Get Started with Financial Edge NXT Guide

06/13/2019 Financial Edge NXT , Get Started with Financial Edge NXTUS

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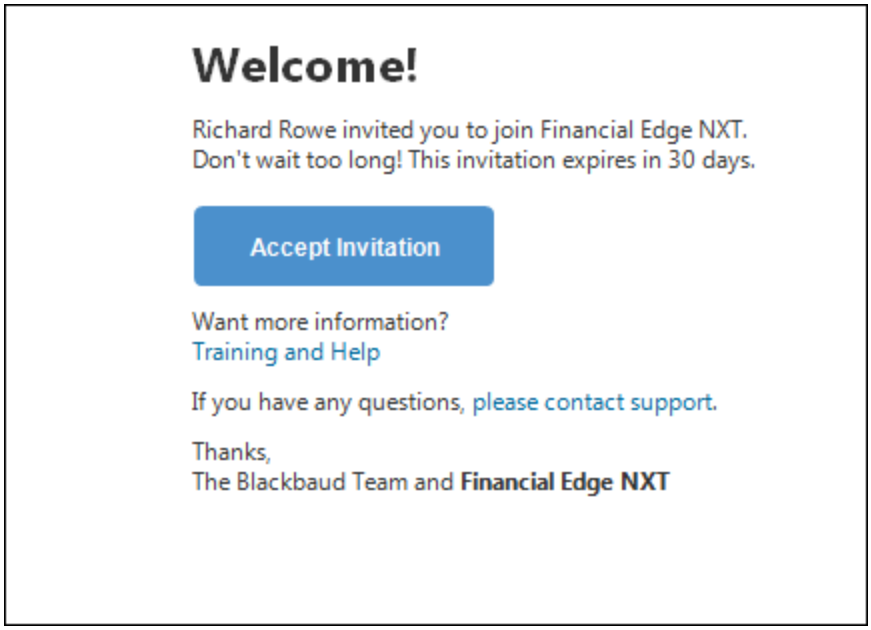
Get Started with Financial Edge NXT!

Before we get started, let's talk about how to sign into ***Financial Edge NXT***. You'll receive a Welcome email invitation from your administrator. The subject of this email is "You have been invited to Financial Edge NXT!" Once received, you select **Accept Invitation** and simply sign in to ***Financial Edge NXT*** with your Blackbaud account.



Tip: The **Training and Help** link in the email is a great resource to help you get started and answer any questions you have. We also recommend that once you log in to ***Financial Edge NXT***, you bookmark the homepage for easy access.

Once you accept your invitation, you need to sign in. When you sign in, keep this in mind:

- If you already have a Blackbaud account, enter the email address and password. Before you click **Sign in**, ensure the email address your entered is your Blackbaud email. Once you select **Sign in**, you just need to confirm your account.

  Tip: You can mark **Remember my email** on the sign in screen so that you don't have to enter your credentials next time you sign in.

- If you don't have a Blackbaud account, select **sign up** to create one and, when you receive another Welcome email message, confirm your email address again.

Note: Admins! You can send users invitations to join ***Financial Edge NXT*** from **Control Panel**.

What is Financial Edge NXT?

Financial Edge NXT is the next generation of Blackbaud's financial solutions. ***Financial Edge NXT*** is the web view accessed from your web browser, and ***The Financial Edge*** is the database view accessed through *Citrix*. You can

move seamlessly back and forth between these two interfaces to access the same underlying information, as we continue to extend the functionality of ***Financial Edge NXT***.

Since ***Financial Edge NXT*** is web view, you can securely access the program from anywhere, on your desktop, laptop or tablet! The web view experience offers a user-friendly, intuitive interface, as well as new features and enhancements to the existing database view.

Note: To view requirements and compatibility information for ***Financial Edge NXT***, see the system requirements on Blackbaud.com.

When you create a record in ***Financial Edge NXT***, you can access that record in the database view as well. Likewise, configuration settings and business rules created in the database view affect web view functionality.

Some of the navigation and functionality is different depending on how you access it. We recommend you familiarize yourself with these differences before you start to work in ***Financial Edge NXT***.

