



**Breakthrough Solutions, LLC**  
*Providing solutions to help your business succeed!*

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Backup and Restore

## Backup QuickBooks® Company File and Restore on a different computer

See **\*WARNING** on the last page of this procedure

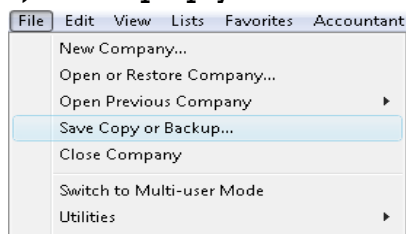
Do you ever need to work on your QuickBooks® company file on a different computer?

Examples of this: Take the file along to your Accountant

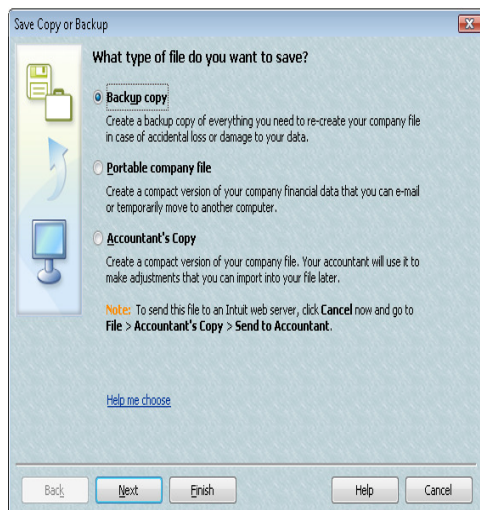
Take the file home to work on your home computer

On this tip are procedures to backup and restore your QuickBooks® company file to another computer.

1) Backup up your file onto a USB drive or a CD/DVD disk by following these screens:



File menu, Save Copy or Backup...



Select Backup copy then click Next

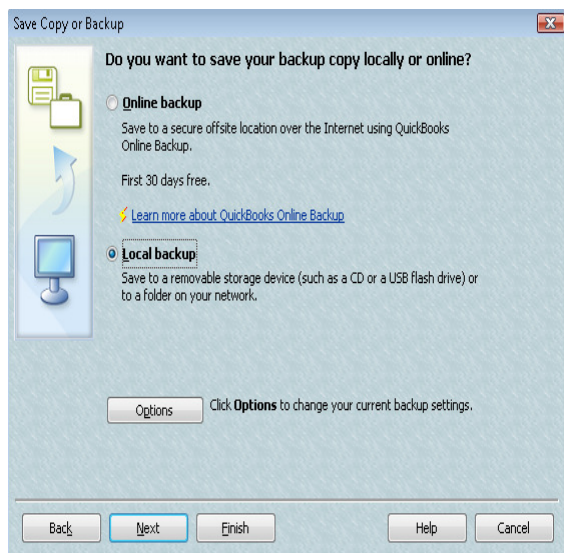


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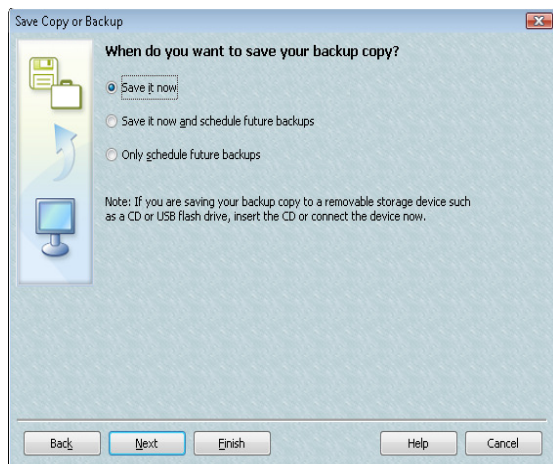
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To backup on a USB drive or a disk select Local backup then click on Next



