



Affordable, Adaptable ERP Software

Training Catalog



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Welcome

At Fourth Generation we endeavor to have each customer realize the full capabilities of our software packages. With our highly skilled training staff and latest technology our training seminars will enable you to maximize your abilities and minimize your time when using Fitrix software products. We want each and every user to receive the maximum benefits of our software packages.

All classes are Online Web Conference based classes. These are instructor led with lectures, labs, and hands on assistance delivered over the web using web-conferencing technology.

Class times are normally scheduled from 9:00am to 5:00pm EST.

We are here to service all of your training needs. Please contact us with any questions you may have about our training program.

For more information please call us at 770-432-7623 or 800-374-6157, or e-mail to info@fitrix.com.

Registration

To register for training classes, please complete the registration form found on page 26 of this catalog and submit by email:

E-Mail: info@fitrix.com

On-Site Training

Fitrix Training Classes can be held on-site at your location. Labs can be performed on your equipment as long as the most current version of all required products has been installed. Training manuals and other necessary materials will be provided by Fourth Generation. Please call 2 to 3 weeks in advance to schedule a training class at your location.

On-Site Training Rates

On-site classes are priced at a rate of \$2,100 per day, plus a \$2,100 setup charge, plus travel expenses for Fourth Generation trainers, including \$92.25 an hour for travel time. Materials are not included, see 'Materials' below for options.

Custom Training

If your company has a need for training on any portion of Fitrix software other than the topics offered, we can design custom training classes to meet those needs. Our trainers are highly skilled and the subject matter can be easily adapted to fit your company's training requirements. The rates for Custom Training vary based upon subject matter, training materials needed, length of the course and number of students attending. Custom Training can be done via the Web or held on-site at your location.

Materials

Training guides used in all classes are available for download at no charge.

Payment Options

Payment is by check in advance of the class. We'll be glad to bill you, but a payment is required to hold your space.

Build Your Own Training Class

Rules:

- \$300 per student per ½ day of class
- All classes must round up to nearest ½ day
- Minimum 3 students per class (\$900/half day of class)
- All students must attend or have attended the User Interface Basics class.
- Classes cannot mix Accounting/Distribution segments with Manufacturing Segments
- All training is based on the packaged classes and materials. Any custom areas requiring advanced preparation from the instructor will be quoted and billed additionally.

Accounting/Distribution:

Module/Class Segment	Title	Days	Select
BASICS	Fitrix User Interface Basics	½	<input type="checkbox"/>
GL	General Ledger	½	<input type="checkbox"/>
AP	Accounts Payables	½	<input type="checkbox"/>
AR	Accounts Receivables	½	<input type="checkbox"/>
OE	Order Entry	1	<input type="checkbox"/>
IC	Inventory Control	¾	<input type="checkbox"/>
PO	Purchasing	¾	<input type="checkbox"/>
PY	Payroll	½	<input type="checkbox"/>
RL	Replenishment	½	<input type="checkbox"/>

Total Class Days (min ½): A: _____

Total # Students (min 3): B: _____

Total Class Cost: $A * B * \$600 =$ _____

Manufacturing:

Module/Class Segment	Title	Days	Select
BASICS	Fitrix User Interface Basics	½	<input type="checkbox"/>
BOM	Bill Of Material	½	<input type="checkbox"/>
SR	Standard Routing	¼	<input type="checkbox"/>
PC	Standard Product Costing	¼	<input type="checkbox"/>
POP	Product Order Processing	½	<input type="checkbox"/>
PS	Product Scheduling	¼	<input type="checkbox"/>
LP	Labor Processing	¼	<input type="checkbox"/>
MS	Master Scheduling	½	<input type="checkbox"/>
MRP	Material Requirements Planning	½	<input type="checkbox"/>
CRP	Capacity Requirements Planning	½	<input type="checkbox"/>
AC	Actual Costing	¼	<input type="checkbox"/>
CF	Product Configurator	Call for quote	<input type="checkbox"/>

Total Class Days (min ½): A: _____

Total # Students (min 3): B: _____

Total Class Cost: $A * B * \$600 =$ _____

Course Overview

This course is designed to familiarize application developers with the Fitrix Visual Development Tools (VDT)/CASE. You will learn how to use these tools to increase productivity and work within the tool standards to maintain forward compatibility. You will have hands on experience building complex customized applications.

