


Blackbaud University Curriculum for Financial Edge NXT™

To learn more about Blackbaud University’s *Learn Basics*, *Learn More*, and *Learn Everything* training subscription tiers [click here](#). All *Learn Basics* online eLearning courses are included in your Financial Edge NXT software purchase and are available on demand for all users.

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: All *Financial Edge* courses listed on this datasheet are also relevant for *Financial Edge NXT* users; however, the *web view* is only covered in specific courses. To find *web view* courses, look for the  icon next to the course title in the listing below.

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 Basics	Learn More	Learn Everything
Fundamentals (Web View)			
 Financial Edge NXT: Basics of Financial Edge NXT 	●	●	●
 Financial Edge NXT: Fundamentals—Overview 		●	●
 Financial Edge NXT: Fundamentals—Data Analysis and SKY Reporting 		●	●
 Financial Edge NXT Fundamentals Exam 2018		●	●
 Financial Edge NXT: Fundamentals, General Ledger, and Payables in Web View (2-Day Regional Course)			●
General Ledger			
 Financial Edge NXT: Basics of General Ledger Data Entry 	●	●	●
 Financial Edge NXT: Basics of SKY Reporting and Analysis 	●	●	●
 Financial Edge NXT: General Ledger 		●	●
 General Ledger: Budget Management		●	●
 Financial Edge: Fixed Assets		●	●
 Financial Edge: Grant Management		●	●



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 Basics	Learn More	Learn Everything
General Ledger (continued)				
	Financial Edge: Communicating with External Software		●	●
	Financial Edge: Keeping Your Database Clean and Secure		●	●
	Financial Edge NXT: Audience Focused Financial Statements 		●	●
Integration				
	Integration: Basics of Raiser's Edge and Financial Edge Integration	●	●	●
	Integration: Basics of Financial Edge and Smart Tuition Integration	●	●	●
Payables				
	Financial Edge NXT: Basics of Payables Data Entry 	●	●	●
	Financial Edge NXT: Basics of Payables Processing 	●	●	●
	Financial Edge NXT: Processing Payables 		●	●
	Accounts Payable: Purchase Orders		●	●
	Financial Edge NXT: Reconciliation and Control Reports 		●	●
Accounts Receivable / Student Billing				
	Accounts Receivable: Data Entry		●	●
	Accounts Receivable: Data Processing		●	●
	Financial Edge NXT: Basics of Cash Receipts	●	●	●
	Student Billing: Transactions		●	●
	Student Billing: Monthly Processing		●	●
Payroll				
	Payroll: Basics of Reports and W-2s	●	●	●
	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. 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

Regional

	Day 1	Day 2
	Financial Edge NXT: Fundamentals, General Ledger, and Payables in Web View	
Morning	Financial Edge NXT: Fundamentals—Overview	Financial Edge NXT: General Ledger
Afternoon	Financial Edge NXT: Fundamentals—Data Analysis and SKY Reporting	Financial Edge NXT: Processing Payables

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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 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							✓	

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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