



FMS VIRTUAL INSTRUCTOR-LED WORKSHOP SCHEDULE JUNE 2023 – JANUARY 2024

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, 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
Friday, 7/28/23	9:30am - 1:00pm	Online Reporting & Inquiries (½ day)	WK-RI2
Tuesday, 8/8/23	9:30am - 1:00pm	Payment Request Processing (½ day)	WK-PR2
Wednesday, 8/16/23	9:30am - 1:00pm	Vendor Research and Management (½ day)	WK-RV2
Wednesday, 9/13/23 & Thursday, 9/14/23	9:30am - 1:00pm	Contract Processing (Two ½-days)	WK-CT2
Tuesday, 9/26/23	9:30am - 1:00pm	Procurement Accounting Functions (½ day)	WK-PA2
Thursday, 10/5/23	9:30am - 1:00pm	Managing Retainage (½ day)	WK-RP2
Wednesday, 10/18/23 & Thursday, 10/19/23	9:30am - 1:00pm	Capital Assets (Two ½-days)	WK-CA2
Wednesday, 11/1/23	9:30am - 1:00pm	Revenue Accounting (½ day)	WK-RA2
Tuesday, 11/14/23	9:30am - 1:00pm	Expense Adjustments/ Journal Voucher (½ day)	WK-JV2
Friday, 12/8/23	9:30am - 1:00pm	Inter-Governmental (½ day)	WK-IG2
Tuesday, 12/12/23	9:30am - 1:00pm	Report Management & Distribution System (½ day)	ILT903
Tuesday, 1/9/24 & Wednesday, 1/10/24	9:30am - 1:00pm	FMS For Community Boards (Two ½-days) <i>NYC Community Boards only</i>	WK-CB
Friday, 1/19/24	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.