

# 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.

**Note:** Thinking about migrating to Financial Edge NXT? To view the complete Financial Edge NXT curriculum, [click here](#).



## 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



**Note:** All courses in the *Fundamentals* series must be completed in the order shown and are a prerequisite for taking courses in other topic areas. However, if you are an experienced Financial Edge user, consider completing the **Financial Edge Fundamentals Exam** in lieu of taking the *Fundamentals* series of courses. A passing score on the Fundamentals Exam equates to having completed the *Fundamentals* series.

	Learn	Learn More	Learn Everything
<b>Fundamentals</b>			
Financial Edge: Basics of Financial Edge	•	•	•
Financial Edge: Fundamentals—Overview		•	•
Financial Edge: Fundamentals—Data Analysis		•	•
Financial Edge: Fundamentals and Certification (1-Day Regional Class)			•
<b>Certification</b>			
Financial Edge Fundamentals Exam 2017		•	•
Financial Edge General Ledger Badge Exam 2017		•	•
Financial Edge Accounts Payable Badge Exam 2017		•	•
Financial Edge Professional Certification 2017		•	•
<b>General Ledger Data Entry</b>			
Financial Edge: Basics of General Ledger	•	•	•
General Ledger: Account and Project Records		•	•
General Ledger: Journal Entry		•	•
Integration: Financial Edge and Raiser's Edge		•	•
Financial Edge: Grant Management		•	•

- Course Abstract
- eLearning Course
- Certification

	Learn	Learn More	Learn Everything
<b>General Ledger Data Analysis</b>			
 General Ledger: Visual Chart Organizers		●	●
 General Ledger: Financial Statements		●	●
 General Ledger: Budget Management		●	●
 Financial Edge: Managing F9 Reports		●	●
 Financial Edge: Fixed Assets		●	●
 Financial Edge: Communicating with External Software		●	●
 Financial Edge: Reconciling Subsidiary Ledgers to General Ledger		●	●
 Financial Edge: Keeping Your Database Clean and Secure		●	●
 Financial Edge: SAP® Crystal Reports®		●	●
 Financial Edge: Building Financial Reports for Specific Audiences		●	●
 Financial Edge: Creating Complex Queries and Pivot Reports		●	●
 Financial Edge: General Ledger (2-Day Regional Class)			●
<b>Accounts Payable Data Entry</b>			
 Accounts Payable: Basics of Data Entry	●	●	●
 Accounts Payable: Vendors		●	●
 Accounts Payable: Invoices		●	●
 Accounts Payable: Purchase Orders		●	●
<b>Accounts Payable Data Processing</b>			
 Accounts Payable: Basics of Data Processing	●	●	●
 Accounts Payable: Payment Setup and Processing		●	●
 Accounts Payable: Payment Management and Reporting		●	●
 Financial Edge: Accounts Payable (2-Day Regional Class)			●
<b>Accounts Receivable / Student Billing</b>			
 Accounts Receivable: Data Entry		●	●
 Accounts Receivable: Data Processing		●	●
 Financial Edge: Managing Cash Receipts		●	●
 Student Billing: Annual Setup		●	●
 Student Billing: Annual Processing		●	●
 Student Billing: Transactions		●	●
 Student Billing: Monthly Processing		●	●
<b>Payroll</b>			
 Payroll: Managing Reports, Taxes, and End-of-Year Processes		●	●
 Payroll: Setup		●	●
 Payroll: Data Processing		●	●



“I really enjoy the convenience of taking classes online. This way I can take the courses at my leisure and when I have time. I don’t have to rearrange my schedule or block off entire days to get the training I need. Additionally, the tutorials that are at my disposal are wonderful because I can go and search for answers to specific questions that I may have. I have been able to find what I need when I need it.”

—Teia Snyder,  
Community Services of  
Venango County



## Nonprofit Workshops

Blackbaud University *Nonprofit Workshop* courses are not product specific, and do not cover specific technology solutions. Instead, these interactive workshops explore strategies, inspire conversation, and help you apply industry best practices at your nonprofit organization.

	Learn	Learn More	Learn Everything
<b>Fundraising</b>			
 Nonprofit Workshop: Fundraising			•
 Nonprofit Workshop: Effective Case Statements			•
 Nonprofit Workshop: Peer-to-Peer Fundraising			•
 Nonprofit Workshop: Sustainer Giving			•
 Nonprofit Workshop: Major Giving			•
 Nonprofit Workshop: Grantseeking			•
 Nonprofit Workshop: Grant Writing and Stewardship			•
 Nonprofit Workshop: Six Steps to End-of-Year Success			•
 Nonprofit Fundraising Exam 2017			•
<b>Marketing and Communications</b>			
 Nonprofit Workshop: Marketing and Communications			•
 Nonprofit Workshop: Email Communications			•
 Nonprofit Workshop: Improving Your Website's Usability			•
 Nonprofit Workshop: Building a Social Media Playbook			•
<b>Engaging Your Network</b>			
 Nonprofit Workshop: Building Engagement			•
 Nonprofit Workshop: Leading Volunteers to Success			•
 Nonprofit Workshop: Event Management			•
 Nonprofit Workshop: Board Management			•
 Nonprofit Workshop: Membership Management			•
<b>Operational Excellence</b>			
 Nonprofit Workshop: Organizational Management			•
 Nonprofit Workshop: Nonprofit Accounting for Fundraisers			•
 Nonprofit Workshop: Managing Cash Flow			•



**Note:** Your *Learn Everything* training subscription provides you the opportunity to earn the industry expertise *Fundraising* certification and continuing education credits. There are no prerequisites for *Nonprofit Workshop* courses.

## Regionals

	Day 1	Day 2	Day 3	Day 4	Day 5
	Financial Edge: Fundamentals and Certification	Financial Edge: General Ledger		Financial Edge: Accounts Payable	
Morning	Financial Edge: Fundamentals—Overview	General Ledger: Account and Project Records	General Ledger: Visual Chart Organizers	Accounts Payable: Vendors	Accounts Payable: Payment Setup and Processing
Afternoon	Financial Edge: Fundamentals—Data Analysis	General Ledger: Journal Entry	General Ledger: Financial Statements	Accounts Payable: Invoices	Accounts Payable: Payment Management and Reporting

# 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, [return to p. 1](#) 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 Data Entry	✓	✓						
General Ledger Data Analysis	✓		✓					
Payables Data Entry	✓			✓				
Payables Data Processing	✓				✓			
Accounts Receivable/Student Billing						✓		
Payroll							✓	
Fundraising								✓
Nonprofit Workshop: Fundraising								
Nonprofit Workshop: Marketing and Communications								
Nonprofit Workshop: Engaging Your Network								
Nonprofit Workshop: Operational Excellence								✓

## 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