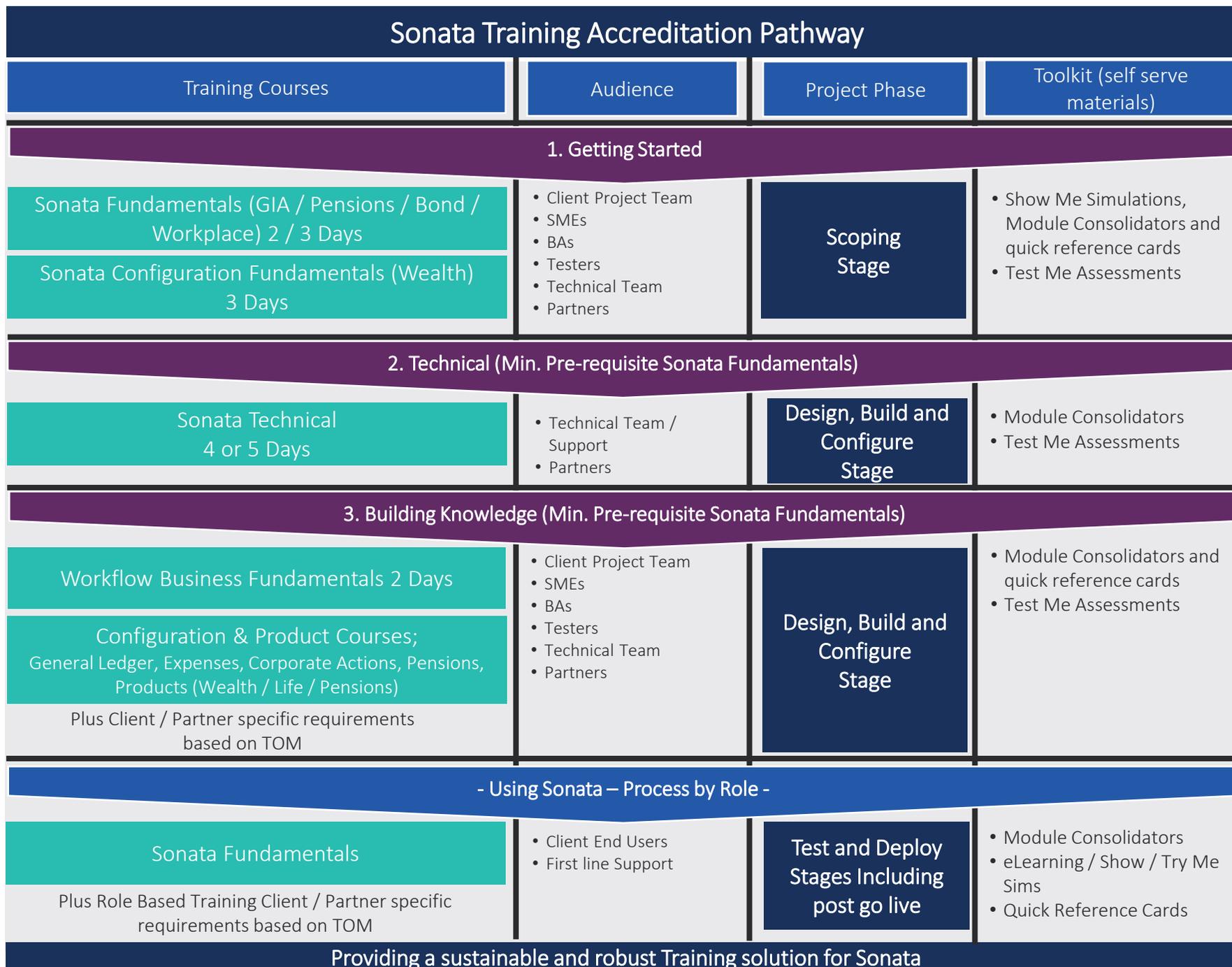
Project Implementation Phases (When)	Audience (Who)	Training Courses / LMS Toolkits (What)	Other Training Activities
<ul style="list-style-type: none"> Project Initiation Planning Discovery Scope Impact Assessments and Solution Design Business Solution Design 	<ul style="list-style-type: none"> Implementation Consultants Technical Consultants Workflow Specialists SMEs Business Analysts Technical Consultants Partners 	<ul style="list-style-type: none"> Sonata Fundamentals (GIA / PP / WP / Bond) Configuration Fundamentals Technical Training Building Knowledge Modules * 	-
<ul style="list-style-type: none"> Enhancement Development CAS Testing Performance Testing Advance Acceptance Testing Configuration 	<ul style="list-style-type: none"> Developers Testers Business Analysts Technical Consultants Infrastructure Leads / Batch Monitoring Partners 	<ul style="list-style-type: none"> Sonata Fundamentals (GIA / PP / WP / Bond) Configuration Fundamentals Technical Training Building Knowledge Modules * 	<ul style="list-style-type: none"> Training Needs Analysis for client specific processes to build out Process by Role Training for Testers and End Users
