TASK MANAGEMENT

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

CHECKLISTS

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

CONTROL THE CLOSE

Peace of mind matters.
Real-time dashboards and reports
can transform your close with
un-matched 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.

- 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

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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.

TASK

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 trail tracks and timestamps all certification events for all 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.

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