

# 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.

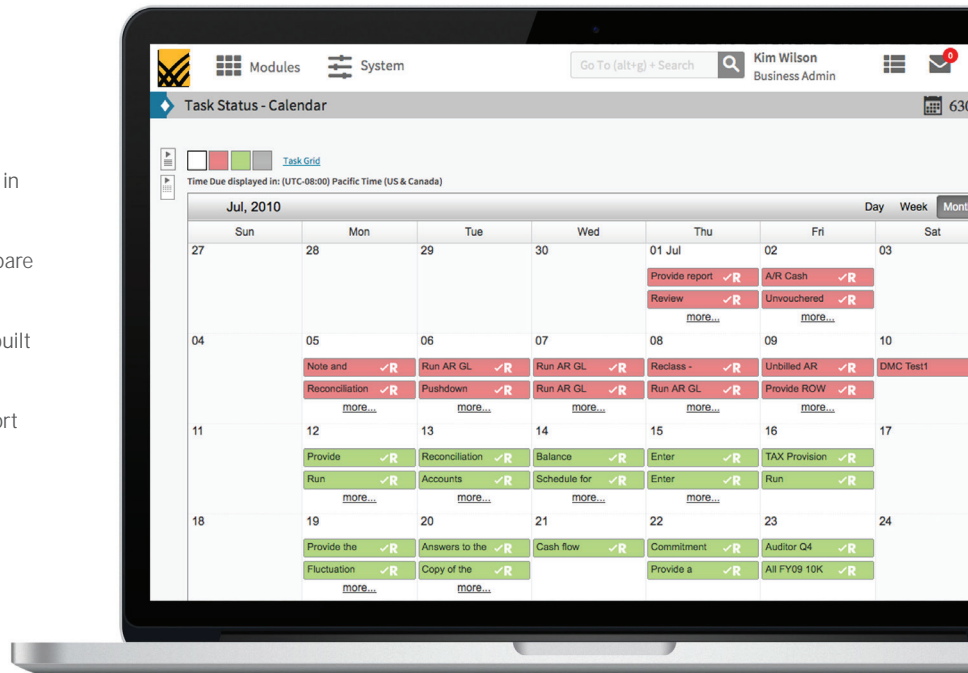


## COMPLIANCE

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.