

How to Prepare an Account Reconciliation in BlackLine

This guide walks you through how to prepare an account reconciliation in BlackLine, from locating the correct reconciliation template to entering supporting items, comments, and documentation, and finally certifying the completed reconciliation. Following these steps ensures that your reconciliation is accurate, well-documented, and ready for approval.

Prerequisites

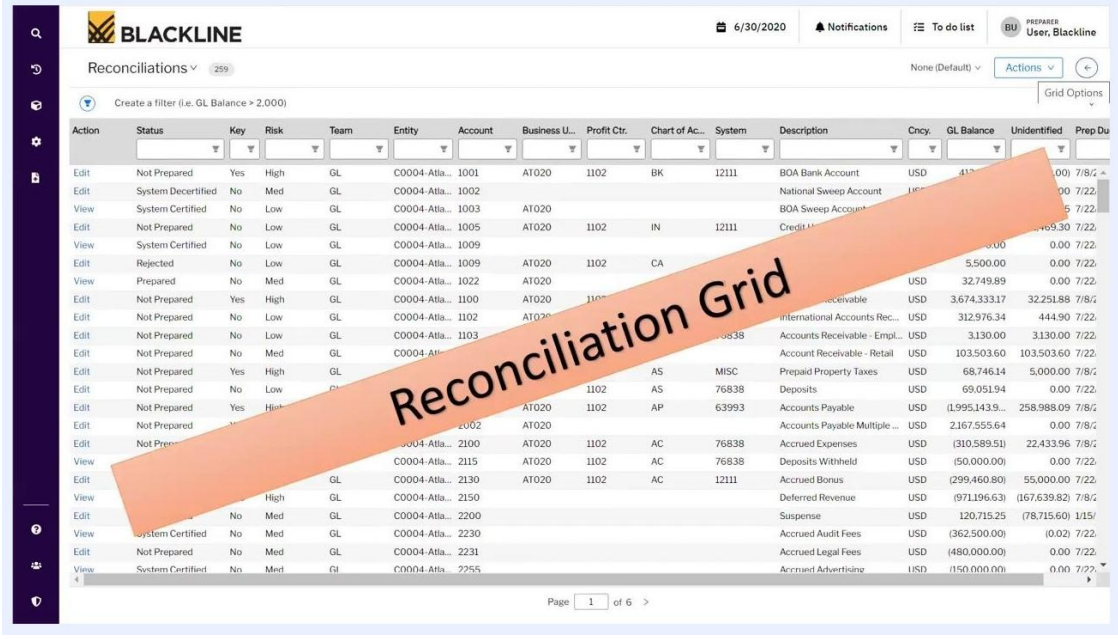
- You must have valid credentials to log in to the BlackLine application.
- Your user role must be set to **PREPARER** to complete the steps in this guide.

Accessing and filtering journal template information

1. Log in to the BlackLine application

Open the BlackLine application in your web browser and enter your credentials to log in.

After logging in, confirm that you are on the **Home** screen. This screen displays widgets such as Company News, Reconciliation Certification Status, Past Due Recs, Task Certification Status, and Variance Certification Status. Check that the top left of the screen shows "Home" alongside the BlackLine logo.



BLACKLINE 6/30/2020 Notifications To do list BU User, Blackline

Reconciliations 259 None (Default) Actions Grid Options

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

Action	Status	Key	Risk	Team	Entity	Account	Business U...	Profit Ctr.	Chart of Ac...	System	Description	Cncy	GL Balance	Unidentified	Prep Du
Edit	Not Prepared	Yes	High	GL	C0004-Atla...	1001	AT020	1102	BK	12111	BOA Bank Account	USD	410,000.00	0.00	7/8/2
Edit	System Decertified	No	Med	GL	C0004-Atla...	1002	AT020				National Sweep Account	USD	185,000.00	0.00	7/22
View	System Certified	No	Low	GL	C0004-Atla...	1003	AT020				BOA Sweep Account	USD	185,000.00	0.00	7/22
Edit	Not Prepared	No	Low	GL	C0004-Atla...	1005	AT020	1102	IN	12111	Credit M...	USD	1,409.30	0.00	7/22
View	System Certified	No	Low	GL	C0004-Atla...	1009	AT020					USD	0.00	0.00	7/22
Edit	Rejected	No	Low	GL	C0004-Atla...	1009	AT020	1102	CA			USD	5,500.00	0.00	7/22
View	Prepared	No	Med	GL	C0004-Atla...	1022	AT020					USD	32,749.89	0.00	7/22
Edit	Not Prepared	Yes	High	GL	C0004-Atla...	1100	AT020	1102			Accounts Receivable	USD	3,674,333.17	32,251.88	7/8/2
Edit	Not Prepared	No	Low	GL	C0004-Atla...	1102	AT020				International Accounts Rec...	USD	312,976.34	444.90	7/22
Edit	Not Prepared	No	Low	GL	C0004-Atla...	1103	AT020				Accounts Receivable - Empl...	USD	3,130.00	3,130.00	7/22
Edit	Not Prepared	No	Med	GL	C0004-Atla...		AT020				Account Receivable - Retail	USD	103,503.60	103,503.60	7/22
Edit	Not Prepared	Yes	High	GL			AT020	1102	AS	MISC	Prepaid Property Taxes	USD	68,746.14	5,000.00	7/8/2
Edit	Not Prepared	No	Low				AT020	1102	AS	76838	Deposits	USD	69,051.94	0.00	7/22
Edit	Not Prepared	Yes	High				AT020	1102	AP	63993	Accounts Payable	USD	1,995,143.9...	258,988.09	7/8/2
Edit	Not Prepared	No	Low				AT020				Accounts Payable Multiple ...	USD	2,167,555.64	0.00	7/8/2
Edit	Not Prepared	No	Med		C0004-Atla...	2100	AT020	1102	AC	76838	Accrued Expenses	USD	(310,589.51)	22,433.96	7/8/2
View	System Certified	No	Med	GL	C0004-Atla...	2115	AT020	1102	AC	76838	Deposits Withheld	USD	(50,000.00)	0.00	7/22
Edit	Not Prepared	No	High	GL	C0004-Atla...	2130	AT020	1102	AC	12111	Accrued Bonus	USD	(299,460.80)	55,000.00	7/22
View	System Certified	No	High	GL	C0004-Atla...	2150					Deferred Revenue	USD	(971,196.63)	(167,639.82)	7/8/2
Edit	Not Prepared	No	Med	GL	C0004-Atla...	2200					Suspense	USD	120,715.25	(78,715.60)	1/15/
View	System Certified	No	Med	GL	C0004-Atla...	2230					Accrued Audit Fees	USD	(362,500.00)	(0.02)	7/22
Edit	Not Prepared	No	Med	GL	C0004-Atla...	2231					Accrued Legal Fees	USD	(480,000.00)	0.00	7/22
View	System Certified	No	Med	GL	C0004-Atla...	2255					Accrued Advertising	USD	(150,000.00)	0.00	7/22

Page 1 of 6

BlackLine Home screen with widgets and navigation bar visible

2. Confirm you are logged in as a preparer

Check the top right corner of the screen to confirm your user role is set to **PREPARER** (for example, "User, Blackline" with "PREPARER" displayed above it).

