

Blackbaud University Curriculum for Financial Edge®

To view all Financial Edge **Learning Paths** [click here](#).

Wondering which courses are best for your job role?

- [Click here to explore recommended Learning Paths based on your job role](#)
- [Click here to explore Job Role descriptions](#)



Training Opportunities for *Learn More* Subscriptions

<ul style="list-style-type: none"> • In each LEARNING PATH, courses are listed in the order they should be taken • All courses are 3 hours (180 minutes) unless indicated otherwise • Product certification is required for courses beyond <i>Fundamentals</i> level unless a Prerequisite course is indicated 	Virtual Instructor-Led	eLearning
LEARNING PATH: Fundamentals ← Click HEADERS TO VIEW LEARNING PATHS		
Fundamentals - Overview	●	
Fundamentals - Data Analysis	●	
LEARNING PATH: General Ledger		
General Ledger - Journal Entry, Project, and Account Records		●
General Ledger - Financial Statements and Visual Chart Organizers		●
Query 90-minute course	●	
Advanced Query	●	
General Ledger - Budget Management		●
Processing Fixed Assets		●
LEARNING PATH: Payables		
Accounts Payable - Invoices and Vendors		●
Accounts Payable - Payment Processing		●
Accounts Payable - Purchase Orders	●	
LEARNING PATH: Accounts Receivable		
Processing Receivables	●	

CERTIFICATION

- Take the [Financial Edge Fundamentals Exam](#) and get Blackbaud Certified®

eLEARNING BASICS

- View the Financial Edge [Basics Learning Path](#)

ORGANIZATIONAL BEST PRACTICES


- Build your business acumen and social good expertise with these non-product-specific courses
- View the [Organizational Best Practices Learning Path](#)

Additional Training Opportunities for Learn Everything Subscriptions

Courses that Support Microsoft Product Use

These instructor-led, hands-on courses support Microsoft Excel and Word. Boost your organization's productivity with targeted hands-on learning.

LEARNING PATH: [Microsoft Product Training](#)



Courses that Support
Microsoft Products

North Star Sessions

Get expert guidance from leaders in the social good sector. These insightful and instructive video sessions are available on-demand, 24/7.

LEARNING PATH: [North Star Sessions](#)



North Star Sessions

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Role-Based Learning Paths

Use the **Learning Paths** table below to help you determine which courses to take.

Learning Paths are listed in recommended order, beginning with *Fundamentals*.

Each Learning Path identifies one or more occupational job roles for which training is recommended. To confirm which occupational roles match your job description, refer to the **Role Descriptions** information that appears below the **Learning Paths** table.

Click on a **Learning Path** to view the associated courses.

Learning Path	OCCUPATIONAL JOB ROLE							
	DBA	General Ledger Data Entry	General Ledger Power User	Accounts Payable Data Entry	Accounts Payable Processing	Accounts Receivable	Payroll	Executive
Fundamentals	✓	✓	✓	✓	✓	✓	✓	✓
General Ledger	✓	✓	✓					
Payables	✓			✓	✓			
Accounts Receivable						✓		

OCCUPATIONAL JOB ROLE

* [Job Role Descriptions](#) on the next page

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Job Role Descriptions

DBA / Database Administration

- Manages database setup and maintenance / Performs imports, exports, and global changes
- Maintains system security and integrity

General Ledger Data Entry

- Enters and manages account, project, grant, and journal entry records

General Ledger Power User

- Manages account, project, and grant record data
- Creates and manages budgets for accounts, projects, and grants
- Approves journal batches
- Manages advanced journal entries such as allocations, audit adjustments, and reversals
- Manages assets and depreciation / Creates and manages Visual Chart Organizers
- Builds and distributes financial reports / Performs posting to General Ledger

Accounts Payable Data Entry

- Enters and manages vendor and invoice information

Accounts Payable Processing

- Processes payments / Reconciles bank accounts
- Manages invoice and payment adjustments / Creates payables reports / Processes 1099s
- Posts to General Ledger

Accounts Receivable

- Enters and manages client biographical, charge, invoice, and payment information
- Creates and distributes receivables reports, and processes statements
- Posts to General Ledger

Payroll

- Posts to General Ledger

Executive

- Views and approves financial statements

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