

How to Create a Journal Entry in BlackLine

This guide walks you through how to create a journal entry in BlackLine, from accessing the Journals Grid to entering data manually or importing it from Excel, routing entries through the approval workflow, posting to your ERP system, and leveraging automation, Journal Masters, and analytics for ongoing journal entry management.

Prerequisites

- Access to BlackLine with an appropriate user role (for example, Preparer or Approver).
- The correct view selected in the Journals Grid (for example, **Demo View (Default)**).
- A journal entry template that matches the ERP system you are posting to.
- An Excel file prepared for import, if you plan to upload journal entries in bulk.

Creating a journal entry in the Journals Grid

1. Access the Journals Grid

Open BlackLine and navigate to the **Journals Grid** screen. Here you can review the list of existing journal entries, which includes columns such as Action, BlackLine ID, Status, Final Certification State, Posting Status, Template, ERP Journal ID, Co Code, Journal Header Description, and debit/credit totals.

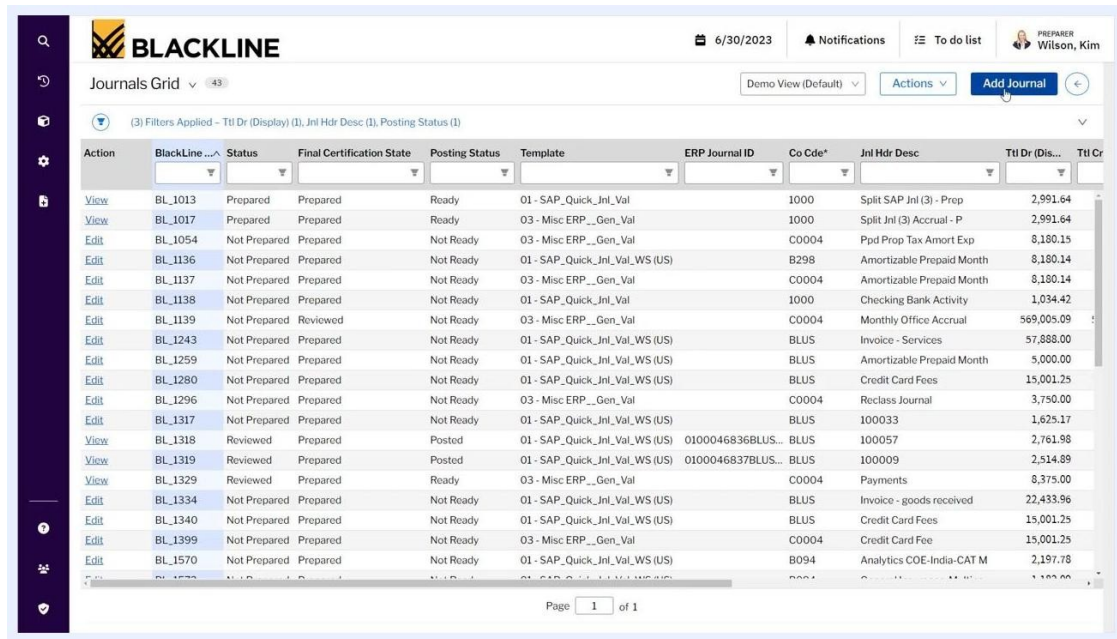
Use the filters at the top of each column to narrow down the list as needed. Confirm you are in the correct view (for example, **Demo View (Default)**) and that you are logged in as the appropriate user (for example, "Wilson, Kim" in the Preparer role).

Action	BlackLine ID	Status	Final Certification State	Posting Status	Template	ERP Journal ID	Co Cde	Jnl Hdr Desc	Ttl Dr (Dis...)	Ttl Cr
View	BL_1013	Prepared	Prepared	Ready	01 - SAP_Quick_Jnl_Val		1000	Split SAP Jnl (3) - Prep	2,991.64	
View	BL_1017	Prepared	Prepared	Ready	03 - Misc ERP__Gen_Val		1000	Split Jnl (3) Accrual - P	2,991.64	
Edit	BL_1054	Not Prepared	Prepared	Not Ready	03 - Misc ERP__Gen_Val		C0004	Ppd Prop Tax Amort Exp	8,180.15	
Edit	BL_1136	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		B298	Amortizable Prepaid Month	8,180.14	
Edit	BL_1137	Not Prepared	Prepared	Not Ready	03 - Misc ERP__Gen_Val		C0004	Amortizable Prepaid Month	8,180.14	
Edit	BL_1138	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val		1000	Checking Bank Activity	1,034.42	
Edit	BL_1139	Not Prepared	Reviewed	Not Ready	03 - Misc ERP__Gen_Val		C0004	Monthly Office Accrual	569,005.09	
Edit	BL_1243	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Invoice - Services	57,888.00	
Edit	BL_1259	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Amortizable Prepaid Month	5,000.00	
Edit	BL_1280	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1296	Not Prepared	Prepared	Not Ready	03 - Misc ERP__Gen_Val		C0004	Reclass Journal	3,750.00	
Edit	BL_1317	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	100033	1,625.17	
View	BL_1318	Reviewed	Prepared	Posted	01 - SAP_Quick_Jnl_Val_WS (US)	0100046836BLUS...	BLUS	100057	2,761.98	
View	BL_1319	Reviewed	Prepared	Posted	01 - SAP_Quick_Jnl_Val_WS (US)	0100046837BLUS...	BLUS	100009	2,514.89	
View	BL_1329	Reviewed	Prepared	Ready	03 - Misc ERP__Gen_Val		C0004	Payments	8,375.00	
Edit	BL_1334	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Invoice - goods received	22,433.96	
Edit	BL_1340	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1399	Not Prepared	Prepared	Not Ready	03 - Misc ERP__Gen_Val		C0004	Credit Card Fee	15,001.25	
Edit	BL_1570	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		B094	Analytics COE-India-CAT M	2,197.78	

Journals Grid screen showing a list of journal entries with columns for status, template, ERP Journal ID, and more, with the Add Journal button visible in the top right.

2. Initiate a new journal entry

Click the blue **Add Journal** button in the upper right corner of the Journals Grid to start a new entry.



Action	BlackLine ID	Status	Final Certification State	Posting Status	Template	ERP Journal ID	Co Cde	Jnl Hdr Desc	Ttl Dr (Dis...)	Ttl Cr
View	BL_1013	Prepared	Prepared	Ready	01 - SAP_Quick_Jnl_Val		1000	Split SAP Jnl (3) - Prep	2,991.64	
View	BL_1017	Prepared	Prepared	Ready	03 - Misc ERP_Gen_Val		1000	Split Jnl (3) Accrual - P	2,991.64	
Edit	BL_1054	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Ppd Prop Tax Amort Exp	8,180.15	
Edit	BL_1136	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		B298	Amortizable Prepaid Month	8,180.14	
Edit	BL_1137	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Amortizable Prepaid Month	8,180.14	
Edit	BL_1138	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val		1000	Checking Bank Activity	1,034.42	
Edit	BL_1139	Not Prepared	Reviewed	Not Ready	03 - Misc ERP_Gen_Val		C0004	Monthly Office Accrual	569,005.09	
Edit	BL_1243	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Invoice - Services	57,888.00	
Edit	BL_1259	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Amortizable Prepaid Month	5,000.00	
Edit	BL_1280	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1296	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Reclass Journal	3,750.00	
Edit	BL_1317	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	100033	1,625.17	
View	BL_1318	Reviewed	Prepared	Posted	01 - SAP_Quick_Jnl_Val_WS (US)	0100046836BLUS...	BLUS	100057	2,761.98	
View	BL_1319	Reviewed	Prepared	Posted	01 - SAP_Quick_Jnl_Val_WS (US)	0100046837BLUS...	BLUS	100009	2,514.89	
View	BL_1329	Reviewed	Prepared	Ready	03 - Misc ERP_Gen_Val		C0004	Payments	8,375.00	
Edit	BL_1334	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Invoice - goods received	22,433.96	
Edit	BL_1340	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1399	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Credit Card Fee	15,001.25	
Edit	BL_1570	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		B094	Analytics COE-India-CAT M	2,197.78	

Cursor hovering over the Add Journal button in the Journals Grid interface.

3. Select a journal entry template

In the **Add Journal** dialog, open the **Template Name** dropdown and choose the template that matches the ERP system you are posting to. Example options include:

- 01 - SAP_Quick_Jnl_Val
- 01 - SAP_Quick_Jnl_Val_WS (APAC, EMEA, JP, UK, US)
- 02 - SAP_Gen_Val_EUR

Select the template that fits your requirements.

Action	BlackLine ID	Status	Final Certification State	Posting Status	Template	ERP Journal ID	Co Cde	Jnl Hdr Desc	Ttl Dr (Display)	Ttl Cr
View	BL_1013	Prepared	Prepared	Ready	01 - SAP_Quick_Inl_Val		1000	Split SAP Jnl (3) - Prep	2,991.64	
View	BL_1017	Prepared	Prepared	Ready	03 - Misc ERP_Gen_Val		1000	Split Jnl (3) Accrual - P	2,991.64	
Edit	BL_1054	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Ppd Prop Tax Amort Exp	8,180.15	
Edit	BL_1136	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		B298	Amortizable Prepaid Month	8,180.14	
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Edit	BL_1138	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val		1000	Checking Bank Activity	1,034.42	
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Edit	BL_1243	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Invoice - Services	57,888.00	
Edit	BL_1259	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Amortizable Prepaid Month	5,000.00	
Edit	BL_1280	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1296	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Reclass Journal	3,750.00	
Edit	BL_1317	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	100033	1,625.17	
View	BL_1318	Reviewed	Prepared	Posted	01 - SAP_Quick_Inl_Val_WS (US)	0100046836BLUS...	BLUS	100057	2,761.98	
View	BL_1319	Reviewed	Prepared	Posted	01 - SAP_Quick_Inl_Val_WS (US)	0100046837BLUS...	BLUS	100009	2,514.89	
View	BL_1329	Reviewed	Prepared	Ready	03 - Misc ERP_Gen_Val		C0004	Payments	8,375.00	
Edit	BL_1334	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Invoice - goods received	22,433.96	
Edit	BL_1340	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1399	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Credit Card Fee	15,001.25	
Edit	BL_1570	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		B094	Analytics COE-India-CAT M	2,197.78	

Add Journal dialog with the Template Name dropdown expanded, showing multiple SAP and generic templates.

4. Populate journal entry information or import from Excel

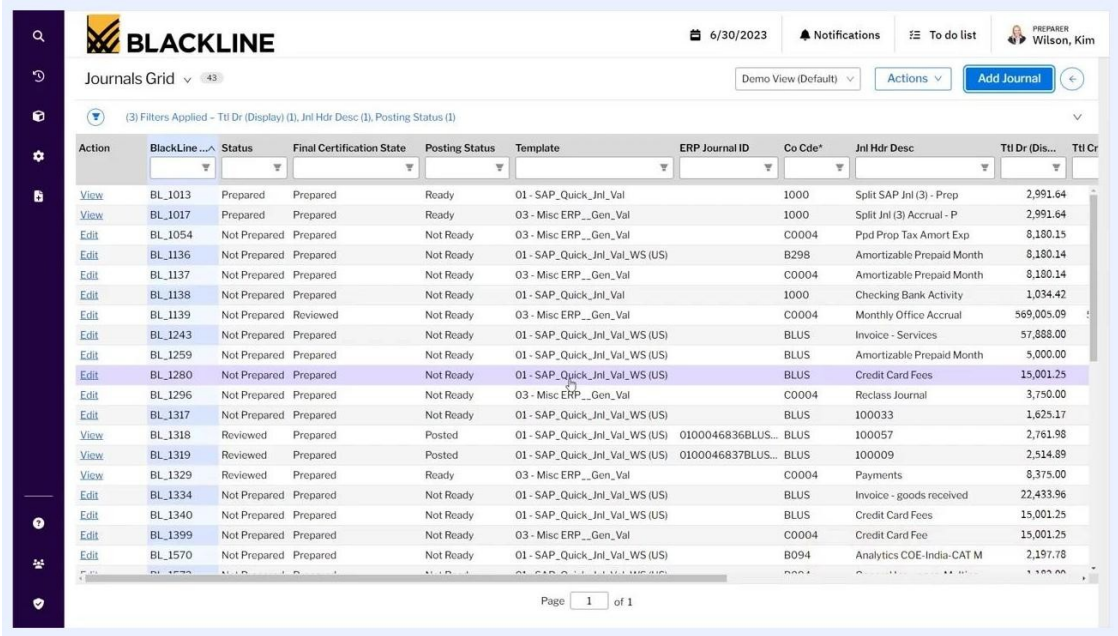
You can either enter header and line item information manually or import one or multiple journal entries at once using an Excel template. To import, navigate to the **Import Journals From Excel** screen.

In the **Settings** section, assign roles as needed (Approver, Reviewer, Account Reviewer, Account Manager, Internal Auditor, Team Level, Team), and set the **Final Certification State** (for example, "Prepared").

Optionally, check any of the following:

- Use My Browser's Culture Settings for Date Conversions
- Attach this Excel Spreadsheet to Imported Journals
- Automatically Certify Records that Pass Validation

Under **Import File**, click **Replace** to select your Excel file (for example, "Journal Entry LoadWS - Demo Preload 1 Entry.xlsx"), select the appropriate worksheet (for example, "Quick Journal"), and click **Import** to upload the journal entry data.



