Sensiba

Certified B Corporation

Streamlining Fiscal Year Closure with BlackLine

BLACKLINE

Presenters

Brandon Raborn, CPA

BlackLine Practice Lead

Brandon Raborn has nearly a decade of experience facilitating the design and implementation of BlackLine solutions that support and streamline the day-to-day tasks of finance teams. Brandon works with clients of all sizes from mid-market organizations to Fortune 500 companies across various industries, with particular emphasis in energy, retail, banking, technology, insurance and manufacturing

Amy Peterson

Senior Systems Implementation Specialist

Amy Peterson has eight years of BlackLine experience including five years as a System Administrator for a Fortune 100 multinational organization. Amy focuses on implementing solutions that eliminate manual work while delivering transparency throughout the close process and partnering with finance departments to drive efficiency. Amy works with clients of all sizes and across many industries.

Agenda

- Firm overview
- Preparing for next year
- Best practices (tips & tricks)
- Next steps

Firm Overview

- 40+ Years in Business
- Serving 8,000+ United States & International Clients
- Thousands of Community Service Hours Each Year
- Six Locations With Professionals Across the Country

Tax

Business, International, Private Wealth, Research & Development (R&D) Tax Credit, State & Local, Estate & Trust

Audit & Assurance

Financial Statement Audits, Reviews & Compilations, Internal Audit, Sarbanes-Oxley Compliance (SOX), Employee Benefit Plans

Risk Assurance

HIPAA, SOC Reports, ISO Certification, NIST

Consulting

Outsourced Accounting, Lease Accounting, Family Office

Technology

Sage Intacct, ERP, BlackLine, Limelight, Finance Automations

Sustainability

B Corp Certification, SASB Standards & CDP, Impact IQ ESG Assessment, Climate Neutral Certification

Consulting Overview

- Software
- Internal Audit & SOX
- Outsourced Accounting
- Family Office

Software Services

- Assessments
- Implementation
- Upgrades

- Assessments
- Implementation

Certified Partner

Sage Intacct
WHEREFOUR
bill
Avalara
BLACKLINE
datablend
limelight
LEASECRUNCH
fyle
PLATE IQ

Preparing for Next Year

Period End Dates

- Populate period end dates for the next year and ensure the correct frequency is selected for each period end date.

System – Settings – Period end dates

Assign Due Dates

- Assign due dates for the newly created periods to ensure users are receiving the correct notifications for timely certification.

