



COURSE TYPE

- » Outcome-based

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

- » An understanding of Payables records

CONTINUING EDUCATION CREDITS

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

COURSE OVERVIEW

You've entered invoices and now it's time to pay your vendors. Wondering where to start?

This 90-minute instructor-led course begins with a review of invoice settings and journeys through the entire check-processing workflow. Get hands-on experience confirming check settings, approving payments, and completing post-printing tasks.

TARGET AUDIENCE

- Users responsible for printing checks

LEARNING OBJECTIVES

- Describe the settings for payment processing
- Process payments
- Manage post-payment processes

VIEW ADDITIONAL INFORMATION

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