Web Browser Considerations

The ability to access ***Financial Edge NXT*** through a web browser provides more flexibility in how and where you access the program. Web browser settings and options, such as toolbar views and shortcut keys, can vary from browser to browser. To maximize the web view user experience, we recommend you familiarize yourself with your web browser's settings.

- For optimal performance, access the program through a supported browser. We currently support the following browsers:
  - *Chrome*
  - *Chrome on Android*
  - *Internet Explorer 11*
  - *Firefox*
  - *Edge*
  - *Mac Firefox*
  - *Mac Safari*
  - *Mac Chrome*
  - *Mobile Safari on IOS*
- Consider the number of toolbars you actively display in your browser. Numerous toolbars can decrease the area on your screen, which can require the need to scroll more. You can easily remove or hide toolbars as necessary.
- Review your browser's shortcut keys. For example, you can use shortcut keys in your browser to navigate web pages or open Help. At this time, there are no shortcut keys for data entry within ***Financial Edge NXT***.
- Here is a list of Keyboard Shortcuts for the *Chrome* browser.
- Adjust the magnification, or "zoom," level for your browser as necessary. For example, larger zoom levels decrease the area in which the program appears and can require you to scroll.

Access Multiple Databases

If you have rights to multiple databases, you can switch between these databases as you work in ***Financial Edge NXT***. If you plan to access multiple databases at the same time, please review the following browser behaviors:

- To access multiple FE databases at the same time from your browser, you must be logged in as the same user (who has access/an auth ID to those databases).
- You cannot be logged in as different users on different tabs of the same browser.
- When you sign in to the first tab of a browser, every tab afterward points to the same tenant/user combination. You must change databases from each tab.
- When you sign out of one tab in a browser, you automatically sign out of all of them. Therefore, you cannot log out of one database on one tab, without logging out of all the tabs.
- You can be logged in as different users in different browsers (Chrome = user A, Firefox = User B).

Features and Navigation

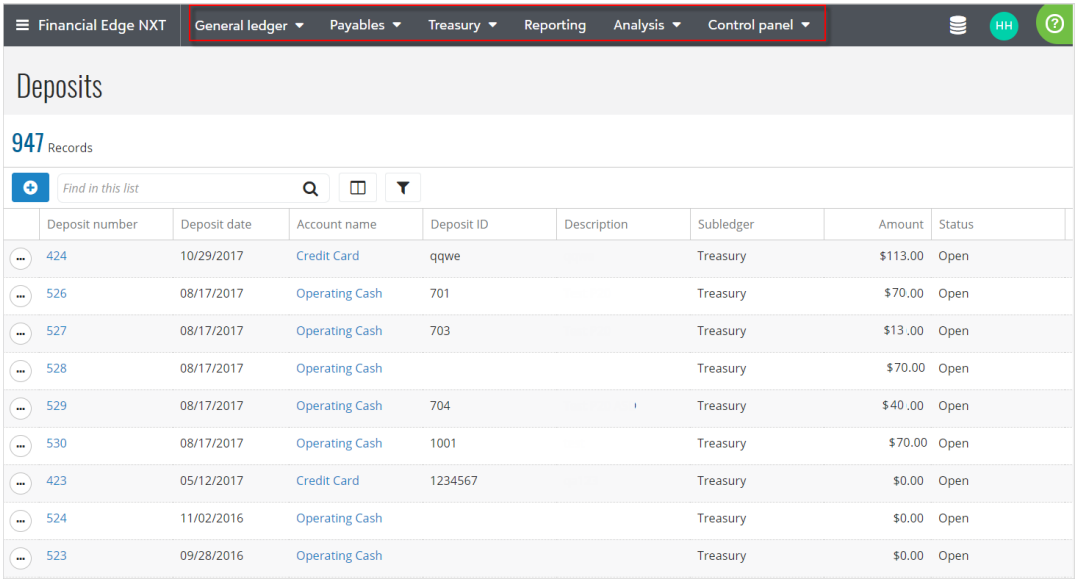
With the web view user experience, you will notice enhancements to features such as navigation, searches, and data lists. The more familiar you are with these differences, the easier it will be as you move back and forth from the web view and database view.

