FMS Virtual Instructor-Led Workshop Schedule December 2022 – June 2023

NYC FISA Payroll

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
Thursday, 12/15/22	9:30am - 1:00pm	Online Reporting & Inquiries (½ day)	WK-RI2
Friday, 12/16/22	9:30am - 1:00pm	Managing Retainage (½ day)	WK-RP2
Wednesday, 1/4/23 & Thursday, 1/5/23	9:30am – 1:00pm	FMS For Community Boards (Two ½-days) *NYC Community Boards **only***	WK-CB
Thursday, 1/12/23	9:30am - 1:00pm	Vendor Research and Management (½ day)	WK-RV2
Wednesday, 1/18/23 & Thursday, 1/19/23	9:30am - 1:00pm	Capital Assets (Two ½-days)	WK-CA2
Wednesday, 2/1/23 & Thursday, 2/2/23	9:30am - 1:00pm	Contract Processing (Two ½-days)	WK-CT2
Friday, 3/10/23	9:30am - 1:00pm	Info Advantage Reports Processing (½ day)	WK-IRP
Friday, 3/31/23	9:30am - 1:00pm	Procurement Accounting Functions (½ day)	WK-PA2
Friday, 4/21/23	9:30am - 1:00pm	Expense Adjustments/ Journal Voucher (½ day)	WK-JV2
Friday, 4/28/23	9:30am - 1:00pm	Payment Request Processing (½ day)	WK-PR2
Friday, 5/12/23	9:30am - 1:00pm	Revenue Accounting (½ day)	WK-RA2
Thursday, 5/25/23	9:30am - 1:00pm	Inter–Governmental (½ day)	WK-IG2
Tuesday, 6/13/23	9:30am - 1:00pm	Report Management & Distribution System (½ day)	ILT903
Tuesday, 6/27/23	9:30am - 1:00pm	Small Purchase Procurement (½ day)	WK-SPP

Please visit the FISA Applications Portal 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.

https://portal.fisa.nycnet

The above dates/times are subject to change without notice.
Trainees must have access to CityShare (*https://cityshare.nycnet*) and be able to access Webex.
Trainees must attend a workshop from start to finish in order to receive a Certificate of Completion.