BlackLine Fiscal Year Closure Checklist

A reference guide to successfully rolling over your BlackLine instance for the new year.

Admin Task	Monthly Review	Quarterly Review	Annual Review
FRA Account Mapping	✱		
Pending Requests	✱		
Import Errors	✱		
User List Review		✱	
Holiday Calendars			✱
Period End Dates			✱
Assign Due Dates			✱
Custom Frequencies			✱
Task Calendar (if applicable)			✱
Review Settings			✱
Reconciliations			✱
Task			✱
Matching			✱
Variance			✱
Alerts			✱

Tips & Tricks

Key considerations to boost your success.

Add monthly, quarterly, and annual BlackLine administrator responsibilities as tasks in Blackline. You will automatically receive reminders of the tasks that need to be done and instructions for how to complete them.

Monitor the import of the first files for the new year. Ensure the dates on the files rolled over successfully.

Review your current users list and their access. Update roles if applicable.

Review your admin home page for unassigned accounts in any of your active module grids.

Review due dates with management for account reconciliations, variance, and CIM to align with the company's annual goals.

Review active alerts and their frequency.

Need assistance with year-end? Consider outsourced administration.

For organizations unable to devote the time and resources to administering BlackLine internally, Sensiba has a fully enabled team that can provide timely, economical administration of the product. Reporting and dashboards can be built for management to leverage in critical decision-making.

Interested? Reach out to:

Brandon Raborn
braborn@sensiba.com.