

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



1. Task Calendar

2. Configurable Task Segments

3. Due Dates

Approver	Reason	Team	Entity	Department	Task Type	Task Sub-Type	Category	Description	Reference	Due Days	Date	Time Due	Freq.
View	prepares, Habin	OD4	Shared Services	Period End	Fixed Assets			Capitalize CIP assets placed in service		-15	10/10/2013	12:00 AM	Monthly
View	Unassigned	Atlanta	Property		Reporting	Q3 Drop Quantities Analysis		Request for Documentation	Request for Documentation	-12	10/15/2013	11:59 PM	Monthly
View	Brady, Pamela	London	Property		Reporting	Q3 Drop Quantities Analysis		Request for Documentation	Request for Documentation	-11	10/16/2013	11:59 PM	Monthly
View	Buckley, Paulus	Sydney	Property		Reporting	Q3 Drop Quantities Analysis		Request for Documentation	Request for Documentation	-11	10/16/2013	11:59 PM	Monthly
View	Unassigned	Atlanta	Admin Support	Maintenance	Month End	LOCAL ADMIN Identify and maintain team tasks				-10	10/17/2013	11:59 PM	Monthly
View	Unassigned	Atlanta	AP Support	Accounts Payable		Run Vendor Inactivation Report				-10	10/17/2013	11:59 PM	Monthly
View	Unassigned	Atlanta	AP Support	Accounts Payable	Pre Month End	Provide File	Year End	Receive Restoration Reports from CEI		-10	10/17/2013	11:59 PM	Monthly
View	Brady, Pamela	London	Admin Support	Maintenance	Month End	LOCAL ADMIN Identify and maintain team tasks				-9	10/18/2013	11:59 PM	Monthly
View	Brady, Pamela	London	AP Support	Accounts Payable		Run Vendor Inactivation Report				-9	10/18/2013	11:59 PM	Monthly
View	Brady, Pamela	London	GL Support	Pre Month End	Provide File	Year End	Receive Restoration Reports from CEI			-9	10/18/2013	11:59 PM	Monthly
View	Buckley, Paulus	Sydney	Admin Support	Maintenance	Month End	LOCAL ADMIN Identify and maintain team tasks				-9	10/18/2013	11:59 PM	Monthly
View	Buckley, Paulus	Sydney	AP Support	Accounts Payable		Run Vendor Inactivation Report				-9	10/18/2013	11:59 PM	Monthly
View	Buckley, Paulus	Sydney	GL Support	Pre Month End	Provide File	Year End	Receive Restoration Reports from CEI			-9	10/18/2013	11:59 PM	Monthly
View	Unassigned	Atlanta	GL Support	Chart of Accounts	Year End	Chart of Accounts Monthly Meeting/Agenda				-7	10/22/2013	11:59 PM	Monthly
View	Brady, Pamela	London	GL Support	Chart of Accounts	Year End	Chart of Accounts Monthly Meeting/Agenda				-6	10/23/2013	11:59 PM	Monthly

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.

4. Comments

5. Supporting Documents

6. Actual Completion Time

7. Certification Statement

Purpose:
To review the Accrued Trade and Barter liability totals for reasonableness, to determine whether additional accrual or reversal is needed.

Instructions: [Guidelines](#)

T	Date	Submitted By	Comments
	1/17/2014	Wilson, Kim	Trade payables accrual was made for all invoices received in the first 2 weeks of July for June business. See attached copy of comparative accrual contents Q1 vs. Q2.

Date	Submitted By	Document Name	Description/Comment
1/17/2014	Wilson, Kim	Trade Payables Accrual Analysis Jun13.xlsx	

Actual Completion Time: 0 Hours 0 Minutes Non-Certify Frequency: None

Save Certify Cancel

Certification Statement

[Printer Friendly](#) [History](#) [Certification Details](#) [Show Task Dependencies](#)

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.