System – Settings – Period end dates

Closing Prior Periods

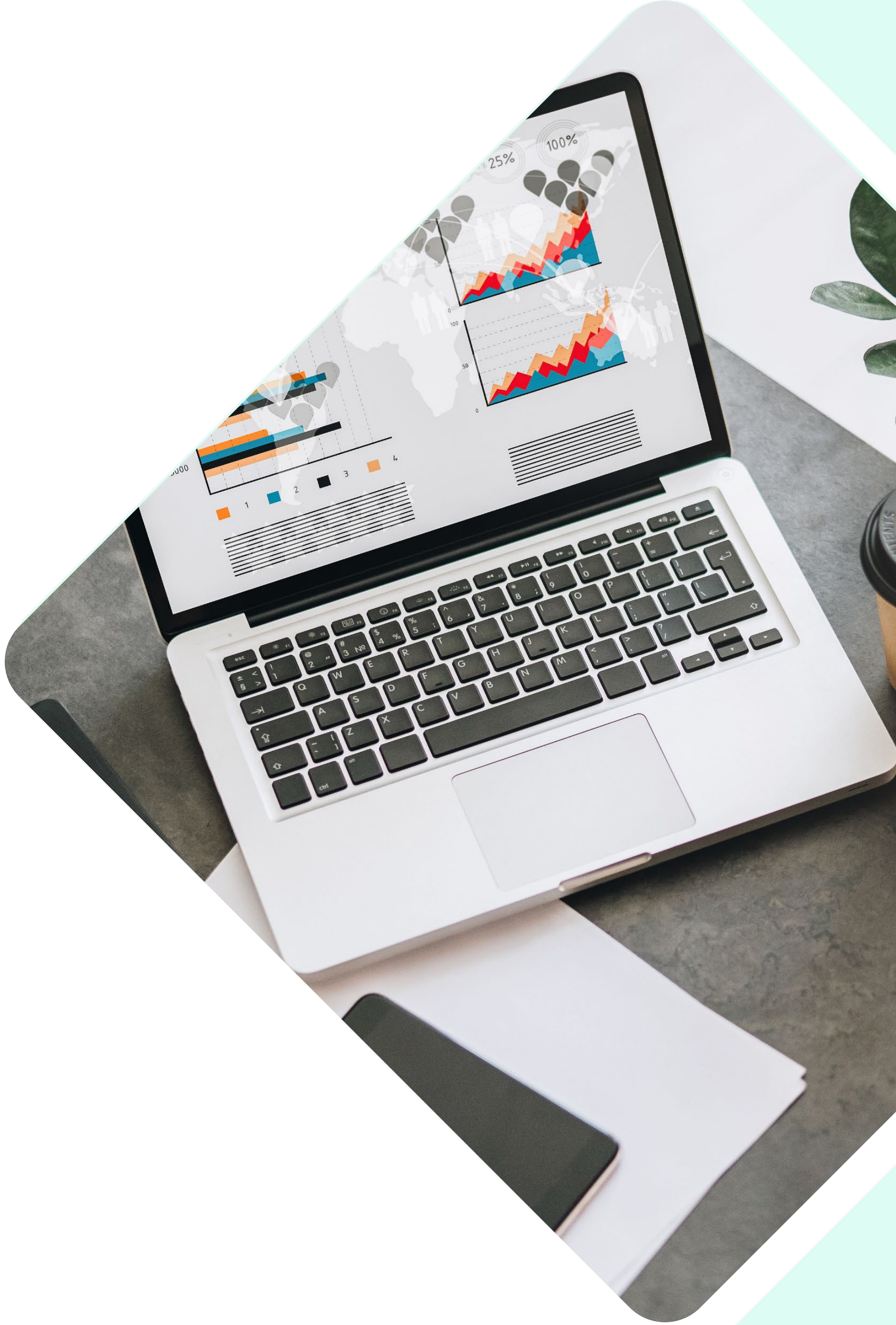
- Check prior periods for the year ending to close imported balances to avoid any mistakes in overriding data in the upcoming year.

System – Settings – Period end dates

Custom Frequencies

- Clients using custom frequencies will also want to populate the custom frequencies with dates for the next year after they have been created in period end.

System – Settings – Custom frequencies



Task Calendar

- Clients using the task calendar will need to create a task calendar for each period end.

System – Settings – Task calendar

Matching Review

- Review matching grids
- Review pass rules

Products – Match – Matched transactions

Products – Match – Unmatched transactions

Products – Match – Match Sets

Journals Review

- Update validations
- Review journal masters

System – Job – Validation

System – Jobs – Dependent Validation

Products – Journals – Journal masters

Best Practices: Tips & Tricks

Administrator Tasks

- Add monthly, quarterly, and annual BlackLine administrator responsibilities as tasks in BlackLine so that you will automatically get reminded of the tasks that need to be done and the instructions for how to complete the tasks.

Automated Imports

- After the year has rolled over in your ERP(s), validate that the automated imports into BlackLine are loading in successfully and with the correct period end dates.

System – Jobs – Import status

System – Jobs – Job status

User Access

- Validate user access is appropriate
    - Update roles if applicable
    - Inactivate users that no longer need a license

System – Users – User admin grid

System – Users – Team structure

Review Account Settings

- Key and Non-Key Accounts
- Risk Ratings
- Account Type
- Templates
- Assignments/Teams

Products – Accounts – Mass update account settings

Review Admin Home Page

- Unassigned accounts
- Unassigned tasks
- Pending requests
- Company news

Review Due Date Rules with Management

- Year end is an ideal time to review with management the current reconciliation dues dates and due date rules set up in the system

System – Settings – Due date rules

Review Alerts

- Review delinquent and upcoming alerts
- Review alerts received for system functions

System – Alerts – Manage Alerts

Holiday Calendars

- Add the observed company holidays for the upcoming year to ensure business days are calculated accurately.

