

Blackbaud University Curriculum for Blackbaud Financial Edge NXT[®]

To view all Financial Edge NXT **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](#)



Need to complete your *Fundamentals* training and get **Blackbaud Certified[®]** in a single day? [Check out our 1-day Accelerator Pack event!](#)

Training Opportunities for *Learn More* Subscriptions

- In each LEARNING PATH, courses are listed in the order they should be taken
- All courses are 90 minutes unless indicated otherwise
- Product certification is required for courses beyond *Fundamentals* level unless a Prerequisite course is indicated

Virtual Instructor-Led	eLearning
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LEARNING PATH: FUNDAMENTALS (WEB VIEW) [← CLICK HEADERS TO VIEW LEARNING PATHS](#)

Course Name	Virtual Instructor-Led	eLearning
Fundamentals - Overview	•	
Fundamentals - Records	•	
Fundamentals - Transactions	•	
Fundamentals - Reports	•	

LEARNING PATH: GENERAL LEDGER

Course Name	Virtual Instructor-Led	eLearning
Managing Account, Project, and Journal Entry Records	•	
Building Chart Organizers	•	
Financial Statement Essentials	•	
Advanced Chart Organizers	•	
Financial Edge: Query	•	
Financial Edge: Advanced Query <i>3-Hour Course</i>	•	
Building Budgets <i>3-Hour Course</i>	•	
Tracking Fixed Assets <i>3-Hour Course</i>	•	
Grants	•	
Audience Focused Financial Statements <i>3-Hour Course</i>	•	
Building Program Focused Income Statements <i>3-Hour Course</i>	•	

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Virtual Instructor-Led	eLearning
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LEARNING PATH: GENERAL LEDGER (continued)

Security and Business Rules	•	
Dashboards	•	
Insight Designer	•	

LEARNING PATH: PAYABLES

Vendors	•	
Invoice Processing	•	
Payment Processing	•	
Advanced Payment Processing	•	
Bank Reconciliation Toolkit	•	
Defining Your Payables Process	•	
Financial Edge: Purchase Orders <i>3-Hour Course</i>	•	

LEARNING PATH: ACCOUNTS RECEIVABLE

Financial Edge: Processing Receivables <i>3-Hour Course</i>	•	
Cash Receipts <i>3-Hour Course</i>	•	

CERTIFICATION

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

eLEARNING BASICS

- View the [Financial Edge NXT 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](#)

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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](#)



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](#)



Accelerator Pack Event

LEARNING PATH: [Accelerator Pack Event](#)

1-Day Online Virtual Event	
Financial Edge NXT: Fundamentals - Accelerator Pack	
A.M.	Fundamentals - Getting Started
P.M.	Fundamentals - System Concepts
	Fundamentals - Record Management
	Fundamentals - Reports

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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.

OCCUPATIONAL JOB ROLE

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

Learning Paths	DBA	General Ledger Data Entry	General Ledger Power User	Accounts Payable Data Entry	Accounts Payable Processing	Accounts Receivable	Executive
Fundamentals	✓	✓	✓	✓	✓	✓	✓
General Ledger	✓	✓	✓				
Payables	✓			✓	✓		
Accounts Receivable	✓					✓	

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Job Role Descriptions

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DBA / DATABASE ADMINISTRATION

- Maintains the database, including system configuration, security configuration, and global processes
- Ensures database integrity and efficiency

GENERAL LEDGER DATA ENTRY

- Enters new accounts, projects, and journal entries
- Edits and maintains General Ledger records

GENERAL LEDGER POWER USER

- Creates reports
- Reconciles subledgers to General Ledger ts

ACCOUNTS PAYABLE DATA ENTRY

- Enters new vendor and invoice records

ACCOUNTS PAYABLE PROCESSING

- Approves invoices for payment and posting
- Processes payments

ACCOUNTS RECEIVABLE

- Enters and maintains client records
- Bills clients

EXECUTIVE

- Provides leadership in core areas, such as strategy and program delivery, to enable long-term vision achievement

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Updated 11/17/2022