

JOURNAL ENTRY

Create, validate, support, and approve all of your manual journal entries before posting from one central, web-based platform.



WORKFLOW & VISIBILITY

Track and review every single journal entry with BlackLine's electronic workflow and real-time reporting capability.



SUPPORT

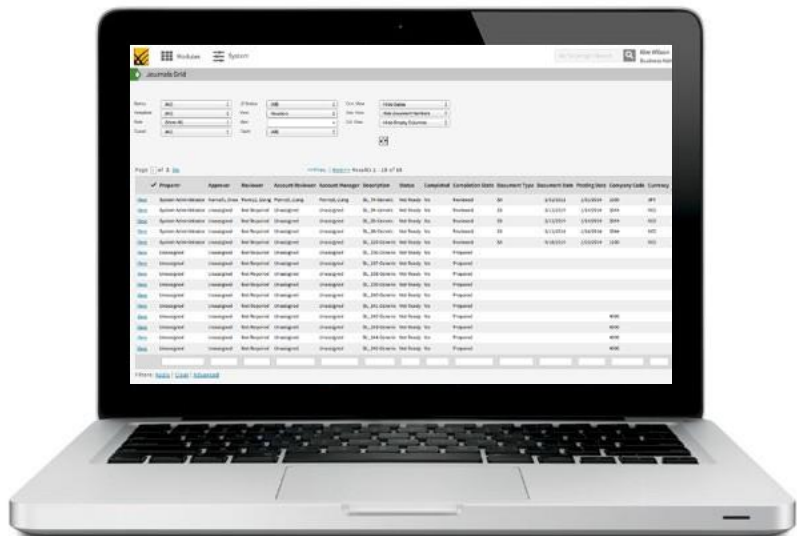
Attach supporting documentation and automatically retrieve document IDs for every journal entry. If necessary, tie each JE to the appropriate reconciling item or matching transaction.



EASY AUDITS

Go paperless and cruise through your audits with a full audit trail on each JE and dedicated internal/external auditor roles.

- Configurable journal entry templates designed to precisely capture information based on journal type
- Validation rules eliminate failed journal posts and can be automatically retrieved from the GL
- Attach and store supporting documents in any file format
- Automatically post journals and retrieve Document IDs or Journal Numbers from the GL
- Dynamic workflow automatically routes JEs to the appropriate individuals for approval
- Flexible workflow approval process can be based off of amount thresholds
- Post journals to multiple systems automatically



Journals Grid

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Preparer	Approver	Reviewer	Account Reviewer	Account Manager	Description	Status	Completed	Completion State	Document Type	Document Date	Posting Date
System Administrator	Namath, Drew	Penny, Liang	Penny, Liang	Penny, Liang	BL_74-Generic	Not Ready	No	Reviewed	SA	1/31/2011	1/31/2014
System Administrator	Unassigned	Not Required	Unassigned	Unassigned	BL_84-Generic	Not Ready	No	Reviewed	33	3/11/2014	1/31/2014
System Administrator	Unassigned	Not Required	Unassigned	Unassigned	BL_85-Generic	Not Ready	No	Reviewed	33	3/11/2014	1/31/2014
System Administrator	Unassigned	Not Required	Unassigned	Unassigned	BL_86-Generic	Not Ready	No	Reviewed	33	3/11/2014	1/31/2014
System Administrator	Unassigned	Not Required	Unassigned	Unassigned	BL_129-Generic	Not Ready	No	Reviewed	SA	4/18/2014	1/22/2014
Unassigned	Unassigned	Not Required	Unassigned	Unassigned	BL_126-Generic	Not Ready	No	Prepared			
Unassigned	Unassigned	Not Required	Unassigned	Unassigned	BL_137-Generic	Not Ready	No	Prepared			
Unassigned	Unassigned	Not Required	Unassigned	Unassigned	BL_138-Generic	Not Ready	No	Prepared			
Unassigned	Unassigned	Not Required	Unassigned	Unassigned	BL_139-Generic	Not Ready	No	Prepared			
Unassigned	Unassigned	Not Required	Unassigned	Unassigned	BL_140-Generic	Not Ready	No	Prepared			
Unassigned	Unassigned	Not Required	Unassigned	Unassigned	BL_141-Generic	Not Ready	No	Prepared			
Unassigned	Unassigned	Not Required	Unassigned	Unassigned	BL_142-Generic	Not Ready	No	Prepared			
Unassigned	Unassigned	Not Required	Unassigned	Unassigned	BL_143-Generic	Not Ready	No	Prepared			
Unassigned	Unassigned	Not Required	Unassigned	Unassigned	BL_144-Generic	Not Ready	No	Prepared			
Unassigned	Unassigned	Not Required	Unassigned	Unassigned	BL_145-Generic	Not Ready	No	Prepared			

Filters: Apply | Clear | Advanced

JOURNALS GRID

1. JE Status

Monitor and report on the status of all JEs, from creation to automatic posting.

2. Workflow Status

Electronically route JEs for approval.

3. Import from Excel

Quickly import completed or partially completed Journals from excel. This is useful when report writers or 3rd party systems write thousands or tens of thousands of lines to a spreadsheet.

JOURNAL ENTRY TEMPLATE

4. Header Items

Header items are configured to match your journal templates and general ledger. All fields are backed by validation rules, which prevent users from entering bad data. For systems/journals where header fields are not required, this section becomes an optional but useful reference tool.

5. Line Items

Like header items, Line items are configured to meet client needs. Items can be keyed in by a preparer or imported in bulk. Users can define logic and validation for this section as well.

6. Items

Each Journal entry can be linked to the account reconciliations product and associated with the reconciling items it addresses.

7. Supporting Documentation

Upload supporting documents in any file format.

8. Certification Details

BlackLine automatically identifies and displays different steps in the process, including the dates on which workflow or posting events occur. This data is available to management and auditors.

Header

Document Date: 4/1/2011
 Document Type: SA
 Company Code: 1000
 Posting Date: 2/18/2011
 Currency: USD
 Rate: 0.00
 Translation Date:
 Reference: BL_11
 Doc. Header Text: Write Off
 Accrual - Deferral Reversal Date:
 Total Debit: 500.00
 Total Credit: 500.00

Lines

Column View | Hide Empty Columns

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Pstky	Account	Amount	Document	Currency	Amount	Company Code	Currency	Amount	Group	Currency	Quantity	VAT Amount	Line Number
40	4000	500.00		USD	500.00		0.00	0.00		0.00	0.0000	0.0000	1
50	1100	500.00		USD	500.00		0.00	0.00		0.00	0.0000	0.0000	2

Filters: Apply | Clear | Advanced

Items

Item	Aging	Orig. Date	Class	Description
1	Current	12/31/2010	R	Journal entry made in error. This should have been a credit to account 7100. JE-01-104 has been prepared to reverse this item in January.

Page: 1 of 1 Go Page size: 1 Change Item 1 to 1 of 1

Comments
 Currently, there are no comments stored for this reconciliation.

Supporting Documents
 Currently, there are no documents stored for this reconciliation.

Certification Details
 Atlanta-1220-FCR-023K - 131 2011

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Level	Bulk	Submitted By	Submitted	Reason	Reason Code
Reviewed	Yes	System	4/9/2013 4:49:38 PM	Dual Level Review Not Required	
Approved	Yes	Brady, Pamela	4/9/2013 4:49:38 PM	User Certified	
Prepared	Yes	Wolfe, Karl	4/9/2013 4:48:52 PM	User Certified	

Filters: Apply | Clear | Advanced