<ul style="list-style-type: none"> Workflow, Reports Correspondence Data Migration Mapping Data Migration Extract 	<ul style="list-style-type: none"> Business Analysts Developers Workflow Specialists Technical Consultants Infrastructure Leads / Batch Monitoring Partners 	<ul style="list-style-type: none"> Technical Training Building Knowledge Modules * 	<ul style="list-style-type: none"> Development for process by Role Training
<ul style="list-style-type: none"> Gap and Non Gap Testing UAT Integration Testing 	<ul style="list-style-type: none"> Testers Business Analysts Application Support SMEs Technical Consultants Infrastructure Leads / Batch Monitoring 	<ul style="list-style-type: none"> Process by Role 	-
<ul style="list-style-type: none"> Performance Tuning 	<ul style="list-style-type: none"> Technical Consultants Infrastructure Leads / Batch Monitoring 	<ul style="list-style-type: none"> Technical Training 	-
<ul style="list-style-type: none"> Deployment 	<ul style="list-style-type: none"> Operational End Users 	<ul style="list-style-type: none"> Process by Role 	-
<ul style="list-style-type: none"> Post go live support 	<ul style="list-style-type: none"> Operational End Users 	<ul style="list-style-type: none"> Continuous Sonata Accreditation (CSA) 	-