Action	Status	Key	Risk	Team	Entity	Account	Business U...	Profit Ctr.	Chart of Ac...	System	Description	Cncy	GL Balance	Unidentified	Prep Du
Edit	Not Prepared	Yes	High	GL	C0004-Atla...	1001	AT020	1102	BK	12111	BOA Bank Account	USD	410,000.00	0.00	7/8/22
Edit	System Decertified	No	Med	GL	C0004-Atla...	1002	AT020				National Sweep Account	USD	1,000.00	0.00	7/22
View	System Certified	No	Low	GL	C0004-Atla...	1003	AT020				BOA Sweep Account	USD	1,000.00	0.00	7/22
Edit	Not Prepared	No	Low	GL	C0004-Atla...	1005	AT020	1102	IN	12111	Credit M...	USD	409.30	0.00	7/22
View	System Certified	No	Low	GL	C0004-Atla...	1009							0.00	0.00	7/22
Edit	Rejected	No	Low	GL	C0004-Atla...	1009	AT020	1102	CA			USD	5,500.00	0.00	7/22
View	Prepared	No	Med	GL	C0004-Atla...	1022	AT020					USD	32,749.89	0.00	7/22
Edit	Not Prepared	Yes	High	GL	C0004-Atla...	1100	AT020	1102			Accounts Receivable	USD	3,674,333.17	32,251.88	7/8/22
Edit	Not Prepared	No	Low	GL	C0004-Atla...	1102	AT020				International Accounts Rec...	USD	312,976.34	444.90	7/22
Edit	Not Prepared	No	Low	GL	C0004-Atla...	1103				6338	Accounts Receivable - Empl...	USD	3,130.00	3,130.00	7/22
Edit	Not Prepared	No	Med	GL	C0004-Atla...						Accounts Receivable - Retail	USD	103,503.60	103,503.60	7/22
Edit	Not Prepared	Yes	High	GL					AS	MISC	Prepaid Property Taxes	USD	68,746.14	5,000.00	7/8/22
Edit	Not Prepared	No	Low	GL				1102	AS	76838	Deposits	USD	69,051.94	0.00	7/22
Edit	Not Prepared	Yes	High	GL			AT020	1102	AP	63993	Accounts Payable	USD	(1,995,143.90)	258,988.09	7/8/22
Edit	Not Prepared	No	Med	GL		2100	AT020				Accounts Payable Multiple ...	USD	2,167,555.64	0.00	7/8/22
Edit	Not Prepared	No	Med	GL	C0004-Atla...	2100	AT020	1102	AC	76838	Accrued Expenses	USD	(310,589.51)	22,433.96	7/8/22
View	Not Prepared	No	Low	GL	C0004-Atla...	2115	AT020	1102	AC	76838	Deposits Withheld	USD	(50,000.00)	0.00	7/22
Edit	Not Prepared	No	High	GL	C0004-Atla...	2130	AT020	1102	AC	12111	Accrued Bonus	USD	(299,460.80)	55,000.00	7/22
View	Not Prepared	No	High	GL	C0004-Atla...	2150					Deferred Revenue	USD	(971,196.63)	(167,639.82)	7/8/22
Edit	Not Prepared	No	Med	GL	C0004-Atla...	2200					Suspense	USD	120,715.25	(78,715.60)	1/15/22
View	System Certified	No	Med	GL	C0004-Atla...	2230					Accrued Audit Fees	USD	(362,500.00)	(0.02)	7/22
Edit	Not Prepared	No	Med	GL	C0004-Atla...	2231					Accrued Legal Fees	USD	(480,000.00)	0.00	7/22
View	System Certified	No	Med	GL	C0004-Atla...	2255					Accrued Advertising	USD	(150,000.00)	0.00	7/22

User profile in the top right corner showing the PREPARER role

3. Navigate to View Reconciliations

From the left navigation bar, click **Products**. Under the **Account** section, click **View Reconciliations**. The reconciliation grid appears, displaying all account reconciliation details.

4. Set the default filter to "Reconciliations Only"

In the top right, click the arrow to open the **Default Filters** panel. From the dropdown, select **Reconciliations Only** to ensure that only reconciliation records are displayed in the grid.

The screenshot shows the Blackline Reconciliations interface. The top right corner has a date of 6/30/2020, a Notifications bell icon, a To do list icon, and a user profile for 'PREPARER User, Blackline'. The main header area includes a 'Reconciliations' dropdown menu with a filter count of 259, a 'None (Default)' dropdown, and an 'Actions' button. Below this is a filter creation prompt: 'Create a filter (i.e. GL Balance > 2,000)'. The main table displays reconciliation records with columns: Action, Status, Key, Risk, Team, Entity, Account, Business U..., Profit Ctr., Chart of Ac..., System, and Description. The table contains 25 rows of data. On the right side, the 'Default Filters' panel is open, showing a list of filter options: 'Reconciliations Only' (selected and highlighted with a red box), 'All Records', 'GL Accounts Only', 'Group Accounts Only', 'GL And Group Accounts', 'Key', 'Risk', 'Team', 'Entity', 'Account', 'Business Unit', 'Profit Ctr.', 'Chart of Account', 'System', 'Description', 'Cncty', 'GL Balance', 'Unidentified', and 'Prep Due Date'. A red arrow points to the 'Reconciliations Only' option.

Default Filters panel open with "Reconciliations Only" selected

5. Select "My Assignments" if applicable

In the **Default Filters** panel, select **My Assignments** if you want to view only the reconciliations assigned to you. If nothing is assigned to you, you may see **Team Assignments** displayed instead.

6. Add the Template column to the grid

In the **Default Filters** panel, locate the **Fields** section and click the **+** button next to **Fields Add Fields**. Type "template" in the search box, select the **Template** option when it appears, and click **Apply**.

The screenshot shows the Blackline Reconciliations interface. The main grid displays reconciliation records with columns: Entity, Account, Business U., Profit Ctr., Chart of Ac., System, Description, Cncy., GL Balance, Unidentified, Prep Due..., and Template. The Template column is highlighted in red. On the right, the Default Filters panel is open, showing the Fields section with a search box containing 'template'. The Template option is selected and highlighted in red.

Entity	Account	Business U.	Profit Ctr.	Chart of Ac.	System	Description	Cncy.	GL Balance	Unidentified	Prep Due...	Template
C0004-Atla...	1001	AT020	1102	BK	12111	BOA Bank Account	USD	412,515.45	(121,550.00)	7/8/2020	Bank Accou...
C0004-Atla...	1002	AT020				National Sweep Account	USD	500.00	500.00	7/22/2020	General List
C0004-Atla...	1003	AT020				BOA Sweep Account	USD	0.05	0.05	7/22/2020	General List
C0004-Atla...	1005	AT020	1102	IN	12111	Credit Union Bank	USD	922,814.62	2,469.30	7/22/2020	Bank Accou...
C0004-Atla...	1009					Petty Cash - GAAP vs STAT	USD	0.00	0.00	7/22/2020	Associated...
C0004-Atla...	1009	AT020	1102	CA	238763	Petty Cash	USD	5,500.00	0.00	7/22/2020	General List
C0004-Atla...	1022	AT020				Prepaid Software	USD	32,749.89	0.00	7/22/2020	Amortizable...
C0004-Atla...	1100	AT020	1102	AR	63993	Accounts Receivable	USD	3,674,333.17	32,251.88	7/8/2020	SUBLEDGE...
C0004-Atla...	1102	AT020	1102	AR	63993	International Accounts Rec...	USD	312,976.34	444.90	7/22/2020	Subledger ...
C0004-Atla...	1103	AT020	1102	AR	76838	Accounts Receivable - Empl...	USD	3,130.00	3,130.00	7/22/2020	GEN_LIST...
C0004-Atla...	1104					Account Receivable - Retail	USD	103,503.60	103,503.60	7/22/2020	GEN_LIST...
C0004-Atla...	1220	AT020	1102	AS	MISC	Prepaid Property Taxes	USD	68,746.14	5,000.00	7/8/2020	Amortizable...
C0004-Atla...	1260	AT020	1102	AS	76838	Deposits	USD	69,051.94	0.00	7/22/2020	General List
C0004-Atla...	2000	AT020	1102	AP	63993	Accounts Payable	USD	(1,995,143.9...	258,988.09	7/8/2020	SUBLEDGE...
C0004-Atla...	2002	AT020				Accounts Payable Multiple...	USD	2,167,555.64	0.00	7/8/2020	Subledger ...
C0004-Atla...	2100	AT020	1102	AC	76838	Accrued Expenses	USD	(310,589.51)	22,433.96	7/8/2020	General List
C0004-Atla...	2115	AT020	1102	AC	76838	Deposits Withheld	USD	(50,000.00)	0.00	7/22/2020	General List
C0004-Atla...	2130	AT020	1102	AC	12111	Accrued Bonus	USD	(299,460.80)	55,000.00	7/22/2020	Schedule List
C0004-Atla...	2150					Deferred Revenue	USD	(971,196.63)	(67,639.82)	7/8/2020	Deferred
C0004-Atla...	2200					Suspense	USD	120,715.25	(78,715.60)	1/5/2020	Suspense
C0004-Atla...	2230					Accrued Audit Fees	USD	(362,500.00)	(0.02)	7/22/2020	Schedule List
C0004-Atla...	2231					Accrued Legal Fees	USD	(480,000.00)	0.00	7/22/2020	Accruals
C0004-Atla...	2255					Accrued Advertising	USD	(150,000.00)	0.00	7/22/2020	Accruals

Add Fields panel with "template" typed into the search box

Confirm that the **Template** column now appears on the right side of the reconciliation grid, displaying the template information for each reconciliation record.

