

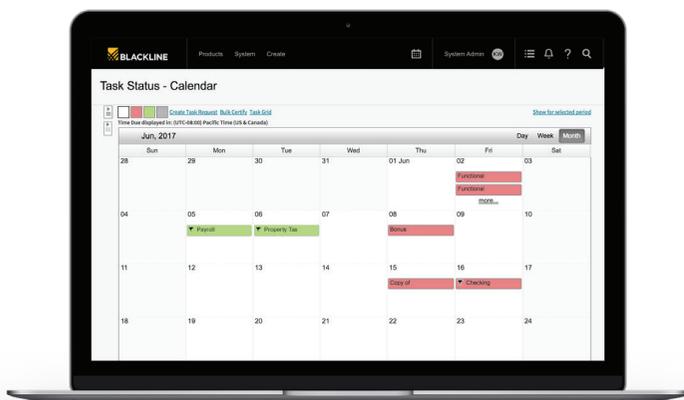
## BLACKLINE PRODUCT

# Task Management

Manage your close from end to end with BlackLine Task Management.

Centralise and control any accounting and finance checklist. Attach and preserve all supporting documents and define role-based workflows to automatically assign tasks to your team. Further streamline and manage your close with BlackLine's powerful reporting capabilities and real-time dashboards.

Leverage BlackLine Task Management to attain the efficiency, visibility, and control your business requires.



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## Benefits

### CENTRALISE CHECKLISTS

BlackLine Task Management provides a centralised platform for managing your accounting and finance checklists. Track and control month-end tasks, recurring journal entries, operational checklists, and more.

### AUTOMATE PERIOD-ENDS

Define logic to automatically schedule recurring close tasks each period.

### STREAMLINE WORKFLOWS

Hierarchical task lists and role-based workflows seamlessly execute across accounting and finance. Integrate with Journal Entry and Account Reconciliations to further guarantee tasks are completed in the correct order.

### CONTROL THE CLOSE

Utilise real-time dashboards and enhanced reporting to transform your close with unmatched transparency and business intelligence.

### INCREASE VISIBILITY

BlackLine's enhanced reporting allows you to compare expected versus actual completion times and report on any user-defined field.

### COMPLY WITH POLICIES

BlackLine lets you structure and schedule your close while staying within best practices and company policy so that audits run smoothly.

### MAINTAIN SCHEDULES

Choose from multiple holiday calendars and time zones to fit your business needs. Use business days, calendar days, or weekdays, or configure your own periods to schedule your close.

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## Use Cases

BlackLine Task Management provides a configurable, web-based command centre where you can manage and automate your accounting and finance tasks.

Ten Use Cases for Task Management:

1. Accounting Checklists
2. Finance Checklists
3. Operational Checklists
4. PBC Lists
5. Compliance Controls
6. Period-end Tasks
7. Close Calendars
8. Recurring Journal Entries
9. Tax Filings
10. Supporting Documentation

## Features & Capabilities

### Tasks Grid

- **Visualise Your Tasks** - An Outlook style task calendar colour codes by task and timeliness.
- **Configure Task Segments** - Apply Task Management to any type of recurring project or ad-hoc task.
- **Schedule Due Dates** - Automatically schedule recurring tasks in relation to your period-end date. You can also set up custom frequencies or calendars.

### Tasks Template

- **Centralise Comments** - Attach comments to tasks. These can be temporary review notes, one-time comments, or recurring text that carries forward to future tasks.
- **Attach Supporting Documents** - Do away with paper. Upload supporting documentation to BlackLine's secure, centralised document repository.
- **Calculate Actual Completion Time** - Management can compare actual to expected completion time to determine where resources can be best allocated. This also assists with outsourcing.
- **Track Certification Details** - Full audit trail tracks and timestamps all certification events for each user.
- **Define Task Dependencies** - Task dependencies allow for the creation of hierarchical sub-task relationships and give you the ability to structure your close in BlackLine.



“The BlackLine solution is just perfect. We upload everything through a web-based tool, and we can access the details wherever we are, whenever we want, 24 hours a day.”

—NINA ECKERLE, DIRECTOR OF CORPORATE FINANCE, KEMPINSKI



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