* Building Knowledge Modules – specific to client needs:

Corporate Actions
Income Distributions

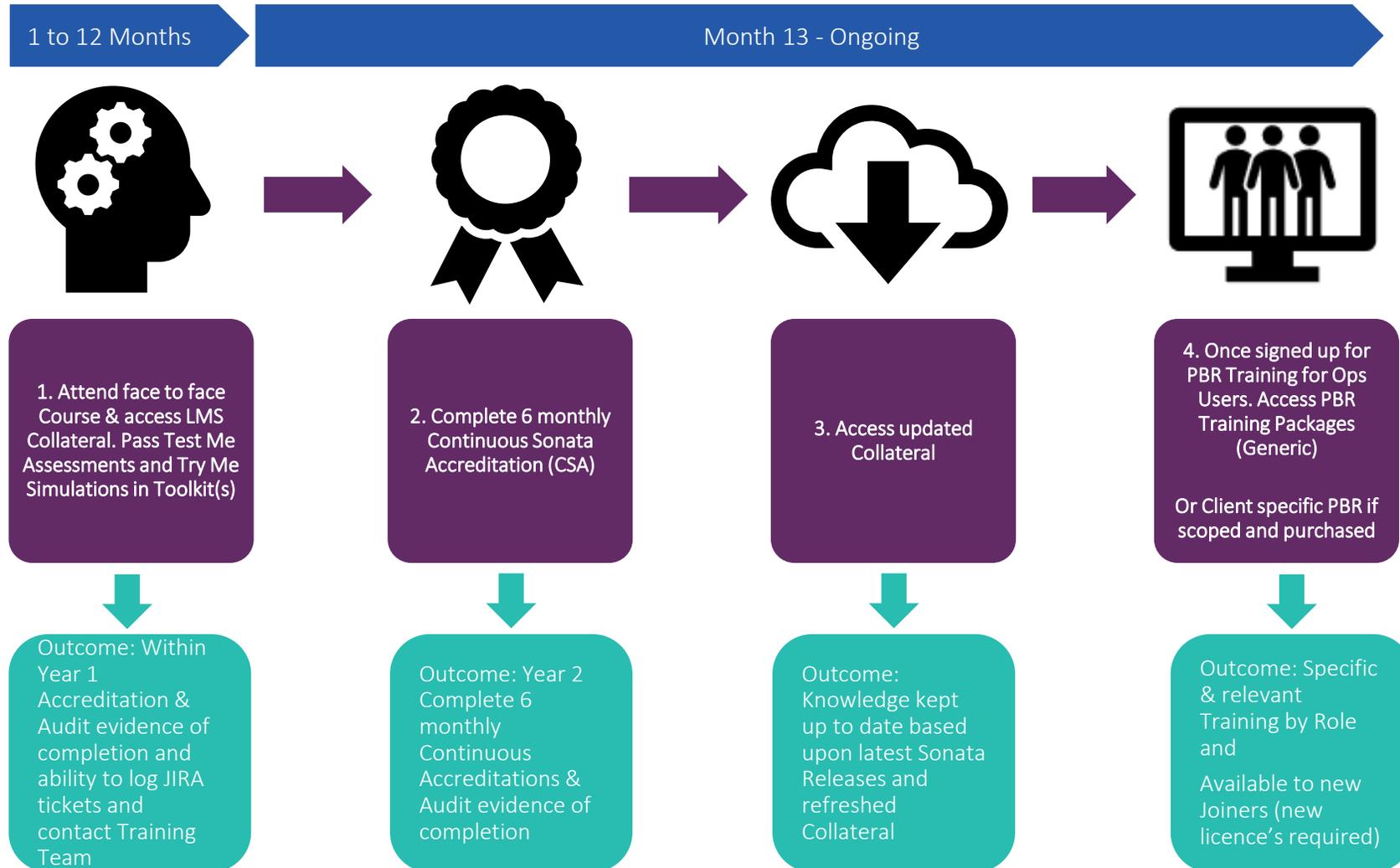
Workflow Courses x 3
General Ledger

Other Courses to follow.

