

BlackLine University

Certification Program Guide

Get BlackLine Certified.

Join an elite community of BlackLine experts



Validate BlackLine knowledge and expertise



Build a team of **transformation change agents**



Commit to a high-performing continuous **learning culture**

BlackLine Certification Program

Position your team to meet the demands placed on Finance & Accounting.

ROLE-BASED CERTIFICATIONS

Project Lead

Drive your project to on-time completion. Become an internal BlackLine expert.



Preparer/Approver

Contribute to your organization's BlackLine success story. Become a transformation change agent.



Administrator

Keep BlackLine running at peak performance. Become a BlackLine hero.



PRODUCT-LEVEL SPECIALIZATIONS



(Note: Certifications are valid for 1 year from the date of exam completion.)



PROJECT LEAD

CERTIFICATION



Overview:

Validates knowledge gained from completing the recommended courses as a **key contributor to your organization's BlackLine Financial Close implementation.**



Topics include:

- Financial Close functions and features
- Points of data integration across products
- Product navigation and display grids
- Reconciliations components and workflow
- Auto-Certification Engine
- Key settings and product configuration
- Journal Entry key components
- Journal creation and approval
- Data source categorization and design
- Transaction Match Sets and Types



[Click here](#) for the list of recommended courses to prepare for the exam



PREPARER/ APPROVER CERTIFICATION



Overview:

Validates knowledge gained from completing the recommended courses as an **end-user that must know how to use key Financial Close products.**



Topics include:

- Financial Close functions and features
- Points of data integration across products
- Product navigation and display grids
- Reconciliations components and workflow
- Auto-Certification Engine
- Reconciliation Templates and Items
- Journal Entry key components
- Journal creation and approval
- Data source categorization and design
- Transaction Match Sets and Types
- Key product reports



[Click here](#) for the list of recommended courses to prepare for the exam



Overview:

Validates knowledge gained from completing the recommended courses as an **administrator that maintains and improves the BlackLine Financial Close system.**



Topics include:

- Financial Close functions and features
- Points of data integration across products
- Product navigation and display grids
- Reconciliations components and workflow
- Auto-Certification Engine
- Key settings and product configuration
- Journal Entry key components
- Journal creation and approval
- Data source categorization and design
- Transaction Match Sets and Types
- Key product reports



[Click here](#) for the list of recommended courses to prepare for the exam

Financial Close **Account Reconciliations** Specialization



Overview:

Validates deep technical knowledge of the BlackLine Financial Close Account Reconciliations product.



Topics include:

- BlackLine Account Reconciliations description
- Navigation and Reconciliations Grid
- Account Reconciliation components
- Account Reconciliations completion workflow
- Policy, Purpose, and Procedure definition
- Auto-Certification Engine
- Templates and Items



Recommended Courses:

- FC: Account Reconciliations Introduction
- FC: Account Reconciliations Templates and Items – Part 1
- FC: Account Reconciliations Templates and Items – Part 2

Financial Close Journal Entry Specialization



Overview:

Validates deep technical knowledge of the BlackLine Financial Close Journal Entry product.



Topics include:

- BlackLine Journal Entry definition
- Journal process key components
- Navigation and Journals Grid
- Journal Templates
- Journal creation and approval
- Key Journals reports
- Journal Masters creation and maintenance
- Automated Journal Definition set up



Recommended Courses:

- FC: Journal Entry Introduction
- FC: Journal Entry Masters
- FC: Journal Entry Automated Journal Definition

Financial Close Transaction Matching Specialization



Overview:

Validates deep technical knowledge of the BlackLine Financial Close Transaction Matching product.



Topics include:

- BlackLine Transaction Matching definition
- Data source categorization and design
- Use of Import Utility to create a data source
- Match Sets and Types
- Audit Trail
- Key Transaction Matching reports



Recommended Courses:

- FC: Transaction Matching Introduction
- FC: Transaction Matching Administration

Financial Close **Account Reconciliations Administration** Specialization



Overview:

Validates deep technical knowledge of BlackLine Financial Close Administration.



Topics include:

- Organizational Structure & Entities
- Data Import
- Period End Dates and Frequencies
- Users and Roles
- Manual and Auto Certification settings
- Decertification Reason codes
- Account Grouping
- Resources for Troubleshooting issues



Recommended Courses:

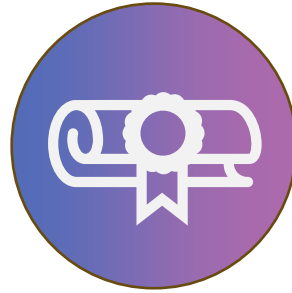
- FC: Account Reconciliations Administration – Part 1
- FC: Account Reconciliations Administration – Part 2

Ready to Get Certified?



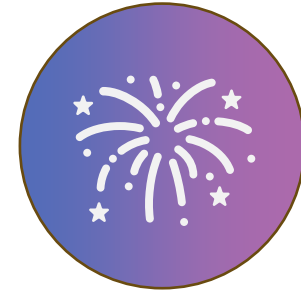
Enroll in Classes

View the [Financial Close Course Catalog](#) and enroll in the relevant [role-based certification pathways](#).



Complete Exam(s)

Each exam includes two attempts containing different questions. Passing score is 80% and is valid for one year. Upon completion, check your email for your certificate and digital badge.



Celebrate!

Spread the great news with your network by sharing your digital credential on your LinkedIn profile, resume, or email signature.

Thank you.

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