Blackbaud University Curriculum
for Financial Edge™

To learn more about Blackbaud University's *Learn*, *Learn More*, and *Learn Everything* training subscription tiers click here.

To view a course description, register for a class, or launch the class, click a course title in the listing below.
Courses are listed in each of the topic areas in the order they should be taken. Take the online eLearning *Basics* courses for introductory information, or rely on the instructor-led training for a more in-depth hands-on experience.

Alert: Customers who purchased a *Learn Everything* training subscription prior to 2018 still have access to the *Nonprofit Workshops* now listed on the **Organizational Best Practices** curriculum datasheet.

Note: *Thinking about migrating to Financial Edge NXT? To view the complete Financial Edge NXT curriculum* click here.
The 🖳 icon next to the course title in the listing below indicates a class is taught predominantly in web view but is relevant for any product version.

Continuing Professional Education Credit (CPE)

- This curriculum includes opportunities to earn continuing education credits for CPE and CFRE

- Choose from 40+ online instructor-led classes

- Earn 3 CPE credits for every course completed

Click course names to launch or register for a class	Learn	Learn More	Learn Everything
Fundamentals			
🖳 Financial Edge: Basics of Financial Edge	●	●	●
📄 Financial Edge: Fundamentals—Overview		●	●
📄 Financial Edge: Fundamentals—Data Analysis		●	●
📄 Financial Edge: Fundamentals and Certification (1-Day Regional Class)			●
Certification			
🅑 Financial Edge Fundamentals Exam 2018		●	●
🅑 Financial Edge General Ledger Badge Exam 2018		●	●
🅑 Financial Edge Accounts Payable Badge Exam 2018		●	●
🅑 Financial Edge Professional Certification 2018		●	●
General Ledger			
🖳 Financial Edge: Basics of General Ledger	●	●	●
📄 General Ledger: Journal Entry, Project, and Account Records		●	●
📄 Financial Edge: Grant Management		●	●
📄 General Ledger: Financial Statements and Visual Chart Organizers		●	●

Note: Completion of the *Fundamentals* courses or a passing score on the **Fundamentals Exam** fulfills the prerequisites for all advanced courses.

📄 Course Abstract
🖳 eLearning Course
🅑 Certification
🖳 Web View Course

Click course names to launch or register for a class	Learn	Learn More	Learn Everything
General Ledger (continued)			
General Ledger: Budget Management		●	●
Financial Edge: Fixed Assets		●	●
Financial Edge: Communicating with External Software		●	●
Financial Edge: Keeping Your Database Clean and Secure		●	●
Financial Edge: SAP® Crystal Reports®		●	●
Financial Edge NXT: Audience Focused Financial Statements		●	●
Financial Edge: General Ledger (1-Day Regional Class)			●
Integration			
Integration: Basics of Raiser's Edge and Financial Edge Integration	●	●	●
Integration: Basics of Financial Edge and Smart Tuition Integration	●	●	●
Payables			
Accounts Payable: Basics of Data Entry	●	●	●
Accounts Payable: Basics of Data Processing	●	●	●
Accounts Payable: Invoices and Vendors		●	●
Accounts Payable: Payment Processing		●	●
Accounts Payable: Purchase Orders		●	●
Financial Edge NXT: Reconciliation and Control Reports		●	●
Financial Edge: Accounts Payable (1-Day Regional Class)			●
Accounts Receivable / Student Billing			
Accounts Receivable: Data Entry		●	●
Accounts Receivable: Data Processing		●	●
Financial Edge: Basics of Cash Receipts	●	●	●
Student Billing: Transactions		●	●
Student Billing: Monthly Processing		●	●
Payroll			
Payroll: Basics of Reports and W-2s	●	●	●
Payroll: Setup		●	●
Payroll: Data Processing		●	●

Regionals

	Day 1	Day 2	Day 3
	Financial Edge: Fundamentals and Certification	**Financial Edge: General Ledger**	**Financial Edge: Accounts Payable**
Morning	Financial Edge: Fundamentals—Overview	General Ledger: Journal Entry, Project, and Account Records	Accounts Payable: Invoices and Vendors
Afternoon	Financial Edge: Fundamentals—Data Analysis	General Ledger: Financial Statements and Visual Chart Organizers	Accounts Payable: Payment Processing

Role-Based Training Paths

Use the **Training Paths** table below to help you determine which courses to take. The course topics are listed in recommended order, beginning with *Fundamentals*. Course titles within each topic are also listed in the recommended order. Each topic identifies one or more occupational roles for which training is recommended. To confirm which occupational roles match your job description, refer to the **Role Description** information that appears below the **Training Paths** table.

To view the courses associated to a training path topic, and locate the corresponding topic in the course listings table, in the green header bars.

Training Paths

Training Path	OCCUPATIONAL 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/Student Billing						✔		
Payroll							✔	
Fundraising								✔

Continued on next page

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 (or student) biographical, charge, invoice, and payment information
- Creates and distributes receivables reports, and processes statements
- Posts to General Ledger

Payroll

- Manages employee biographical data
- Enters time and attendance
- Calculates payroll
- Processes payroll
- Creates and distributes payroll reports
- Processes tax reports
- Posts to General Ledger

Executive

- Views and approves financial statements