

# Scheduled Task Setup

Last updated: August 24, 2022

## Location

Tools >> Utilities >> Financial >> Advanced Bank Reconciliation >> Task Scheduler >> Setup >> Setup >> Task Id

## Layout

**Scheduled Task Setup** sa Fabrikam, Inc. 12/04/2027

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**Save**

Task Id: IMP2 Type: IMPORTING

Description: Every hour

Last Run Date/Time: [ ] [ ]

Enabled

Start Time: 10:00:00

Recurring Every 60 Minutes Until 17:30:00

Days of week to run task

Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday  
 Sunday

Criteria

Navigation: [ ] [ ] [ ] [ ] by ID [ ] [ ]

## Overview

Used to specify when a task is run.

## Fields

**Enabled** – A checkbox to turn the task on or off.

**Start Time** – When the Task should first run.

**Recurring** – Check to run the task multiple times per day. Then fill in how often the task will recur (in minutes) and the final time the task should run for the day.

**Days of week to run task** – Select the days of the week that the task should be run.