Database view

Financial Edge NXT is the web view accessed from your web browser. ***Financial Edge*** is the database view accessed through *Citrix*. You can move seamlessly back and forth between these two interfaces to access the same underlying information. To access the database view from ***Financial Edge NXT***, select **Open database view** on the action bar to manage your data through *Citrix*.

New navigation

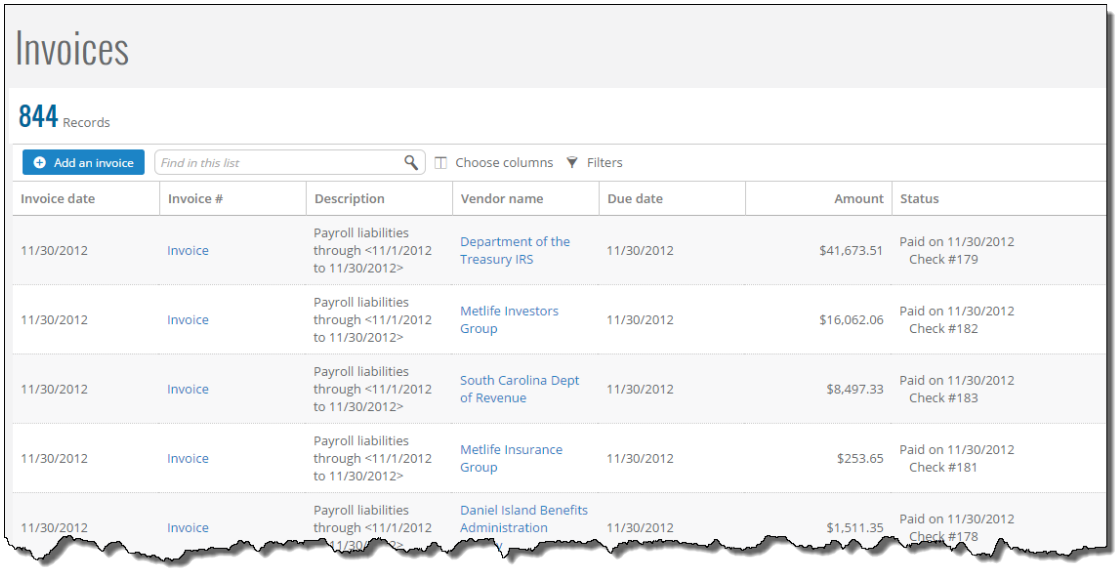
The product navigation at the top of the page provides quick access to all areas of ***Financial Edge NXT***. You can use the drop-down menus to access specific areas of the program.



Note: In the database view, you access different modules from a drop-down menu on the toolbar.

List pages

In the web view, list pages are the central hub for all your record tasks. Each record type in ***Financial Edge NXT*** has its own list page. For example, the Invoices list displays all the invoices you have in the system.