Action	BlackLine ID	Status	Final Certification State	Posting Status	Template	ERP Journal ID	Co Code	Jnl Hdr Desc	Ttl Dr (Dis...)	Ttl Cr
View	BL_1013	Prepared	Prepared	Ready	01 - SAP_Quick_Jnl_Val		1000	Split SAP Jnl (3) - Prep	2,991.64	
View	BL_1017	Prepared	Prepared	Ready	03 - Misc ERP_Gen_Val		1000	Split Jnl (3) Accrual - P	2,991.64	
Edit	BL_1054	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Ppd Prop Tax Amort Exp	8,180.15	
Edit	BL_1136	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		B298	Amortizable Prepaid Month	8,180.14	
Edit	BL_1137	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Amortizable Prepaid Month	8,180.14	
Edit	BL_1138	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val		1000	Checking Bank Activity	1,034.42	
Edit	BL_1139	Not Prepared	Reviewed	Not Ready	03 - Misc ERP_Gen_Val		C0004	Monthly Office Accrual	569,005.09	
Edit	BL_1243	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Invoice - Services	57,888.00	
Edit	BL_1259	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Amortizable Prepaid Month	5,000.00	
Edit	BL_1280	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1296	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Reclass Journal	3,750.00	
Edit	BL_1317	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	100033	1,625.17	
View	BL_1318	Reviewed	Prepared	Posted	01 - SAP_Quick_Jnl_Val_WS (US)	0100046836BLUS...	BLUS	100057	2,761.98	
View	BL_1319	Reviewed	Prepared	Posted	01 - SAP_Quick_Jnl_Val_WS (US)	0100046837BLUS...	BLUS	100009	2,514.89	
View	BL_1329	Reviewed	Prepared	Ready	03 - Misc ERP_Gen_Val		C0004	Payments	8,375.00	
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Edit	BL_1340	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1399	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Credit Card Fee	15,001.25	
Edit	BL_1570	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		B094	Analytics COE-India-CAT M	2,197.78	

Import Journals From Excel screen with settings for approver, reviewer, and file import options, with the Import button highlighted.

5. Review imported journal entry details

After importing, the journal entry details populate in the journal entry grid. Locate the imported journal entry by searching for its BlackLine ID or other identifying information, then click **Edit** or **View** to open the journal entry details.

6. Validate journal entry data

Review the header and line item information for accuracy. Ensure all required fields are populated, such as:

- BlackLine ID: BL_1609
- Doc Date: 6/30/2023
- Doc Type: SA
- Co Code: B298
- Posting Date: 6/30/2023
- Currency: USD - US Dollar
- Journal Header Description: Demo Workflow: Approv

- Total Debit: 61,000.00
- Total Credit: 61,000.00
- Doc Attached: No
- Header Status: Approver must be assigned to JE

If any validation rules are triggered (for example, a missing approver, an account that does not exist, or a workflow that is not fully defined), address them as indicated.

BLACKLINE 6/30/2023 Notifications To do list PREPARER Wilson, Kim

Import Journals From Excel

Settings

Approver (None) Reviewer (None)

Account Reviewer (None) Account Manager (None) Internal Auditor (None)

Team Level (None) Team (None) Final Certification State Prepared ☐ Email Next Person in Workflow

Import File

☐ Use My Browser's Culture Settings for Date Conversions

☐ Attach this Excel Spreadsheet to Imported Journals

☐ Automatically Certify Records that Pass Validation

Replace Import Cancel

File Name Journal Entry LoadWS - Demo Preload 1 Entry.xlsx

Work Sheets Quick Journal

BlackLine ID (BLID) (Display)	Doc Date*	Doc Type*	Co Cde*	Pst Dte*	Cur*	Jnl Hdr Desc	Ttl Dr (Display)	Ttl Cr (Display)	Doc Attached (Display)	Header Status (Display)	Acc Rev Cde*	Rev Date*	User Name	Calculate Tax (Y/N)	Ledger Group	FB41-TAX_PAYABLE
☐	6/30/2023	SA	B298	6/30/2023	USD	Demo Workflow: Approver=60K										

Journal entry header and line item details showing validation requirements and workflow status.

Advanced approval criteria. BlackLine allows you to configure advanced criteria for journal entry approval. Approval requirements can be triggered by exceeding a specific dollar value threshold (for example, Total Debit/Credit = 61,000.00) or by combinations of dollar value and company code (for example, Co Code = B298). These criteria dictate the level of approval and review required and can route entries to specific individuals. If requirements are not met, the system displays a message such as "Approver must be assigned to JE."

Header

BlackLine ID (BLID) BL_1609

Doc Date* 6/30/2023

Doc Type* SA

Co Cde* B298

Pst Dte* 6/30/2023

Cur* USD - US Dollar

Jnl Hdr Desc Demo Workflow: Approv

Ttl Dr (Display) 61,000.00

Ttl Cr (Display) 61,000.00

Doc Attached (Display) No

Header Status (Display) Approver must be assigned to JE

Acc Rev Cde* (Select)

Rev Date* M/D/YYYY

User Name

Calculate Tax (Y/N) (Select)

Ledger Group (Select)

FB41-TAX_PAYABLE

Lines

Save Validate Add Line Remove Line Reverse Balance Amounts Mass Import Lines Show Informational Columns Show Empty Columns

Posting Key*	Account*	Amt Doc Cur*	Account Description (Displ	Line Number (Display)	Line Status (Display)
50	1002	61,000.00	National Sweep Account	1	Valid
40	100000	61,000.00	Investment	2	Valid

Journal entry header showing advanced criteria fields, including dollar value, company code, and a status message requiring an approver assignment.

7. Assign workflow roles and certify the journal entry

Assign the appropriate workflow roles, such as Approver (for example, "Black, Pat"), Reviewer, Account Reviewer, Account Manager, Internal Auditor, Team Level, and Team, as needed.

Set the **Final Certification State** to "Approved." Optionally, check **Email Next Person in Workflow** to send an automatic notification, then certify the journal entry to move it to the next workflow stage.

Journal

Not Ready BL_1609-01 - SAP_Quick_Inl_Val_WS (US) ⓘ

Period End Date: 6/30/2023 Clone Create Journal Master

Settings ^

Preparer: Wilson, Kim

Approver: Black, Pat ▼ Reviewer: (None) ▼

Account Reviewer: (None) ▼ Account Manager: (None) ▼ Internal Auditor: (None) ▼

Team Level: (None) ▼ Team: (None) ▼

Final Certification State: Approved ☒ Email Next Person in Workflow

Header ^

BlackLine ID (BLID) (Display): BL_1609

Doc Date*: 6/30/2023

Doc Type*: SA ▼

Co Cde*: B298 ▼

Pst Dte*: 6/30/2023

Cur*: USD - US Dollar ▼

Jnl Hdr Desc: Demo Workflow: Approv

Ttl Dr (Display): 61,000.00

Ttl Cr (Display): 61,000.00

Doc Attached (Display): No

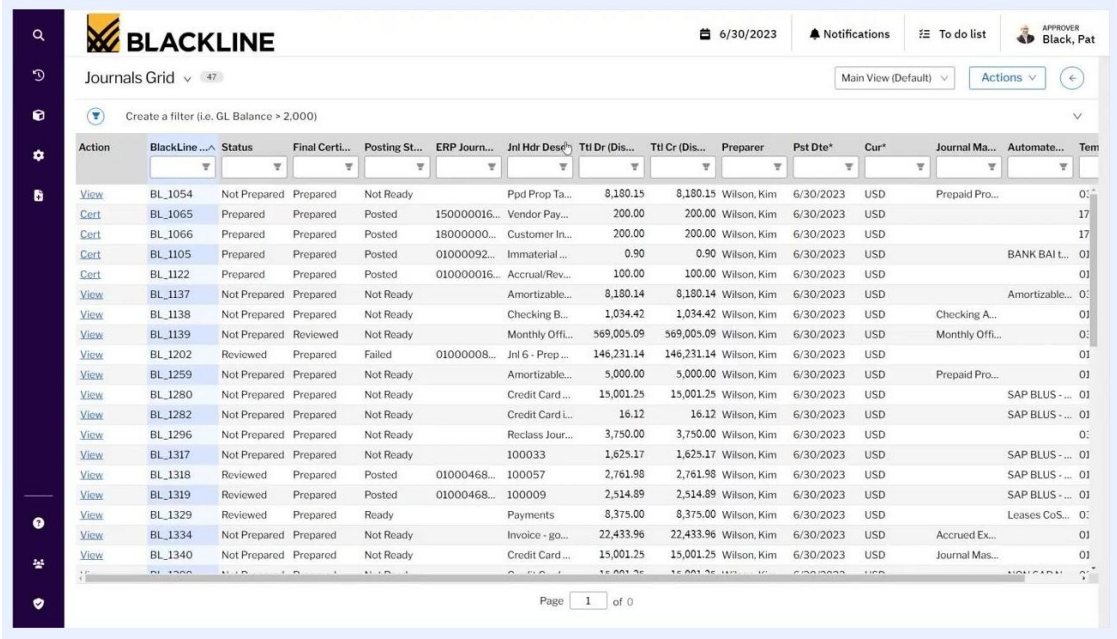
Header Status (Display): Approver must be assigned to JE

Review and Approval

Journal entry settings screen with workflow roles assigned, certification state set to Approved, and email notification option selected.

8. Send an automatic email alert to the next approver

When you certify an entry, BlackLine can send an automatic email alert to the next person in the workflow. The notification includes the approver name (for example, "Black, Pat"), a subject line referencing the certified journal, and body text with preparer, period, and record information. Click **Send** to notify the approver.



The screenshot displays the BlackLine Journals Grid interface. At the top, there's a header with the BlackLine logo, a date filter set to 6/30/2023, and buttons for Notifications, To do list, and an Approver dropdown showing "Black, Pat". Below the header, the "Journals Grid" section shows a table of journal entries. The table has columns for Action, BlackLine ID, Status, Final Cert, Posting St, ERP Journ, Jnl Hdr Des, Ttl Dr (Dis), Ttl Cr (Dis), Preparer, Pst Dte, Cur, Journal Ma, Automate, and Tem. The first row shows a journal entry with ID BL_1054, Status Not Prepared, and a Preparer of Wilson, Kim. The "Send" button is highlighted in the top right corner of the interface.

Action	BlackLine	Status	Final Cert	Posting St	ERP Journ	Jnl Hdr Des	Ttl Dr (Dis)	Ttl Cr (Dis)	Preparer	Pst Dte	Cur	Journal Ma	Automate	Tem
View	BL_1054	Not Prepared	Prepared	Not Ready		Ppd Prop Ta...	8,180.15	8,180.15	Wilson, Kim	6/30/2023	USD	Prepaid Pro...		01
Cert	BL_1065	Prepared	Prepared	Posted	150000016...	Vendor Pay...	200.00	200.00	Wilson, Kim	6/30/2023	USD			17
Cert	BL_1066	Prepared	Prepared	Posted	180000000...	Customer In...	200.00	200.00	Wilson, Kim	6/30/2023	USD			17
Cert	BL_1105	Prepared	Prepared	Posted	010000092...	Immaterial ...	0.90	0.90	Wilson, Kim	6/30/2023	USD	BANK BAI L...		01
Cert	BL_1122	Prepared	Prepared	Posted	010000016...	Accrual/Rev...	100.00	100.00	Wilson, Kim	6/30/2023	USD			01
View	BL_1137	Not Prepared	Prepared	Not Ready		Amortizable...	8,180.14	8,180.14	Wilson, Kim	6/30/2023	USD	Amortizabl...		01
View	BL_1138	Not Prepared	Prepared	Not Ready		Checking B...	1,034.42	1,034.42	Wilson, Kim	6/30/2023	USD	Checking A...		01
View	BL_1139	Not Prepared	Reviewed	Not Ready		Monthly Offi...	569,005.09	569,005.09	Wilson, Kim	6/30/2023	USD	Monthly Offi...		01
View	BL_1202	Reviewed	Prepared	Failed	010000008...	Jnl 6 - Prep ...	146,231.14	146,231.14	Wilson, Kim	6/30/2023	USD			01
View	BL_1259	Not Prepared	Prepared	Not Ready		Amortizabl...	5,000.00	5,000.00	Wilson, Kim	6/30/2023	USD	Prepaid Pro...		01
View	BL_1280	Not Prepared	Prepared	Not Ready		Credit Card ...	15,001.25	15,001.25	Wilson, Kim	6/30/2023	USD	SAP BLUS - ...		01
View	BL_1282	Not Prepared	Prepared	Not Ready		Credit Card L...	16.12	16.12	Wilson, Kim	6/30/2023	USD	SAP BLUS - ...		01
View	BL_1296	Not Prepared	Prepared	Not Ready		Reclass Jour...	3,750.00	3,750.00	Wilson, Kim	6/30/2023	USD			01
View	BL_1317	Not Prepared	Prepared	Not Ready	100033		1,625.17	1,625.17	Wilson, Kim	6/30/2023	USD	SAP BLUS - ...		01
View	BL_1318	Reviewed	Prepared	Posted	01000468...	100057	2,761.98	2,761.98	Wilson, Kim	6/30/2023	USD	SAP BLUS - ...		01
View	BL_1319	Reviewed	Prepared	Posted	01000468...	100009	2,514.89	2,514.89	Wilson, Kim	6/30/2023	USD	SAP BLUS - ...		01
View	BL_1329	Reviewed	Prepared	Ready		Payments	8,375.00	8,375.00	Wilson, Kim	6/30/2023	USD	Leases CoS...		01
View	BL_1334	Not Prepared	Prepared	Not Ready		Invoice - go...	22,433.96	22,433.96	Wilson, Kim	6/30/2023	USD	Accrued Ex...		01
View	BL_1340	Not Prepared	Prepared	Not Ready		Credit Card ...	15,001.25	15,001.25	Wilson, Kim	6/30/2023	USD	Journal Mas...		01

Send Notification of Certification dialog with email details and the Send button highlighted.

