# BlackLine Products Task Management

Companies of all sizes manage their close from end-to-end with BlackLine's Task Management product.



Manage your month-end tasks, recurring journal entries, compliance controls, operational checklists, and auditor PBC lists from one centralized platform.



# **CONTROL THE CLOSE**

Peace of mind matters. Real-time dashboards and reports can transform your close with unmatched transparency and business intelligence.



## COMPLIANCE

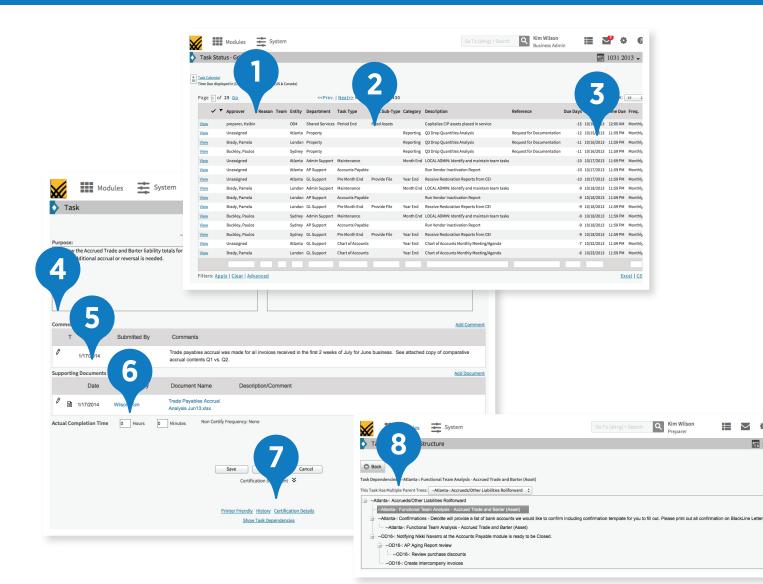
BlackLine lets you structure and schedule your close in keeping with best practices and company policy so that audits run smoothly and you will always close on time.

# **Product Features**

- Automatically schedule recurring close tasks
   each period
- **Dependencies** ensure that tasks are completed in the correct order
- Configurable time tracking allows you to compare
   expected versus actual completion times
- Role-based workflow approval process with built in audit-trail
- Multiple, distinct holiday calendars and support for multiple time zones
- Logically schedule your close using business days, calendar days, or weekdays as well as configurable periods