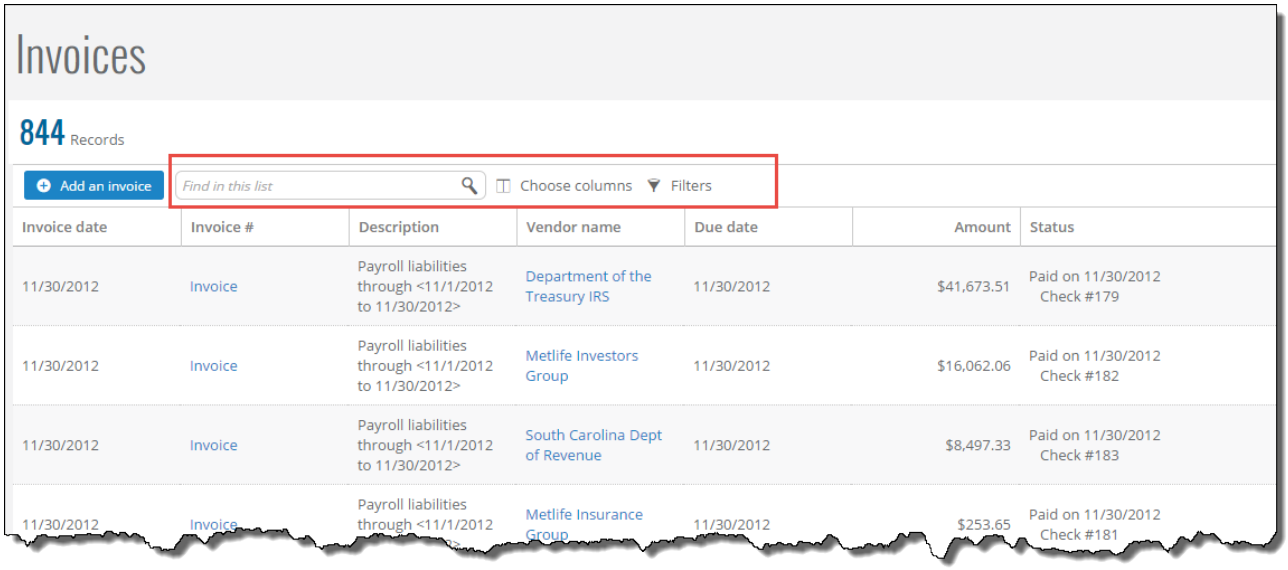


The number of records included in the list appears above the list.

List search, filters and columns

From lists, you can search and use filters to make locating records in a list easier and faster. The search field and filters appear above the list. When you search for a record, the search results provide direct links to the record. Filters are also useful in creating specific lists of records. For example, you can create a list of accounts based on an account segment, or a list of invoices based on invoice status.

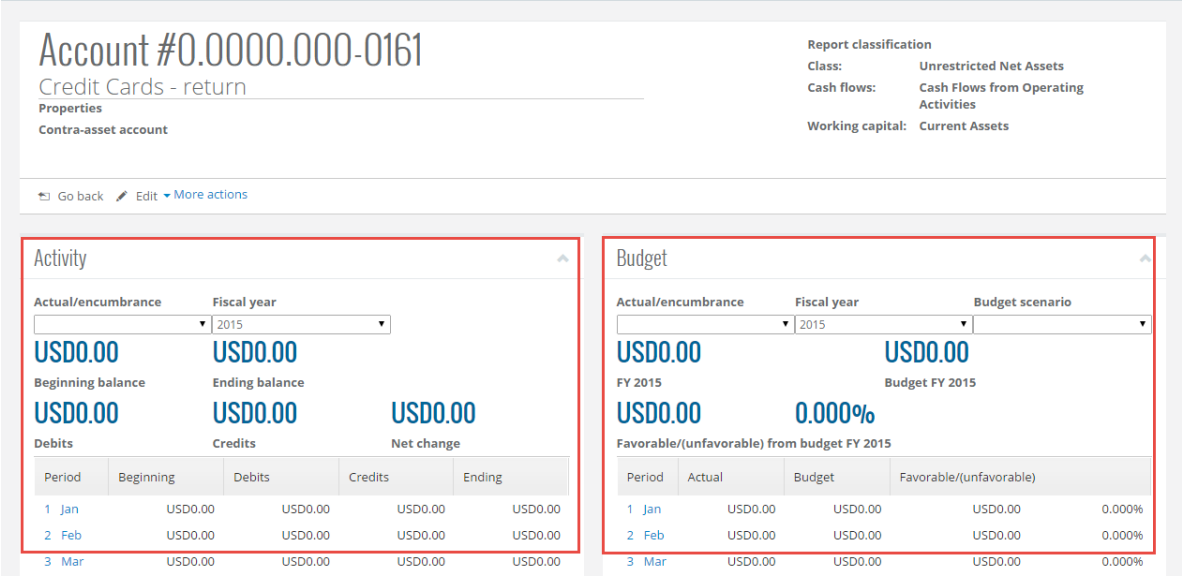
You can also choose columns to appear in a list.



Note: In the database view, you define search criteria and search for records from the Open screen.

Page tiles

In the web view, record information is displayed on a series of tiles that appear on the record page. You can add and edit information directly from these page tiles.



Note: In the database view, this information appears on a series of tabs.

Record management

Records in ***Financial Edge NXT*** contains all kind of information. To help focus on only what matters to you, you can manage how the information on a record appears.

- To rearrange the order of the tiles on a record, move it by its anchor .
- To hide or show information, select its Collapse or Expand .
- To quickly hide or show all information on a record, select Collapse all or Expand all .