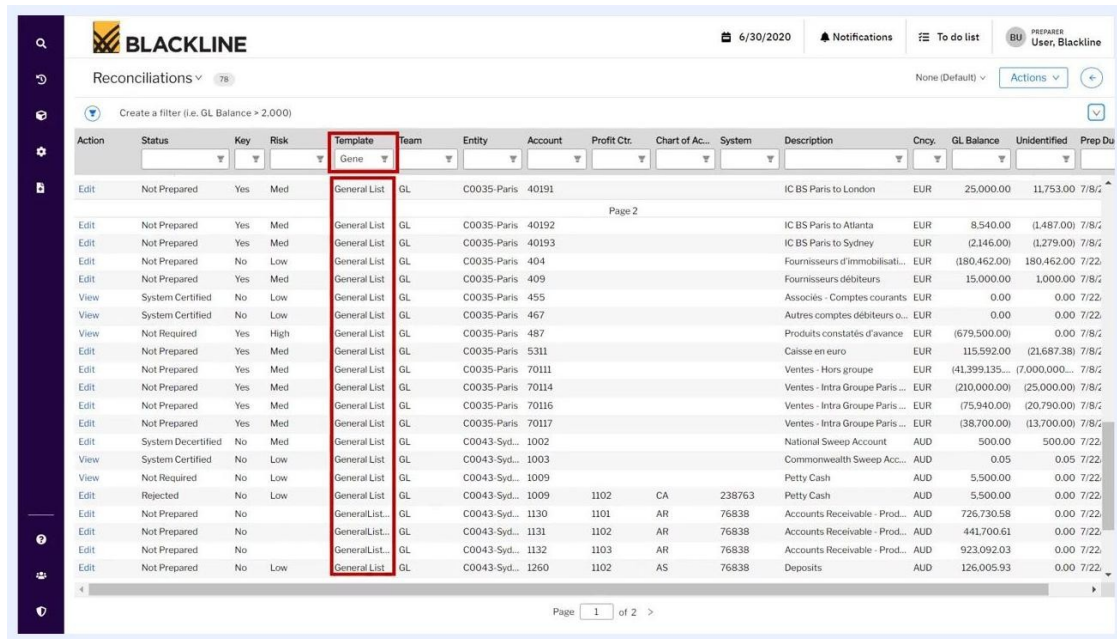
Drag and drop the **Template** column to your preferred position in the reconciliation grid. For example, move it upward so it becomes the fourth column from the left, making it more visible.

Reconciliation grid with the Template column being repositioned for better visibility

Once you have arranged the columns as desired, click the arrow at the top right corner to close the **Default Filters** pane.

9. Filter for a specific template type

In the **Template** column filter box, type or select the template type you want to focus on, such as "General List." The grid updates to show only accounts that use the selected template.



The screenshot shows the Blackline Reconciliations interface. The 'Template' column filter is set to 'General List'. The grid displays a list of reconciliations, with the 'Template' column highlighted in red. The grid is filtered to show only accounts that use the 'General List' template.

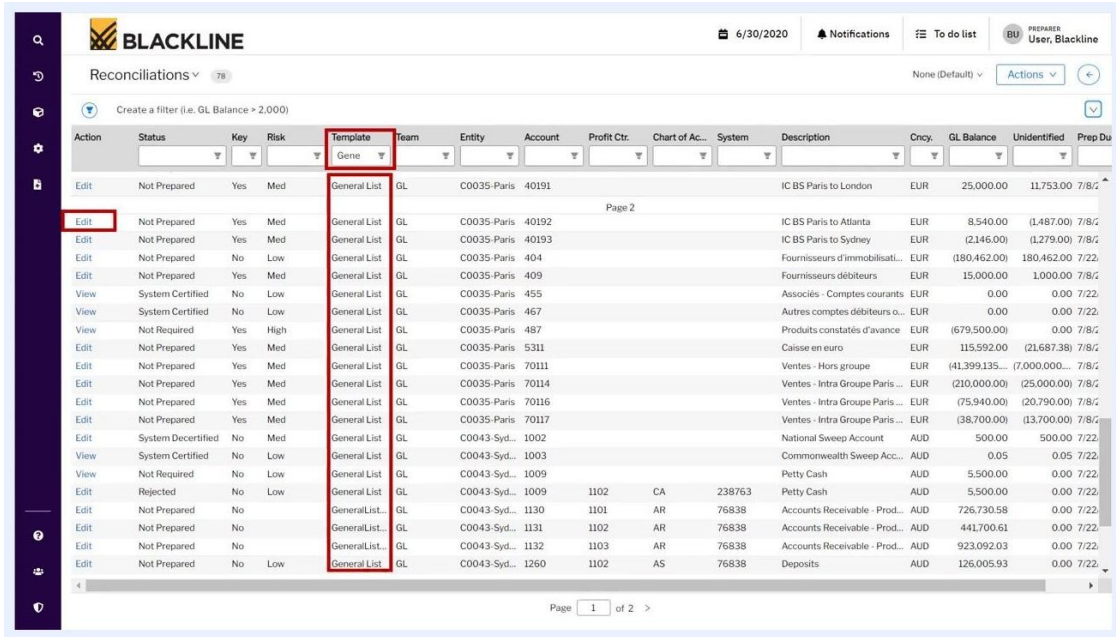
Action	Status	Key	Risk	Template	Team	Entity	Account	Profit Ctr.	Chart of Ac...	System	Description	Cncy.	GL Balance	Unidentified	Prep Du
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	40191				IC BS Paris to London	EUR	25,000.00	11,753.00	7/8/2
Page 2															
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	40192				IC BS Paris to Atlanta	EUR	8,540.00	(1,487.00)	7/8/2
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	40193				IC BS Paris to Sydney	EUR	(2,146.00)	(1,279.00)	7/8/2
Edit	Not Prepared	No	Low	General List	GL	C0035-Paris	404				Fournisseurs d'immobilisati...	EUR	(180,462.00)	180,462.00	7/22
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	409				Fournisseurs débiteurs	EUR	15,000.00	1,000.00	7/8/2
View	System Certified	No	Low	General List	GL	C0035-Paris	455				Associés - Comptes courants	EUR	0.00	0.00	7/22
View	System Certified	No	Low	General List	GL	C0035-Paris	467				Autres comptes débiteurs o...	EUR	0.00	0.00	7/22
View	Not Required	Yes	High	General List	GL	C0035-Paris	487				Produits constatés d'avance	EUR	(679,500.00)	0.00	7/8/2
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	5311				Caisse en euro	EUR	115,592.00	(21,687.38)	7/8/2
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	70111				Ventes - Hors groupe	EUR	(41,399.135...	(7,000.000...	7/8/2
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	70114				Ventes - Intra Groupe Paris ...	EUR	(210,000.00)	(25,000.00)	7/8/2
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	70116				Ventes - Intra Groupe Paris ...	EUR	(75,940.00)	(20,790.00)	7/8/2
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	70117				Ventes - Intra Groupe Paris ...	EUR	(38,700.00)	(13,700.00)	7/8/2
Edit	System Decertified	No	Med	General List	GL	C0043-Syd...	1002				National Sweep Account	AUD	500.00	500.00	7/22
View	System Certified	No	Low	General List	GL	C0043-Syd...	1003				Commonwealth Sweep Acc...	AUD	0.05	0.05	7/22
View	Not Required	No	Low	General List	GL	C0043-Syd...	1009				Petty Cash	AUD	5,500.00	0.00	7/22
Edit	Rejected	No	Low	General List	GL	C0043-Syd...	1009	1102	CA	238763	Petty Cash	AUD	5,500.00	0.00	7/22
Edit	Not Prepared	No		GeneralList...	GL	C0043-Syd...	1130	1101	AR	76838	Accounts Receivable - Prod...	AUD	726,730.58	0.00	7/22
Edit	Not Prepared	No		GeneralList...	GL	C0043-Syd...	1131	1102	AR	76838	Accounts Receivable - Prod...	AUD	441,700.61	0.00	7/22
Edit	Not Prepared	No		GeneralList...	GL	C0043-Syd...	1132	1103	AR	76838	Accounts Receivable - Prod...	AUD	923,092.03	0.00	7/22
Edit	Not Prepared	No	Low	General List	GL	C0043-Syd...	1260	1102	AS	76838	Deposits	AUD	126,005.93	0.00	7/22

Reconciliation grid filtered to show only "General List" templates

Opening the reconciliation screen

10. Enter the reconciliation screen for a specific account

Click the **Edit** link in the **Action** column for the account you want to work on. This opens its reconciliation screen.

