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.
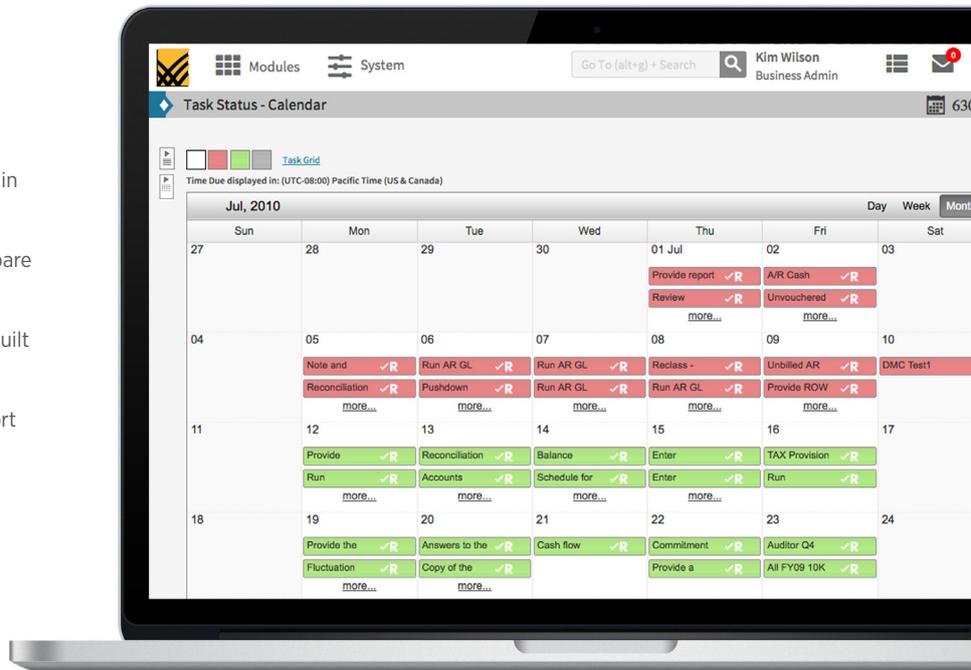
COMPLIANCE

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

BLACKLINE | **eclipse**
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The world's most trusted solution for Finance Controls and Automation.

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.