



# FMS VIRTUAL INSTRUCTOR-LED WORKSHOP SCHEDULE JANUARY – JULY 2025

**Please contact your Agency’s Training Coordinator to register**

Training Coordinators with questions should contact: [fisatraining@fisa-opa.nyc.gov](mailto:fisatraining@fisa-opa.nyc.gov)

| DATE                                   | TIME            | WORKSHOP  | NYCAPS REGISTRATION COURSE CODE |
|--|-----------------|---|---------------------------------|
| Thursday, 1/23/25                      | 9:30am - 1:00pm | Small Purchase Procurement (½ day)  | WK-SPP                          |
| Tuesday, 1/28/25                       | 9:30am - 1:00pm | Vendor Research and Management (½ day)                                    | WK-RV2                          |
| Wednesday, 2/12/25 & Thursday, 2/13/25 | 9:30am - 1:00pm | Capital Assets (Two ½-days)   | WK-CA2                          |
| Tuesday, 2/25/25                       | 9:30am - 1:00pm | Managing Retainage (½ day)  | WK-RP2                          |
| Thursday, 3/13/25                      | 9:30am - 1:00pm | Procurement Accounting Functions (½ day)                                  | WK-PA2                          |
| Tuesday, 3/25/25 & Wednesday, 3/26/25  | 9:30am - 1:00pm | Contract Processing (Two ½-days)  | WK-CT2                          |
| Thursday, 4/3/25                       | 9:30am - 1:00pm | Small Purchase Procurement (½ day)  | WK-SPP                          |
| Thursday, 4/17/25                      | 9:30am - 1:00pm | Expense Adjustments/ Journal Voucher (½ day)                              | WK-JV2                          |
| Wednesday, 4/30/25                     | 9:30am - 1:00pm | Online Reporting & Inquiries (½ day)                                      | WK-RI2                          |
| Tuesday, 5/6/25                        | 9:30am - 1:00pm | Payment Request Processing (½ day)  | WK-PR2                          |
| Wednesday, 5/28/25                     | 9:30am - 1:00pm | Inter-Governmental (½ day)  | WK-IG2                          |
| Tuesday, 6/10/25                       | 9:30am - 1:00pm | Small Purchase Procurement (½ day)  | WK-SPP                          |
| Tuesday, 6/17/25 & Wednesday, 6/18/25  | 9:30am - 1:00pm | FMS For Community Boards (Two ½-days)<br><i>NYC Community Boards Only</i> | WK-CB                           |
| Thursday, 6/26/25                      | 9:30am - 1:00pm | Revenue Accounting (½ day)  | WK-RA2                          |
| Tuesday, 7/15/25                       | 9:30am - 1:00pm | Report Management & Distribution System (½ day)                           | ILT903                          |
| Thursday, 7/31/25                      | 9:30am - 1:00pm | Online Reporting & Inquiries (½ day)                                      | WK-RI2                          |

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.**