



Rolling into 2023 with 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 over 13 years of accounting experience including five years of BlackLine experience as a System Administrator for a Fortune 100 multinational organization. Amy focuses on implementing solutions that eliminate manual tasks 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.



Firm Overview



TAX

Individual & Business • Preparation
Planning • Representation • Appeals
M&A • Multi-State & International



AUDIT

Audit • Assurance • SOX Compliance
Employee Benefits Plan



TECHNOLOGY CONSULTING

Assessment • Implementation • Integration • Support



BUSINESS ADVISORY CONSULTING

Outsourced Accounting • Executive Placement • Internal Audit /
SOX • Sustainability

HIGHLIGHTS:

- » 40+ Years in Business
- » US & International Clients
- » Thousands of hours dedicated to community service each year
- » Six locations throughout the West Coast



Certified



Corporation™



AICPA®

Consulting Overview

TECHNOLOGY SOLUTIONS

INTERNAL AUDIT / SOX

OUTSOURCED ACCOUNTING



TECHNOLOGY SERVICES:

- » Assessments
- » Implementation
- » Upgrades
- » Integration
- » Support

CERTIFIED PARTNER:

Sage Intacct  WHEREFOUR™

Avalara  BLACKLINE

Bill.com™  limelight

LEASEERUNCH

 datablend

Agenda



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



**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 want 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
- Check journal masters end dates

System – Jobs – Validations

System – Jobs – Dependent Validations

Products – Journals – Journal masters

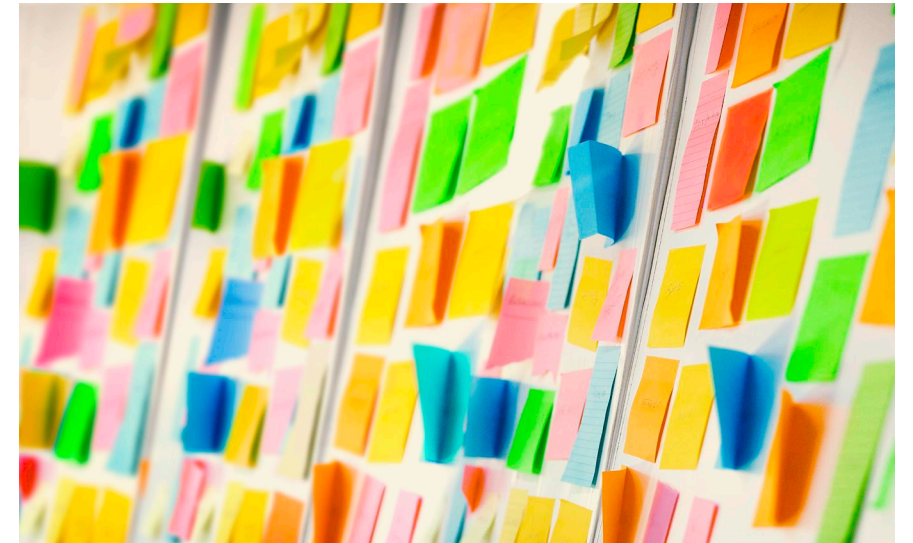


Best Practices (Tips and Tricks)



Admin Tasks

Add BlackLine admin duties as tasks so that the reminder will automatically get sent to complete these tasks with the desired frequency and instructions.



Automated Imports

After the periods in your ERP have rolled, 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

Check user access to ensure terminated employees or other personnel changes are recorded in BlackLine correctly.

System – Users – Users admin grid
System – Users – Team structure



Review Account Settings

- Key and Non-Key
- Risk Ratings
- Account Type

Products – Accounts – Mass update account settings



Review Admin Home Page

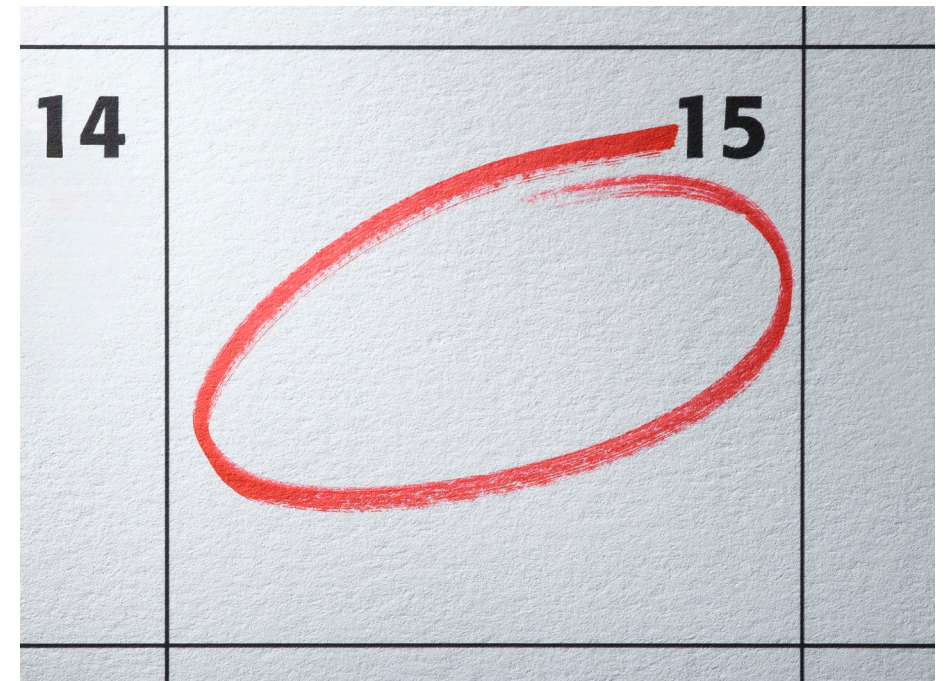
- Unassigned accounts
- Pending requests



Review Due Date Rules with Management

Review with management due date rules set up in the system.

System – Settings – Due date rules



Holiday Calendars

Add in the upcoming year's holidays to ensure business days are calculated correctly.

System – Settings – Locations and holiday calendars



Ensure Completeness

Check each period of the past 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 the periods.



Check Company News

Check the company news section for out-of-date announcements or to add/extend any news for the new year.

Admin homepage



Next Steps



Beyond the Black 2023



SAN DIEGO

September 11-13, 2023

BlackLineBoost™

BlackLine Boost Methodology

Settings Review

- Global system settings review to ensure organization is following best practices.
- Review critical settings, alert settings, user admin grid, and other global settings.

Administration Review

- 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.

Automation

- Review SFTP automated import uploads, auto certification rules, and rules-based admin to help efficiently optimize the application.

BlackLineBoost™



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FOR MORE INFORMATION, OR TO ARRANGE AN INTRODUCTION, CONTACT

Brandon Raborn, BlackLine Practice Lead | (925) 621-0017 | BRABORN@SSFLLP.COM | SSFLLP.COM

Conclusion

- Basic tools to successfully roll instance
- Contact us for specific questions



Questions?

Thank You!

For questions, contact us:

Brandon Raborn | 925-621-0017 | braborn@ssfillp.com

Amy Peterson | 408-350-1946 | apeterson@ssfillp.com

