# BlackLine Training

## Week 1

### Day 1 (4h) – Foundations & Orientation

- Introduction to BlackLine
  – Why organizations use it, benefits vs manual close
  – BlackLine ecosystem and integration with ERPs (SAP, Oracle, Workday)
- Module Overview: Reconciliation, Task Mgmt, Journals, Matching
- BlackLine Interface Deep Dive
  – Navigation, dashboards, personal settings, search filters
- Roles & Permissions: Preparer, Reviewer, Admin (hands-on role assignment)

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### Day 2 (4h) – Periods & Templates Setup

- Period Management: accounting calendar, open/close periods
- Template Types: Balance sheet, GL, variance templates
- Hands-On Lab: Create a balance sheet template, assign to accounts
- Case Study: Company monthly close with 5,000 accounts
- Q&A discussion: common challenges in template design

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### Day 3 (4h) – Account Reconciliation (Part 1)

- Setting up Accounts for Reconciliation
- Creating, Assigning, Completing Reconciliations
- Hands-On Lab: Build reconciliations for cash & AR accounts
- Auto-certification & Thresholds (demo + practice)
- Compliance tie-in: SOX requirements

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# Week 2

## Day 4 (4h) – Account Reconciliation (Part 2)

- Approval Workflows & Reviewer Notes
- Exception handling in reconciliations
- Hands-On Lab: Reviewer adds notes, sends back for correction
- Extended Case Study: Multi-entity reconciliation across regions
- Best practices: reconciliation frequency & risk-based approach

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## Day 5 (4h) – Task Management (Part 1)

- Overview of Task Management module
- Creating & Managing Close Tasks (daily/monthly/quarterly)
- Recurrence Settings & Templates
- Lab: Build a monthly close checklist with dependencies
- Dashboards: visualizing task completion

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## Day 6 (4h) – Task Management (Part 2)

- Monitoring Close Progress & Bottlenecks
- Linking Tasks to Reconciliations & Journals
- Hands-On Lab: Link JE approval task to reconciliation task
- Extended Exercise: Delayed task escalation scenario
- Reporting on tasks for management

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# Week 3

## Day 7 (4h) – Journal Entry Module

- Introduction & Workflow
- Roles in Journal Entry process
- Creating & Approving Journals
- Uploading Supporting Documents
- Hands-On Lab: Create accrual & reversal journals
- Case Study: Year-end adjustment entries

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## Day 8 (4h) – Transaction Matching (Part 1)

- Introduction to Transaction Matching
- Creating Match Sets (bank, credit card, intercompany)
- Rules & Auto-Matching basics
- Lab: Import bank feed & GL extract, build a match set
- Exception handling: flagging unmatched items

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## Day 9 (4h) – Transaction Matching (Part 2)

- Advanced Matching Rules (tolerances, one-to-many, multi-source)
- Auto-matching vs manual review
- Lab: Build tolerance rule for bank fees; handle reversals
- Exception Management Workflows
- Best Practices: continuous improvement of match rules

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# Week 4

## Day 10 (4h) – Reporting, Controls & Administration

- Standard Reports & Dashboards
  – Reconciliation compliance, close task status, JE tracking
- Integration with ERPs (SAP, Oracle, Workday)
- Audit Trail & Compliance Tracking
- Basic Administration: user & role setup, segregation of duties
- Close Process Monitoring: dashboards for controllers
- Tips, Tricks & Best Practices
  – Automating manual tasks
  – KPI examples (time to close, % auto-certified)
- Capstone Lab: End-to-end close cycle simulation (accounts + tasks + journals + matching + reporting)