



FMS2 CAPITAL FUND BUDGET AND GENERAL FUND BUDGET VIRTUAL INSTRUCTOR-LED TRAINING 2023 COURSE LISTING

Please contact your Agency's Training Coordinator to register

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

DATE	TIME	FMS2 CLASS	NYCAPS REGISTRATION COURSE CODE
Tuesday, 2/7/23 Wednesday, 2/8/23, & Thursday, 2/9/23 Tuesday, 5/2/23, Wednesday, 5/3/23, & Thursday, 5/4/23	9:30am–1:00pm	General Fund Budget Preparation and Maintenance – Modsets and Approvals (Three ½-days) ● <i>Prerequisite 225-B</i>	ILT213
Friday, 2/17/23 Friday, 5/19/23	9:30am–1:00pm	General Fund Budget Maintenance – PEG Monitoring (½ day)	ILT220
Wednesday, 5/10/23	9:30am–1:00pm	General Fund Budget Maintenance – Spending Plan – OMB only (½ day)	221-B
Tuesday, 4/25/23	9:30am–1:00pm	General Fund Budget Maintenance – Spending Plan – Agency (½ day) ● <i>Prerequisite ILT213</i>	225-B
Tuesday, 2/14/23 & Wednesday, 2/15/23 Wednesday, 5/17/23 & Tuesday, 5/18/23	9:30am–1:00pm	Capital Fund Budget Preparation and Project Scheduling (Two ½-days)	ILT215
Friday, 2/24/23 Thursday, 5/25/23	9:30am–1:00pm	Capital Fund Budget Maintenance (1 day)	ILT230
Friday, 6/2/23	9:30am – 4:30pm	Crystal Reports Design – OMB only (1 day)	ILT902

Please visit <https://portal.fisa.nycnet/fisa/wbt/wbt/> to complete the related FMS2 Budget Web-Based Training (WBT) module which we recommend you review before attending a class. The 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.

Trainees **must** have access to CityShare (<http://cityshare.nycnet>) and be able to access Webex.

Trainees **must** attend a class from start to finish in order to receive a Certificate of Completion.

General Fund Budget Preparation & Maintenance – Modsets and Approvals

**NYCAPS
COURSE CODE:**

ILT213

AUDIENCE:

FMS users who are involved in the preparation and maintaining of their Agency General Fund Budget – including, but not limited to, the following data entry activities:

- Financial Plan Initiatives,
- Revenue Estimates, and
- Intra-City Purchases into FMS

RELATED WBTs

<https://portal.fisa.nycnet/fisa/wbt/wbt/>

- WBT100- Introduction to FMS
- WBT101- System Navigation – Inquiries
- WBT102- System Navigation – Documents and Tables
- WBT103- Customizing Your Desktop
- WBT200- Financial Management System Budget Overview
- WBT201- Financial Plan Initiatives
- WBT203- Preparing the Budget
- WBT205- Revenue Estimates
- WBT210- General Fund Budget Maintenance Overview
- WBT220- Budget Modifications
- WBT221- Budget Modset Approvals
- WBT225- Intra-City Budget Modifications

CONTENT:

The following subjects are addressed in ILT213:

- Financial Plan Initiative Creation and Submission
- Revenue Submission
- Budget Modification Documents
- Intra-City Budgeting/Modification
- Modset Approvals
- Budget Maintenance Inquiries

DURATION:

3 days - Trainees **must** attend the three (3) sessions from start to finish in order to receive a Certificate of Completion.

NOTE:

FMS users who plan to enroll in ILT 225-General Fund Budget Maintenance – Spending Plan in the future **must** first complete ILT213.

FMS2 Capital Fund and General Fund Budget Course Descriptions

Capital Fund Budget Preparation and Project Scheduling

**NYCAPS
COURSE CODE:**

ILT215

AUDIENCE:

FMS Users involved with capital budget preparation, specifically pertaining to project creation, maintenance and scheduling.

RELATED WBTs

<https://portal.fisa.nycnet/fisa/wbt/wbt/>

- WBT100- Introduction to FMS
- WBT101- System Navigation – Inquiries
- WBT102- System Navigation – Documents and Tables
- WBT103- Customizing Your Desktop
- WBT207- Capital Projects and Occurrences
- WBT208 - Capital Project Scheduling
- WBT209- Capital Project Inquiries

CONTENT:

The following subjects are addressed in ILT215:

- Projects and Occurrences
- Inquiries
- Capital Report Features
- Budget Line Maintenance
- Creating Project Models
- Creating Project Schedules
- Maintaining Project Schedules
- Using Online Inquiries and Producing Reports

DURATION:

2 days - Trainees **must** attend the two (2) sessions from start to finish in order to receive a Certificate of Completion.