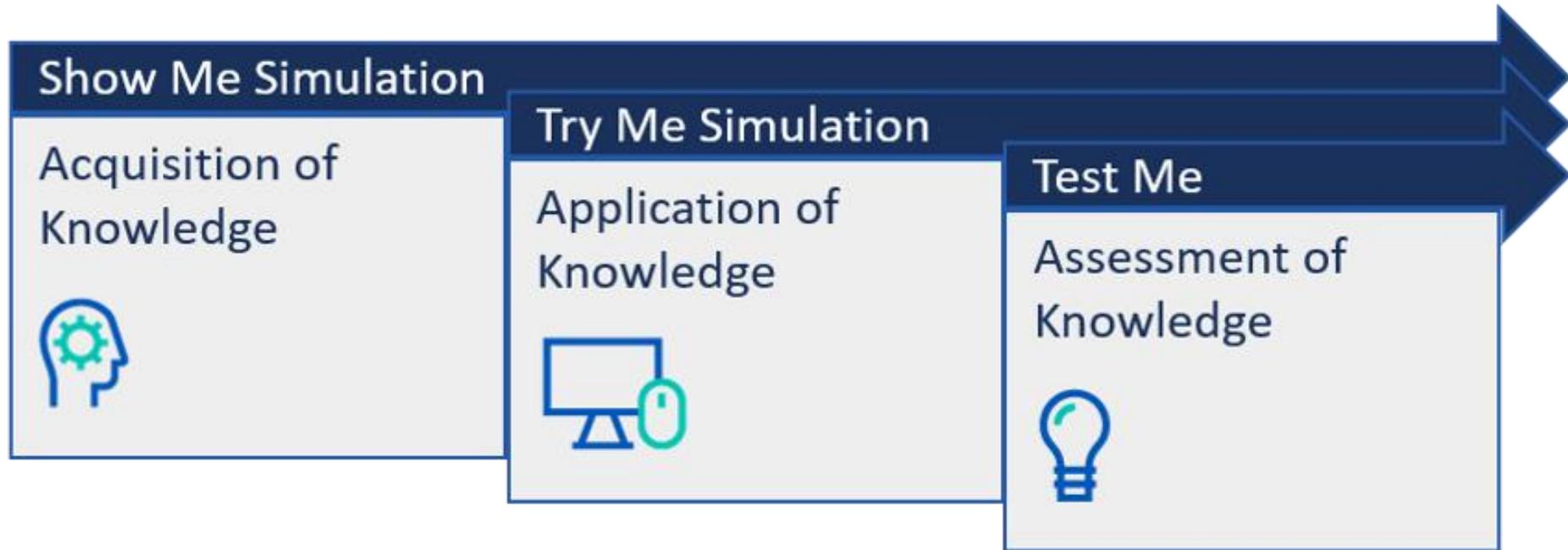


Timeline / Process for LMS User

The following outlines the Journey a Client / Partner would follow throughout their Sonata Assessment and Accreditation process.



eLearning methodology



Fundamentals – Executive Summary

The purpose of this 1 day course is to equip you with a high level overview of the navigational skills and high level understanding of the fundamental aspects within Sonata.

This course covers the following 13 Modules at a high level Exec. level:

- Navigation
- Create and Maintain a Client
- Create and Maintain an Account
- Cash Receipting
- Initiate an Application for a Cash Receipt with Commitments
- Process an Application / Apply Prices
- Fund Trading
- Withdrawals
- Regular Applications Inc. Payment Maintenance & Money Transfers
- Pricing Assets
- Bulk Processing
- Transaction Processing
- Correspondence.

This course is recommended for the following audience at the Project Stage outlined below:

Scoping Stage:

- Management
- Executives

Training can be delivered on site at Client / Partner site, Bravura Offices.

Following the training you will be provided with Bravura Academy Toolkit of self serve materials in varying format.



This **Sonata Fundamentals General Investment** Toolkit has a series of topics which formulate the **end to end journey on Sonata**, The modules provide the navigational skills required for some of the fundamental aspects from the perspective of an RDA Administrator User. Creating a Client and an Account record, Receipting Cash, Processing the funds onto the Client's Account. Moving onto the Order and Pricing Processes. Concluding with Transaction Processing, such as; Regular Applications, Withdrawals and finishing with an introduction to Correspondence.

The completion of this course is a **mandatory prerequisite** for the **Configuration Fundamentals** Course.

This course covers the following 13 Modules:

- Navigation
- Create and Maintain a Client
- Create and Maintain an Account
- Cash Receipting
- Initiate an Application for a Cash Receipt with Commitments
- Process an Application / Apply Prices
- Fund Trading
- Withdrawals
- Regular Applications Inc. Payment Maintenance & Money Transfers
- Pricing Assets
- Bulk Processing
- Transaction Processing
- Correspondence.

This course is recommended for the following audience at the Project Stage outlined below:

Scoping Stage:

- Client Project Team
- SMEs
- BAs
- Testers
- Technical Team
- Partners

Testing and Deployment Stages:

- Clients End Users
- First Line Support

Training can be delivered on site at Client / Partner site, Bravura Offices.

Following the training you will be provided with Bravura Academy Toolkit of self serve materials in varying format.



Fundamentals - Personal Pensions

This **Fundamentals Personal Pensions / SIPP**s Toolkit has a series of Topics to equip you with the understanding on the **Pensions Industry** and the **end to end Pension Journey on Sonata**. The topics provide the navigational skills required for some of the fundamental aspects of Pension Processing from the perspective of an RDA Administrator User. Client & Account Creation, Contributions including; Tax Relief and Transfers. Moving onto the Order and Pricing Processes and then Member Servicing such as; Handling Pension Benefit Requests and looking at some of the standard Pension Reports on Sonata. Concluding with Transaction Processing, such as; Regular Applications, Switches and finishing with an introduction to Correspondence.

The completion of this course is a **mandatory prerequisite** for the **Configuration Fundamentals** Course.

