



# RUTHERFORD & JOHNSON, P.C.

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## Restore QuickBooks Backup Files

Your backup file contains your company data up to the date the backup was made. Make sure you restore the most recent file.

Follow these steps to restore a local backup from a CD, USB flash drive, local hard drive, network folder, or other media. A backup file will have a (.qbb) file extension.

To restore your file:

1. If your backup file is not on your hard disk or in a network folder, insert the CD, USB flash drive, or other storage device in the appropriate drive.
2. In QuickBooks, go to the **File menu** and click **Open or Restore Company** to open the restore wizard.
3. Click **Restore a backup copy** (.qbb) and then click **Next**.
4. Click **Local backup** and then click **Next**. The Open Backup Copy window opens.
5. If needed, click the **Look in drop-down** arrow and navigate to the location where you saved the backup file, which has a .qbb file extension (for example, mycompanyname.qbb).
6. Select the backup file and click **Open**.
7. Click **Next**.
8. If needed, click the **Save in drop-down** arrow and navigate to the location where you want to restore the backup file.
9. Select the backup file, click **Save**, and respond to any messages QuickBooks may display.

If QuickBooks finds a company file with the same name in the folder you specified, QuickBooks asks whether you want to replace the existing file. If you click Replace, QuickBooks erases the existing file and replaces it with the file you're restoring. If you're not certain you want the existing file erased, click Cancel and give the file you're restoring a different name.

We recommend restoring the file we provide over top of the file on your computer to avoid use of the wrong file. As described above, QuickBooks will erase and replace your old file with the one we provided. It will ask you to confirm the file override by typing the word "yes" as verification.

If you are unsure where your current data file resides on your computer, go into the file in QuickBooks and press the "F2" key. It will provide a file path where your QuickBooks data file is created.

The company file is converted to a regular company file, with a .qbw extension (or a .qba extension if the backup was made from an Accountant's Copy). The company file and all of its related files are stored in this location.

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