FMS2 Capital Fund and General Fund Budget Course Descriptions

General Fund Budget Maintenance – PEG Monitoring

**NYCAPS
COURSE CODE:**

ILT220

AUDIENCE:

FMS Users involved with monitoring PEGs in General Fund Budget Maintenance.

RELATED WBTs

<https://portal.fisa.nycnet/fisa/wbt/wbt/>

- WBT100- Introduction to FMS
- WBT101- System Navigation – Inquiries
- WBT102- System Navigation – Documents and Tables
- WBT103- Customizing Your Desktop
- WBT200- Financial Management System Budget Overview
- WBT203- Preparing the Budget
- WBT210- General Fund Budget Maintenance Overview
- WBT216- PEG Monitoring

CONTENT:

The following subjects are addressed in ILT220:

- PEG Monitoring Window Updates
- Agency Reviews and Updates
- OMB Revisions and Approvals
- OMB (OBR) Master Table Maintenance

DURATION:

1/2 day

FMS2 Capital Fund and General Fund Budget Course Descriptions

General Fund Budget Maintenance – Spending Plan – OMB

**NYCAPS
COURSE CODE:** **221-B**

AUDIENCE: OMB FMS Users involved with General Fund Budget Maintenance Surplus/Needs and Spending functionality.

RELATED CBTs <https://portal.fisa.nycnet/fisa/wbt/wbt/>

- WBT100- Introduction to FMS
- WBT101- System Navigation – Inquiries
- WBT102- System Navigation – Documents and Tables
- WBT103- Customizing Your Desktop
- WBT210- General Fund Budget Maintenance Overview
- WBT212- Spending Plans

CONTENT: The following subjects are addressed in ILT221:

- Reviewing and Applying the Spending Plan
- Maintaining Master Tables and Controls

DURATION: 1/2 day

FMS2 Capital Fund and General Fund Budget Course Descriptions

General Fund Budget Maintenance – Spending Plan – Agency

**NYCAPS
COURSE CODE:** **225-B**

AUDIENCE: FMS Users involved with General Fund Budget
Maintenance Surplus/Needs and Spending Plan
functionality

PREREQUISITES: **ILT213 – General Fund Budget Preparation and
Maintenance – Agency**

RELATED CBTs <https://portal.fisa.nycnet/fisa/wbt/wbt/>

- WBT100- Introduction to FMS
- WBT101- System Navigation – Inquiries
- WBT102- System Navigation – Documents and Tables
- WBT103- Customizing Your Desktop
- WBT210- General Fund Budget Maintenance Overview
- WBT212- Spending Plans

CONTENT: The following subjects are addressed in ILT225:

- Creating and Maintaining a Spending Plan

DURATION: 1/2 day

FMS2 Capital Fund and General Fund Budget Course Descriptions

Capital Fund Budget Maintenance

**NYCAPS
COURSE CODE:**

ILT230

AUDIENCE:

FMS users who are responsible for maintaining their agency's Capital Fund Budget

RELATED WBTs

<https://portal.fisa.nycnet/fisa/wbt/wbt/>

- WBT100- Introduction to FMS
- WBT101- System Navigation – Inquiries
- WBT102- System Navigation– Documents and Tables
- WBT103- Customizing Your Desktop
- WBT230- Capital Budget Maintenance Overview
- WBT231- Capital Fund Budget Expenditures

CONTENT:

The following subjects are covered in ILT230:

- Unit of Appropriation Modification
- Budget Code Modification
- Object Modification

DURATION:

1/2 day

FMS2 Reporting Course Descriptions

Crystal Report Design – *OMB only*

**NYCAPS
COURSE CODE:** **ILT902**

AUDIENCE: OMB users who use the Crystal Report Designer

CONTENT: The following subjects are addressed in ILT902:

- Crystal Info Report Designer Overview
- Working with Objects
- Previewing Reports
- Selecting Records
- Sorting, Grouping, and Summarizing
- Creating Reports using the Report Expert Tool
- Working with Formulas
- Conditional Formatting
- Inserting Parameter Fields

DURATION: 1 day