9. Switch user role to approver

Log out as the preparer and log in as the approver (for example, "Black, Pat"). Use the user profile menu to switch roles if necessary, then access the Journals Grid to view entries awaiting approval.

BLACKLINE 6/30/2023 Notifications To do list APPROVER Black, Pat

Journals Grid 47 Main View (Default) Actions

Create a filter (i.e. GL Balance > 2,000)

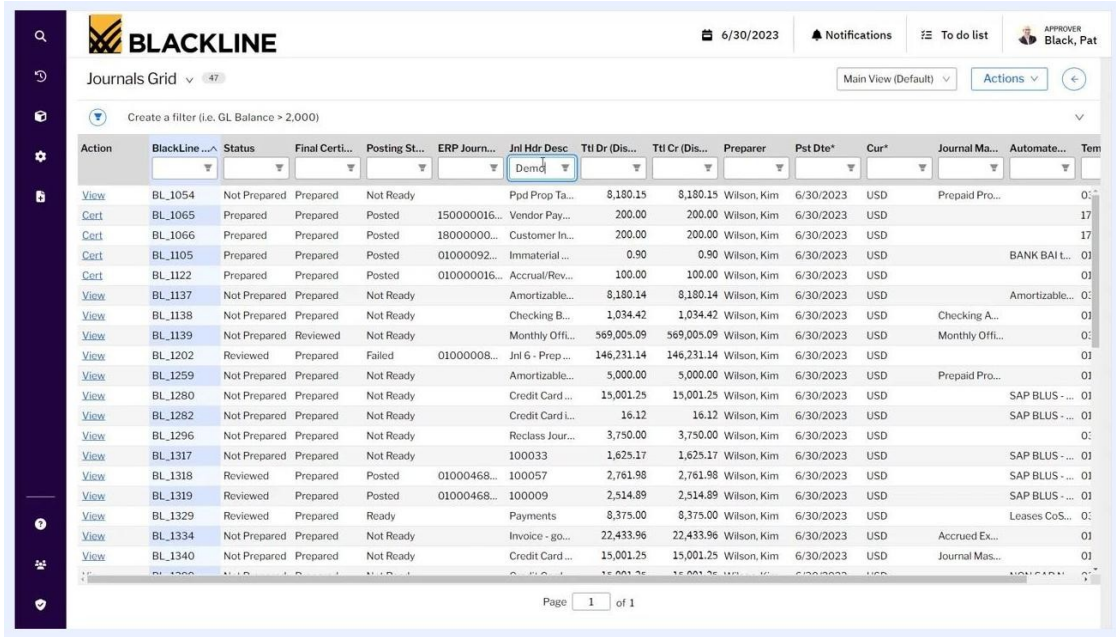
Action	BlackLine...	Status	Final Certi...	Posting St...	ERP Journ...	Jnl Hdr Desc	Ttl Dr (Dis...	Ttl Cr (Dis...	Preparer	Pst Dte*	Cur*	Journal Ma...	Automate...	Ten
View	BL_1054	Not Prepared	Prepared	Not Ready		Ppd Prop Ta...	8,180.15	8,180.15	Wilson, Kim	6/30/2023	USD	Prepaid Pro...		01
Cert	BL_1065	Prepared	Prepared	Posted	150000016...	Vendor Pay...	200.00	200.00	Wilson, Kim	6/30/2023	USD			17
Cert	BL_1066	Prepared	Prepared	Posted	180000000...	Customer In...	200.00	200.00	Wilson, Kim	6/30/2023	USD			17
Cert	BL_1105	Prepared	Prepared	Posted	010000092...	Immaterial ...	0.90	0.90	Wilson, Kim	6/30/2023	USD		BANK BAI L...	01
Cert	BL_1122	Prepared	Prepared	Posted	010000016...	Accrual/Rev...	100.00	100.00	Wilson, Kim	6/30/2023	USD			01
View	BL_1137	Not Prepared	Prepared	Not Ready		Amortizable...	8,180.14	8,180.14	Wilson, Kim	6/30/2023	USD		Amortizable...	01
View	BL_1138	Not Prepared	Prepared	Not Ready		Checking B...	1,034.42	1,034.42	Wilson, Kim	6/30/2023	USD		Checking A...	01
View	BL_1139	Not Prepared	Reviewed	Not Ready		Monthly Offi...	569,005.09	569,005.09	Wilson, Kim	6/30/2023	USD		Monthly Offi...	01
View	BL_1202	Reviewed	Prepared	Failed	010000008...	Jnl 6 - Prep...	146,231.14	146,231.14	Wilson, Kim	6/30/2023	USD			01
View	BL_1259	Not Prepared	Prepared	Not Ready		Amortizable...	5,000.00	5,000.00	Wilson, Kim	6/30/2023	USD		Prepaid Pro...	01
View	BL_1280	Not Prepared	Prepared	Not Ready		Credit Card ...	15,001.25	15,001.25	Wilson, Kim	6/30/2023	USD		SAP BLUS - ...	01
View	BL_1282	Not Prepared	Prepared	Not Ready		Credit Card ...	16.12	16.12	Wilson, Kim	6/30/2023	USD		SAP BLUS - ...	01
View	BL_1296	Not Prepared	Prepared	Not Ready		Reclass Jour...	3,750.00	3,750.00	Wilson, Kim	6/30/2023	USD			01
View	BL_1317	Not Prepared	Prepared	Not Ready		100033	1,625.17	1,625.17	Wilson, Kim	6/30/2023	USD		SAP BLUS - ...	01
View	BL_1318	Reviewed	Prepared	Posted	01000468...	100057	2,761.98	2,761.98	Wilson, Kim	6/30/2023	USD		SAP BLUS - ...	01
View	BL_1319	Reviewed	Prepared	Posted	01000468...	100009	2,514.89	2,514.89	Wilson, Kim	6/30/2023	USD		SAP BLUS - ...	01
View	BL_1329	Reviewed	Prepared	Ready		Payments	8,375.00	8,375.00	Wilson, Kim	6/30/2023	USD		Leases CoS...	01
View	BL_1334	Not Prepared	Prepared	Not Ready		Invoice - go...	22,433.96	22,433.96	Wilson, Kim	6/30/2023	USD		Accrued Ex...	01
View	BL_1340	Not Prepared	Prepared	Not Ready		Credit Card ...	15,001.25	15,001.25	Wilson, Kim	6/30/2023	USD		Journal Mas...	01

Page 1 of 0

Journals Grid with user profile menu expanded, showing available roles including Approver.

10. Locate and filter for the journal entry

In the Journals Grid, use filters to locate the journal entry by description (for example, "Demo Workflow: Approv") or BlackLine ID (for example, BL_1609). Enter filter criteria in the **Jnl Hdr Desc** column or other relevant columns.



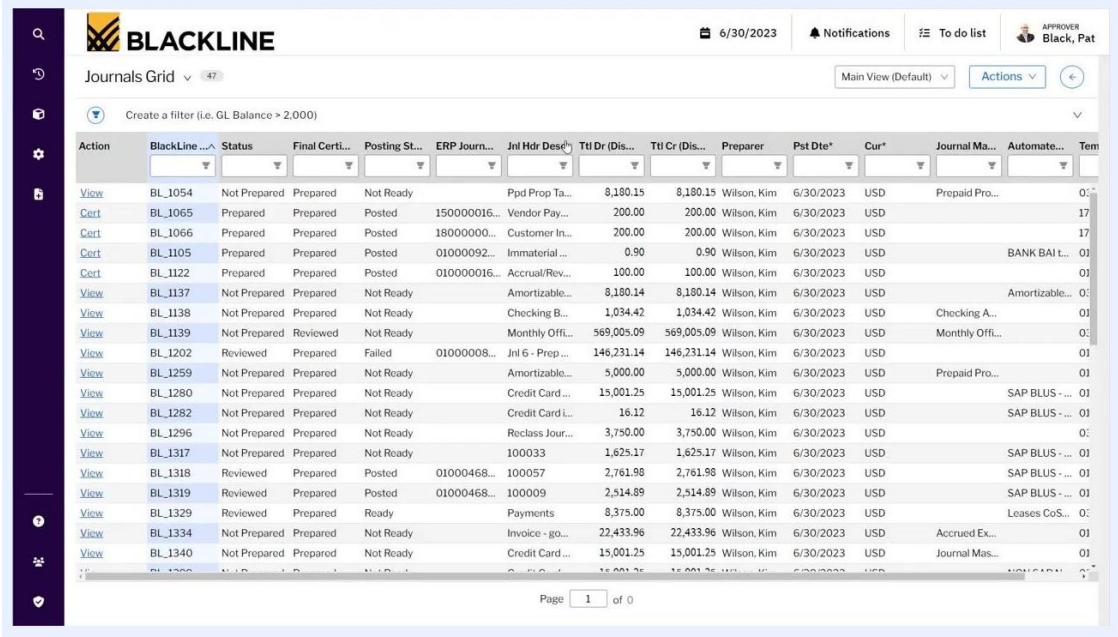
Action	BlackLine ID	Status	Final Certi...	Posting St...	ERP Journ...	Jnl Hdr Desc	Ttl Dr (Dis...	Ttl Cr (Dis...	Preparer	Pst Dte*	Cur*	Journal Ma...	Automate...	Tem
View	BL_1054	Not Prepared	Prepared	Not Ready		Ppd Prop Ta...	8,180.15	8,180.15	Wilson, Kim	6/30/2023	USD	Prepaid Pro...		01
Cert	BL_1065	Prepared	Prepared	Posted	150000016...	Vendor Pay...	200.00	200.00	Wilson, Kim	6/30/2023	USD			17
Cert	BL_1066	Prepared	Prepared	Posted	180000000...	Customer In...	200.00	200.00	Wilson, Kim	6/30/2023	USD			17
Cert	BL_1105	Prepared	Prepared	Posted	010000092...	Immaterial...	0.90	0.90	Wilson, Kim	6/30/2023	USD	BANK BAL L...		01
Cert	BL_1122	Prepared	Prepared	Posted	010000016...	Accrual/Rev...	100.00	100.00	Wilson, Kim	6/30/2023	USD			01
View	BL_1137	Not Prepared	Prepared	Not Ready		Amortizable...	8,180.14	8,180.14	Wilson, Kim	6/30/2023	USD		Amortizable...	01
View	BL_1138	Not Prepared	Prepared	Not Ready		Checking B...	1,034.42	1,034.42	Wilson, Kim	6/30/2023	USD	Checking A...		01
View	BL_1139	Not Prepared	Reviewed	Not Ready		Monthly Offl...	569,005.09	569,005.09	Wilson, Kim	6/30/2023	USD	Monthly Offl...		01
View	BL_1202	Reviewed	Prepared	Failed	010000008...	Jnl 6 - Prep...	146,231.14	146,231.14	Wilson, Kim	6/30/2023	USD			01
View	BL_1259	Not Prepared	Prepared	Not Ready		Amortizable...	5,000.00	5,000.00	Wilson, Kim	6/30/2023	USD	Prepaid Pro...		01
View	BL_1280	Not Prepared	Prepared	Not Ready		Credit Card ...	15,001.25	15,001.25	Wilson, Kim	6/30/2023	USD	SAP BLUS - ...		01
View	BL_1282	Not Prepared	Prepared	Not Ready		Credit Card L...	16.12	16.12	Wilson, Kim	6/30/2023	USD	SAP BLUS - ...		01
View	BL_1296	Not Prepared	Prepared	Not Ready		Reclass Jour...	3,750.00	3,750.00	Wilson, Kim	6/30/2023	USD			01
View	BL_1317	Not Prepared	Prepared	Not Ready		100033	1,625.17	1,625.17	Wilson, Kim	6/30/2023	USD	SAP BLUS - ...		01
View	BL_1318	Reviewed	Prepared	Posted	01000468...	100057	2,761.98	2,761.98	Wilson, Kim	6/30/2023	USD	SAP BLUS - ...		01
View	BL_1319	Reviewed	Prepared	Posted	01000468...	100009	2,514.89	2,514.89	Wilson, Kim	6/30/2023	USD	SAP BLUS - ...		01
View	BL_1329	Reviewed	Prepared	Ready		Payments	8,375.00	8,375.00	Wilson, Kim	6/30/2023	USD	Leases CoS...		01
View	BL_1334	Not Prepared	Prepared	Not Ready		Invoice - go...	22,433.96	22,433.96	Wilson, Kim	6/30/2023	USD	Accrued Ex...		01
View	BL_1340	Not Prepared	Prepared	Not Ready		Credit Card ...	15,001.25	15,001.25	Wilson, Kim	6/30/2023	USD	Journal Mas...		01

Journals Grid with a filter applied to the Journal Header Description column to locate the relevant entry.

11. Review journal entry details as approver

Click **View** next to the relevant journal entry and review all header and line item details, including BlackLine ID, Doc Date, Doc Type, Co Code, Posting Date, Currency, Journal Header Description, Total Debit/Credit, and status.

Confirm that the header status is "Valid," and review line items for accuracy (Posting Key, Account, Amount, Account Description, Line Status).