Audience

- Application developers with extensive technical knowledge

Prerequisites

- Knowledge and experience with Four J's Genero (INFORMIX-4GL or Four J's BDL is acceptable)
- A basic knowledge of UNIX/LINUX
- An understanding of relational database concepts
- Familiarity with the INFORMIX stores database
- Knowledge and experience with INFORMIX-SQL
- Knowledge of the vi text editor

Length

- 5 days

VDT/CASE Products Covered

- Screen Painter
- Report Writer
- Report Code Generator
- Code Generator
- User Control Libraries
- Featurizer
- Menus

Format

- Lecture and hands-on lab exercises

Course Objective

At the end of this course, you will be able to:

- Create a lookup and place it on a field
- Use the 'Database' option to manage tables in your database
- Understand why and when to use 'Input Areas'
- Understand the basic sections of a .per file
- Understand the uses and benefits of the User Control Library
- Understand the various file types produced with each tool
- Understand the criteria and conventions of functions written with
- Understand the uses and benefits of triggers
- Understand how entered data flows from input screen to table

- Understand how to reference an inputted value on a screen
- Use some common variables that are always created
- Understand how an add-on-header differs from a Zoom screen
- Understand how generic requests from libraries become translated into data dependent tasks performed in local code
- Understand what switchboxes are and why they are used
- Understand what events are and when to use them
- Place 4GL instructions that drive events into code
- "Hand-code" a zoom screen and code a zoom picker
- Understand what an extension screen is and how to code one
- Maintain multiple versions of one program
- Recognize Fourth Generation table names
- Understand how code is compiled and linked
- Use and modify a local Makefile
- Create your own custom library
- Use blocks to manipulate code
- Plug and unplug features with a .set file
- Use the 'vararg' family of functions
- Use a picker window to pull up varying levels of help text or notes
- Remove ring menu options
- Incorporate pull-down ring menu options into your input programs

Menus

- Understand the files that make up the Menus
- Understand the Menus directory structure
- Instruct Menus to run programs in custom directories
- Run VDT/CASE programs from Menus

Report Code Generator

- Understand the specifications file for Reports (.ifg file)
- Follow the code generated by the report generator
- Compile and run your report from the UNIX / Linux command line
- Understand the effect that adding a field to a report has on the code
- Use blocks to manipulate code
- Understand where block commands go
- Understand what a .ext file is
- Plug and unplug features with a .set file
- Identify the various types of posting programs
- Use 2 steps to create a posting program with the report generator

Cost

- \$2,500.00

Converting from CASE/BDL to Fitrix for Genero

Course Overview

This course will familiarize Technical Users and Programmers with the latest Fitrix case tool, which is now compatible with Genero versions of Four J's Business Development Language. It will prepare you for the steps needed to migrate your pre-Genero applications to take advantage of the new architecture. You will learn about details of the new Genero User Interface, and perform activities related to development and conversion of legacy 4GL, through a combination of lectures and hands-on labs.

Audience

- Technical Users

Prerequisites

- In-depth understanding of pre-Genero Fitrix Form Painter, Screen Generator, and Report Generator.

Length

- 2 Days (4 half days)

Products Covered

- Fitrix Screen Generator
- Fitrix Report Generator
- Fitrix Visual Menus

Format

- Lecture and hands-on lab exercises

Course Objective

- At the end of this course, you will be able to:
- Convert existing screens and 4GL to the Genero version of the Form Painter and Screen Generator
- Understand the Genero Abstract User Interface and how to manipulate it
- Understand how to use Genero containers and components in screen design
- Understand how to use and manipulate the Fitrix Visual Menus product

Subjects Covered

- Using the Genero Desktop Client
- New Genero 4GL code features
- Changes to legacy 4GL code structure
- 4GL code structures no longer supported in Genero
- Screen definition changes
- GUI Containers and components
- Visual Menus architecture
- Document Object Model – how Genero uses this standard
- Genero Built-In classes

Cost

- \$1,000.00

End User Accounting

Course Overview

This course is designed to familiarize End-Users with the Fitrix Accounting Modules. You will learn how to set up your accounting system, and how to perform the daily and periodic procedures through a combination of lectures and hands-on labs.