Custom fields

In ***Financial Edge NXT*** we refer to attributes as custom fields. You use custom fields to add additional information to a record, and to further filter records when you search. While the program provides many fields to track information about the record, you may want to add additional fields to store other details.

In the web view, the **Custom fields** tile appears on each view page.

Note: In the database view, custom fields are called attributes, and you create them in *Configuration*.

Control panel

In the web view, **Control panel** is where you manage security and options for features throughout ***Financial Edge NXT***.

- If you manage security by *group*, from **Security**, you can invite your users to join the system. The tabs in Security help to manage this process, and you can easily view your active users as well as those who still need an invitation.
- If you manage security by *role*, from **Security**, you select the feature areas users can access, and assign a role for each area. A role combines tasks and permissions to determine the user's level of access to the area. When you add a new user, the user receives an email invitation. After the invitation is accepted, the user has access to the feature areas based on their roles.

  Note: The ability to manage a user's security by their *roles* is only available to some through an EAP. After monitoring feedback and usage, expect more information in a future update.

- From **Settings**, you can manage *some* options for features, such as Fiscal years and General ledger setup information.
- From **Fields and tables**, you can add new tables and fields, as well as edit your existing tables and fields.

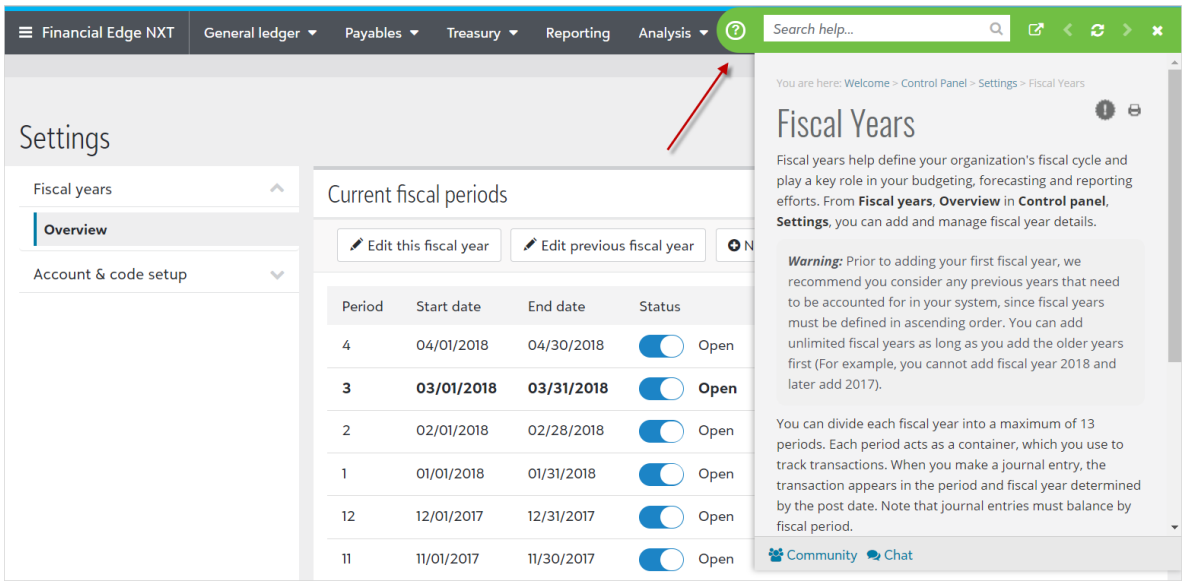
To access the Control panel, select **Control panel** at the top of the page.

Note: In the database view, you manage security from *Administration*.

Help file

When working in ***Financial Edge NXT***, if a question should arise, simply click the **?** in the upper right of the screen for content based on what you're working with at the time, in context of the application so you can continue to work and refer to the Help side-by-side. (You can also undock the Help to move it around, should it cover up where you're working.) As you read the Help, expand or collapse sections to help focus on only what content pertains to your question.

You can also access the Community, Knowledgebase, or Chat support from the Help file.



Note: In the database view, you access the help file using **F1**.

Security in Financial Edge NXT

To enable people at your organization to use features in ***Financial Edge NXT*** and help secure sensitive information, admins can set security rights in both the web view and database view. A user's access to features and data is secured by both their security group in the database view *and* their security group or role in the web view.