This course covers the following 11 Modules:

- Navigation
- Create and Maintain a Client
- Create a Pensions Account, Beneficiaries and Employer
- Cash Receipting
- Pension Contributions
- Regular Applications
- Money Out
- Pensions Reporting
- Bulk Processing
- Transaction Processing
- Correspondence.

This course is recommended for the following audience at the Project Stage outlined below:

Design, Build and Configure Stages:

- Client Project Team
- SMEs
- BAs
- Testers
- Technical Team
- Partners.

Training can be delivered on site at Client / Partner site, Bravura Offices.

Following the training you will be provided with Bravura Academy Toolkit of self help materials in varying format.



Fundamentals - Workplace Pensions

This **Fundamentals Workplace Pensions** Toolkit has a series of Topics to equip you with an Introduction to Workplace Pensions looking at some of the structures that need to be in place to support the product on the platform, throughout the **end to end Workplace Pension Journey on Sonata**. The topics provide the navigational skills required for some of the fundamental aspects of Workplace Pension Processing from the perspective of an RDA Administrator User. The creation of an Employer, Member Records and Contributions Schedules are covered from both a file upload and manual perspective. Contributions such as; Tax Relief & Transfers and Receipting Cash. Handling Pension Benefit Requests. Moving onto the Order and Pricing Processes and then Member Servicing such as; processing Death Claims and Cancellation Rights. Looking at Transaction Processing, such as; Regular Applications. Concluding with some of the standard Reporting available and an introduction to Correspondence. The completion of this course is a **mandatory prerequisite** for the **Configuration Fundamentals** Course.

This course covers the following 15 Modules:

- Sonata Introduction
- Navigation
- Entity Structure (Master Scheme, Scheme, Category)
- Create Client Employer (Employer On-Boarding)
- Create Members via Bulk Uploads (Member Schedule & Contributions)
- Create a Pension Account manually
- Contribution Schedule
- Cash Receipting (Match and Apply Cash Receipts)
- Investment Options
- Fund Trading
- Regular Applications (Member DD)
- Money Out
- Member Servicing
- Reporting
- Correspondence.

This course is recommended for the following audience at the Project Stage outlined below:

Design, Build and Configure Stages:

- Client Project Team
- SMEs
- BAs
- Testers
- Technical Team
- Partners.

Training can be delivered on site at Client / Partner site, Bravura Offices.

Following the training you will be provided with Bravura Academy Toolkit of self help materials in varying format.



Configuration Fundamentals

This **Sonata Fundamentals Configuration** Toolkit has a series of Topics to equip you with an introduction and understanding to the main Configuration building blocks used in Sonata, such as;

- Static Data** – Building the selection lists within Sonata
- Maintenance** – Configuring Fees and Expenses, Money Transfer
- Asset Rules** – Building rules that apply to Assets
- Product Configuration** – Configuring the rules that apply to the product
- General Ledger Translation** – Defining the way transactions are posted to the General Ledger
- Wealth Specific Rule Maintenance** – Cash level rules, Investment Rule.

Before completing this Course the mandatory prerequisite is to complete both the Global and Regional Sonata Fundamentals Courses.

This course covers the following 22 Modules:

- Introduction to Configuration
- Create System Owner
- Entity Structure & Scheme Links
- External Asset Manager / Gateway
- Investment Rules
- Asset Maintenance
- Sequential Number Definition
- Cash Level Rules
- Product Configuration Overview
- Relationship Types
- Marketing Campaigns
- Regular Expenses
- Outlets & Location Structure
- User Groups, Roles and Permissions
- Chart of Accounts
- Cash & Transaction Module
- General Ledger Overview
- Money Transfer (MT) Batches
- Codes & Types
- Investment Profiles
- Frequencies
- Payment Availability.

This course is recommended for the following audience at the Project Stage outlined below:

Scoping Stage:

- Client Project Team
- SMEs
- BAs
- Testers
- Technical Team
- Partners.

Training can be delivered on site at Client / Partner site, Bravura Offices.

Following the training you will be provided with Bravura Academy Toolkit of self help materials in varying format.



