



Invoice Processing

COURSE TYPE

- » Technology

MODALITY

- » Instructor-Led Event

DURATION

- » 1.5 Hours

DELIVERY METHOD

- » Online (Group Internet-Based)
- » Onsite (Group Live)

PREREQUISITES

- » Financial Edge or Financial Edge NXT *Fundamentals* Certification

ADVANCED PREPARATION

- » None

CONTINUING EDUCATION CREDITS

- » **CPE Credits:** 1.5
- » **Program Level:** Basic
- » **Field of Study:** Information Technology – Technical

COURSE OVERVIEW

Are you responsible for managing the flow of entering, approving, and adjusting of invoices at your organization?

The Payables process in Financial Edge NXT has all the tools you need to navigate your expenditures. In this 90-minute course, learn how to streamline your invoice entry, make adjustments, and manage all aspects of your invoicing.

TARGET AUDIENCE

- Users responsible for invoice entry

LEARNING OBJECTIVES

- Create an invoice record
- Copy previous invoice records
- Manage credit memos
- Approve invoices
- Adjust invoices

VIEW ADDITIONAL INFORMATION

- [Registration information](#)
- [Blackbaud University policies](#)
- [View the complete curriculum for Financial Edge NXT](#)
- [Official NASBA statement and FAQs](#)

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