



FMS WORKSHOP SCHEDULE

FEBRUARY – JULY 2020

Please contact your Agency Training Coordinator
to Register for any of these Workshops

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

DATE	TIME	WORKSHOP	NYCAPS REGISTRATION COURSE CODE
Wednesday, 2/5/20	1:00pm - 4:00pm	Procurement Accounting Functions (½ day)	WK-PA2
Friday, 2/7/20	9:00am - 12:00pm	Revenue Accounting (½ day)	WK-RA2
Wednesday, 2/26/20	1:00pm - 4:00pm	Payment Request Processing (½ day)	WK-PR2
Thursday, 2/27/20	1:00pm - 4:00pm	Inter-Governmental (½ day)	WK-IG2
Wednesday, 3/18/20	1:00pm - 4:00pm	Report Management & Distribution System (½ day)	ILT903
Wednesday, 3/25/20	9:00am - 12:00pm	Expense Adjustments/Journal Voucher (½ day)	WK-JV2
Tuesday, 3/31/20	1:00pm - 4:00pm	FMS Reports and Excel Analysis (½ day)	WK-EX1
Friday, 4/3/20	9:00am - 12:30pm	Vendor Research and Management (½ day)	WK-RV2
Tuesday, 4/28/20	9:00am - 12:00pm	PunchOut Shopping (½ day)	WK-POS
Wednesday, 4/29/20	1:00pm - 4:00pm	Online Reporting & Inquiries (½ day)	WK-RI2
Thursday, 4/30/20	9:00am - 12:30pm	Small Purchase Procurement (½ day)	WK-SPP
Wednesday, 5/27/20	9:00am - 4:15pm	Contract Processing (1 day)	WK-CT2
Wednesday, 6/3/20	9:00am - 4:15pm	Capital Assets (1 day)	WK-CA2
Friday, 7/31/20	9:00am - 12:00pm	Managing Retainage (½ day)	WK-RP2

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 should not arrive at FISA-OPA without an e-mail from FISA Training confirming their registration.