The screenshot shows the BlackLine Journals Grid interface. At the top, there's a header with the BlackLine logo, a date of 6/30/2023, and user information for Black, Pat. Below the header, there's a filter bar with a search icon and a filter text "Create a filter (i.e. GL Balance > 2,000)". The main area is a table with columns for Action, BlackLine ID, Status, Final Cert., Posting St., ERP Journ., Jnl Hdr Desc, Ttl Dr (Dis), Ttl Cr (Dis), Preparer, Pst Dte, Cur, Journal Mas., Automate, and Ten. The table lists various journal entries, including BL_1054, BL_1065, BL_1066, BL_1105, BL_1122, BL_1137, BL_1138, BL_1139, BL_1202, BL_1259, BL_1280, BL_1282, BL_1296, BL_1317, BL_1318, BL_1319, BL_1329, BL_1334, and BL_1340. Each entry has a status (e.g., Not Prepared, Prepared, Reviewed) and a line status (e.g., Not Ready, Ready, Failed). The table is paginated, showing Page 1 of 0.

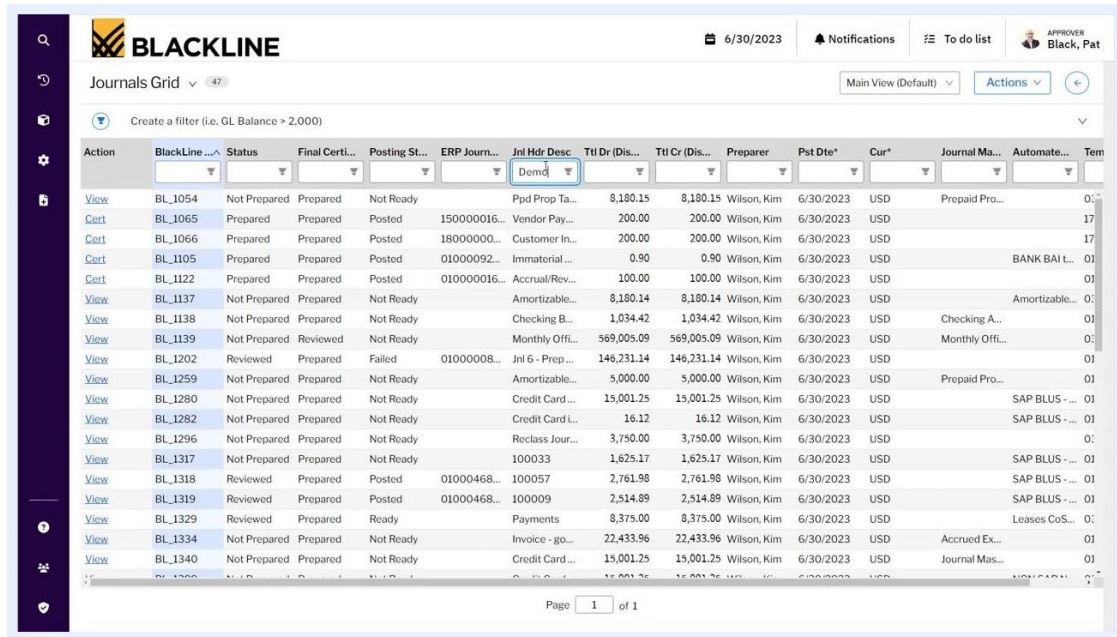
Action	BlackLine ID	Status	Final Cert.	Posting St.	ERP Journ.	Jnl Hdr Desc	Ttl Dr (Dis)	Ttl Cr (Dis)	Preparer	Pst Dte	Cur	Journal Mas.	Automate	Ten
View	BL_1054	Not Prepared	Prepared	Not Ready		Ppd Prop Ta...	8,180.15	8,180.15	Wilson, Kim	6/30/2023	USD	Prepaid Pro...		01
Cert	BL_1065	Prepared	Prepared	Posted	150000016...	Vendor Pay...	200.00	200.00	Wilson, Kim	6/30/2023	USD			17
Cert	BL_1066	Prepared	Prepared	Posted	180000000...	Customer In...	200.00	200.00	Wilson, Kim	6/30/2023	USD			17
Cert	BL_1105	Prepared	Prepared	Posted	010000092...	Immaterial ...	0.90	0.90	Wilson, Kim	6/30/2023	USD	BANK BAI L...		01
Cert	BL_1122	Prepared	Prepared	Posted	010000016...	Accrual/Rev...	100.00	100.00	Wilson, Kim	6/30/2023	USD			01
View	BL_1137	Not Prepared	Prepared	Not Ready		Amortizable...	8,180.14	8,180.14	Wilson, Kim	6/30/2023	USD	Amortizable...		01
View	BL_1138	Not Prepared	Prepared	Not Ready		Checking B...	1,034.42	1,034.42	Wilson, Kim	6/30/2023	USD	Checking A...		01
View	BL_1139	Not Prepared	Reviewed	Not Ready		Monthly Offl...	569,005.09	569,005.09	Wilson, Kim	6/30/2023	USD	Monthly Offl...		01
View	BL_1202	Reviewed	Prepared	Failed	010000008...	Jnl 6 - Prep ...	146,231.14	146,231.14	Wilson, Kim	6/30/2023	USD			01
View	BL_1259	Not Prepared	Prepared	Not Ready		Amortizable...	5,000.00	5,000.00	Wilson, Kim	6/30/2023	USD	Prepaid Pro...		01
View	BL_1280	Not Prepared	Prepared	Not Ready		Credit Card...	15,001.25	15,001.25	Wilson, Kim	6/30/2023	USD	SAP BLUS - ...		01
View	BL_1282	Not Prepared	Prepared	Not Ready		Credit Card L...	16.12	16.12	Wilson, Kim	6/30/2023	USD	SAP BLUS - ...		01
View	BL_1296	Not Prepared	Prepared	Not Ready		Reclass Jour...	3,750.00	3,750.00	Wilson, Kim	6/30/2023	USD			01
View	BL_1317	Not Prepared	Prepared	Not Ready		100033	1,625.17	1,625.17	Wilson, Kim	6/30/2023	USD	SAP BLUS - ...		01
View	BL_1318	Reviewed	Prepared	Posted	01000468...	100057	2,761.98	2,761.98	Wilson, Kim	6/30/2023	USD	SAP BLUS - ...		01
View	BL_1319	Reviewed	Prepared	Posted	01000468...	100009	2,514.89	2,514.89	Wilson, Kim	6/30/2023	USD	SAP BLUS - ...		01
View	BL_1329	Reviewed	Prepared	Ready		Payments	8,375.00	8,375.00	Wilson, Kim	6/30/2023	USD	Leases CoS...		01
View	BL_1334	Not Prepared	Prepared	Not Ready		Invoice - go...	22,433.96	22,433.96	Wilson, Kim	6/30/2023	USD	Accrued Ex...		01
View	BL_1340	Not Prepared	Prepared	Not Ready		Credit Card...	15,001.25	15,001.25	Wilson, Kim	6/30/2023	USD	Journal Mas...		01

Journal entry detail screen showing header and line item information, with status marked as Valid.

12. Review comments, supporting documents, and the certification statement

Scroll to the bottom of the journal entry detail screen to review any attached items, comments, or supporting documents. Read the certification statement, which confirms compliance with company standards and proper support for the journal.

The approver's signature (for example, "Black, Pat") is displayed. You can choose to **Certify**, **Reject**, or go **Back**.



Action	BlackLine ID	Status	Final Certi...	Posting St...	ERP Journ...	Jnl Hdr Desc	Ttl Dr (Dis...	Ttl Cr (Dis...	Preparer	Pst Dte*	Cur*	Journal Ma...	Automate...	Ten
View	BL_1054	Not Prepared	Prepared	Not Ready		Ppd Prop Ta...	8,180.15	8,180.15	Wilson, Kim	6/30/2023	USD	Prepaid Pro...		01
Cert	BL_1065	Prepared	Prepared	Posted	150000016...	Vendor Pay...	200.00	200.00	Wilson, Kim	6/30/2023	USD			17
Cert	BL_1066	Prepared	Prepared	Posted	180000000...	Customer In...	200.00	200.00	Wilson, Kim	6/30/2023	USD			17
Cert	BL_1105	Prepared	Prepared	Posted	010000092...	Immaterial ...	0.90	0.90	Wilson, Kim	6/30/2023	USD	BANK BAI L...		01
Cert	BL_1122	Prepared	Prepared	Posted	010000016...	Accrual/Rev...	100.00	100.00	Wilson, Kim	6/30/2023	USD			01
View	BL_1137	Not Prepared	Prepared	Not Ready		Amortizable...	8,180.14	8,180.14	Wilson, Kim	6/30/2023	USD	Amortizable...		01
View	BL_1138	Not Prepared	Prepared	Not Ready		Checking B...	1,034.42	1,034.42	Wilson, Kim	6/30/2023	USD	Checking A...		01
View	BL_1139	Not Prepared	Reviewed	Not Ready		Monthly Offi...	569,005.09	569,005.09	Wilson, Kim	6/30/2023	USD	Monthly Offi...		01
View	BL_1202	Reviewed	Prepared	Failed	010000008...	Jnl 6 - Prep...	146,231.14	146,231.14	Wilson, Kim	6/30/2023	USD			01
View	BL_1259	Not Prepared	Prepared	Not Ready		Amortizable...	5,000.00	5,000.00	Wilson, Kim	6/30/2023	USD	Prepaid Pro...		01
View	BL_1280	Not Prepared	Prepared	Not Ready		Credit Card...	15,001.25	15,001.25	Wilson, Kim	6/30/2023	USD	SAP BLUS - ...		01
View	BL_1282	Not Prepared	Prepared	Not Ready		Credit Card L...	16.12	16.12	Wilson, Kim	6/30/2023	USD	SAP BLUS - ...		01
View	BL_1296	Not Prepared	Prepared	Not Ready		Reclass Jour...	3,750.00	3,750.00	Wilson, Kim	6/30/2023	USD			01
View	BL_1317	Not Prepared	Prepared	Not Ready		100033	1,625.17	1,625.17	Wilson, Kim	6/30/2023	USD	SAP BLUS - ...		01
View	BL_1318	Reviewed	Prepared	Posted	01000468...	100057	2,761.98	2,761.98	Wilson, Kim	6/30/2023	USD	SAP BLUS - ...		01
View	BL_1319	Reviewed	Prepared	Posted	01000468...	100009	2,514.89	2,514.89	Wilson, Kim	6/30/2023	USD	SAP BLUS - ...		01
View	BL_1329	Reviewed	Prepared	Ready		Payments	8,375.00	8,375.00	Wilson, Kim	6/30/2023	USD	Leases CoS...		01
View	BL_1334	Not Prepared	Prepared	Not Ready		Invoice - go...	22,433.96	22,433.96	Wilson, Kim	6/30/2023	USD	Accrued Ex...		01
View	BL_1340	Not Prepared	Prepared	Not Ready		Credit Card...	15,001.25	15,001.25	Wilson, Kim	6/30/2023	USD	Journal Mas...		01

Certification section of the journal entry detail screen showing the certification statement and the approver's signature.

13. Post journal entries and validate in real time

BlackLine allows you to post journal entries individually and validate them instantly against the ERP system, rather than waiting for batch processing. Confirm that the **Posting Status** updates to "Posted" and the **ERP Journal ID** is populated after successful posting.

For example, journal entry BL_1609 shows "Reviewed," "Approved," "Posted," and ERP Journal ID "0100021824B2982023."

The screenshot shows the BlackLine Journals Grid interface. The header includes the BlackLine logo, a date of 6/30/2023, and user information for Kim Wilson. The main table lists various journal entries with their respective statuses and ERP Journal IDs. The entry BL_1609 is highlighted, showing a status of "Reviewed" and an ERP Journal ID of "0100021824B2982023".

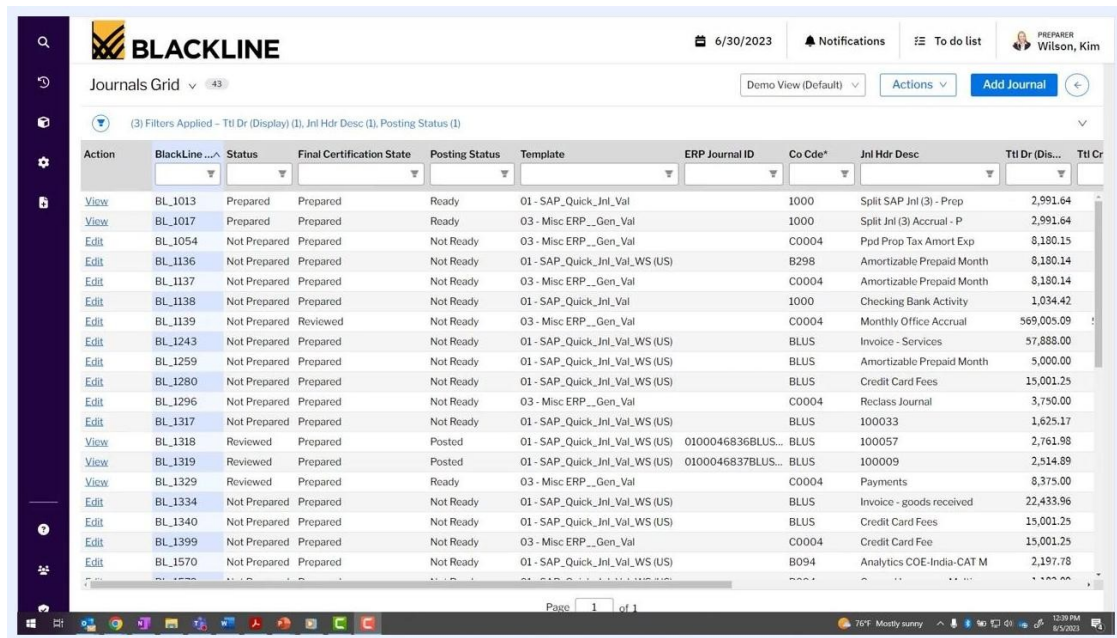
Action	BlackLine ID	Status	Final Certification State	Posting Status	Template	ERP Journal ID	Co Cde	Jnl Hdr Desc	Ttl Dr (Dis...)	Ttl Cr
View	BL_1013	Prepared	Prepared	Ready	01 - SAP_Quick_Inl_Val		1000	Split SAP Jnl (3) - Prep	2,991.64	
View	BL_1017	Prepared	Prepared	Ready	03 - Misc ERP_Gen_Val		1000	Split Jnl (3) Accrual - P	2,991.64	
Edit	BL_1054	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Ppd Prop Tax Amort Exp	8,180.15	
Edit	BL_1136	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		B298	Amortizable Prepaid Month	8,180.14	
Edit	BL_1137	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Amortizable Prepaid Month	8,180.14	
Edit	BL_1138	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val		1000	Checking Bank Activity	1,034.42	
Edit	BL_1139	Not Prepared	Reviewed	Not Ready	03 - Misc ERP_Gen_Val		C0004	Monthly Office Accrual	569,005.09	
Edit	BL_1243	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Invoice - Services	57,888.00	
Edit	BL_1259	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Amortizable Prepaid Month	5,000.00	
Edit	BL_1280	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1296	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Reclass Journal	3,750.00	
Edit	BL_1317	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	100033	1,625.17	
View	BL_1318	Reviewed	Prepared	Posted	01 - SAP_Quick_Inl_Val_WS (US)	0100046836BLUS...	BLUS	100057	2,761.98	
View	BL_1319	Reviewed	Prepared	Posted	01 - SAP_Quick_Inl_Val_WS (US)	0100046837BLUS...	BLUS	100009	2,514.89	
View	BL_1329	Reviewed	Prepared	Ready	03 - Misc ERP_Gen_Val		C0004	Payments	8,375.00	
Edit	BL_1334	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Invoice - goods received	22,433.96	
Edit	BL_1340	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1399	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Credit Card Fee	15,001.25	
Edit	BL_1570	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		B094	Analytics COE-India-CAT M	2,197.78	

Journals Grid showing a posted journal entry with ERP Journal ID populated, status columns, and entry details.