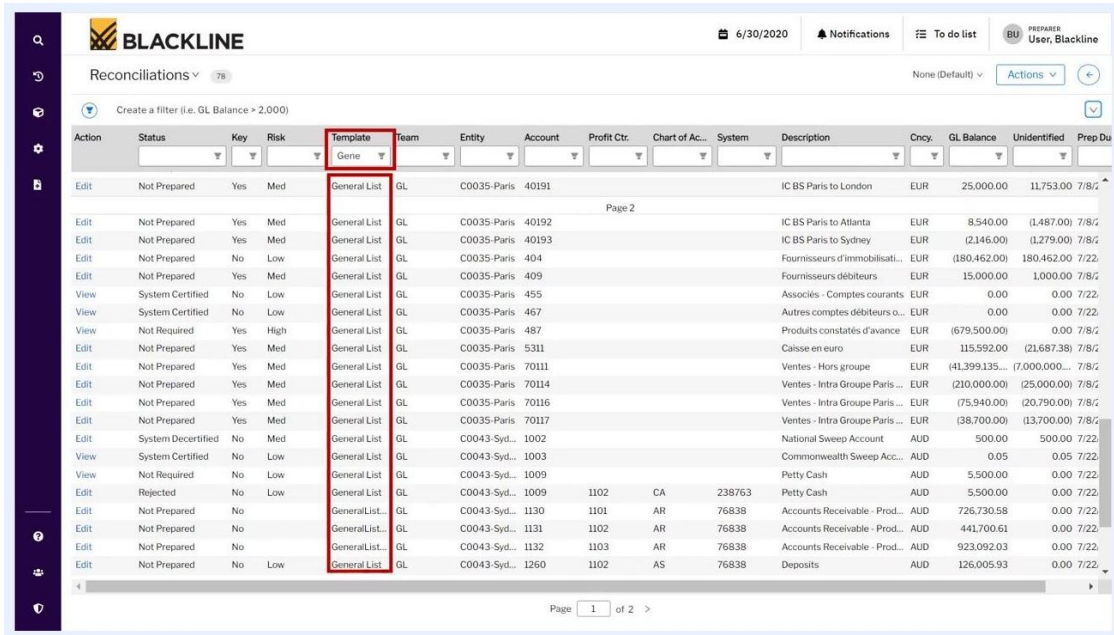


The screenshot shows the Blackline Reconciliations interface. At the top, there's a header with the Blackline logo, date (6/30/2020), notifications, and user information (User, Blackline). Below the header, there's a filter bar with a dropdown for 'Reconciliations' and a search icon. A filter is applied: 'Create a filter (i.e. GL Balance > 2,000)'. The main table has columns: Action, Status, Key, Risk, Template, Team, Entity, Account, Profit Ctr., Chart of Ac., System, Description, Cncy., GL Balance, Unidentified, and Prep Du. The 'Edit' link in the 'Action' column for the first row is highlighted with a red box. The table lists various accounts, including 'IC BS Paris to London', 'IC BS Paris to Atlanta', 'IC BS Paris to Sydney', 'Fournisseurs d'immobilisati...', 'Fournisseurs débiteurs', 'Associés - Comptes courants', 'Autres comptes débiteurs o...', 'Produits constatés d'avance', 'Caisse en euro', 'Ventes - Hors groupe', 'Ventes - Intra Groupe Paris ...', 'Ventes - Intra Groupe Paris ...', 'Ventes - Intra Groupe Paris ...', 'National Sweep Account', 'Commonwealth Sweep Acc...', 'Petty Cash', 'Petty Cash', 'Accounts Receivable - Prod...', 'Accounts Receivable - Prod...', 'Accounts Receivable - Prod...', and 'Deposits'.

Action	Status	Key	Risk	Template	Team	Entity	Account	Profit Ctr.	Chart of Ac.	System	Description	Cncy.	GL Balance	Unidentified	Prep Du
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	40191				IC BS Paris to London	EUR	25,000.00	11,753.00	7/8/2
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	40192				IC BS Paris to Atlanta	EUR	8,540.00	(1,487.00)	7/8/2
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	40193				IC BS Paris to Sydney	EUR	(2,146.00)	(1,279.00)	7/8/2
Edit	Not Prepared	No	Low	General List	GL	C0035-Paris	404				Fournisseurs d'immobilisati...	EUR	(180,462.00)	180,462.00	7/22
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	409				Fournisseurs débiteurs	EUR	15,000.00	1,000.00	7/8/2
View	System Certified	No	Low	General List	GL	C0035-Paris	455				Associés - Comptes courants	EUR	0.00	0.00	7/22
View	System Certified	No	Low	General List	GL	C0035-Paris	467				Autres comptes débiteurs o...	EUR	0.00	0.00	7/22
View	Not Required	Yes	High	General List	GL	C0035-Paris	487				Produits constatés d'avance	EUR	(679,500.00)	0.00	7/8/2
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	5311				Caisse en euro	EUR	115,592.00	(21,687.38)	7/8/2
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	70111				Ventes - Hors groupe	EUR	(41,399.135...	(7,000.000...	7/8/2
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	70114				Ventes - Intra Groupe Paris ...	EUR	(210,000.00)	(25,000.00)	7/8/2
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	70116				Ventes - Intra Groupe Paris ...	EUR	(75,940.00)	(20,790.00)	7/8/2
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	70117				Ventes - Intra Groupe Paris ...	EUR	(38,700.00)	(13,700.00)	7/8/2
Edit	System Decertified	No	Med	General List	GL	C0043-Syd...	1002				National Sweep Account	AUD	500.00	500.00	7/22
View	System Certified	No	Low	General List	GL	C0043-Syd...	1003				Commonwealth Sweep Acc...	AUD	0.05	0.05	7/22
View	Not Required	No	Low	General List	GL	C0043-Syd...	1009				Petty Cash	AUD	5,500.00	0.00	7/22
Edit	Rejected	No	Low	General List	GL	C0043-Syd...	1009	1102	CA	238763	Petty Cash	AUD	5,500.00	0.00	7/22
Edit	Not Prepared	No		GeneralList...	GL	C0043-Syd...	1130	1101	AR	76838	Accounts Receivable - Prod...	AUD	726,730.58	0.00	7/22
Edit	Not Prepared	No		GeneralList...	GL	C0043-Syd...	1131	1102	AR	76838	Accounts Receivable - Prod...	AUD	441,700.61	0.00	7/22
Edit	Not Prepared	No		GeneralList...	GL	C0043-Syd...	1132	1103	AR	76838	Accounts Receivable - Prod...	AUD	923,092.03	0.00	7/22
Edit	Not Prepared	No	Low	General List	GL	C0043-Syd...	1260	1102	AS	76838	Deposits	AUD	126,005.93	0.00	7/22

Clicking "Edit" to open the reconciliation screen for a filtered account

The reconciliation screen displays detailed account information at the top, including entity, account number, and description. The screen is titled "General List Template - Reconciliations Screen."



