

Create a general task

Do not delete this page - MYOB Practice navigates to it from within the product

You can create [tasks](#) for a client if you:

- have [set up a portal](#) for the client
- have [linked the client](#) to their file (only required if creating tasks from the [Transaction processing page](#)).

Creating a task for one client

Creating a task for multiple clients

Related topics

[Set a task as complete](#)

[Reopen a completed task](#)

[Delete a task](#)