Automating journal entries

14. Switch to the preparer role for automation tasks

Change your user role to "Preparer" to access journal entry automation features, then open the Journals Grid to view all journal entries available for preparation and automation. For example, user "Wilson, Kim" in the Preparer role views a list of journal entries with various statuses and templates.



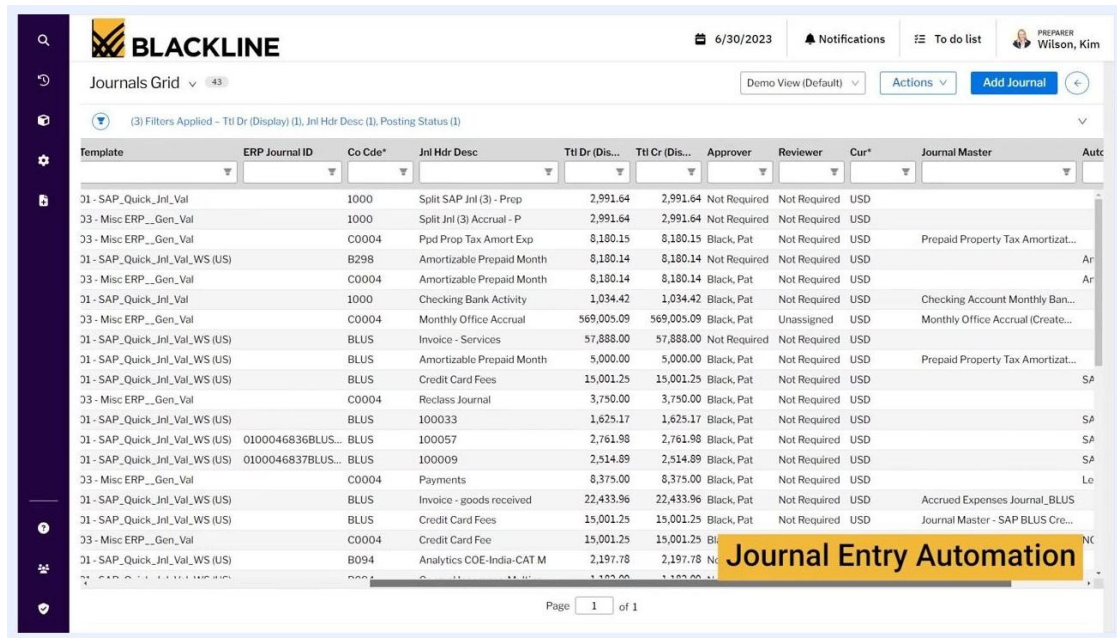
The screenshot displays the BlackLine Journals Grid interface. The header includes the BlackLine logo, the date 6/30/2023, notifications, a to-do list, and the user profile for Kim Wilson in the Preparer role. The main area shows a table of journal entries with the following columns: Action, BlackLine ID, Status, Final Certification State, Posting Status, Template, ERP Journal ID, Co Code, Jnl Hdr Desc, Ttl Dr (Dis...), and Ttl Cr. The table contains 20 rows of data, each with a corresponding Action button (View or Edit). The status of the entries varies, including Prepared, Not Prepared, Reviewed, and Ready. The templates are categorized by SAP Quick, Misc ERP, and Misc ERP Gen. The ERP Journal IDs and Co Codes are also listed. The Ttl Dr (Dis...) and Ttl Cr columns show the total debit and credit amounts for each entry.

Action	BlackLine ID	Status	Final Certification State	Posting Status	Template	ERP Journal ID	Co Code	Jnl Hdr Desc	Ttl Dr (Dis...)	Ttl Cr
View	BL_1013	Prepared	Prepared	Ready	01 - SAP_Quick_Inl_Val		1000	Split SAP Jnl (3) - Prep	2,991.64	
View	BL_1017	Prepared	Prepared	Ready	03 - Misc ERP_Gen_Val		1000	Split Jnl (3) Accrual - P	2,991.64	
Edit	BL_1054	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Ppd Prop Tax Amort Exp	8,180.15	
Edit	BL_1136	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		B298	Amortizable Prepaid Month	8,180.14	
Edit	BL_1137	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Amortizable Prepaid Month	8,180.14	
Edit	BL_1138	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val		1000	Checking Bank Activity	1,034.42	
Edit	BL_1139	Not Prepared	Reviewed	Not Ready	03 - Misc ERP_Gen_Val		C0004	Monthly Office Accrual	569,005.09	
Edit	BL_1243	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Invoice - Services	57,888.00	
Edit	BL_1259	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Amortizable Prepaid Month	5,000.00	
Edit	BL_1280	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1296	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Reclass Journal	3,750.00	
Edit	BL_1317	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	100033	1,625.17	
View	BL_1318	Reviewed	Prepared	Posted	01 - SAP_Quick_Inl_Val_WS (US)	0100046836BLUS...	BLUS	100057	2,761.98	
View	BL_1319	Reviewed	Prepared	Posted	01 - SAP_Quick_Inl_Val_WS (US)	0100046837BLUS...	BLUS	100009	2,514.89	
View	BL_1329	Reviewed	Prepared	Ready	03 - Misc ERP_Gen_Val		C0004	Payments	8,375.00	
Edit	BL_1334	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Invoice - goods received	22,433.96	
Edit	BL_1340	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1399	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Credit Card Fee	15,001.25	
Edit	BL_1570	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		B094	Analytics COE-India-CAT M	2,197.78	

Journals Grid with multiple journal entries, showing columns for status, template, ERP Journal ID, company code, header description, and more, with the user in Preparer role.

15. Access and review automated journal entry details

BlackLine integrates with the Account Reconciliation and Transaction Matching modules, so journal entries can be automated based on schedules or transactions processed in these modules. For example, the Journals Grid displays entries with templates such as "SAP_Quick_Jnl_Val" and descriptions like "Amortizable Prepaid Month," indicating integration with reconciliation data.



Template	ERP Journal ID	Co Cde*	Jnl Hdr Desc	Ttl Dr (Dis...	Ttl Cr (Dis...	Approver	Reviewer	Cur*	Journal Master	Autc
01 - SAP_Quick_Jnl_Val		1000	Split SAP Jnl (3) - Prop	2,991.64	2,991.64	Not Required	Not Required	USD		
03 - Misc ERP__Gen_Val		1000	Split Jnl (3) Accrual - P	2,991.64	2,991.64	Not Required	Not Required	USD		
03 - Misc ERP__Gen_Val		C0004	Ppd Prop Tax Amort Exp	8,180.15	8,180.15	Black, Pat	Not Required	USD	Prepaid Property Tax Amortizat...	
01 - SAP_Quick_Jnl_Val_WS (US)		B298	Amortizable Prepaid Month	8,180.14	8,180.14	Not Required	Not Required	USD		Ar
03 - Misc ERP__Gen_Val		C0004	Amortizable Prepaid Month	8,180.14	8,180.14	Black, Pat	Not Required	USD		Ar
01 - SAP_Quick_Jnl_Val		1000	Checking Bank Activity	1,034.42	1,034.42	Black, Pat	Not Required	USD	Checking Account Monthly Ban...	
03 - Misc ERP__Gen_Val		C0004	Monthly Office Accrual	569,005.09	569,005.09	Black, Pat	Unassigned	USD	Monthly Office Accrual (Create...	
01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Invoice - Services	57,888.00	57,888.00	Not Required	Not Required	USD		
01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Amortizable Prepaid Month	5,000.00	5,000.00	Black, Pat	Not Required	USD	Prepaid Property Tax Amortizat...	
01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	15,001.25	Black, Pat	Not Required	USD		SA
03 - Misc ERP__Gen_Val		C0004	Reclass Journal	3,750.00	3,750.00	Black, Pat	Not Required	USD		
01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	100033	1,625.17	1,625.17	Black, Pat	Not Required	USD		SA
01 - SAP_Quick_Jnl_Val_WS (US)	0100046836BLUS...	BLUS	100057	2,761.98	2,761.98	Black, Pat	Not Required	USD		SA
01 - SAP_Quick_Jnl_Val_WS (US)	0100046837BLUS...	BLUS	100009	2,514.89	2,514.89	Black, Pat	Not Required	USD		SA
03 - Misc ERP__Gen_Val		C0004	Payments	8,375.00	8,375.00	Black, Pat	Not Required	USD		Le
01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Invoice - goods received	22,433.96	22,433.96	Black, Pat	Not Required	USD	Accrued Expenses Journal_BLUS	
01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	15,001.25	Black, Pat	Not Required	USD	Journal Master - SAP BLUS Cre...	
03 - Misc ERP__Gen_Val		C0004	Credit Card Fee	15,001.25	15,001.25	Black, Pat	Not Required	USD		NC
01 - SAP_Quick_Jnl_Val_WS (US)		B094	Analytics COE-India-CAT M	2,197.78	2,197.78	Not Required	Not Required	USD		

Journals Grid highlighting integration and automation, with a "Journal Entry Automation" banner and entries showing templates and descriptions.

Click **Edit** next to an automated journal entry (for example, BL_1136, "Amortizable Prepaid Month") to view its details. Review workflow requirements, header and line item details, and information pulled directly from reconciliations.

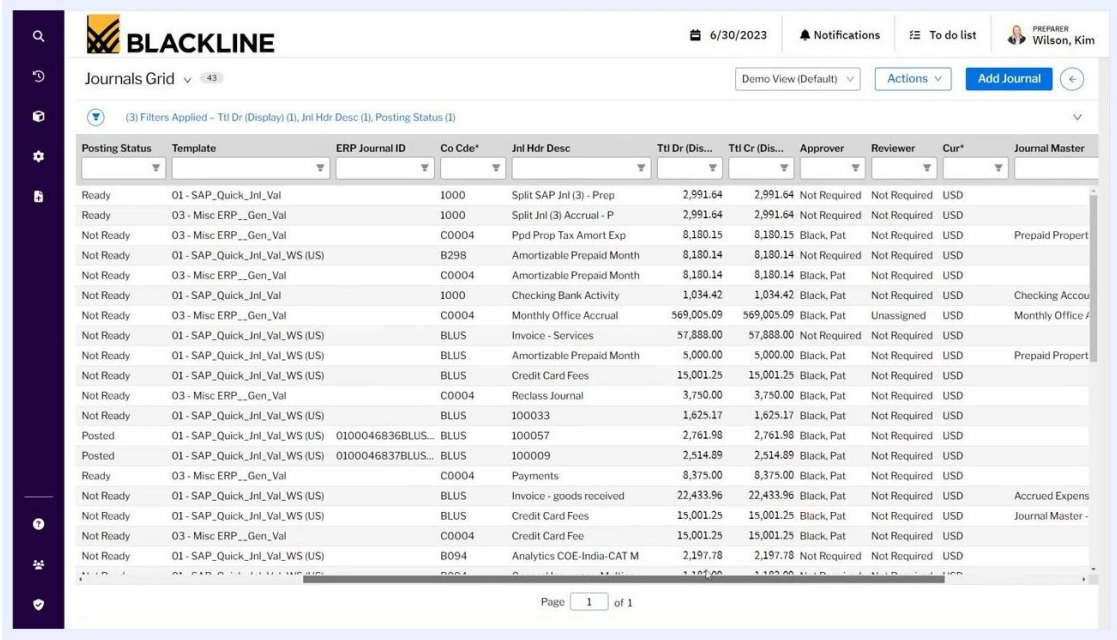
Action	BlackLine	Status	Final Certification State	Posting Status	Template	ERP Journal ID	Co Cde	Jnl Hdr Desc	Ttl Dr (Dis...)	Ttl Cr
View	BL_1013	Prepared	Prepared	Ready	01 - SAP_Quick_Jnl_Val		1000	Split SAP Jnl (3) - Prep	2,991.64	
View	BL_1017	Prepared	Prepared	Ready	03 - Misc ERP__Gen_Val		1000	Split Jnl (3) Accrual - P	2,991.64	
Edit	BL_1054	Not Prepared	Prepared	Not Ready	03 - Misc ERP__Gen_Val		C0004	Pdp Prop Tax Amort Exp	8,180.15	
Edit	BL_1136	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		B298	Amortizable Prepaid Month	8,180.14	
Edit	BL_1137	Not Prepared	Prepared	Not Ready	03 - Misc ERP__Gen_Val		C0004	Amortizable Prepaid Month	8,180.14	
Edit	BL_1138	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val		1000	Checking Bank Activity	1,034.42	
Edit	BL_1139	Not Prepared	Reviewed	Not Ready	03 - Misc ERP__Gen_Val		C0004	Monthly Office Accrual	569,005.09	
Edit	BL_1243	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Invoice - Services	57,888.00	
Edit	BL_1259	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Amortizable Prepaid Month	5,000.00	
Edit	BL_1280	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1296	Not Prepared	Prepared	Not Ready	03 - Misc ERP__Gen_Val		C0004	Reclass Journal	3,750.00	
Edit	BL_1317	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	100033	1,625.17	
View	BL_1318	Reviewed	Prepared	Posted	01 - SAP_Quick_Jnl_Val_WS (US)	0100046836BLUS...	BLUS	100057	2,761.98	
View	BL_1319	Reviewed	Prepared	Posted	01 - SAP_Quick_Jnl_Val_WS (US)	0100046837BLUS...	BLUS	100009	2,514.89	
View	BL_1329	Reviewed	Prepared	Ready	03 - Misc ERP__Gen_Val		C0004	Payments	8,375.00	
Edit	BL_1334	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Invoice - goods received	22,433.96	
Edit	BL_1340	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1399	Not Prepared	Prepared	Not Ready	03 - Misc ERP__Gen_Val		C0004	Credit Card Fee	15,001.25	
Edit	BL_1570	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		B094	Analytics COE-India-CAT M	2,197.78	