Select Save it now then click on Next

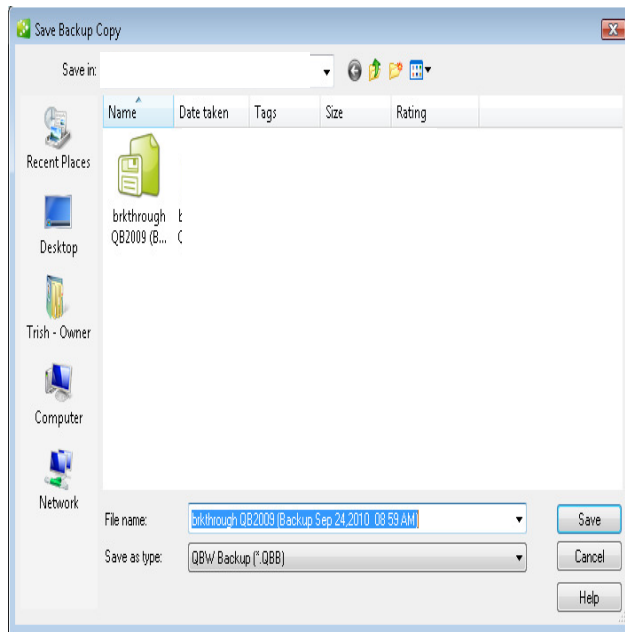


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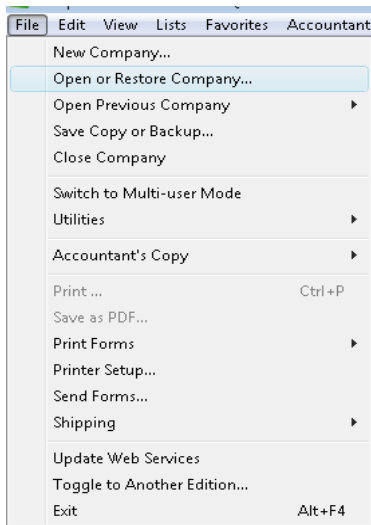
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Locate the drive you will be saving to and  
click on **Save**

