

BlackLine Products

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 platform.



CONTROL THE CLOSE

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

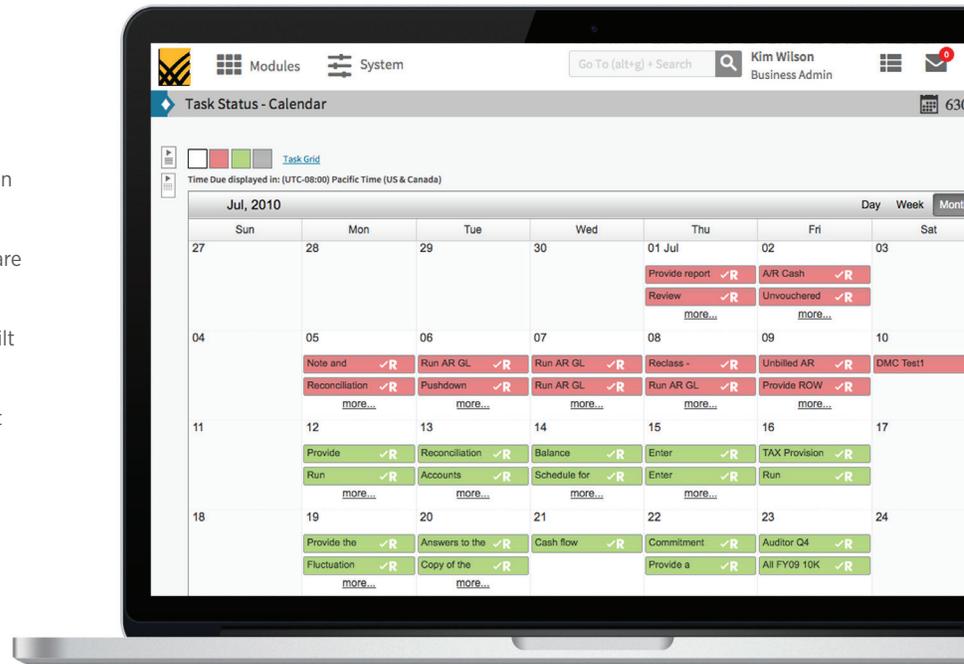


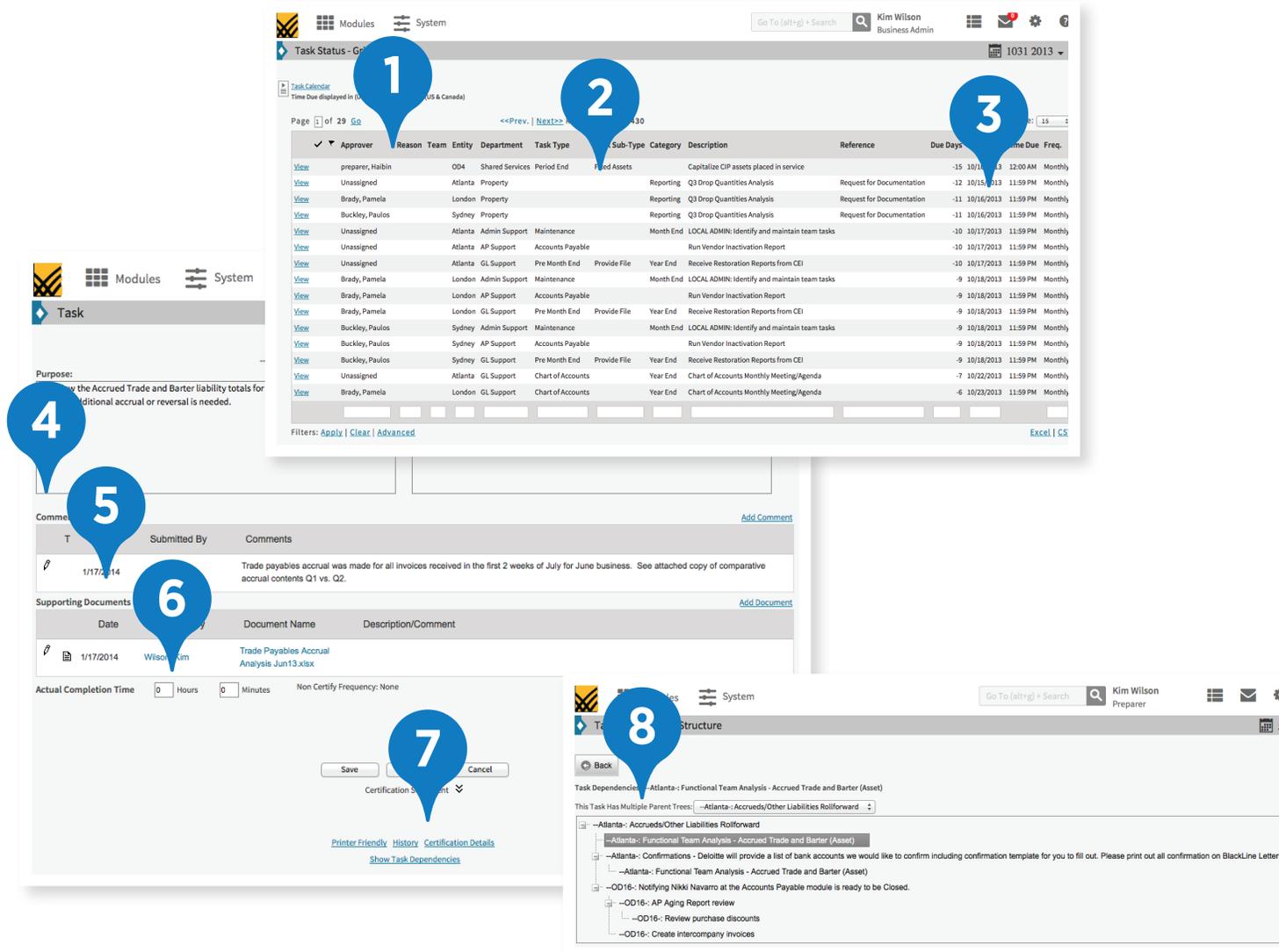
COMPLIANCE

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





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.