Technical Training

This **Sonata Technical Training** Course has a series of Topics to equip you with the skills and knowledge on how to technically manage and administer Sonata. Topics include:

- Sonata Deployment
- Sonata Desktop Application Support
- Installation
- Queue Engines
- Batch Jobs
- Promoting Configuration
- JBoss Logging
- File Interfaces and Integration
- ODS Management
- Monitoring and Performance
- Migration

Prior to completing this Course it is recommended that you complete both the Global and Regional **Sonata Fundamental** Courses.

This course covers the following 15 Modules:

- Sonata Deployment
- Sonata Desktop Application Support
- Installation
- Queue Engines
- Batch Jobs
- Promoting Configuration
- JBoss Logging
- File Interfaces
- Integration
- ODS Management
- Monitoring and Performance.

Day 5 – where applicable:

- Sonata Migrations Overview
- Sonata Migration Suite set-up
- Sonata Migration Suite – operating
- Bulk Data Uploads.

This course is recommended for the following audience at the Project Stage outlined below:

Design, Build and Configure Stages:

- Technical Team
- Partners

Training can be delivered on site at Client / Partner site, Bravura Offices.

Following the training you will be provided with Bravura Academy Toolkit of self help materials in varying format (see the previous slide)



Corporate Actions

The purpose of the **Building Knowledge Corporate Actions** Toolkit is to equip you with the navigational skills and knowledge to be able to create and manage Corporate Actions on Sonata.

Topics included are:

Provide an introduction and overview of the key concepts

Look at how to configure Corporate Action Types
Create Events

Capture Elections via the RDA and WEB

Understand the steps involved in Managing Events

Awareness of the other menu options that are available within Corporate Actions.

This course covers the following 6 Modules:

- Provide an introduction and overview of the key concepts
- Look at how to configure Corporate Action Types
- Create Events
- Capture Elections via the RDA and WEB
- Understand the steps involved in Managing Events
- Awareness of the other menu options that are available within Corporate Actions.

This course is recommended for the following audience at the Project Stage outlined below:

Design, Build and Configure Stages:

- Client Project Team
- SMEs
- BAs
- Testers
- Technical Team
- Partners.

Training can be delivered on site at Client / Partner site, Bravura Offices.

Following the training you will be provided with Bravura Academy Toolkit of self help materials in varying format.



Distributions

The purpose of the **Building Knowledge Distributions** Toolkit is to learn how to define the Distribution Parameters on Sonata that will allow the various forms of income generated from a Clients invested funds to be processed.

The following 4 keys steps are covered;
Income Parameter Maintenance

Income Distribution Calculation

Creating Income Distribution Transactions

Price Income Distributions / Create Letters.

The following 4 keys steps are covered;

- Income Parameter Maintenance
- Income Distribution Calculation
- Creating Income Distribution Transactions
- Price Income Distributions / Create Letters.

This course is recommended for the following audience at the Project Stage outlined below:

Design, Build and Configure Stages:

- Client Project Team
- SMEs
- BAs
- Testers
- Technical Team
- Partners.

Training can be delivered on site at Client / Partner site, Bravura Offices.

Following the training you will be provided with Bravura Academy Toolkit of self help materials in varying format.



General Ledger

The purpose of this **Building Knowledge General Ledger** Course is to equip you with the navigational skills and knowledge of the General Ledger within Sonata

The objectives of this module are to understand how to:

- Getting started the basics
- Provide an overview of Sonata Transaction Model
- Provide and introduction and overview of General Ledger in Sonata
- Set up a Chart of Accounts in Sonata
- Configure Sonata to generate the correct General Ledger Transactions
- Enter Manual Journals
- Extracting General Ledger Transactions
- Understand General Ledger Integrity Check and Report
- Look at other General Ledger Extracts to Support Reconciliation
- Sonata Reports available to Support Reconciliation

This course covers the following 10 Modules:

- Getting started the basics
- Provide an overview of Sonata Transaction Model
- Provide and introduction and overview of General Ledger in Sonata
- Set up a Chart of Accounts in Sonata
- Configure Sonata to generate the correct General Ledger Transactions
- Enter Manual Journals
- Extracting General Ledger Transactions
- Understand General Ledger Integrity Check and Report
- Look at other General Ledger Extracts to Support Reconciliation
- Sonata Reports available to Support Reconciliation.

