## Blackbaud University Curriculum for Financial Edge®

To view a complete course description or launch a class, click a title in the listing below.

Start with eLearning Basics on-demand courses or jump to instructor-led online courses for hands-on learning. In each of the topic areas, courses are listed in the order they should be taken.

This curriculum includes opportunities to earn continuing education credits for [CFRE](#) and [CPE](#).

**Note:** Thinking about migrating to Blackbaud 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.

Click course names to launch or register for a class

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### INTEGRATION
- Integration: Basics of Financial Edge Integrations

### PAYABLES
- Financial Edge: Basics of Accounts Payable
- Financial Edge: Accounts Payable - Invoices and Vendors
- Financial Edge: Accounts Payable - Payment Processing
- Financial Edge: Accounts Payable - Purchase Orders

### ACCOUNTS RECEIVABLE / STUDENT BILLING
- Financial Edge: Processing Receivables
- Financial Edge: Basics of Accounts Receivable
- Financial Edge: Basics of Cash Receipts
- Student Billing: Monthly Processing
- Student Billing: Transactions

### PAYROLL
- Financial Edge: Basics of Payroll

### ORGANIZATIONAL BEST PRACTICES
- OBP: Basics of Events
- OBP: Basics of Finance
- OBP: Basics of Foundations
- OBP: Basics of Fundraising
- OBP: Basics of Impact
- OBP: Basics of Marketing
- OBP: Basics of Membership
- OBP: Basics of Nonprofit Organizations
- OBP: Basics of Peer-to-Peer
- OBP: Basics of Personas
- OBP: Basics of Volunteers

Click course names to launch or register for a class.

Click here to view the full curriculum for instructor-led OBP workshops and certifications.
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

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<th>General Ledger Power User</th>
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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