Journals Grid with the Edit link selected for the Amortizable Prepaid Month entry, highlighting the relevant row and columns.

16. Review line items and reconciliation data

In the journal entry detail view, examine all line items, including Posting Key, Account, Cost Center, Line Item Description, Amount, Account Description, and Line Status.

Review the **Items** section, which displays data pulled from reconciliations, such as Aging, Original Date, Class, Description, Alternate Amount, Reporting Amount, and Amount. For example, items include "Wayne County-Municipal Property Tax" with an amount of 14,984.74, and "Bondi Recreation District Tax" with 40,198.50.



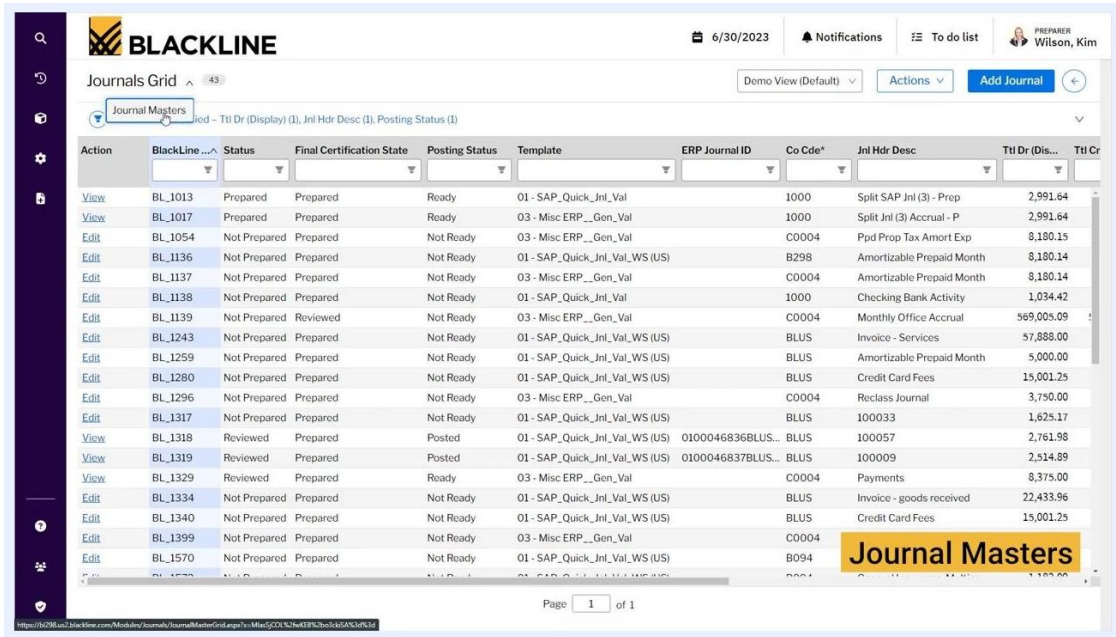
The screenshot shows the Blackline Journals Grid interface. The header includes the Blackline logo, a date of 6/30/2023, notifications, a 'To do list', and a user profile for 'PREPARED Wilson, Kim'. Below the header, there's a 'Journals Grid' section with a filter '(3) Filters Applied - Ttl Dr (Display) (1), Jnl Hdr Desc (1), Posting Status (1)'. The main table lists journal entries with columns: Posting Status, Template, ERP Journal ID, Co Cde, Jnl Hdr Desc, Ttl Dr (Dis...), Ttl Cr (Dis...), Approver, Reviewer, Cur, and Journal Master. The table contains 20 rows of data, including entries for 'Split SAP Jnl (3) - Prep', 'Split Jnl (3) Accrual - P', 'Ppd Prop Tax Amort Exp', 'Amortizable Prepaid Month', 'Checking Bank Activity', 'Monthly Office Accrual', 'Invoice - Services', 'Amortizable Prepaid Month', 'Credit Card Fees', 'Reclass Journal', '100033', '100057', 'Payments', 'Invoice - goods received', 'Credit Card Fees', 'Credit Card Fee', and 'Analytics COE-India-CAT M'. The bottom of the page shows 'Page 1 of 1'.

Posting Status	Template	ERP Journal ID	Co Cde	Jnl Hdr Desc	Ttl Dr (Dis...)	Ttl Cr (Dis...)	Approver	Reviewer	Cur	Journal Master
Ready	01 - SAP_Quick_Jnl_Val		1000	Split SAP Jnl (3) - Prep	2,991.64	2,991.64	Not Required	Not Required	USD	
Ready	03 - Misc ERP__Gen_Val		1000	Split Jnl (3) Accrual - P	2,991.64	2,991.64	Not Required	Not Required	USD	
Not Ready	03 - Misc ERP__Gen_Val		C0004	Ppd Prop Tax Amort Exp	8,180.15	8,180.15	Black, Pat	Not Required	USD	Prepaid Propert
Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		B298	Amortizable Prepaid Month	8,180.14	8,180.14	Not Required	Not Required	USD	
Not Ready	03 - Misc ERP__Gen_Val		C0004	Amortizable Prepaid Month	8,180.14	8,180.14	Black, Pat	Not Required	USD	
Not Ready	01 - SAP_Quick_Jnl_Val		1000	Checking Bank Activity	1,034.42	1,034.42	Black, Pat	Not Required	USD	Checking Accou
Not Ready	03 - Misc ERP__Gen_Val		C0004	Monthly Office Accrual	569,005.09	569,005.09	Black, Pat	Unassigned	USD	Monthly Office /
Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Invoice - Services	57,888.00	57,888.00	Not Required	Not Required	USD	
Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Amortizable Prepaid Month	5,000.00	5,000.00	Black, Pat	Not Required	USD	Prepaid Propert
Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	15,001.25	Black, Pat	Not Required	USD	
Not Ready	03 - Misc ERP__Gen_Val		C0004	Reclass Journal	3,750.00	3,750.00	Black, Pat	Not Required	USD	
Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	100033	1,625.17	1,625.17	Black, Pat	Not Required	USD	
Posted	01 - SAP_Quick_Jnl_Val_WS (US)	0100046836BLUS...	BLUS	100057	2,761.98	2,761.98	Black, Pat	Not Required	USD	
Posted	01 - SAP_Quick_Jnl_Val_WS (US)	0100046837BLUS...	BLUS	100057	2,514.89	2,514.89	Black, Pat	Not Required	USD	
Ready	03 - Misc ERP__Gen_Val		C0004	Payments	8,375.00	8,375.00	Black, Pat	Not Required	USD	
Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Invoice - goods received	22,433.96	22,433.96	Black, Pat	Not Required	USD	Accrued Expens
Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	15,001.25	Black, Pat	Not Required	USD	Journal Master -
Not Ready	03 - Misc ERP__Gen_Val		C0004	Credit Card Fee	15,001.25	15,001.25	Black, Pat	Not Required	USD	
Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		B094	Analytics COE-India-CAT M	2,197.78	2,197.78	Not Required	Not Required	USD	

Journal entry detail screen showing line items and reconciliation data, including property tax entries and amounts.

17. Include supporting documentation and scheduling

Attach supporting documents and add comments as needed for the journal entry, and schedule automated journal entries based on the integration with reconciliation data. For example, the detail screen shows options to **Add Comment** and **Add Document**, with no current attachments.



The screenshot displays the BlackLine Journals Grid interface. The top navigation bar includes the BlackLine logo, the date 6/30/2023, and user information for PREPARED Wilson, Kim. The main content area shows a table of journal entries. A 'Journal Masters' overlay is visible on the right side of the table.

Action	BlackLine ...	Status	Final Certification State	Posting Status	Template	ERP Journal ID	Co Cde*	Jnl Hdr Desc	Ttl Dr (Dis...	Ttl Cr
View	BL_1013	Prepared	Prepared	Ready	01 - SAP_Quick_Inl_Val		1000	Split SAP Jnl (3) - Prep	2,991.64	
View	BL_1017	Prepared	Prepared	Ready	03 - Misc ERP_Gen_Val		1000	Split Jnl (3) Accrual - P	2,991.64	
Edit	BL_1054	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Ppd Prop Tax Amort Exp	8,180.15	
Edit	BL_1136	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		B298	Amortizable Prepaid Month	8,180.14	
Edit	BL_1137	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Amortizable Prepaid Month	8,180.14	
Edit	BL_1138	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val		1000	Checking Bank Activity	1,034.42	
Edit	BL_1139	Not Prepared	Reviewed	Not Ready	03 - Misc ERP_Gen_Val		C0004	Monthly Office Accrual	569,005.09	
Edit	BL_1243	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Invoice - Services	57,888.00	
Edit	BL_1259	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Amortizable Prepaid Month	5,000.00	
Edit	BL_1280	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1296	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Reclass Journal	3,750.00	
Edit	BL_1317	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	100033	1,625.17	
View	BL_1318	Reviewed	Prepared	Posted	01 - SAP_Quick_Inl_Val_WS (US)	0100046836BLUS...	BLUS	100057	2,761.98	
View	BL_1319	Reviewed	Prepared	Posted	01 - SAP_Quick_Inl_Val_WS (US)	0100046837BLUS...	BLUS	100009	2,514.89	
View	BL_1329	Reviewed	Prepared	Ready	03 - Misc ERP_Gen_Val		C0004	Payments	8,375.00	
Edit	BL_1334	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Invoice - goods received	22,433.96	
Edit	BL_1340	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1399	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004			
Edit	BL_1570	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		B094			

Journal entry detail screen with options to add comments and supporting documents, and a list of reconciliation items.

Managing recurring entries with Journal Masters

18. Access Journal Masters

Access **Journal Masters** from the Journals Grid to manage recurring journal entries using pre-populated templates. Journal Masters let you set up templates for entries that occur on a regular frequency, such as monthly.

Action	BlackLine ID	Status	Final Certification State	Posting Status	Template	ERP Journal ID	Co Cde	Jnl Hdr Desc	Ttl Dr (Dis...)	Ttl Cr
View	BL_1013	Prepared	Prepared	Ready	01 - SAP_Quick_Jnl_Val	1000		Split SAP Jnl (3) - Prep	2,991.64	
View	BL_1017	Prepared	Prepared	Ready	03 - Misc ERP__Gen_Val	1000		Split Jnl (3) Accrual - P	2,991.64	
Edit	BL_1054	Not Prepared	Prepared	Not Ready	03 - Misc ERP__Gen_Val	C0004		Ppd Prop Tax Amort Exp	8,180.15	
Edit	BL_1136	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)	B298		Amortizable Prepaid Month	8,180.14	
Edit	BL_1137	Not Prepared	Prepared	Not Ready	03 - Misc ERP__Gen_Val	C0004		Amortizable Prepaid Month	8,180.14	
Edit	BL_1138	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val	1000		Checking Bank Activity	1,034.42	
Edit	BL_1139	Not Prepared	Reviewed	Not Ready	03 - Misc ERP__Gen_Val	C0004		Monthly Office Accrual	569,005.09	
Edit	BL_1243	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)	BLUS		Invoice - Services	57,888.00	
Edit	BL_1259	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)	BLUS		Amortizable Prepaid Month	5,000.00	
Edit	BL_1280	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)	BLUS		Credit Card Fees	15,001.25	
Edit	BL_1296	Not Prepared	Prepared	Not Ready	03 - Misc ERP__Gen_Val	C0004		Reclass Journal	3,750.00	
Edit	BL_1317	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)	BLUS		100033	1,625.17	
View	BL_1318	Reviewed	Prepared	Posted	01 - SAP_Quick_Jnl_Val_WS (US)	0100046836BLUS...	BLUS	100057	2,761.98	
View	BL_1319	Reviewed	Prepared	Posted	01 - SAP_Quick_Jnl_Val_WS (US)	0100046837BLUS...	BLUS	100009	2,514.89	
View	BL_1329	Reviewed	Prepared	Ready	03 - Misc ERP__Gen_Val	C0004		Payments	8,375.00	
Edit	BL_1334	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)	BLUS		Invoice - goods received	22,433.96	
Edit	BL_1340	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)	BLUS		Credit Card Fees	15,001.25	
Edit	BL_1399	Not Prepared	Prepared	Not Ready	03 - Misc ERP__Gen_Val	C0004				
Edit	BL_1570	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)	B094				

Journals Grid with the **Journal Masters** button highlighted, showing the entry list and a "Journal Masters" banner.

