



## FMS2 CAPITAL AND GENERAL FUND BUDGET 2018 COURSE LISTING

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

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

DATE	TIME	FMS2 CLASS	NYCAPS REGISTRATION COURSE CODE
Tuesday, 2/6/18 and Thursday, 2/8/18  Wednesday, 5/9/18 and Friday, 5/11/18	9:00am–4:00pm	<b>General Fund Budget</b> Preparation and Maintenance – Modsets and Approvals (2 days)	ILT213
Thursday, 2/15/18  Thursday, 5/17/18	1:00pm–4:00pm	<b>General Fund Budget</b> Maintenance – PEG Monitoring (½ day)	ILT220
Thursday, 5/10/18	1:00pm–4:00pm	<b>General Fund Budget</b> Maintenance – Spending Plan – <b>OMB</b> (½ day)	221-B
Wednesday, 4/25/18	1:00pm–4:00pm	<b>General Fund Budget</b> Maintenance – Spending Plan – <b>Agency</b> (½ day)  • Prerequisite <i>ILT213</i>	225-B
Thursday, 2/22/18  Tuesday, 5/1/18	9:00am–4:00pm	<b>Capital Fund Budget</b> Preparation and Project Scheduling (1 day)	ILT215
Tuesday, 2/13/18  Tuesday, 5/8/18	9:00am–12:00pm	<b>Capital Fund Budget</b> Maintenance (½ day)	ILT230
Friday, 2/9/18  Friday, 6/1/18	9:00am – 4:00pm	<b>Crystal Reports Design</b> – <b>Comptroller &amp; OMB</b> (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 WBT 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 should not arrive at FISA-OPA without an e-mail from FISA Training confirming their registration.

### 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 (Agency)
- WBT203- Preparing the Budget (Agency)
- WBT210- General Fund Budget Maintenance Overview
- 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:**

2 days

**NOTE:**

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

## 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
- WBT209- Capital Project Inquiries

**CONTENT:** The following subjects are addressed in ILT 215:

- 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:** 1 day

## FMS2 Capital Fund and General Fund Budget Course Descriptions

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### 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 (FMS) Budget Overview
- WBT203- Preparing the Budget (Agency)
- WBT210- General Fund Budget Maintenance Overview
- WBT216- PEG Monitoring (Agency)

**CONTENT:**

The following subjects are addressed in ILT 220:

- 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**

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### **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
- CBT212- Spending Plans (Agency)

**CONTENT:**               The following subjects are addressed in ILT 221:

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

**DURATION:**               1/2 day

## FMS2 Capital Fund and General Fund Budget Course Descriptions

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### 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
- CBT212- Spending Plans (Agency)

**CONTENT:** The following subjects are addressed in ILT 225:

- Creating and Maintaining a Spending Plan

**DURATION:** 1/2 day

## **FMS2 Capital Fund and General Fund Budget Course Descriptions**

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### **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 ILT 230:

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

**DURATION:**

1/2 day

## FMS2 Reporting Course Descriptions

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### Crystal Report Design – Comptroller & OMB

**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