



FMS VIRTUAL INSTRUCTOR-LED WORKSHOP SCHEDULE JULY – DECEMBER 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, 7/30/24	9:30am - 1:00pm	Online Reporting & Inquiries (½ day)	WK-RI2
Wednesday, 8/7/24	9:30am - 1:00pm	Revenue Accounting (½ day)	WK-RA2
Tuesday, 8/13/24	9:30am - 1:00pm	Payment Request Processing (½ day)	WK-PR2
Wednesday, 8/21/24	9:30am - 1:00pm	Expense Adjustments & Journal Voucher (½ day)	WK-JV2
Thursday, 9/12/24	9:30am - 1:00pm	Vendor Research and Management (½ day)	WK-RV2
Tuesday, 9/17/24	9:30am - 1:00pm	Procurement Accounting Functions (½ day)	WK-PA2
Thursday, 9/26/24	9:30am - 1:00pm	Small Purchase Procurement (½ day)	WK-SPP
Tuesday, 10/8/24 & Wednesday, 10/9/24	9:30am - 1:00pm	Capital Assets (Two ½-days)	WK-CA2
Wednesday, 10/23/24 & Thursday, 10/24/24	9:30am - 1:00pm	FMS For Community Boards (Two ½-days) <i>NYC Community Boards only</i>	WK-CB
Thursday, 10/31/24	9:30am - 1:00pm	Managing Retainage (½ day)	WK-RP2
Thursday, 11/7/24	9:30am - 1:00pm	Inter-Governmental (½ day)	WK-IG2
Wednesday, 11/13/24 & Thursday, 11/14/24	9:30am - 1:00pm	Contract Processing (Two ½-days)	WK-CT2
Tuesday, 12/10/24	9:30am - 1:00pm	Small Purchase Procurement (½ day)	WK-SPP
Thursday, 12/19/24	9:30am - 1:00pm	Report Management & Distribution System (½ day)	ILT903

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 Microsoft Teams. Trainees must attend a workshop from start to finish to receive a Certificate of Completion.