Open the **Journal Master Grid** to see the list of journal masters, including columns for Active status, ID, Description, Template, Team, Auto-Certify, Start Date, End Date, Frequency, Preparer, Approver, Reviewer, Final Certification State, and Most Recent JE.

For example, entry ID 996 has Description = "Accrued Expenses Journal," Template = "03 - Misc ERP__Gen_Val," Preparer = "Wilson, Kim," Approver = "Black, Pat," Reviewer = "Not Required," Final Certification State = "Prepared," and Most Recent JE = 6/30/2023.

To edit a journal master, click the **Edit** link next to the desired entry.

Action	BlackLine ID	Status	Final Certification State	Posting Status	Template	ERP Journal ID	Co Code	Jnl Hdr Desc	Ttl Dr (Dis...)	Ttl Cr
View	BL_1013	Prepared	Prepared	Ready	01 - SAP_Quick_Jnl_Val		1000	Split SAP Jnl (3) - Prep	2,991.64	
View	BL_1017	Prepared	Prepared	Ready	03 - Misc ERP_Gen_Val		1000	Split Jnl (3) Accrual - P	2,991.64	
Edit	BL_1054	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Ppd Prop Tax Amort Exp	8,180.15	
Edit	BL_1136	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		B298	Amortizable Prepaid Month	8,180.14	
Edit	BL_1137	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Amortizable Prepaid Month	8,180.14	
Edit	BL_1138	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val		1000	Checking Bank Activity	1,034.42	
Edit	BL_1139	Not Prepared	Reviewed	Not Ready	03 - Misc ERP_Gen_Val		C0004	Monthly Office Accrual	569,005.09	
Edit	BL_1243	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Invoice - Services	57,888.00	
Edit	BL_1259	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Amortizable Prepaid Month	5,000.00	
Edit	BL_1280	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1296	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Reclass Journal	3,750.00	
Edit	BL_1317	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	100033	1,625.17	
View	BL_1318	Reviewed	Prepared	Posted	01 - SAP_Quick_Jnl_Val_WS (US)	0100046836BLUS...	BLUS	100057	2,761.98	
View	BL_1319	Reviewed	Prepared	Posted	01 - SAP_Quick_Jnl_Val_WS (US)	0100046837BLUS...	BLUS	100009	2,514.89	
View	BL_1329	Reviewed	Prepared	Ready	03 - Misc ERP_Gen_Val		C0004	Payments	8,375.00	
Edit	BL_1334	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Invoice - goods received	22,433.96	
Edit	BL_1340	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1399	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Credit Card Fee	15,001.25	
Edit	BL_1570	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		B094	Analytics COE-India-CAT M	2,197.78	

Journal Master Grid showing journal entries with details such as ID, Description, Template, Preparer, Approver, Reviewer, and Certification State, with the cursor hovering over the **Edit** link for entry 996.

19. Configure and schedule Journal Masters

In the Journal Master Grid, review and edit recurring journal entry templates. Set parameters such as:

- Description (for example, "Accrued Legal Fees")
- Template (for example, "01 - SAP_Quick_Jnl_Val")
- Frequency (for example, Monthly)
- Preparer (for example, "Wilson, Kim")
- Approver (for example, "Black, Pat")
- Reviewer, Start Date, End Date, Auto-Certify option, and Final Certification State

For example, "Accrued Legal Fees" is set to post monthly, prepared by "Wilson, Kim," and approved by "Black, Pat."

Action	BlackLine ID	Status	Final Certification State	Posting Status	Template	ERP Journal ID	Co Cde	Jnl Hdr Desc	Ttl Dr (Display)	Ttl Cr
View	BL_1013	Prepared	Prepared	Ready	01 - SAP_Quick_Inl_Val		1000	Split SAP Jnl (3) - Prep	2,991.64	
View	BL_1017	Prepared	Prepared	Ready	03 - Misc ERP_Gen_Val		1000	Split Jnl (3) Accrual - P	2,991.64	
Edit	BL_1054	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Ppd Prop Tax Amort Exp	8,180.15	
Edit	BL_1136	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		B298	Amortizable Prepaid Month	8,180.14	
Edit	BL_1137	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Amortizable Prepaid Month	8,180.14	
Edit	BL_1138	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val		1000	Checking Bank Activity	1,034.42	
Edit	BL_1139	Not Prepared	Reviewed	Not Ready	03 - Misc ERP_Gen_Val		C0004	Monthly Office Accrual	569,005.09	
Edit	BL_1243	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Invoice - Services	57,688.00	
Edit	BL_1259	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Amortizable Prepaid Month	5,000.00	
Edit	BL_1280	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1296	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Reclass Journal	3,750.00	
Edit	BL_1317	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	100033	1,625.17	
View	BL_1318	Reviewed	Prepared	Posted	01 - SAP_Quick_Inl_Val_WS (US)	0100046836BLUS...	BLUS	100057	2,761.98	
View	BL_1319	Reviewed	Prepared	Posted	01 - SAP_Quick_Inl_Val_WS (US)	0100046837BLUS...	BLUS	100009	2,514.89	
View	BL_1329	Reviewed	Prepared	Ready	03 - Misc ERP_Gen_Val		C0004	Payments	8,375.00	
Edit	BL_1334	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Invoice - goods received	22,433.96	
Edit	BL_1340	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1399	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004			
Edit	BL_1570	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Inl_Val_WS (US)		B094			

Journal Master Grid showing recurring journal entry templates, their frequency, preparer, approver, and other configuration details.

20. Use the audit trail to track journal masters

Use the audit trail features to track all journal masters posted by the team. Each entry provides a completeness check for recurring journal entries, and the grid allows you to see the full audit trail, including preparer, approver, reviewer, and certification status.

Reviewing journal activity with analytics

21. Access the Analytics dashboard

Navigate to the **Home** screen and select the **Analytics** tab to access dashboarding features. The dashboard provides interactive cards for Journal Certification Status, Task Progress by Type, Unreconciled Balance, Required Adjustments, and Past Due Journals.

Example dashboard cards include:

- **Journal Certification Status:** Not Prepared (43), Prepared (20), Approved (0), Reviewed (10), System Certified (1), Total (74)

- **Task Progress by Type:** A bar chart showing progress for Account Reconciliations, Cash Activities, Critical Month End, Journal Entries, Month End Task, and Record to Report
- **Unreconciled Balance:** A pie chart with a Total Balance of 2.1b, split between Reconciled and Unreconciled
- **Past Due Journals:** A bar chart with Key = 19, Non-Key = 51

Action	BlackLine ID	Status	Final Certification State	Posting Status	Template	ERP Journal ID	Co Cde	Jnl Hdr Desc	Ttl Dr (Display)	Ttl Cr
View	BL_1013	Prepared	Prepared	Ready	01 - SAP_Quick_Jnl_Val		1000	Split SAP Jnl (3) - Prep	2,991.64	
View	BL_1017	Prepared	Prepared	Ready	03 - Misc ERP_Gen_Val		1000	Split Jnl (3) Accrual - P	2,991.64	
Edit	BL_1054	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Ppd Prop Tax Amort Exp	8,180.15	
Edit	BL_1136	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		B298	Amortizable Prepaid Month	8,180.14	
Edit	BL_1137	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Amortizable Prepaid Month	8,180.14	
Edit	BL_1138	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val		1000	Checking Bank Activity	1,034.42	
Edit	BL_1139	Not Prepared	Reviewed	Not Ready	03 - Misc ERP_Gen_Val		C0004	Monthly Office Accrual	569,005.09	
Edit	BL_1243	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Invoice - Services	57,888.00	
Edit	BL_1259	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Amortizable Prepaid Month	5,000.00	
Edit	BL_1280	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1296	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Reclass Journal	3,750.00	
Edit	BL_1317	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	100033	1,625.17	
View	BL_1318	Reviewed	Prepared	Posted	01 - SAP_Quick_Jnl_Val_WS (US)	0100046836BLUS...	BLUS	100057	2,761.98	
View	BL_1319	Reviewed	Prepared	Posted	01 - SAP_Quick_Jnl_Val_WS (US)	0100046837BLUS...	BLUS	100009	2,514.89	
View	BL_1329	Reviewed	Prepared	Ready	03 - Misc ERP_Gen_Val		C0004	Payments	8,375.00	
Edit	BL_1334	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Invoice - goods received	22,433.96	
Edit	BL_1340	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1399	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Credit Card Fee	15,001.25	
Edit	BL_1570	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		B094	Analytics COE-India-CAT M	2,197.78	

BlackLine dashboard showing interactive cards for Journal Certification Status, Task Progress by Type, Unreconciled Balance, Required Adjustments, and Past Due Journals.

22. Drill down into dashboard cards

Click any metric on a dashboard card (for example, the number "20" under Prepared) to drill down into the underlying journal entries. A detailed table appears below the dashboard, listing Journal ID, Certification Status, Template, Preparer Name, Team, Approver, Final Certification Status, and Reviewer.

For example, Journal ID 278 shows Certification Status = "Prepared," Template = "01 - SAP_Quick_Jnl_Val," Preparer Name = "Wilson, Kim," Approver = "Black, Pat," Final Certification Status = "Prepared," and Reviewer = "Farias, Thomas."

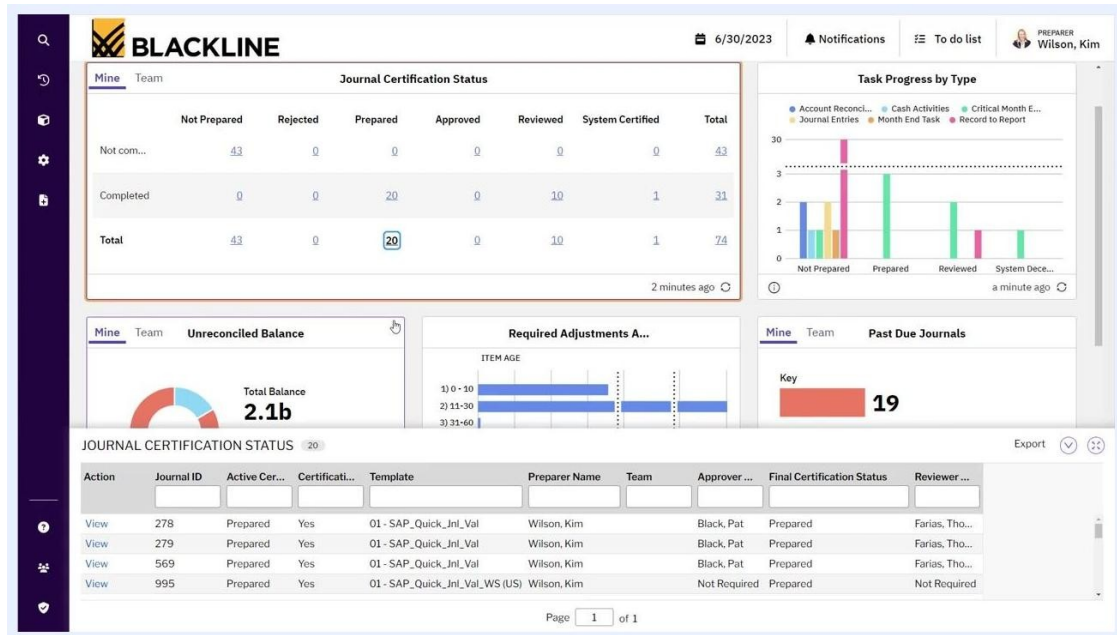
Action	BlackLine	Status	Final Certification State	Posting Status	Template	ERP Journal ID	Co Cde	Jnl Hdr Desc	Ttl Dr (Dis...)	Ttl Cr
View	BL_1013	Prepared	Prepared	Ready	01 - SAP_Quick_Jnl_Val		1000	Split SAP Jnl (3) - Prep	2,991.64	
View	BL_1017	Prepared	Prepared	Ready	03 - Misc ERP_Gen_Val		1000	Split Jnl (3) Accrual - P	2,991.64	
Edit	BL_1054	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Ppd Prop Tax Amort Exp	8,180.15	
Edit	BL_1136	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		B298	Amortizable Prepaid Month	8,180.14	
Edit	BL_1137	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Amortizable Prepaid Month	8,180.14	
Edit	BL_1138	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val		1000	Checking Bank Activity	1,034.42	
Edit	BL_1139	Not Prepared	Reviewed	Not Ready	03 - Misc ERP_Gen_Val		C0004	Monthly Office Accrual	569,005.09	
Edit	BL_1243	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Invoice - Services	57,888.00	
Edit	BL_1259	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Amortizable Prepaid Month	5,000.00	
Edit	BL_1280	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1296	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Reclass Journal	3,750.00	
Edit	BL_1317	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	100033	1,625.17	
View	BL_1318	Reviewed	Prepared	Posted	01 - SAP_Quick_Jnl_Val_WS (US)	0100046836BLUS...	BLUS	100057	2,761.98	
View	BL_1319	Reviewed	Prepared	Posted	01 - SAP_Quick_Jnl_Val_WS (US)	0100046837BLUS...	BLUS	100009	2,514.89	
View	BL_1329	Reviewed	Prepared	Ready	03 - Misc ERP_Gen_Val		C0004	Payments	8,375.00	
Edit	BL_1334	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Invoice - goods received	22,433.96	
Edit	BL_1340	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		BLUS	Credit Card Fees	15,001.25	
Edit	BL_1399	Not Prepared	Prepared	Not Ready	03 - Misc ERP_Gen_Val		C0004	Credit Card Fee	15,001.25	
Edit	BL_1570	Not Prepared	Prepared	Not Ready	01 - SAP_Quick_Jnl_Val_WS (US)		B094	Analytics COE-India-CAT M	2,197.78	

Dashboard with a drill-down table showing detailed journal certification status, including Journal ID, Certification Status, Template, Preparer, Approver, and Reviewer.