Audience

- End-Users

Prerequisites

- None

Length

- 2 days

Products Covered

- General Ledger (GL)
- Accounts Receivable (AR)
- Accounts Payable (AP)
- Multilevel Tax
- Menus
- User Control Libraries

Format

- Lecture and hands-on lab exercises

Course Objective

- At the end of this course, you will be able to:
- Use the Accounting system
- Use the Menus and Data Entry Commands

Overview

- Set up a new company
- Set up Multilevel Tax codes
- Understand the process used to maintain and update G/L account balances
- Set up each of the Accounting Modules

General Ledger

- Record General Ledger documents
- Record Recurring G/L documents
- Complete the steps for Period End processing
- Print Period End reports and financial statements
- Understand the major tasks performed in General Ledger

Accounts Receivable

- Process Accounts Receivable documents
- Process A/R and Non-A/R receipts

- Maintain the Accounts Receivable Ledger
- Understand the major tasks performed in Accounts Receivable

Accounts Payable

- Process Accounts Payable documents
- Process Accounts Payable checks
- Complete the Month-End procedures for A/P
- Understand the major tasks performed in Accounts Payable

User Control Libraries & Menus

- Create User Defined Fields
- Add Freeform Notes
- Use personal To Do notes
- Customize on-line help text
- Customize error messages and log errors
- Locate program status information
- Add a request for a change or addition to the software

Cost

- \$1,000.00

Course Overview

This course is designed to familiarize End-Users with the Fitrix Distribution modules. You will learn how to set up these modules, and how to perform daily procedures through a combination of lectures and hands-on labs.

Audience

- End-Users

Prerequisites

- None

Length

- 3 days

Products Covered

- Inventory Control (IC)
- Order Entry (OE)
- Purchasing (PO)
- Multi-level Tax
- Menus
- User Control Libraries

Format

- Lecture and hands-on lab exercises

Course Objective

- At the end of this course, you will be able to:
- Use the Distribution System
- Use the Menus and Data entry commands

Overview

- Set up a new company
- Set up Multilevel Tax Codes
- Set up each of the Distribution Modules

Inventory Control

- Understand the major tasks performed in Inventory Control
- Process Inventory Transactions such as receiving, shipping, transfers, adjustments and physical counts

Order Entry

- Understand the major tasks performed in Order Entry
- Process a customer order through all stages, beginning with entry of order to invoicing of order.

Purchasing

- Understand the major tasks performed in Purchasing

- Process a vendor purchase order through all stages, beginning with entry of purchase order, through to receipts of merchandise and interface to Accounts Payable

User Control Libraries & Menus

- Create User Defined Fields
- Add Freeform Notes
- Use personal "To Do" notes
- Customize on-line help text
- Customize error messages and log errors
- Locate program status information
- Add a request for a change or addition to the software

Cost

- \$1,500.00

Inventory Replenishment

Course Overview

This course is designed to familiarize End-Users with the Inventory Replenishment Module. You will learn how to set up this module and learn how to perform the daily and periodic procedures.

Audience

- End-Users

Prerequisites

- End User Distribution

Length

- 1/2 day

Products Covered

- Replenishment

Format

- Lecture and hands-on lab exercises

Course Objective

- At the end of this course, you will be able to:
- Set up replenishment data and suggested reorder formulas
- Monitor daily inventory levels in need of reordering
- Automatically generate buy recommendations and vendor purchase orders

Cost

- \$250.00

Course Overview

This course is designed to familiarize End-Users with the Fitrix Production Operations module. You will learn how to set up this module and learn how to perform the daily and periodic procedures.

Audience

- End-Users

Prerequisites

- None

Length

- 2 day

Products Covered

- Bill of Material (BOM)
- Standard Routing (SR)
- Production Order Processing (POP)
- Labor Processing (LP)
- Production Scheduling (PS)

Format

- Lecture and hands-on lab exercises

Course Objective

- At the end of this course, you will be able to:
- Use the Production Management modules.
- Use the menus and Data Entry Commands.