Sun         Mon         Tue         Wed         Thu         Fri           27         28         29         30         01 Jul         02         03           Provide report          AR Cash         R           Review         R         Unvouchered          R           04         05         06         07         08         09         10		lules 🚢 System			g) + Search	Kim Wilson Business Admin	
Time Due displayed in: (UTC-BES0) Pacific Time (US & Canada)         Jul, 2010       Data         Sun       Mon       Tue       Wed       Thu       Fri       Og         27       28       29       30       01 Jul or 20       03         Provide report       R       ARC Gain       R         04       05       06       07       08       09       10         Note and        R       RAR GL        R       Review       Unvolutered AR       R       R         10       05       06       07       08       09       10         Note and        R       RunAR GL        R       RunAR GL        R       Provide ROW        R         11       12       13       14       15       16       17         More       More       More       More       More       10         11       12       13       14       15       16       17         18       19       20       21       22       23       24         18       19       20       21       22       23       24         19       209	👌 Task Status - (	Calendar					
Jul, 2010         Dependence of the set of		Task Grid					
Sun         Mon         Tue         Wed         Thu         Fri           27         28         29         30         01 Jul         02         03           Provide report *R         AR Cash * R         AR Cash * R         AR Cash * R         Review * R         Unvouchered * R         AR Cash * R         Review * R         Unvouchered * R         M019         00			Canada)				
27         28         29         30         01 Jul         02         03           Provide report *R         AR Cash * / R           04         05         06         07         08         09         10           04         05         06         07         08         09         0         10           Reconstitution *R         Run AR GL * R         Run AR GL * R         Reclass * * R         Unblied AR * R         0           Reconstitution *R         Run AR GL * R         Provide Report * R         MAR * R         Run AR * R         Run R * R         Run R * R         Run R * R         MOT*         MOT*         MOT*         MOT*         Run * R         Run * R <th>Jul, 201</th> <th>0</th> <th></th> <th></th> <th></th> <th></th> <th>Day Wee</th>	Jul, 201	0					Day Wee
04       05       06       07       08       09       10         Note and NR       Run AR QL YR       Rediase YR       Unvouchend R       10         Note and NR       Run ARQL YR       Rediase YR       Unvouchend R       10         Note and NR       Run ARQL YR       Rediase YR       Unvouchend R       10         Note and NR       Run ARQL YR       Rediase YR       Unvouchend R       10         Reconciliation YR       Stathdown YR       Run ARQL YR       Rediase YR       Unvoide R/W YR       10         11       12       13       14       15       16       17         Imore       More       more       more       more       10         11       12       3       14       15       16       17         Imore       More       more       more       more       17         Imore       More       More       more       more       17         Imore       More       More       Run Arg       Run Arg       17         Imore       More       More       Run Arg       Run Arg       17         Imore       More	200000						
Note and         Run ARG         <	27	28	29	30	01 Jul		03
Image:					Provide report VR		
04         05         06         07         08         09         10           Note and regionalization regionalizatio regionalina regionalization regionalization regionalina regional					and the second sec		
Note and         R         Run AR GL         Run AR GL         Redats         Redats         Run MR GL         Run AR GL <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>							
Reconcliation * R       Run AR GL * R       Provide ROW * R         more	04	05	06		08		10
more         more         more         more         more         more           11         12         13         14         15         16         17           Provide JR         Reconcliation JR         Balance JR         Enter JR         TAX Provision JR         R           Imore         JR         Accounts JR         Schedule for JR         Enter JR         R         JR           IB         19         20         21         22         23         24           Provide the JR         Answers to the JR         Cash flow JR         Commitment JR         Aulior Q4 JR           Floctuation JR         Copy of the JR         Provide a JR         All FV09 10K JR         R		Note and VR	Run AR GL 🗸 🦷	Run AR GL 🗸 🦷	Reclass - VR	Unbilled AR VR	DMC Tes
11         12         13         14         15         16         17           Provide         Reconcliation         R         Balance         R         Enter         R         TAX Provision         R           Run         Accounts         R         Schedule for         R         Enter         R         Run         R           18         19         20         21         22         23         24           Provide the         R         Answers to the          Cash flow         Commitment         R         Auditor 04         R           Fluctuation         R         Copy of the         R         Provide a         R         All FV09 10K         R							
Provide         R         Reconciliation         R         Balance         R         Enter         R         TAX Provision         R           Run         RR         Accounts         R         Schedule for         R         Run         R<							
Run     R     Accounts     R     Schedule for     R     Enter     R     Run     R       18     19     20     21     22     23     24       Provide the ~R     Answers to the ~R     Cash flow     R     Commitment ~R     Audior C4     R       Fuctuation     ~R     Copy of the ~R     Provide a ~R     All FV09 10K     ~R	11	12	13	14	15	16	17
more         22         23         24         More         More         More         More         24         More         More         More         More         More         24         More         More <t< td=""><td></td><td></td><td>Reconciliation VR</td><td>Balance VR</td><td></td><td>TAX Provision</td><td></td></t<>			Reconciliation VR	Balance VR		TAX Provision	
18         19         20         21         22         23         24           Provide the <rtd>Answers to the <rtd>&lt;</rtd></rtd>						Run ✓R	
Provide the	10						
Fluctuation VR Copy of the VR Provide a VR All FY09 10K VR	18						24
				Cash flow VR	-	-	
		The second se			Provide a 🗸 🦷 🥆 🥷	All FY09 10K VR	
		more	more				





### Tasks Grid

#### 1. Task Calendar

Outlook-style task calendar color codes by task and timeliness.

#### 2. Configurable Task Segments

Apply Task Management to any type of recurring, project, or ad-hoc task.

#### 3. Due Dates

Automatically schedule recurring tasks in relation to your period-end date. You can also set up custom frequencies or calendars.

#### Tasks

#### 4. Comments

Attach comments to all tasks. These can be temporary review notes, one-time comments, or recurring text that carries forward to future tasks.

#### 5. Documents

Do away with paper. Upload supporting documentation to BlackLine's secure, centralized document repository.

#### 6. Actual Completion Time

Management can compare the actual completion time to the expected completion time to determine where resources can be best allocated. Also assists with outsourcing.

#### 7. Certification Details

Full audit trails track and timestamp all certification events for end users.

#### 8. Task Dependencies

Task dependencies allow the creation of hierarchical parent sub-task relationships and give you the ability to carefully structure your entire close in BlackLine.

