Back Up and Restore

To Back Up the Database:

1)   From the icon bar select 'Backup'

2)   A pop up window <u>Save Copy or Backup</u> will appear; choose Backup copy and click Next

3)   Choose Local backup and click Next

4)   A pop up window <u>Backup Options</u> will appear; click Browse

5)   A pop up window <u>Browse for Folder</u> will appear; select the appropriate directory, click OK

6)   A pop up window <u>Save File: When</u> will appear; choose Save right now and click Next

7)   A pop up window <u>Save Backup Copy</u> will appear, click Save

If the purpose of the back up is for a third party to update the data and then restore the updated data—do not add, delete or change any information as all changes will be lost when the data updated by the third party is restored.

To Restore the Database:

1) Open QuickBooks

2) From the top menu bar select File then Open or Restore Company

3) A pop up window <u>Open or Restore Company</u> will appear, choose 'Restore a back up copy' and click Next

4) A pop up window <u>Open or Restore Company</u> will appear, choose 'Local Back up' and click Next

5) A pop up window <u>Open Backup Copy</u> will appear, find and highlight the back up copy and then click Open

6) A pop up window <u>Open or Restore Company</u> will appear, click Next

7) A pop up window <u>Save Company File as</u> will appear, find and highlight yourcompany.QBW (your QuickBooks file), click Save

8) A pop up window <u>Confirm Save as</u> will appear asking if you would like to replace your existing company, click Yes

9) A pop up window <u>Delete Entire File</u> will appear cautioning a data file will be permanently deleted, type YES to confirm and click OK

10) After a few moments a prompt for the database password will appear, enter the password and click OK

11) A pop up window <u>QuickBooks Information</u> will appear when the data has been successfully restored, click OK