23. Configure dashboard cards

Click **Edit** on the dashboard to enter editing mode. Adjust card options such as sorting and visible fields (for example, Journal ID, Active Certification Status, Template, Preparer Name, Team, Approver Name, Final Certification Status, Reviewer Name).

Apply filters, such as "Balance > 2,000," to refine the data displayed in the card. Click **Done** to save changes or **Cancel** to discard them.



Dashboards editing mode with options to configure fields, sorting, and filters for the Journal Certification Status card.

Understanding the spectrum of journal automation

24. Review the spectrum of journal automation

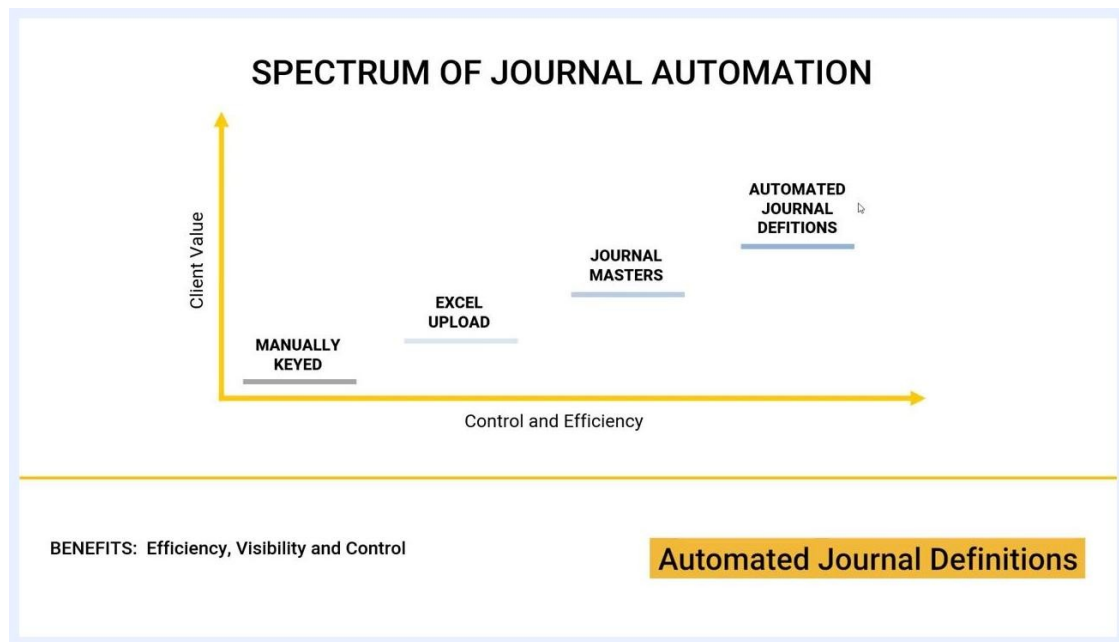
Review the spectrum of journal automation to understand the progression of automation methods available in BlackLine. The spectrum is represented as a chart with two axes: Client Value (increasing upward) and Control and Efficiency (increasing to the right).

Four main methods are displayed, each representing a step up in automation:

- **Manually Keyed:** Lowest client value and efficiency; journals are entered by hand.
- **Excel Upload:** Slightly higher efficiency; journals are uploaded in bulk from Excel.
- **Journal Masters:** Recurring journals are managed for improved control.

- **Automated Journal Definitions:** The highest level of automation, efficiency, and control; journals are generated automatically from reconciliations, transaction matching, or raw data.

The bottom of the chart highlights the benefits of "Efficiency, Visibility and Control," with Automated Journal Definitions emphasized on the far right as the optimal solution.



Spectrum of Journal Automation chart showing progression from Manually Keyed, Excel Upload, Journal Masters, to Automated Journal Definitions, with increasing client value and efficiency.

Understanding the journal entry workflow

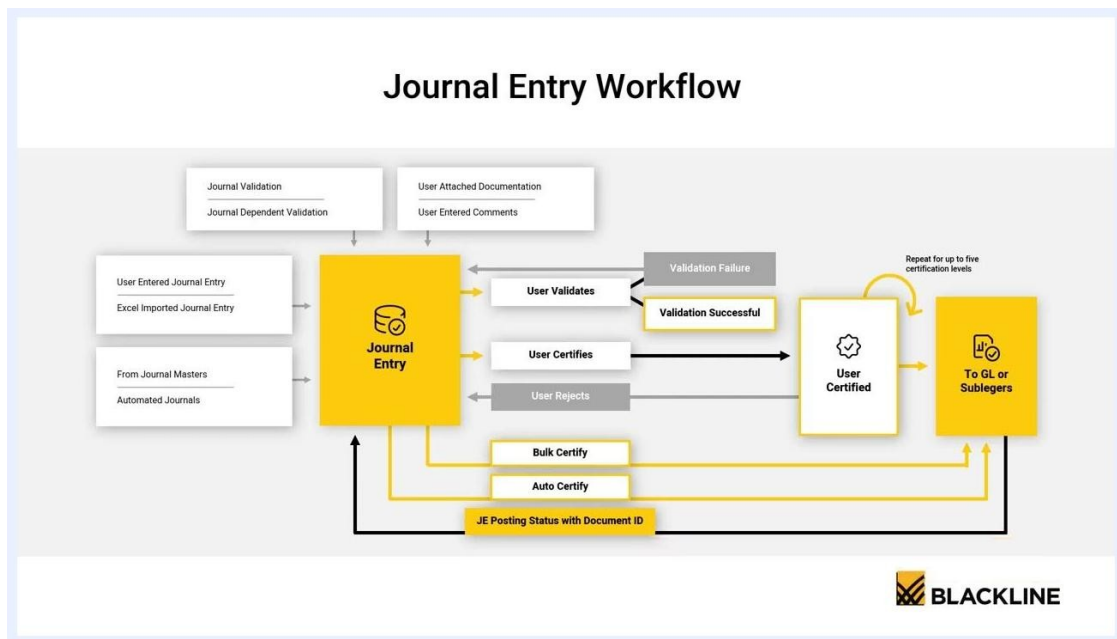
25. Review the journal entry workflow

The journal entry workflow in BlackLine supports the creation, review, and approval of journals. It is depicted as a flowchart with the following components:

- **Inputs:** User Entered Journal Entry, Excel Imported Journal Entry, From Journal Masters, Automated Journals
- **Journal Entry:** A central processing point where all entries are handled
- **Validation:** Journal Validation and Journal Dependent Validation, along with User Attached Documentation and User Entered Comments

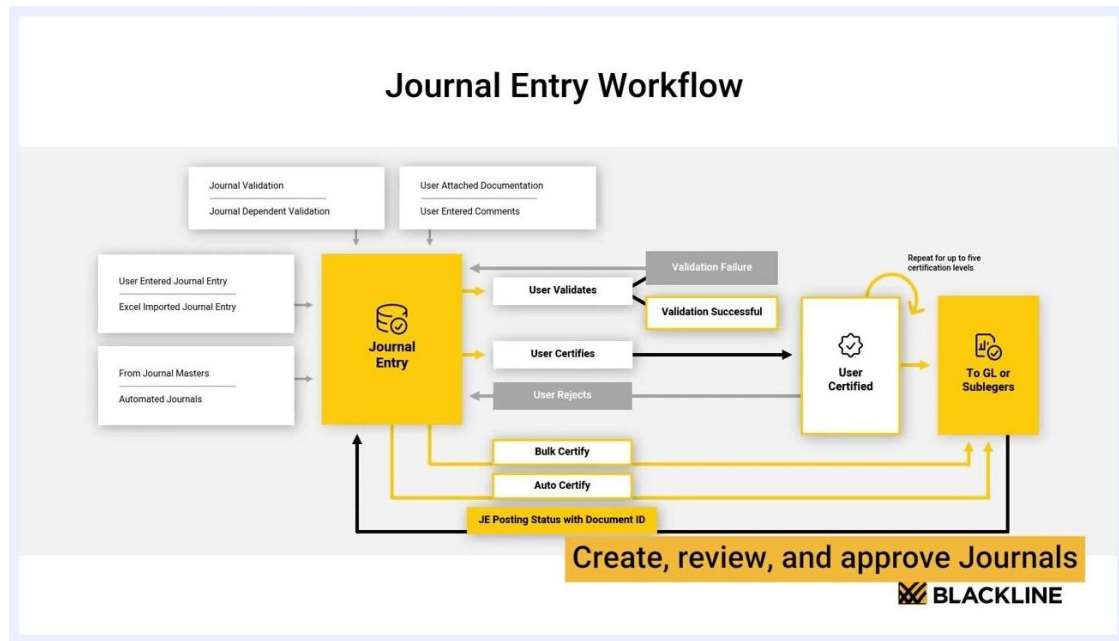
- **User Actions:** User Validates (resulting in Validation Failure or Validation Successful), User Certifies (or User Rejects), with Bulk Certify and Auto Certify options available
- **Certification:** User Certified, which can repeat for up to five certification levels
- **Posting:** To GL or Subledgers (General Ledger or Subledgers), with JE Posting Status and Document ID tracked

This workflow ensures all journals are validated, certified, and posted with full auditability.



Journal Entry Workflow diagram showing the process from journal entry (manual, Excel, masters, automated) through validation, certification, and posting to GL or subledgers.

The system allows for electronic certification and storage of journals with all supporting documentation. All steps, comments, and attached documents are retained for audit and compliance purposes, and the workflow supports up to five certification levels for robust approval processes.



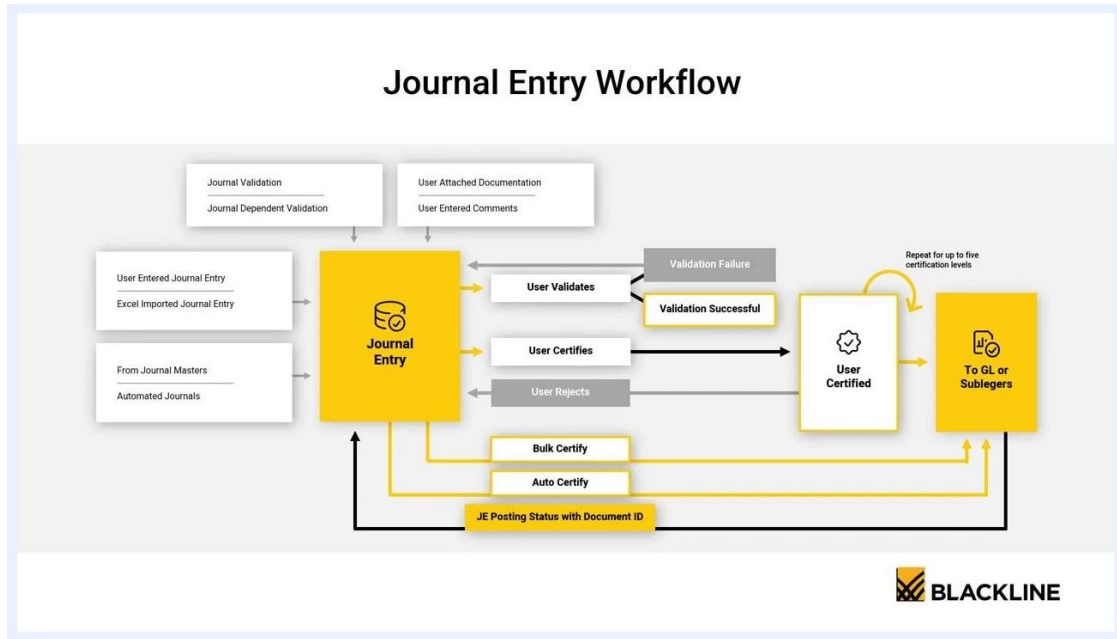
Journal Entry Workflow diagram highlighting "Create, review, and approve Journals" with the BlackLine logo, emphasizing electronic certification and documentation.

26. Follow the workflow for each journal entry

Ensure each journal entry follows the workflow:

- Enter or import the journal (manual, Excel, master, or automated).
- Attach required documentation and comments.
- Validate the journal entry.
- Certify the journal entry (individually, in bulk, or automatically).
- If rejected, return to the entry step for correction.
- Once certified, post the journal to the General Ledger or subledgers.

- Track posting status with the associated document ID.



Journal Entry Workflow diagram showing all steps from entry to posting, with certification and validation paths.

What's next

By following these steps, you now know how to create a journal entry in BlackLine, route it through approval, and post it to your ERP system. You can also use Journal Masters to automate recurring entries, review journal activity through the Analytics dashboard, and apply the spectrum of journal automation to move toward fully automated journal definitions for greater efficiency, visibility, and control.