



FMS WORKSHOP SCHEDULE

FEBRUARY – JULY 2026

Please contact your Agency’s Training Coordinator to register

Training Coordinators with questions should contact: fisatraining@fisa-opa.nyc.gov

DATE	TIME	WORKSHOP	NYCAPS REGISTRATION COURSE CODE
Tuesday, 2/10/26 In-Person at FISA-OPA	9:00am - 12:30pm	Vendor Research and Management (½ day)	WK-RV2
Thursday, 2/19/26 In-Person at FISA-OPA	9:00am- 4:30pm	Capital Assets (1 day)	WK-CA2
Thursday, 3/12/26 In-Person at FISA-OPA	9:00am - 12:30pm	Managing Retainage (½ day)	WK-RP2
Wednesday, 3/25/26 In-Person at FISA-OPA	9:00am - 12:30pm	Expense Adjustments/ Journal Voucher (½ day)	WK-JV2
Tuesday, 3/31/26 In-Person at FISA-OPA	9:00am - 12:30pm	Procurement Accounting Functions (½ day)	WK-PA2
Thursday, 4/9/26 In-Person at FISA-OPA	9:00am - 12:30pm	Inter-Governmental (½ day)	WK-IG2
Tuesday, 4/21/26 In Person at FISA-OPA	9:00am- 4:30pm	Contract Processing (1 day)	WK-CT2
Thursday, 5/7/26 In-Person at FISA-OPA	9:00am- 12:30pm	Small Purchase Procurement (½ day)	WK-SPP
Tuesday, 6/2/26 In-Person at FISA-OPA	9:00am - 12:30pm	Payment Request Processing (½ day)	WK-PR2
Tuesday, 6/9/26 In-Person at FISA-OPA	9:00am- 4:30pm	FMS For Community Boards NYC Community Boards Only (1 day)	WK-CB
Tuesday, 6/16/26 In Person at FISA-OPA	9:00am- 12:30pm	Revenue Accounting (½ day)	WK-RA2
Tuesday, 7/7/26 In-Person at FISA-OPA	9:00am- 12:30pm	Report Management & Distribution System (½ day)	ILT903
Thursday, 7/16/26 In-Person at FISA-OPA	9:00am- 12:30pm	Online Reporting & Inquiries (½ day)	WK-RI2

Please visit the FISA Applications Portal (<https://portal.fisa.nycnet>) to view a description of the FMS3 Workshops, print student workbooks or to complete the related eLearning modules, which we recommend you review before attending a workshop. eLearning modules do not have to be completed in a single sitting. You can pick up where you left off.

The above dates/times are subject to change without notice.

FMS WORKSHOPS are held **In-Person** at **FISA-OPA**, 5 Manhattan West, NY, NY 10001. Trainees **must** attend a workshop from start to finish in order to receive a Certificate of Completion. Please do not arrive at FISA-OPA without an e-mail from [FISATraining](mailto:fisatraining@fisa-opa.nyc.gov) confirming your enrollment.