This course is recommended for the following audience at the Project Stage outlined below:

Design, Build and Configure Stages:

- Client Project Team
- SMEs
- BAs
- Testers
- Technical Team
- Partners.

Training can be delivered on site at Client / Partner site, Bravura Offices.

Following the training you will be provided with Bravura Academy Toolkit of self help materials in varying format.



Workflow Business Fundamentals

This **Fundamentals Workflow Business** Toolkit has a series of Topics to equip you with the navigational skills and understanding of the fundamental aspects of building, executing and managing processes within Sonata Workflow.

Sonata contains an in-built **Workflow** system which is user configurable and allows rapid implementation of user driven **workflows** and **automated processing** to achieve high levels of straight through processing. Starting with an introduction to Business Process Modelling Notation (BPMN), building processes using BPMN within Sonata via the Process Modeller, the Basics Deployment and Error Handling and concluding with Worksheets and Reporting.

This course covers the following 7 Modules:

- Using Business Process Modelling Notation (BPMN)
- Understanding and using the Sonata Process Modeller
- Introduction to the concept of data layers
- Building Task Cards
- Deployment and Error Handling
- Running a Process
- Introduction to Work sheets and Reporting.

Target Audience:

This Course is aimed at individuals who fulfil the following or similar roles:
Business Analysts
Technical Consultants
Implementation Consultants.

Pre-Requisites/Skills:

Sonata Fundamentals

This course would suit someone that has the following skills
Experience of modelling tools/techniques such as Visio, UML or BPMN
A basic understanding of HTML (useful not required)

Training can be delivered on site at Client / Partner site, Bravura Offices.

Following the training you will be provided with Bravura Academy Toolkit of self help materials in varying format.



Workflow Technical

This **Building Knowledge Workflow Technical** Toolkit has a series of Topics to equip you with an understanding of the more technical aspects of Sonata Workflow. This includes details of how to use the scripting language to update Sonata, call web services, invoke Sonata jobs and much more.

We will also investigate how to manage workflows through environments and how to integrate with Sonata Workflow using the Sonata SBS.

This course covers the following 6 Modules:

- Managing Data
- Implementing Actions
- Deployment and Error handling
- Running a Process
- Work sheets and Reporting
- Integrating to Sonata Workflow.

Target Audience:

This Course is aimed at individuals who fulfil the following or similar roles:

Technical Consultants
Implementation Consultants
Workflow specialists

Pre-Requisites/Expected Skills:

Sonata Fundamentals
Workflow Business Fundamentals

This course would suit someone that has the following skills
previous development experience for example writing excel macros
a basic understanding of HTML, XML and XPath
Experience of calling web services.

Training can be delivered on site at
Client / Partner site, Bravura Offices.

Following the training you will be
provided with Bravura Academy
Toolkit of self help materials in
varying format.



Workflow Management Information

This **Building Knowledge Workflow Management Information** Toolkit has a series of Topics to equip you with an understanding of how to manage work within Sonata Workflow. This includes how to build worksheets to provide “inboxes” and reports.

The aim of this 1 day Building Knowledge training course is to provide an understanding and practical implementation of:

- How to configure operational focused reporting
- How to manage the delivery of work to users
- Delivery Options
- User Inboxes
- Team Lists
- Assignment.

This course covers the following 3 Modules:

- Work Sheets
- Work Management
- Reporting.

Target Audience:

This Course is aimed at individuals who fulfil the following or similar roles:
Team Leaders/Managers
Business Analysts.

Pre-Requisites:

Sonata Fundamentals
Workflow Business Fundamentals

Training can be delivered on site at
Client / Partner site, Bravura Offices.

Following the training you will be provided with Bravura Academy Toolkit of self help materials in varying format.



Training Accreditation Audience Models

Across the following 3 Models we offer Face to Face or Virtual Training Courses, by Roles and Teams. Training Collateral and Assessments will be provided on the LMS, segmented by Users.

