


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

















	Learn Basics	Learn More	Learn Everything
FUNDAMENTALS			
 Financial Edge: Basics of Financial Edge NXT	●	●	●
 Financial Edge: Fundamentals - Overview		●	●
 Financial Edge: Fundamentals - Data Analysis		●	●
CERTIFICATION			
 Financial Edge Fundamentals Exam 2020	●	●	●
GENERAL LEDGER			
 Financial Edge: Basics of General Ledger	●	●	●
 Financial Edge: Basics of Cash Management	●	●	●
 Financial Edge: General Ledger - Journal Entry, Project, and Account Records		●	●
 Financial Edge: Grant Management		●	●
 Financial Edge: General Ledger - Financial Statements and Visual Chart Organizers		●	●
 Financial Edge: Advanced Query		●	●
 Financial Edge: General Ledger - Budget Management		●	●
 Financial Edge: Processing Fixed Assets		●	●
 Financial Edge: Communicating with External Software		●	●
 Financial Edge NXT Workshop: Safeguarding Your Database 		●	●
 Financial Edge NXT: Audience Focused Financial Statements 		●	●
 Financial Edge NXT Workshop: Bank Reconciliation 		●	●



-  Course Abstract
-  eLearning Course
-  Certification
-  Web View Course

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	Learn Basics	Learn More	Learn Everything
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		●	●
 Financial Edge NXT: Reconciliation and Control Reports 		●	●
ACCOUNTS RECEIVABLE / STUDENT BILLING			
 Financial Edge: Processing Receivables		●	●
 Financial Edge: Basics of Accounts Receivable	●	●	●
 Financial Edge: Basics of Cash Receipts	●	●	●
 Student Billing: Transactions		●	●
 Student Billing: Monthly Processing		●	●
PAYROLL			
 Financial Edge: Basics of Payroll	●	●	●
ORGANIZATIONAL BEST PRACTICES			
 OBP: Basics of Events	●	●	●
 OBP: Basics of Finance	●	●	●
 OBP: Basics of Fundraising	●	●	●
 OBP: Basics of Higher Education	●	●	●
 OBP: Basics of Impact	●	●	●
 OBP: Basics of K-12 Education	●	●	●
 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 here to view the full curriculum for instructor-led OBP workshops and certifications		●	●

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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 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

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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

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