- A user's security group in the database view secures their access to features and information in *both* the web view and database view.
- A user's security group or role in the web view secures their access to web view features.

For more information, see Security Overview.

Reporting in Financial Edge NXT

Reporting in ***Financial Edge NXT*** leverages existing reports and settings defined in the database view. For example, the reports and tags you created in the database view, also appear in ***Financial Edge NXT***. You can move seamlessly back and forth between these two interfaces to access the same underlying information.

Before you begin to work with **Reporting**, please review the following list of reports available in ***Financial Edge NXT*** and the tasks you still must perform in the database view.

You can perform the following **Reporting** tasks from the web view:

- Create new reports
- Export reports to *Excel*, *Word*, and *PDF* files
- View reports and tags created in the database view

These **Reporting** tasks must be performed in the database view:

- Create and manage report tags

General Ledger in Financial Edge NXT

General ledger in ***Financial Edge NXT*** leverages existing account and project information defined in the database view. For example, the accounts and projects you created in the database view, also appear in ***Financial Edge NXT***. You can move seamlessly back and forth between these two interfaces to access the same underlying information.

Before you begin to work with **General ledger**, please review the following information about the tasks you perform in ***Financial Edge NXT*** and the tasks you perform in the database view.

You can perform the following **General ledger** tasks from the web view:

- View, add, edit, and delete journal entry batches. You can also validate them.
- Visual Chart Organizer (VCO).
- Copy and reverse batches.

- View, add, edit and delete accounts.
- View, add, edit and delete projects.
- View, add, edit and delete grants.
- View, add, edit, and delete budget scenarios.
- Budget scenario distributions and adjustments.

These **General ledger** tasks must be performed in the database view:

- All setup and configuration, including administration tasks and setting up business rules.

New Features in General Ledger

When you access **General ledger** from the web view, you will notice changes and enhancements to fields and features like search, lists, and navigation. Here are a few of those enhancements:

Active and inactive account records

In the web view, you can choose to prevent data entry by locking the account from any data entry. You can also prevent posting after a future date by marking the **Prevent posting after** checkbox and entering a date. When marked, a notification appears at the top of the account record with this information.

Account activity and budget information

In the web view, the Budget and Activity tiles on the account record display the full summary amounts regardless of the project security in place. When you view a period, all amounts that make up the summary number are displayed, however, the project ID and project description are masked.

In ***Financial Edge*** database view, the summary amount displayed is reduced based on project security settings.

Project activity and budget information

In the web view, the Budget and Activity tiles on the project record display the full summary amounts regardless of the account security in place. When you view a period or category, all amounts that make up the summary number are displayed, however, the account ID and account description are masked.

In the database view, the summary amount displayed is reduced based on account security settings.

Post subledgers to the general ledger

You can validate and post the Payables, Cash receipts, and Cash management subledgers in the web view.

When you post Payables and Cash receipts, you select post parameters to use from the database view.

Tip: The ability to select post parameters for Payables and Cash receipts from the web view will be added in a future release.

When you post bank adjustments for Cash management, you select the banks to include.

Tip: In the database view, you post bank adjustments from the Banks page.

Separate reports for validation and post to general ledger

When you post batches for a subledger, only valid transactions post to the general ledger in the web view. Invalid transactions do not post. This improvement helps eliminate the potential for data corruption during the

post process. In ***Financial Edge***, there was the potential for data corruption should there have been an interruption during the post process.

After processing completes, posted transactions appear in the Post Report, and invalid transactions appear in a separate Batch Validation Report. These reports replace the single General Ledger Report in ***Financial Edge*** that combined invalid and posted transactions on the same report.

Budgets

The list of budgets stores all the information you need to track a budget.

Features. You can add attachments, such as images, PDFs, *Word* documents, or *Excel* spreadsheets, to a budget scenario in the web view. You can also select distributions, make adjustments, and merge multiple scenarios into one destination scenario.

View. When you view a budget's scenario in the web view, you can select to view totals and distributions for an account, project, or grant (or a combination using two of them) when you apply groups to the list. After the list, total amount rows appear for each column that calculates revenue and expense.