**2) To restore the file on a different computer**



**File menu, Open or Restore Company...**

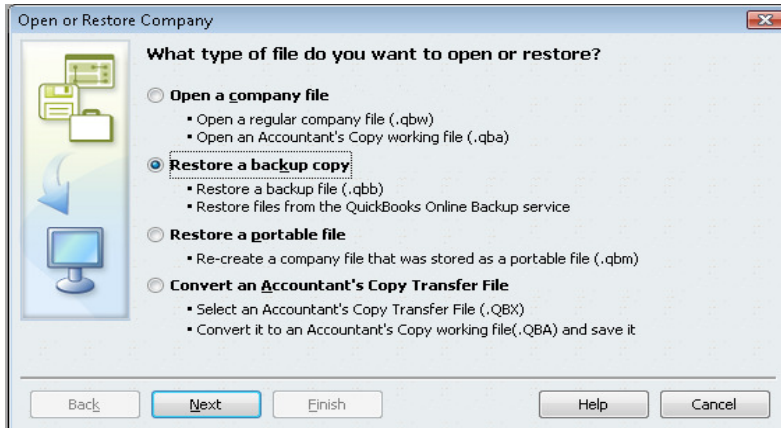


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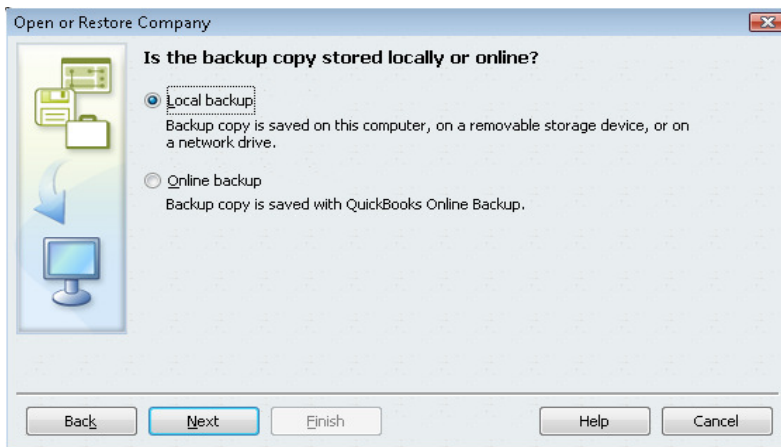
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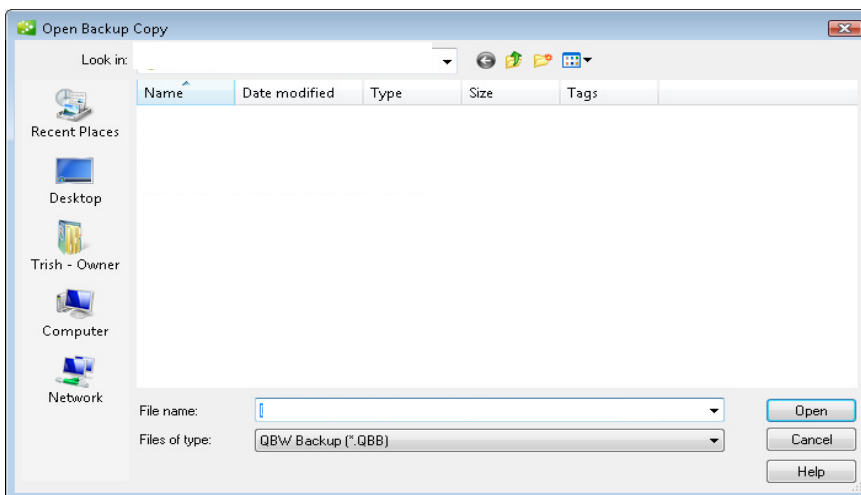
Select Restore a backup copy

then click on Next



Select Local backup then click

on Next



Select the drive that has

your backup company file stored then click on Open

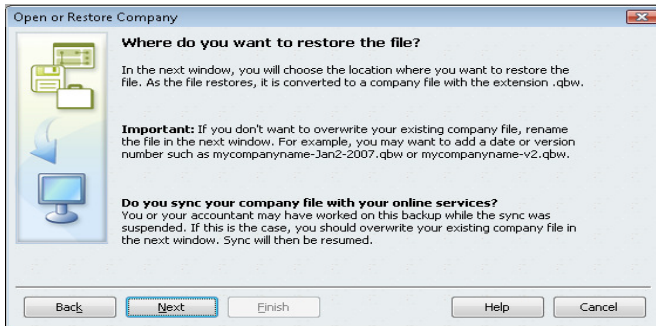


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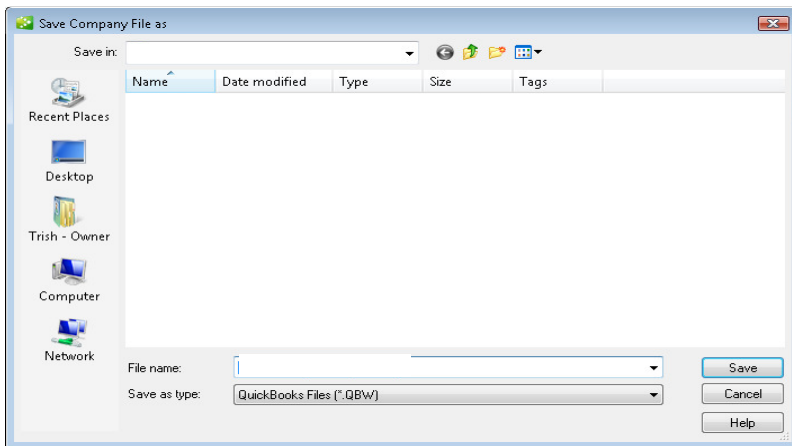
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Review this screen and its warnings then

click on Next



Identify the drive you want

your restored QuickBooks® Company file saved in on your computer's hard drive

When the file is restored you can now use the file just as you did on your other computer.

**\*WARNING**

Remember that no one can work on the company file once you have saved the backup to restore on the new computer.

**A**ny work you do on the company file will have to be backed up and restored to the first computer before someone else can open the company file to work on it.

**Y**ou can not import transactions to a QuickBooks® company file so if you don't follow these procedures you can loose the data you entered from the second computer

**T**his isn't a procedure to be taken lightly so make sure you follow the screens and warnings.