QuickBooks File Backup and Recovery Process

Backup of QuickBooks File

Take the following steps to back up the QuickBooks company file.

- **Open the QuickBooks file you want to Backup navigate to> Open Previous Company File > File Name** in QuickBooks.

- **Click on File > Create Backup.** A New Window will open.

- Select **Local Backup.** Then, click on **Options** Button.

- Click on **Browse** Button. Select your Backup location. Then, click **OK**.

- Click **Next.** Select **Save it Now** and then, click **Next.**

- Enter **File Name** and click **Save**.

- You will be presented with the following prompt - Verifying data integrity, Backing up data.

- The process will be completed automatically. Your QuickBooks Backup File will be placed in the selected location.

Recovery of QuickBooks File

Take the following steps to recover, or restore QuickBooks backup file.

- Click on **File > Open or Restore Company.**

- Select **Restore a backup copy** and click **Next.**

- Select Local Backup and click **Next**.

- Select Backup File and click **Open.**

- Click **Next**. Enter the **Company File Name** and click **Save**.

- You will be asked for **Admin Password.** Enter Password and click **OK.** Click **OK** once the data is restored successfully.

- Your Backup File is Restored in **QuickBooks.**