## **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 centralised platform.



# **CONTROL THE CLOSE**

Peace of mind matters.

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

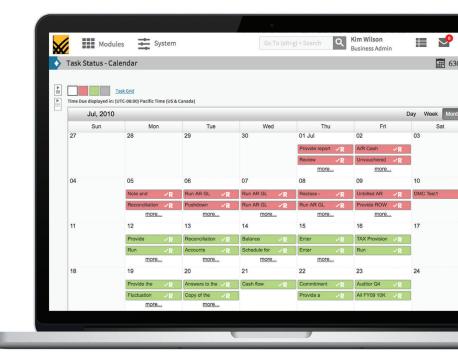


## **COMPLIANCE**

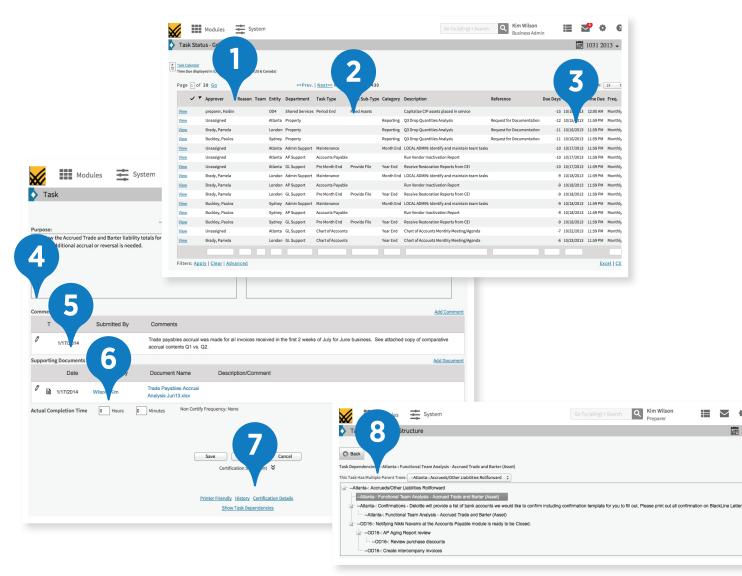
BlackLine lets you structure and schedule your close in keeping with best practises and company policy so that audits run smoothly and you will always close on time.

## **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 colour 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, centralised 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.

