

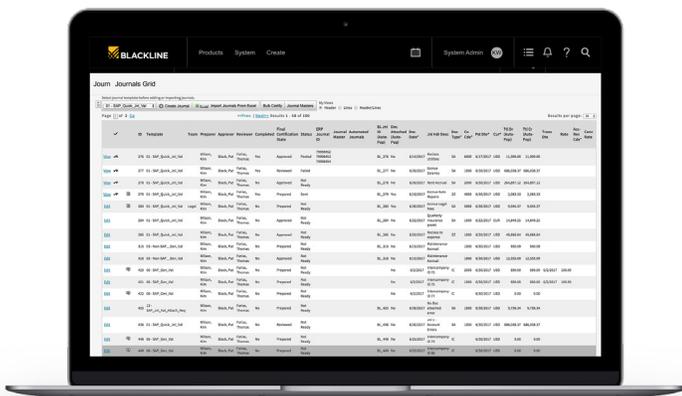
## BLACKLINE PRODUCTS

# Journal Entry

BlackLine Journal Entry streamlines journal entry creation, validation, and approval – all in one integrated web-based solution.

Journals posted to the general or sub-ledger are pre-validated with user-configured rules, eliminating excess labor and failed journal posts. Centralize, track, and expedite journal processes with BlackLine's electronic certification feature and connected supporting document repository.

Eliminate tedious, manual work and leverage accounting automation to cruise through your period-end close and audits with ease.



## Benefits

### CENTRALIZE JOURNALS MANAGEMENT

Centralize all supporting documentation related to a given journal in one easily accessible location. Link to related transactions and reconciling items, and automatically retrieve document IDs for each journal.

### AUTOMATE JOURNAL CREATION

Create journals automatically from any data source, such as supporting items, bank files, and matched transactions.

### STREAMLINE WORKFLOWS

Dynamic workflows can be configured to route journals to appropriate individuals for approval based on user-defined rules, like amount thresholds and roles. Auto-certify reasonable entries and reserve time for nuanced journal analysis.

### STANDARDIZE RECURRING JOURNALS

BlackLine's Journal Masters feature allows recurring journal entries to be created automatically at specified intervals. These entries may be automatically certified or routed through an approval workflow.

### INCREASE VISIBILITY

Create reports with any user-defined field to meet your business needs.

### CONNECT SYSTEMS

BlackLine integrates with all of your financial systems and ERPs to reduce timing and reconciling differences. Journals can be posted in real time through web services and the BlackLine SAP or NetSuite connector.

### SIMPLIFY AUDITS

Go paperless and breeze through audits with full certification history on each journal entry and dedicated internal/external auditor roles.

## Use Cases

BlackLine Journal Entry modernizes the journals experience by providing advanced accuracy and control with improved efficiency at every step.

Ten Use Cases for Journal Entry:

1. Amortizations
2. Bank Fees
3. Credit Card Fees
4. Intercompany Allocations
5. Intercompany Loans/Interest Entries
6. Matched Items Within Threshold
7. POS Clearing Entries
8. Revenue & Cost Allocations
9. Resolving Unmatched Exceptions
10. Tax Calculations & Accruals

## Features & Capabilities

### Journals Grid

- **Monitor JE Status** - Monitor and report on the status of all JEs, from creation to posting.
- **View Workflow Status** - Electronically route JEs for approval.
- **Import Journals from Excel** - Quickly import thousands of completed or partially completed journals from report writers or 3rd party systems.

### Journal Entry Template

- **Define Header Items** - Configure header items to match your journal templates and general or sub-ledger. All fields are backed by validation rules, which prevent users from entering bad data.
- **Configure Line Items** - Configure line items with user defined logic and validation. Items can be keyed in by a preparer or imported in bulk.
- **Relate Items** - Each journal entry can be linked to account reconciliations and related reconciling items.
- **Centralize Supporting Documentation** - Upload supporting documents in any file format.
- **Track Certification Details** - BlackLine automatically identifies and displays certification requirements, along with electronic signatures and signoff dates. Maximize efficiency by bulk certifying journal entries.



“A lot of times in the paper-based world, you’d go home and forget something at work. In our new environment where everything can be pulled off the Internet, you can upload an email, a PDF, or any of the documentation you need, and it’s all in one place,”

—TOM HOOVER, SENIOR MANAGER OF FINANCE SYSTEMS, EBAY