Whether new to BlackLine or need a refresher, course participants will learn the entire process of preparing, certifying, approving, and reviewing a quality reconciliation. Also, they will be introduced to reconciliation templates, and how items can and should be used to support Account Reconciliations.

Benefits

- Private, live training delivered by a BlackLine Subject Matter Expert
- Provides everything end-users need to know to get started with Account Reconciliations
- Hands-on activities that can be utilized in class or post-session
- Earn Continuing Professional Education (CPE) credits

Learning Objectives

BY THE END OF THIS SESSION, YOU WILL BE ABLE TO:

- Explain the BlackLine Reconciliation Process
- Describe the function of key BlackLine roles
- Locate information essential to completing a reconciliation and navigate within BlackLine Account Reconciliations
- Recognize the importance of a complete Purpose and Procedure
- Complete the steps to prepare, certify, approve, review, or reject an account reconciliation
- Describe the purpose and structure of Reconciliation templates
- Identify the characteristics of a quality reconciliation
- Explain the purpose of Items in the account reconciliation process
- Define the different types of currency used when entering an Item, determine when to use each type of Item Class, and give examples of when to use each of the Item Dates
- Contrast between Supporting Items, Summary Items, Item Sub-Types, and Supporting Documents
- Manually add an Item to an account reconciliation, clone and copy Items, and import, close, and delete Items in bulk
- Evaluate the benefits of using Teams, My Views, Comments, Notebook, Email Alerts, and Reporting
Frequently Asked Questions

Who is the intended audience for this class?
This course is designed for all end-users (e.g. Preparers,Approvers, and Reviewers). Administrators are also encouraged to attend.

When should this class be scheduled for my team?
If you are in the implementation phase, we recommend scheduling this class just before User Acceptance Testing OR ~2-3 weeks out from your go-live date. Doing this allows your team to feel confident and prepared to apply what they learned in the course within a reasonable timeframe. For existing customers, it can be scheduled as needed in the cases of refresher training, new user onboarding, or entity expansion. Please work with your BlackLine U primary contact to identify the date for the training at least 4-6 weeks in advance to schedule the necessary resource.

How many students can participate in this class?
There is a minimum of 5 students for a session to run. Onsite sessions can accommodate a maximum of up to 30 students, and 50 students for virtual.

How long is the course?
The class is 6 hours, including all content, activities, and scheduled breaks. For onsite sessions, your team should plan on reserving a full day. For virtual sessions, the course can be delivered over multiple sessions. Train-the-Trainer includes a second day.

Is this course CPE/CPD-eligible?
This class is eligible for CPE/CPD credits. As soon as the participant meets the requirements (e.g. self-enrolls in the course on BlackLine U and completes the CPE survey), the certificate will be available for immediate download.

What instructional methods are used in this course and in what language(s)?
Your instructor will use:

- A PowerPoint slide deck as a point of reference for introduction to key concepts
- A BlackLine training instance for all live demonstrations
- A participant workbook containing optional student activities (that can be completed in your instance)

All training materials will be provided in US English. Any translation of training materials may be quoted at additional fees.

Can the demonstrations be done in my organization’s BlackLine instance?
Since the content and leading practices included in this course are specifically designed to relate to a wide variety of industries and use cases, demonstrations will be conducted in a BlackLine training instance. We combine standard instructor demonstrations with hands-on activities that can be completed in your instance. (Note: the Train-the-Trainer format includes a Leader Guide that contains information on timing and how to deliver the class in your instance.)

Can this training be customized to meet my organization's needs?
This course is available in one of the following formats:

- **Standard** – Course is taught “as is” without modification to the course agenda
- **Tailored** – Utilizes standard course content that allows for flexibility to adjust the agenda
- **Train-the-Trainer** – Same as tailored, with the addition of a toolkit and a second day that is spent training super-users on how to train this class to others at the organization.

To learn more, contact blu@blackline.com.