

# BlackLine Products

## Journal Entry

Create, validate, support, and approve all of your manual journal entries before posting from one central, web-based platform.



### WORKFLOW & VISIBILITY

Track and review every single journal entry with BlackLine's electronic workflow and real-time reporting capability.



### SUPPORT

Attach supporting documentation and automatically retrieve document IDs for every journal entry. If necessary, tie each JE to the appropriate reconciling item or matching transaction.

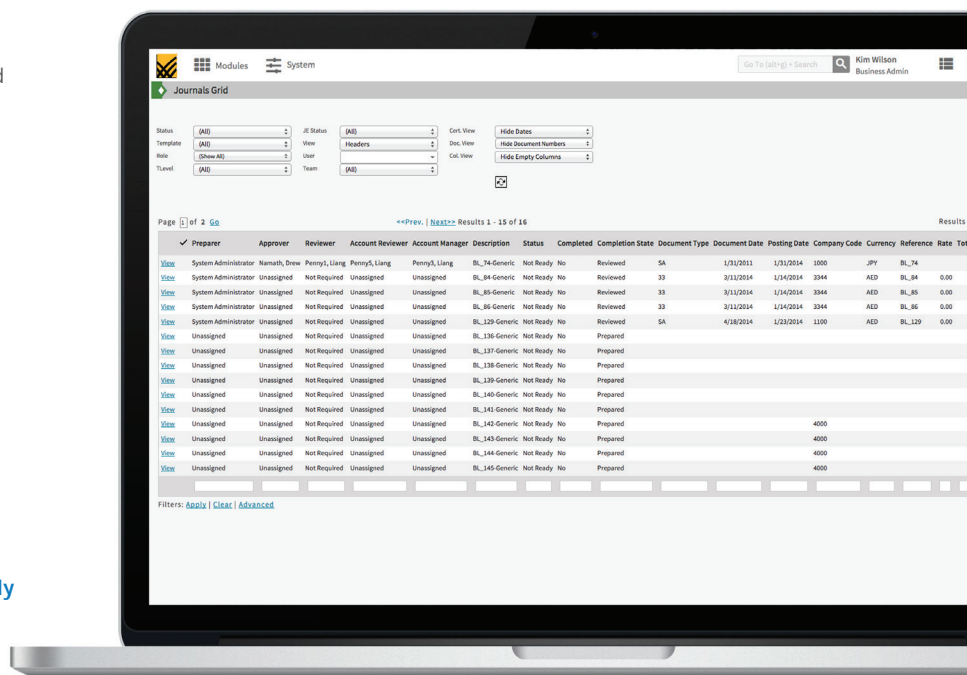


### EASY AUDITS

Go paperless and cruise through your audits with a full audit trail on each JE and dedicated internal/external auditor roles.

## Product Features

- **Configurable journal entry templates** designed to precisely capture information based on journal type
- **Validation rules eliminate failed journal posts** and can be automatically retrieved from the GL
- **Attach and store supporting documents** in any file format
- **Automatically post journals** and retrieve Document IDs or Journal Numbers from the GL
- **Dynamic workflow** automatically routes JEs to the appropriate individuals for approval
- **Flexible workflow approval process** can be based on amount thresholds
- **Post journals to multiple systems automatically**



## Journals Grid

### 1. Journal Entry Status

Monitor and report on the status of all JEs, from creation to automatic posting.

### 2. Workflow Status

Electronically route JEs for approval.

### 3. Import from Excel

Quickly import completed or partially completed journals from excel. This is useful when report writers or 3rd party systems write thousands or tens of thousands of lines to a spreadsheet.

## Journal Entry Template

### 4. Header Items

Header items are configured to match your journal templates and general ledger. All fields are backed by validation rules, which prevent users from entering bad data.

### 5. Line Items

Like header items, line items are configured to meet client needs. Items can be keyed in by a preparer or imported in bulk. Users can define logic and validation for this section as well.

### 6. Items

Each Journal entry can be linked to the account reconciliations product and associated with the reconciling items it addresses.

### 7. Supporting Documentation

Upload supporting documents in any file format.

### 8. Certification Details

BlackLine automatically identifies and displays different steps in the process, including the dates on which workflow or posting events occur. This data is available to management and auditors.

