


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.

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



Continuing Professional Education Credit (CPE)

- Choose from 40+ online instructor-led classes
- Earn three CPE credits for every course completed

	Learn Basics	Learn More	Learn Everything
Fundamentals			
 Financial Edge NXT: Basics of Financial Edge NXT 	●	●	●
 Financial Edge: Fundamentals—Overview		●	●
 Financial Edge: Fundamentals—Data Analysis		●	●
 Financial Edge Fundamentals Exam 2017		●	●
 Financial Edge Professional Exam 2017		●	●
 Financial Edge: Fundamentals and Certification (1-Day Regional Class)			●
General Ledger Data Entry			
 Financial Edge NXT: Basics of General Ledger Data Entry 	●	●	●
 Financial Edge NXT: General Ledger 		●	●
 Integration: Financial Edge and Raiser's Edge		●	●
 Financial Edge: Grant Management		●	●







Note: All courses in the *Fundamentals* series must be completed in the order shown and are a prerequisite for all Functional and Outcome-Based courses. *Financial Edge: Fundamentals—Overview* is a prerequisite for the Financial Edge NXT web view courses. There are no prerequisites for *Nonprofit Workshop* courses.

	Learn Basics	Learn More	Learn Everything
General Ledger Data Analysis			
 Financial Edge NXT: Basics of SKY Reporting and Analysis 	●	●	●
 General Ledger: Visual Chart Organizers		●	●
 Financial Edge NXT: Financial and SKY Reporting 		●	●
 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)			●
Accounts Payables Data Entry			
 Financial Edge NXT: Basics of Payables 	●	●	●
 Financial Edge NXT: Payables 		●	●
 Accounts Payable: Purchase Orders		●	●
Payables Data Processing			
 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)			●
Accounts Receivable / Student Billing			
 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		●	●

“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

-  Abstract
-  eLearning Course
-  Certification

Payroll		
	Payroll: Managing Reports, Taxes, and End-of-Year Processes	● ●
	Payroll: Setup	● ●
	Payroll: Data Processing	● ●






















Regionals Financial Edge

	Day 1	Day 2	Day 3	Day 4	Day 5
	Financial Edge: Fundamentals	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



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 Basics	Learn More	Learn Everything
Fundraising			
 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			•
Marketing and Communications			
 Nonprofit Workshop: Marketing and Communications			•
 Nonprofit Workshop: Email Communications			•
 Nonprofit Workshop: Improving Your Website's Usability			•
 Nonprofit Workshop: Building a Social Media Playbook			•
Engaging Your Network			
 Nonprofit Workshop: Building Engagement			•
 Nonprofit Workshop: Leading Volunteers to Success			•
 Nonprofit Workshop: Event Management			•
 Nonprofit Workshop: Board Management			•
 Nonprofit Workshop: Membership Management			•
Operational Excellence			
 Nonprofit Workshop: Organizational Management			•
 Nonprofit Workshop: Nonprofit Accounting for Fundraisers			•
 Nonprofit Workshop: Managing Cash Flow			•



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 role(s) matches 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	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							✓	
Nonprofit Workshops: Fundraising								✓
Nonprofit Workshops: Marketing and Communications								
Nonprofit Workshops: Engaging Your Network								
Nonprofit Workshops: Operational Excellence	✓		✓					✓

Role Description

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 (CFO or Auditor)

- Views and approves financial statements