Bill of Material

- Define an item as manufactured
- Create a single-level bill of material
- Create an indented bill of material
- Identify and use a phantom item
- Understand material lead times
- Understand component issue methods
- Review Reports and Inquiries

Standard Routing

- Create a routing for a manufactured item
- Understand the use of, and capacities of:
 - Work Centers
 - Machines

- Production Departments
- Teams and Groups
- Identify and use inside and outside operations
- Understand setup, labor, and machine hours
- Review Reports and Inquiries

Production Order Processing

- Create a production order
- Analyze component material availability
- Allocate components
- Issue components from inventory
- Production Receipt to inventory
- Order Closeout
- Review Reports and Inquiries

Labor Processing

- Enter labor transactions
- Perform Shift-End Processing
- Review Labor Efficiency Reports and Inquiries

Production Scheduling

- Learn how to schedule production orders
- Understand Capacity vs. Load, for:
 - Work Centers
 - Machines
 - Production Departments
 - Teams
- Review Reports and Inquiries

User Control Libraries & Menus

- Create User-Defined Fields
- Add Freeform Notes
- Use personal To-Do notes
- Customize on-line help text
- Customize error messages and log errors
- Locate program status information
- Add a request for a change or addition to the software

Cost

- \$1,000.00

Course Overview

This course will familiarize End Users with the Fitrix Production Planning modules. You will learn how to setup the modules and perform activities related to the management of the production orders through a combination of lectures and hands-on labs.

Audience

- End-Users

Prerequisites

- None

Length

- 2 days

Products Covered

- Material Requirements Planning (MRP)
- Master Scheduling (MS)
- Capacity Requirements Planning (CRP)

Format

- Lecture and hands-on lab exercises

Course Objective

At the end of this course, you will be able to:

- Use the Production Planning modules
- Use the Menus and Data Entry Commands

Materials Requirements Planning

- Identify and use the planning parameters for manufactured and purchased items
- Enter sales forecasts
- Execute a MRP Generation
- Review Planning Reports and Inquiries
- Release planned orders to production and purchasing
- Use Planning Recommendations to update production and purchase orders
- Work with Firm Planned Orders

Materials Requirements Planning

- Identify items as Master-Scheduled Items
- Understand and create Resources and Bills of Resources
- Execute a Master Schedule Generation
- Review Master Schedule Planning Reports and Inquiries

- Understand Available to Promise

Capacity Requirements Planning

- Learn how to schedule planned and open production orders
- Execute a CRP Generation
- Understand how to change routings for planned orders
- Understand Capacity vs. Load, for:
 - Work Centers
 - Machines
 - Production Departments
 - Teams
- Review reports and Inquiries

User Control Libraries and Menus

- Create User-Defined Fields
- Add Freeform Notes
- Use personal To-Do notes
- Customize on-line help text
- Customize error messages and log errors
- Locate program status information
- Add a request for a change or addition to the software

Cost

- \$1,000.00

Course Overview

This course will familiarize End Users with the Fitrix modules used to implement a "Light Manufacturing" environment. Light manufacturing is a collection of modules which manage only the material flows in a manufacturing environment. This eliminates the concerns with defining and tracking resources and schedules normally associated with a more advanced production environment.

You will learn how to setup the modules and perform activities related to the management of production orders through a combination of lectures and hands-on labs.

Audience

- End-Users

Prerequisites

- None

Length

- 1 day

Products Covered

- Bill of Material (BOM)
- Production Order Processing (POP)

Format

- Lecture and hands-on lab exercises

Course Objective

At the end of this course, you will be able to:

- Use the Light Manufacturing modules
- Use the Menu and Data Entry Commands

Bill of Material

- Define an item as manufactured
- Create a single-level bill of material
- Identify and use a phantom item
- Understand material lead times
- Understand component issue methods
- Review Reports and Inquiries

Product Order Processing

- Create a production order
- Analyze component material availability
- Allocate components

- Issue components from inventory
- Production Receipt to inventory
- Order Closeout
- Review Reports and Inquiries

User Control Libraries and Menus

- Create User-Defined Fields
- Add Freeform Notes
- Add personal To-Do notes
- Customize on-line help text
- Customize error messages and log errors
- Locate program status information
- Add a request for a change or addition to the software

Cost

- \$500.00

Manufacturing: Production & Inventory Costing

Course Overview

This course will familiarize End Users with the Fitrix modules used to define and manage the costing methods for both inventory and production work in process.