BLACKLINE 6/30/2020 Notifications To do list PREPARER User, Blackline

Reconciliations 78 None (Default) Actions

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

Action	Status	Key	Risk	Template	Team	Entity	Account	Profit Ctr.	Chart of Ac...	System	Description	Cncy.	GL Balance	Unidentified	Prep Du
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	40191				IC BS Paris to London	EUR	25,000.00	11,753.00	7/8/2
Page 2															
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	40192				IC BS Paris to Atlanta	EUR	8,540.00	(1,487.00)	7/8/2
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	40193				IC BS Paris to Sydney	EUR	(2,146.00)	(1,279.00)	7/8/2
Edit	Not Prepared	No	Low	General List	GL	C0035-Paris	404				Fournisseurs d'immobilisati...	EUR	(180,462.00)	180,462.00	7/22
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	409				Fournisseurs débiteurs	EUR	15,000.00	1,000.00	7/8/2
View	System Certified	No	Low	General List	GL	C0035-Paris	455				Associés - Comptes courants	EUR	0.00	0.00	7/22
View	System Certified	No	Low	General List	GL	C0035-Paris	467				Autres comptes débiteurs o...	EUR	0.00	0.00	7/22
View	Not Required	Yes	High	General List	GL	C0035-Paris	487				Produits constatés d'avance	EUR	(679,500.00)	0.00	7/8/2
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	5311				Caisse en euro	EUR	115,592.00	(21,687.38)	7/8/2
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	70111				Ventes - Hors groupe	EUR	(41,399.135...	(7,000.000...	7/8/2
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	70114				Ventes - Intra Groupe Paris ...	EUR	(210,000.00)	(25,000.00)	7/8/2
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	70116				Ventes - Intra Groupe Paris ...	EUR	(75,940.00)	(20,790.00)	7/8/2
Edit	Not Prepared	Yes	Med	General List	GL	C0035-Paris	70117				Ventes - Intra Groupe Paris ...	EUR	(38,700.00)	(13,700.00)	7/8/2
Edit	System Decertified	No	Med	General List	GL	C0043-Syd...	1002				National Sweep Account	AUD	500.00	500.00	7/22
View	System Certified	No	Low	General List	GL	C0043-Syd...	1003				Commonwealth Sweep Acc...	AUD	0.05	0.05	7/22
View	Not Required	No	Low	General List	GL	C0043-Syd...	1009				Petty Cash	AUD	5,500.00	0.00	7/22
Edit	Rejected	No	Low	General List	GL	C0043-Syd...	1009	1102	CA	238763	Petty Cash	AUD	5,500.00	0.00	7/22
Edit	Not Prepared	No		General List...	GL	C0043-Syd...	1130	1101	AR	76838	Accounts Receivable - Prod...	AUD	726,730.58	0.00	7/22
Edit	Not Prepared	No		General List...	GL	C0043-Syd...	1131	1102	AR	76838	Accounts Receivable - Prod...	AUD	441,700.61	0.00	7/22
Edit	Not Prepared	No		General List...	GL	C0043-Syd...	1132	1103	AR	76838	Accounts Receivable - Prod...	AUD	923,092.03	0.00	7/22
Edit	Not Prepared	No	Low	General List	GL	C0043-Syd...	1260	1102	AS	76838	Deposits	AUD	126,005.93	0.00	7/22

Page 1 of 2

General List Template reconciliation screen showing account details

The reconciliation screen includes two key sections:

- **Reconciliation Account Information:** Shows the entity and account details at the top.
- **Supporting Items:** Where you add open item details, comments, and documents to complete the reconciliation.

Reviewing account information

11. View account information

Click the information icon (i) next to the account name (for example, "C0050-Denver-1260-----Deposits") to open the account information window. This window contains permanent details about the account, such as currency, risk rating, assigned preparer, and approver.

The screenshot shows the BlackLine Reconciliation interface. The account name "C0050-Denver-1260-----Deposits" is highlighted with an information icon. A modal window titled "BlackLine Systems" is open, displaying the following information:

Certification dates are displayed in (UTC-08:00) Pacific Time (US & Canada)

Assigned To	Certified By	Certification Date
Preparer (Monthly)	User, Blackline	
Approver (Monthly)	Black, Pat	
Reviewer (Never)	Not Required	

Company Policy: Full Policy

Balance sheet accounts are reconciled on a periodic and timely basis to verify that all items were correctly posted to the account. All open items within the account must be included and aged in the reconciliation until appropriately cleared or disposed. Detailed Company Policies are accessible using the Full Policy hyperlink above.

Purpose:

A balance sheet account reconciliation is the comparison of an account's general ledger balance to a subledger balance, bank or other third party statement, system, or additional documentation that appropriately supports the account's balance. Reconciliation is the process of comparing information that exists in two (or more) sources or systems, analyzing differences and making corrections so that the information is accurate, complete and consistent between the GL and supporting sources or systems. BlackLine provides for standardized balance sheet account reconciliations with templates in which accountants can quickly compare data (ERP, bank, subledger, schedules, etc.), investigate discrepancies, attach supporting documentation and take required actions.

Account information window showing account details, currency, risk rating, preparer, and approver

12. Review company policy and purpose

In the account information window, review the **Company Policy** section, which outlines the policy for reconciling balance sheet accounts. Read the **Purpose** section, which explains the objective of the reconciliation for this account. Make sure this information is complete so future preparers understand the context and requirements for the reconciliation.

The screenshot displays the BlackLine Reconciliation interface. A modal window titled "BlackLine Systems" is open, showing the "Purpose" and "Reconciliation Procedure: Guidelines" sections. The "Purpose" section explains that a balance sheet account reconciliation is the comparison of an account's general ledger balance to a subledger balance, bank or other third party statement, system, or additional documentation that appropriately supports the account's balance. The "Reconciliation Procedure: Guidelines" section states that the balance in the account is verified by a list of items with explanations related to how they support the GL balance. A red arrow points to the "Guidelines" link. The background shows the Reconciliation window for account C0050-Denver-1260, with a table of currency rates and a sidebar with navigation options.

BlackLine Systems

Purpose:

A balance sheet account reconciliation is the comparison of an account's general ledger balance to a subledger balance, bank or other third party statement, system, or additional documentation that appropriately supports the account's balance. Reconciliation is the process of comparing information that exists in two (or more) sources or systems, analyzing differences and making corrections so that the information is accurate, complete and consistent between the GL and supporting sources or systems. BlackLine provides for standardized balance sheet account reconciliations with templates in which accountants can quickly compare data (ERP, bank, subledger, schedules, etc.), investigate discrepancies, attach supporting documentation and take required actions.

Reconciliation Procedure: Guidelines

The balance in the account is verified by a list of items with explanations related to how they support the GL balance. For example, components of Petty Cash, Inventory, Deposits, Prepaid Expenses that are not amortizable for example, Prepaid Rent (you pay the landlord on July 31 for rent due on August 1), Common Stock, Retained Earnings, Miscellaneous Income, Gain on Sale of Assets, Repairs and Maintenance, Legal Expense, and Bad Debt Expense or Write-Offs.

Auto-reconciliation or system certification (better known as auto-certification) reconciles a balance sheet account by analyzing data associated with the account and certifying the completeness of the reconciliation based on configured business rules, and if the conditions are met, such as GL Balance

Apply

Note: Applying changes will also update all uncertified reconciliations.

Account information window showing the Company Policy and Purpose sections

13. Document the reconciliation procedure

Locate the **Reconciliation Procedure** section in the same window. Enter or review the step-by-step procedure for completing the reconciliation, including how supporting items relate to the GL balance. Reference any applicable guidelines and ensure the procedure is clear and complete.

The screenshot shows the BlackLine Systems interface for account reconciliation. The main window is titled "Reconciliation" and displays account information for "C0050-Denver-1260----- Deposits". The "Reconciliation Procedure" section is highlighted with a red box, showing a "Purpose" section and a "Reconciliation Procedure: Guidelines" section. The "Apply" button is visible at the bottom of the procedure section. The background shows a table of reconciliation data with columns for "Rate", "USD", and "USD".