Add. You add a scenario from the list of budgets. As you add a scenario, you can also create a new scenario ID if the one you need doesn't exist. To save time, you can also select to copy an existing scenario to default the data you need for the new one. This allows you to default the same account, project, or grant from the existing one. You can also select if you want to copy the existing scenario's values or if you want to default 0 amounts in the new scenario.

Note: When you copy a scenario in the web view, all data for the existing scenario copies to the new scenario. At this time, you cannot select to copy specific data, such as only one project. Also, a different project or grant cannot be selected to associate with the new scenario. If you need to do this, select the project and grant to associate with the new scenario *after* the copy is complete.

Edit. When you edit a budget, you'll discover many new features that provides a way for you to easily view and modify data in a way that is most valuable to you and your daily workflow. For example, you can add and delete rows, view error messages to help you resolve issues, and enter notes for a row to track unique information.

Delete. You can delete a scenario unless it has been finalized.

Excel add-in. To quickly add and edit budget data in a Microsoft *Excel* spreadsheet, then submit the data and monitor the data in the web view, download the Budget Creator for Financial Edge NXT add-in from the Microsoft's *Office Store*. This enables bulk data entry and saves time, especially when entering similar data.

Statistical units

As your organization's financial needs grow, you'll likely need to move amounts from one set of accounts, projects, or grants to another. In the database view, *Allocation Management* helped you automate the allocation of amounts from one set of accounts to another. The amounts allocated were entered and calculated based *only* on account balances. In the web view, from **General ledger**, **Statistical units**, you can now allocate amounts based on units and determine when and how to move amounts over time.

Payables in Financial Edge NXT

Payables in ***Financial Edge NXT*** leverages existing invoice and vendor information defined in the database view. For example, the vendors and invoices you created in the database view, also appear in ***Financial Edge NXT***. You can move seamlessly back and forth between these two interfaces to access the same underlying information.

Before you begin to work with **Payables**, please review the following information about the tasks you perform in ***Financial Edge NXT*** and the tasks you perform in the database view.

You can perform the following **Payables** tasks from the web view:

- View, add, edit and delete invoices.
- View interfund entries for invoices.
- View and manage invoice distribution and adjustment information.
- View, add, edit and delete vendors.
- Add vendor default distribution information.
- View vendor activity.
- View, add, edit and delete credit memos.
- Add 1099-MISC information.
- Attach media to a vendor.
- View purchase orders
- Print checks.
- Post to GL.

These **Payables** (*Accounts Payable*) tasks must be performed in the database view:

- All setup and configuration, including administration tasks and setting up business rules.
- Add, edit, delete purchase orders.
- Add, edit, delete, or view recurring invoices.
- FAST! entry.

New Features in Payables

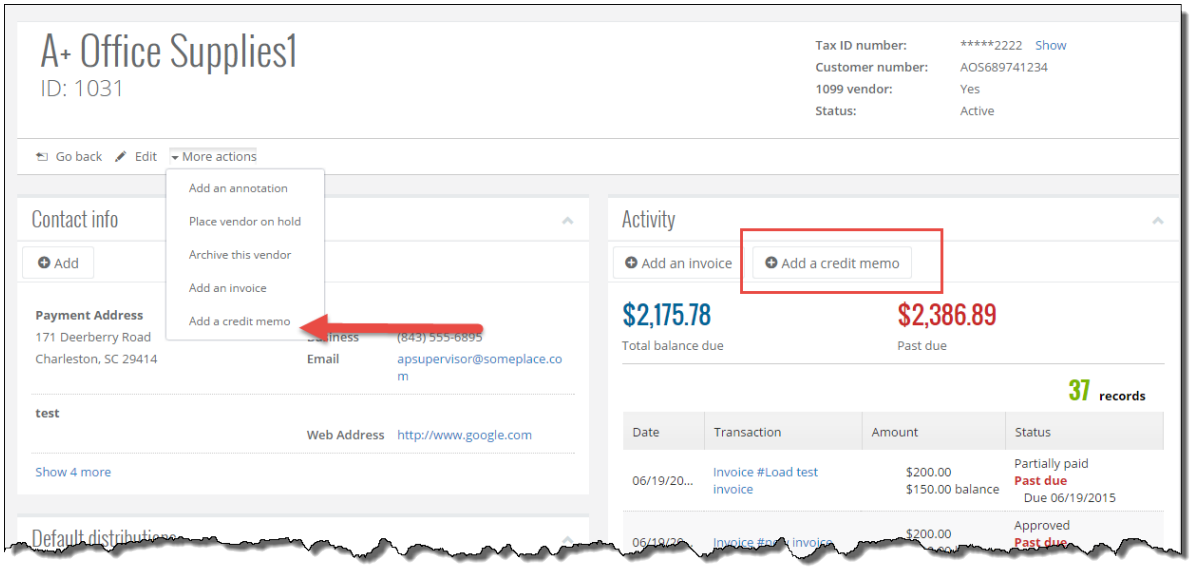
When you access **Payables** from the web view, you will notice changes and enhancements to fields and features like search, lists, and navigation. Here are a few of those enhancements:

Payables

In the web view, **Payables** is where you manage your invoices, vendors, and credit memos. In the database view, **Payables** is referred to as *Accounts Payable*.

Credit memos

In the web view, you create and view credit memos directly from a vendor. You can add credit memos from the **More actions** menu, or from the **Activity** tile on the vendor.



Note: In the database view, you create credit memos from the *Accounts Payable* records page, or from the Vendor Activity tab.

Remit to address

In the web view, the **Remit to** address on the invoice displays the vendor's full address and description.

Note: In the database view, you must open the address form on the vendor record to view and edit the full address.

Treasury in Financial Edge NXT

Treasury in ***Financial Edge NXT*** leverages existing bank account and deposit information defined in the database view. For example, the banks and deposits you created in the database view, also appear in ***Financial Edge NXT***. You can move seamlessly back and forth between these two interfaces to access the same underlying information.

Note: In the database view, **Treasury** is referred to as *Banks*.

Before you begin to work with **Treasury**, please review the following information about the tasks you perform in ***Financial Edge NXT*** and the tasks you perform in the database view.

You can perform the following **Treasury** tasks from the web view:

- Add, edit and close bank accounts.
- View bank register.
- Add, edit and void deposits.
- View miscellaneous cash receipts.
- View reconciliation history.
- Set default clear date.

- Add, edit, delete bank account adjustments.
- Add, edit, delete adjustment categories.
- Bank feeds. Helps you maintain accurate, up-to-date cash balances, and review and clear transactions daily in preparation for reconciliation.
- Bank reconciliation.

These **Treasury** (*Banks*) tasks must be performed in the database view:

- All setup and configuration, including administration tasks and setting up business rules.

Analysis in Financial Edge NXT

From **Analysis**, **Dashboards** in ***Financial Edge NXT***, you can access *SKY Reporting* dashboards. To increase the impact on your mission and inform your next steps, it's important to keep your finger on the pulse of your organization's financial activity. With *SKY Reporting* , you can — at a glance — assess your organization's overall accounting performance and effectiveness.

In **Analysis**, **Dashboards**, you can quickly assess your organization's financial efforts across several areas using the following dashboards:

- **Payables** — review invoice balances for a specific timeframe based on post or payment status, as well as credits with your organization's vendors. Use this dashboard to determine what efforts need to be paid and when.
- **Accounts** — examine general ledger accounts based on filters such as post date, encumbrance, budget scenario, and account category. Use this dashboard to determine how your accounts are performing against various budgets.
- **Projects** — compare budget information with the actual activity of projects and accounts. Use this dashboard to determine if your project's budget — across accounts — is on target.
- **Transaction Code** — review your organization's transaction activity for a specific transaction code across all accounts.
- **Metrics** — examine the health of your organization's data by tracking what is added in your system.
- **History of Changes** — examine the health of your organization's data by reviewing changes made to your organization's system over time.
- **Project Income and Expenses** — quickly assess your organization's income and expenses for one or more projects.
- **Net Assets** — quickly assess your organization's current net assets as well as trends.
- **Development Overview** — review your organization's overall fundraising efforts.
- **Receivables** — review incoming payments (including expected and past due funds) based on due date, post status, and clients.

Note: *SKY Reporting* is only available from the web view.