System – Settings – Locations and holiday calendars

Ensure Completeness

- Check each period of the prior year to ensure all user assignments have reached the final stage of completion.

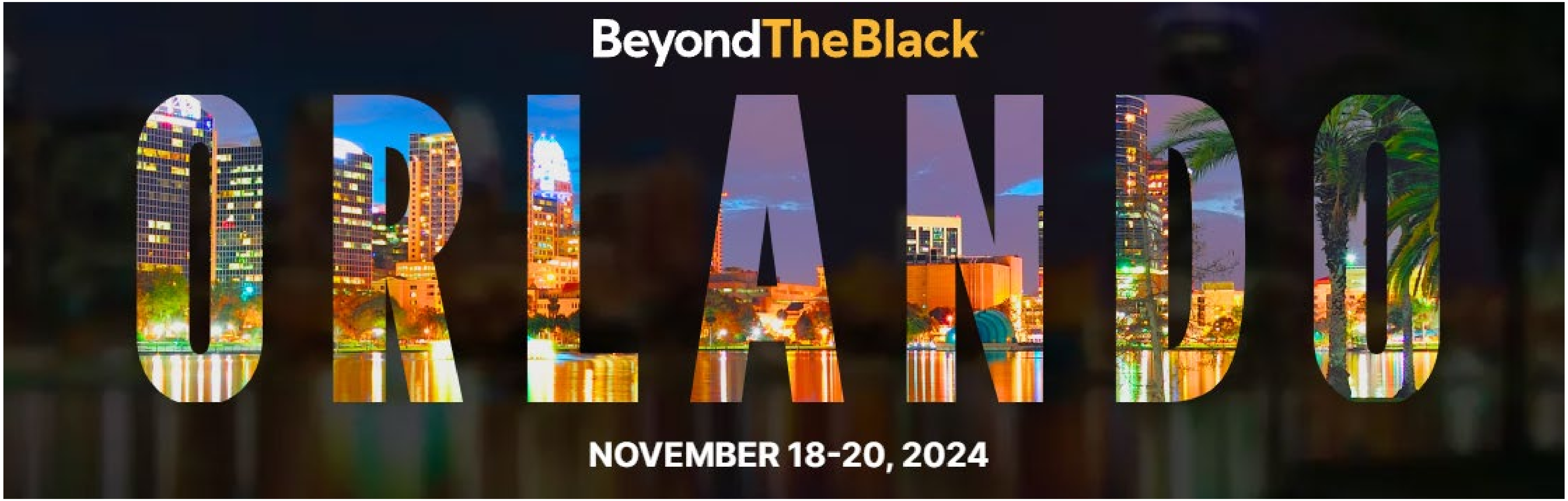
- Use the financial manager or executive role to view the status grids for each period.

Helpful Reporting

- Aging of required adjustments
- Aging of timing items
- Delinquent tasks
- Delinquent reconciliations

Next Steps

Save the Date: Beyond the Black 2024



Develop a Road Map

- Optimize instance
- Increase automation
- Implement new modules

BlacklineBoost™

BlacklineBoost™ Metholdogy

Settings Review	Administration Review	Automation
• Global system settings review to ensure organization is following best practices. • Review critical settings, alert settings, user admin grid, and other global settings.	• Ensure best practice is followed for other functionality such as groups, teams, evaluations, and reporting. • Review completeness of admin management tasks for frequency, template, account assignment, account settings, and groupings are in line with best practice.	• Review SFTP automated import uploads, auto certification rules, and rules-based admin to help efficiently optimize the application.

BlacklineBoost™

Schedule your BlackLineBoost™ Today!

Conclusion

- Preparing for next year
- Best practices (tips & tricks)
- Next steps

Happy Holidays!

Questions?

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