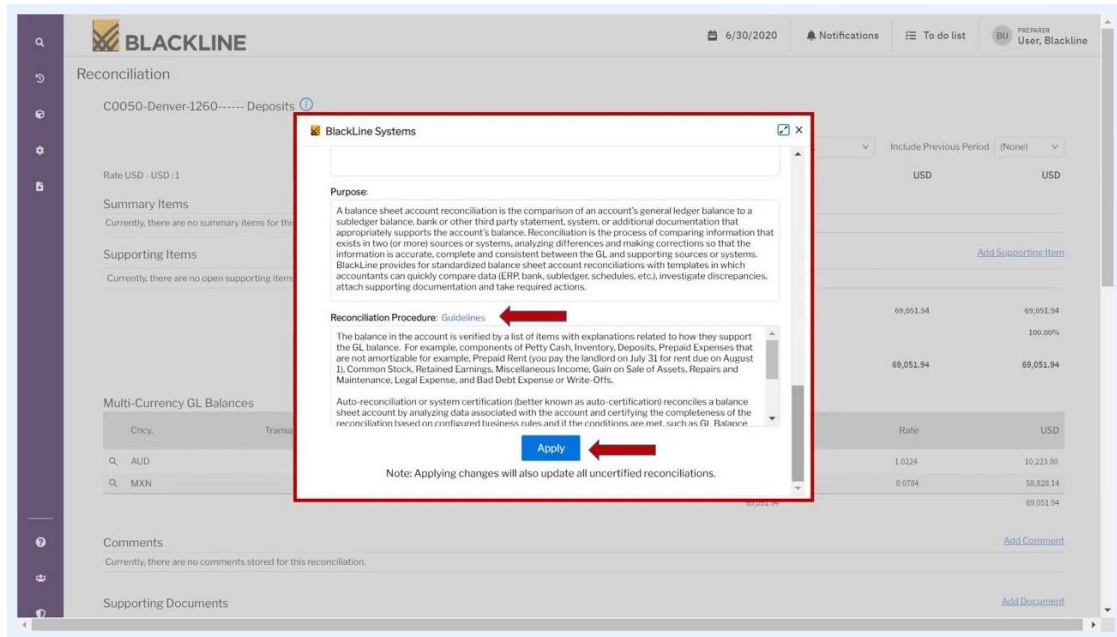
Rate	USD	USD
69,051.94	69,051.94	100.00%
69,051.94	69,051.94	
Rate	USD	USD
1.0224	10,223.80	
0.0784	58,828.14	
	69,051.94	

Account information window showing the Reconciliation Procedure section and Apply button

14. Apply and save account information

After entering or reviewing all required information—Company Policy, Purpose, and Reconciliation Procedure—click **Apply** at the bottom of the account information window. Applying these changes also updates all uncertified reconciliations for this account.

When you click **Apply**, the entered information is saved for all future periods, and the preparer can view and edit it each month.



BlackLine Systems pop-up with the Apply button highlighted

Working with supporting items

15. Review the General Ledger (GL) balance

The **GL Balance** section shows the balance imported automatically from the ERP system, such as SAP S/4HANA. This value is used to compare against your supporting items during reconciliation.

General List Template - Reconciliations Screen

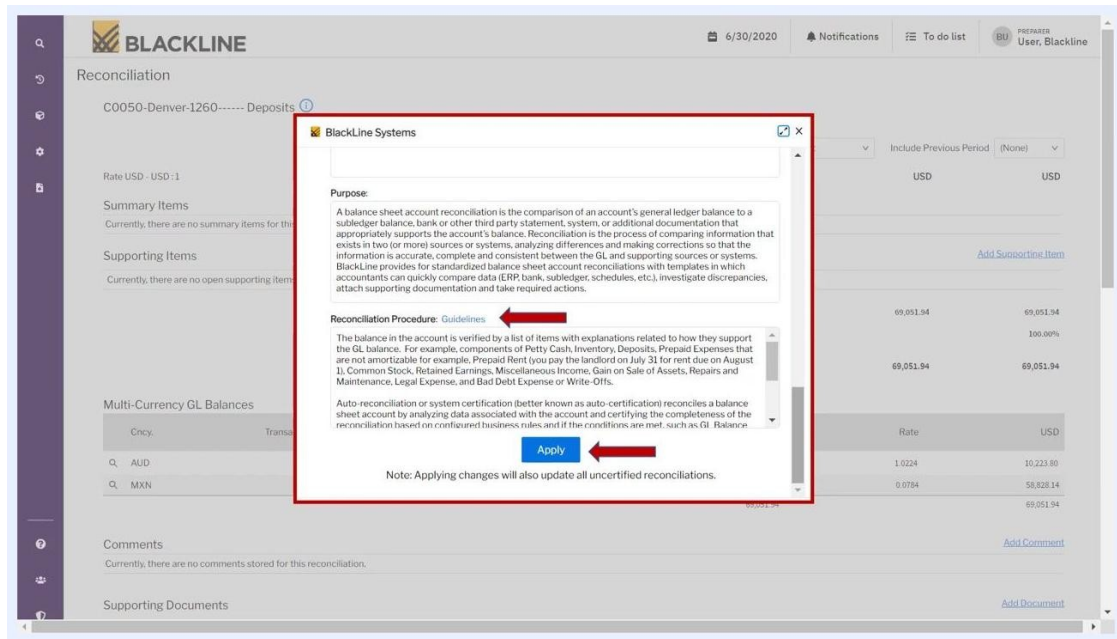
- **Reconciliation Account Information:** It shows an entity and account information.
- **Supporting Items:** In this section, the Preparer can add item (open items) details in the reconciliation with appropriate comments and documents.
- **Unidentified Difference:** It shows the difference between the GL balance and supporting items total balance.
- **General Ledger Balance:** It refers to the automatic balance interface from SAP S/4HANA.

Orty	Transactional Amount	Transactional Unidentified Difference	Rate	USD	Rate	USD
Q AUD	35,000.00	35,000.00	1.024	35,220.00	1.024	35,220.00
Q MXN	750,000.00	750,000.00	0.0794	59,630.94	0.0794	59,630.94
				69,851.94		69,851.94

Reconciliation screen highlighting the GL Balance section

16. Add a supporting item

On the main reconciliation screen, locate the **Supporting Items** section and click the **Add Supporting Item** hyperlink on the right side of the header. This opens the Add Item page.



Reconciliation screen with the Add Supporting Item hyperlink highlighted

17. Enter supporting item details

On the Add Item page, fill in the required fields:

- **Txn. Amount:** Enter the transaction amount (for example, 10,223.80 USD).
- **Amount:** Enter the amount (for example, 10,223.80 USD).
- **Alternate Amount:** Enter if applicable.
- **Rpt. Amount:** Enter the reporting amount (for example, 10,223.80 USD).
- **Origination Date:** Enter the date the transaction originated (for example, 6/30/2020).
- **Open Date:** Enter the open date (for example, 6/30/2020).
- **Item Class:** Select the appropriate class (for example, List Component).

Optional fields include Close Date, Item Sub-Type, Reference, Invoice Number, Journal Entry Number, and Offset Account Number.

The screenshot shows the Blackline Reconciliation interface. At the top, there's a header with the Blackline logo, a date of 6/30/2020, and user information. The main section is titled 'Reconciliation' and shows 'C0050-Denver-1260-----Deposits'. Below this, there are fields for 'Rate USD - USD: 1' and 'Include Previous Period (None)'. The 'Summary Items' section states 'Currently, there are no summary items for this reconciliation.' The 'Supporting Items' section has a red box around the 'Add Supporting Item' button. Below this, there's a table for 'Multi-Currency GL Balances' with columns for Cncy., Transactional Amount, Transactional Unidentified Difference, Rate, and USD. The table shows data for AUD and MXN currencies.

Cncy.	Transactional Amount	Transactional Unidentified Difference	Rate	USD
AUD	10,000.00	10,000.00	1.0224	10,223.80
MXN	750,000.00	750,000.00	0.0784	58,828.14
				69,051.94

Add Item page showing required fields and item class selection

18. Enter optional and descriptive information

If your supporting document has a different date, update the **Origination Date** and **Open Date** accordingly. Fill in optional fields as needed:

- Close Date
- Item Sub-Type
- Reference
- Invoice Number
- Journal Entry Number
- Offset Account Number

Enter a clear and meaningful description, for example, "Deposit on XYZ Office Space for expansion of local offices."