You will learn how to setup the modules, perform activities related to the setup and management of costs for items in inventory and work in process, through a combination of lectures and hands-on labs.

Audience

- End-Users

Prerequisites

- None

Length

- 1 day

Products Covered

- Standard Product Costing (PC)
- Actual Costing (AC)
- Inventory Control – Costing Methods

Format

- Lecture and hands-on lab exercises

Course Objective

At the end of this course, you will be able to:

- Identify the Costing methods used to assign unit costs to manufactured and purchased items
- Identify the menu options used to compute a manufactured item's cost from a bill of material and routing
- Use inquiries and reports to compare actual production costs to expected costs
- Use the Menus and Data Entry Commands

Standard Product Costing

- Define one or more Standard Costs for a manufactured item
- Perform a Cost Rollup to compute standard costs
- Execute reports and inquiries to compare multiple standard costs for the same item
- Use an item's standard cost when creating a production order

Actual Costing

- Execute Inquiries and Reports to compare a production order's actual cost to expected

Inventory Control

- Understand and setup the inventory costing method to be used in the organization
- Understand the timing and detail of costed inventory transactions on the General Ledger

User Control Libraries & Menus

- Create User Defined Fields
- Add Freeform Notes
- Use personal "To Do" notes
- Customize on-line help text
- Customize error messages and log errors
- Locate program status information
- Add a request for a change or addition to the software

Cost

- \$500.00

Course Overview

This course is designed to familiarize End-Users with the Fitrix Payroll module. You will learn how to set up this module and learn how to perform the daily and periodic procedures.

Audience

- End-Users

Prerequisites

- None

Length

- 1/2 day

Products Covered

- Payroll (PY)

Format

- Lecture and hands-on lab exercises

Course Objective

At the end of this course, you will be able to:

- Set up payroll data
- Process payroll
- Run month and year end reports

Cost

- \$250.00

Registration Form

Please send completed registration forms to: info@fitrix.com

Please note that all classes are minimum 3 students

Company: _____

Student Name: _____ Title: _____

Student Name: _____ Title: _____

Student Name: _____ Title: _____

Student Name: _____ Title: _____

Student Name: _____ Title: _____

Address: _____

Telephone: _____ Email: _____

<u>Course Description</u>	<u>Days</u>	<u>Dates of interest</u>	<u>Cost</u>
VDT Development Tools (V5, Graphical)	5	_____	\$ 2,500
Case/BDL Development Tools (V4, Character)	5	_____	\$ 2,500
Converting from Case/BDL to Fitrix for Genero	4 mornings	_____	\$ 1,000
Accounting - End User (GL, AP, AR)	2	_____	\$ 1,000
Distribution - End User (OE, IC, PO)	3	_____	\$ 1,500
Payroll (PY)	½	_____	\$ 250
Replenishment (RL)	½	_____	\$ 250
MFG: Production Operations (POP, PS, LP, BOM, SR)	2	_____	\$ 1,000
MFG: Production Planning (MRP, CRP, MS)	2	_____	\$ 1,000
MFG: Light Manufacturing (BOM, POP)	1	_____	\$ 500
MFG: Production and Inventory Costing (PC, AC)	1	_____	\$ 500
Build Your Own Training Class (see separate worksheet)	___	_____	\$ _____

Class location:

Web Your Location

Payment method:

- Check or Money Order (make payable to Fourth Generation Software Solutions)
- Bill Me: PO # _____ Signature: _____

Payment or Purchase Order to guarantee payment must be received at least two weeks prior to date of class..



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800.374.6157
770.432.7623
www.fitrix.com
info@fitrix.com

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