The screenshot shows the Blackline Reconciliation interface. The top navigation bar includes the Blackline logo, a date of 6/30/2020, notifications, a to-do list, and a user profile for 'User, Blackline'. The main section is titled 'Reconciliation' and shows 'C0050-Denver-1260-----Deposits'. Below this, there are filters for 'Show' (Reporting/Account) and 'Include Previous Period' (None). The 'Rate' is set to 'USD - USD:1'. The 'Summary Items' section states 'Currently, there are no summary items for this reconciliation.' The 'Supporting Items' section has a table with columns: Aging, Orig. Date, Class, Reference, Description, Reporting Amount, and Amount. Two items are listed and highlighted with a red border:

Aging	Orig. Date	Class	Reference	Description	Reporting Amount	Amount
110 - 10	6/30/2020	L		Deposit on ABC Complex is suggested site for storage facility.	58,828.14	58,828.14
110 - 10	6/30/2020	L		Deposit on XYZ Office Space for expansion of local offices.	10,223.80	10,223.80

Below the table, there is a 'Subtotal' row showing 69,051.94 for both Reporting Amount and Amount. At the bottom, there is an 'Unidentified Difference' of 0.00 and a 'GL Balance' of 69,051.94. The interface also includes pagination controls (Page 1 of 1, Page size 2) and a 'Change' button.

Add Item page with optional fields and description highlighted

19. Review added supporting items

After saving, review the **Supporting Items** section on the reconciliation home screen. Confirm that all added items appear in the list with correct details, such as:

- Orig. Date: 6/30/2020
- Class: L (List Component)
- Description: for example, "Deposit on ABC Complex is suggested site for storage facility" and "Deposit on XYZ Office Space for expansion of local offices"
- Reporting Amount and Amount: for example, 58,828.14 and 10,223.80

You can add supporting items manually as shown or use other available import options.

The screenshot displays the Blackline Reconciliation interface. At the top, the header includes the Blackline logo, the date 6/30/2020, and user information for 'User, Blackline'. The main section is titled 'Reconciliation' and shows the account 'C0050-Denver-1260-----Deposits'. Below this, there are filters for 'Show' (Reporting/Account) and 'Include Previous Period' (None). The 'Summary Items' section states 'Currently, there are no summary items for this reconciliation.' The 'Supporting Items' section is active, showing a table with two items. The table has columns for Aging, Orig. Date, Class, Reference, Description, Reporting Amount, and Amount. The two items are: 1) 0-10, 6/30/2020, L, Deposit on ABC Complex is suggested site for storage facility, 58,828.14, 58,828.14; and 2) 1) 0-10, 6/30/2020, L, Deposit on XYZ Office Space for expansion of local offices, 10,223.80, 10,223.80. The table is highlighted with a red border. Below the table, there is a 'Subtotal' row showing 69,051.94. The 'Unidentified Difference' is 0.00. The 'GL Balance' is 69,051.94. The interface also includes a sidebar with navigation icons and a footer with 'Page: 1 of 1' and 'Page size: 2'.

Aging	Orig. Date	Class	Reference	Description	Reporting Amount	Amount
1) 0-10	6/30/2020	L		Deposit on ABC Complex is suggested site for storage facility.	58,828.14	58,828.14
1) 0-10	6/30/2020	L		Deposit on XYZ Office Space for expansion of local offices.	10,223.80	10,223.80
Subtotal					69,051.94	69,051.94
Unidentified Difference					0.00	0.00
GL Balance					69,051.94	69,051.94

Supporting Items list showing two added items with details

20. Review import options for supporting items

On the reconciliation screen, verify that all supporting items are listed under the **Supporting Items** section. Each item displays details such as Aging, Orig. Date, Class, Description, Reporting Amount, and Amount. To add more items individually, click **Add Supporting Item** on the right. Alternatively, click **Import** to import open items in bulk.

The screenshot shows the Blackline Reconciliation interface. At the top, the header includes the Blackline logo, the date 6/30/2020, and user information (User, Blackline). The main section is titled "Reconciliation" and shows the account "C0050-Denver-1260----- Deposits". Below this, there are filters for "Show" (Reporting/Account) and "Include Previous Period" (None). The "Summary Items" section states "Currently, there are no summary items for this reconciliation." The "Supporting Items" section is highlighted with a red box and contains a table with columns: Aging, Orig. Date, Class, Reference, Description, Reporting Amount, and Amount. Two items are listed: "Deposit on ABC Complex is suggested site for storage facility." and "Deposit on XYZ Office Space for expansion of local offices." Below the table, there are buttons for "Import", "Export", "Queries", "Close", "Delete", and "Closed Items". A red arrow points to the "Import" button. Another red arrow points to the "Add Supporting Item" button. The bottom of the screen shows a "Subtotal" of 69,051.94, an "Unidentified Difference" of 0.00, and a "GL Balance" of 69,051.94.

Aging	Orig. Date	Class	Reference	Description	Reporting Amount	Amount
1) 0 - 10	6/30/2020	L		Deposit on ABC Complex is suggested site for storage facility.	58,828.14	58,828.14
1) 0 - 10	6/30/2020	L		Deposit on XYZ Office Space for expansion of local offices.	10,223.80	10,223.80
Subtotal					69,051.94	69,051.94
Unidentified Difference					0.00	0.00
GL Balance					69,051.94	69,051.94

Reconciliation screen showing Supporting Items, Import, and Add Supporting Item options

21. Verify the unidentified difference

Check the **Unidentified Difference** section at the bottom of the Supporting Items list. Ensure this value is 0.00, confirming that all amounts are reconciled and accounted for. The GL Balance should match the subtotal of your supporting items.

The screenshot displays the Blackline Reconciliation interface for account C0050-Denver-1260. The interface includes a sidebar with navigation icons, a top header with the Blackline logo and date 6/30/2020, and a main content area. The 'Supporting Items' section is highlighted with a red box, and a callout box points to the 'Import' link, stating: 'Details on Import of supporting items through excel to be covered in another video'. The table below shows two supporting items with their respective reporting and GL amounts. The 'Unidentified Difference' and 'GL Balance' are both 0.00 and 69,051.94 respectively.

Aging	Orig. Date	Class	Reference	Description	Reporting Amount	Amount
1) 0 - 10	6/30/2020	L		Deposit on ABC Complex is suggested site for storage facility.	58,828.14	58,828.14
1) 0 - 10	6/30/2020	L		Deposit on XYZ Office Space for expansion of local offices.	10,223.80	10,223.80
Subtotal					69,051.94	69,051.94
Unidentified Difference					0.00	0.00%
GL Balance					69,051.94	69,051.94

Unidentified Difference and GL Balance both showing 0.00 and 69,051.94 respectively

Adding comments, documents, and hyperlinks

22. Add a comment to the reconciliation

Scroll to the **Comments** section and click **Add Comment** on the right to provide additional context or explanations for the reconciliation.

The screenshot shows the Blackline Reconciliation interface. The top navigation bar includes the Blackline logo, a date of 6/30/2020, and user information for User, Blackline. The main section is titled "Reconciliation" and shows a reconciliation for "C0050-Denver-1260----- Deposits". The interface includes a "Summary Items" section with a note "Currently, there are no summary items." and a "Supporting Items" section. The "Supporting Items" section contains a table with columns: Aging, Orig. Date, Class, Reference, Description, Reporting Amount, and Amount. Two items are listed in the table, both with a reporting amount of 58,828.14 and a total amount of 58,828.14. The "Add Comment" link is highlighted in the top right corner of the interface.

Aging	Orig. Date	Class	Reference	Description	Reporting Amount	Amount
110 - 10	6/30/2020	L		Deposit on ABC Complex is suggested site for storage facility.	58,828.14	58,828.14
110 - 10	6/30/2020	L		Deposit on XYZ Office Space for expansion of local offices.	10,223.80	10,223.80
Subtotal					69,051.94	69,051.94

Page: 1 of 1 Go Page size: 2 Change Item 1 to 2 of 2

Unidentified Difference 0.00 0.00%

GL Balance 69,051.94 69,051.94

Comments section with the Add Comment link highlighted

In the Comments window, enter your comment in the **Comments** field (for example, "Additional deposits made during this month"). Optionally, check **Attach this comment to the account, include in all future, non-certified reconciliations** if you want the comment to persist across periods. Click **Save** to store the comment.

T	Date	Submitted By	Comments
✓	8/11/2022	User, Blackline	Additional deposits made in June'22.

Supporting Documents

HyperLinks

Certification Statement

- ☐ A detailed review of all reconciling items has been completed to ensure that they are classified correctly and have proper back up and support including schedules, calculations etc. (30)
- ☐ All comments have been reviewed in detail and deemed appropriate (20)
- ☐ Action plans related to Required Adjustments have been reviewed and deemed an appropriate course of action (20)
- ☐ Any additional support and comments deemed appropriate have been added (20)
- ☐ All policy and procedures reviewed and analyzed for validity and appropriateness (10)

Total Points 0

Comments entry window with an example comment and Save button

23. Review saved comments

After saving, the comment appears in the **Comments** section along with the date and user information (for example, "Additional deposits made in June'22"). This provides a clear audit trail for approvers and future reference.

The screenshot displays a reconciliation interface with a sidebar on the left containing navigation icons. The main content area is divided into several sections. At the top, a table shows reconciliation data for MXN, with values for MXN, USD, and EUR. Below this, the 'Comments' section is highlighted with a red box. It contains a table with columns: T, Date, Submitted By, and Comments. A single comment is listed: 'Additional deposits made in June'22' by 'User, Blackline' on '8/11/2022'. To the right of the comment table is an 'Add Comment' link. Below the comments section are sections for 'Supporting Documents' (with an 'Add Document' link), 'HyperLinks' (with an 'Add Hyperlink' link), and 'Certification Statement'. The Certification Statement section contains a list of checkboxes for various reconciliation tasks and a 'Total Points' field showing 0.

T	Date	Submitted By	Comments
	8/11/2022	User, Blackline	Additional deposits made in June'22.

Comments section showing a saved comment with date and user

24. Attach supporting documents and hyperlinks

To add backup documentation, click **Add Document** in the Supporting Documents section. To add relevant links, click **Add Hyperlink** in the HyperLinks section. These features let you provide additional evidence or references for your reconciliation.

The screenshot shows a reconciliation interface with a sidebar on the left and a main content area. The main content area has a top section with a table of values (MXN, 750,000.00, 750,000.00, 0.0784, 58,828.14, 0.0784, 58,828.14, 69,051.94, 69,051.94). Below this is a 'Comments' section with a table of comments. The 'Supporting Documents' section has a red box around the 'Add Document' button. The 'HyperLinks' section has a red box around the 'Add Hyperlink' button. The 'Certification Statement' section has a list of checkboxes and a 'Total Points' field.

T	Date	Submitted By	Comments
	8/11/2022	User, Blackline	Additional deposits made in June'22.

Supporting Documents

Currently, there are no documents stored for this reconciliation.

HyperLinks

Currently there are no Hyperlinks

Certification Statement

- ☐ A detailed review of all reconciling items has been completed to ensure that they are classified correctly and have proper back up and support including schedules, calculations etc. (30)
- ☐ All comments have been reviewed in detail and deemed appropriate (20)
- ☐ Action plans related to Required Adjustments have been reviewed and deemed an appropriate course of action (20)
- ☐ Any additional support and comments deemed appropriate have been added (20)
- ☐ All policy and procedures reviewed and analyzed for validity and appropriateness (10)

Total Points 0

Add Document and Add Hyperlink options highlighted on the reconciliation screen

Finalizing and certifying the reconciliation

25. Review the Certification Statement section

Scroll to the **Certification Statement** section at the bottom of the reconciliation screen. Ensure all checkboxes are selected, confirming:

- A detailed review of all reconciling items has been completed, with proper backup and support (30 points).
- All comments have been reviewed in detail and deemed appropriate (20 points).
- Action plans related to required adjustments have been reviewed and deemed an appropriate course of action (20 points).
- Any additional support and comments deemed appropriate have been added (20 points).
- All policy and procedures have been reviewed and analyzed for validity and appropriateness (10 points).

Confirm that the **Total Points** field displays 100, indicating all certification requirements are met.

The screenshot displays a reconciliation interface. At the top, a table shows financial data for MXN, with values 750,000.00, 750,000.00, 0.0784, 58,828.14, 0.0784, and 58,828.14. Below this, there are sections for Comments, Supporting Documents, HyperLinks, and Certification Statement. The Certification Statement section is highlighted with a red box and contains four checkboxes, all of which are selected:

- ☒ A detailed review of all reconciling items has been completed to ensure that they are classified correctly and have proper back up and support including schedules, calculations etc. (30)
- ☒ All comments have been reviewed in detail and deemed appropriate (20)
- ☒ Action plans related to Required Adjustments have been reviewed and deemed an appropriate course of action (20)
- ☒ Any additional support and comments deemed appropriate have been added (20)
- ☒ All policy and procedures reviewed and analyzed for validity and appropriateness (10)

Below the checkboxes, the Total Points field displays 100.

Certification Statement section with all checkboxes selected and total points at 100

26. Verify the Certify button is enabled

Once all certification criteria are met and the Unidentified Difference is zero, the **Certify** button becomes enabled and is highlighted in blue. The section also displays your user signature (for example, "User, Blackline") and a certification statement in both English and German:

- "I have prepared the account reconciliation for the Period End noted above."

- "Ich habe die Kontenabstimmung für den Zeitraum Ende oben erwähnt vorbereitet."

T	Date	Submitted By	Comments
	8/11/2022	User, Blackline	Additional deposits made in June'22.

Supporting Documents

Currently, there are no documents stored for this reconciliation.

HyperLinks

Currently there are no Hyperlinks

Certification Statement ^

- ☒ A detailed review of all reconciling items has been completed to ensure that they are classified correctly and have proper back up and support including schedules, calculations etc. (30)
- ☒ All comments have been reviewed in detail and deemed appropriate (20)
- ☒ Action plans related to Required Adjustments have been reviewed and deemed an appropriate course of action (20)
- ☒ Any additional support and comments deemed appropriate have been added (20)
- ☒ All policy and procedures reviewed and analyzed for validity and appropriateness (10)

Total Points 100

Certify button enabled with the certification statement visible

27. Certify the reconciliation

Click the **Certify** button to finalize and submit your reconciliation for the period. The system records your certification, and the reconciliation is complete.

The screenshot displays the BlackLine reconciliation interface. At the top, a summary bar shows the account number 'MXN' and various financial figures: 750,000.00, 750,000.00, 0.0784, 58,828.14, 0.0784, and 58,828.14. Below this, there are sections for 'Comments', 'Supporting Documents', and 'HyperLinks'. The 'Comments' section shows a single comment from 'User, Blackline' dated '8/11/2022' with the text 'Additional deposits made in June'22'. The 'Supporting Documents' and 'HyperLinks' sections are currently empty. The 'Certification Statement' section is highlighted with a red box and contains four checkboxes, all of which are checked:

- ☒ A detailed review of all reconciling items has been completed to ensure that they are classified correctly and have proper back up and support including schedules, calculations etc. (30)
- ☒ All comments have been reviewed in detail and deemed appropriate (20)
- ☒ Action plans related to Required Adjustments have been reviewed and deemed an appropriate course of action (20)
- ☒ Any additional support and comments deemed appropriate have been added (20)

Below the checkboxes, it shows 'Total Points 100' and a large empty text box for additional comments.

Certify button highlighted, ready to be clicked to complete the process

Summary

You have now learned how to prepare an account reconciliation in BlackLine: filtering and locating the correct template, reviewing account information and policies, adding and verifying supporting items, documenting comments and attachments, and certifying the completed reconciliation. Following this process each period ensures accurate, well-supported, and auditable reconciliations.