Quickbooks Backups

This tutorial will show you how to backup your Quickbooks data.
Backups should be made at least several times a month. (It's even better to make one every time you add checks or deposits to your file.)
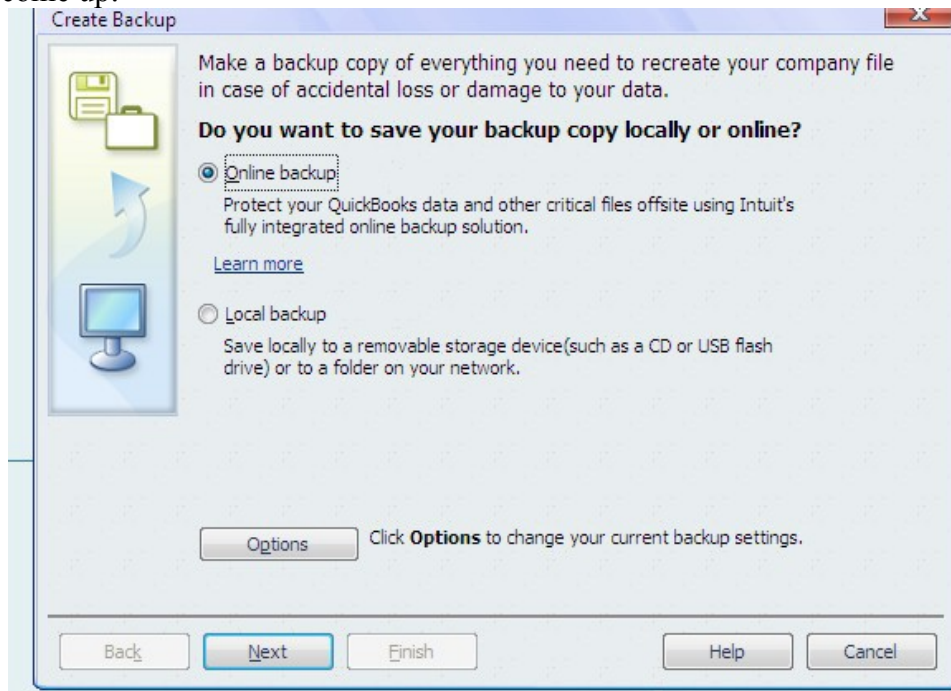
Making a backup

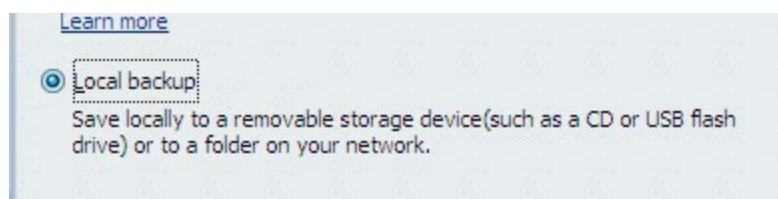The lower right part of the main window shows when the last backup was done.

In this example I have not done a backup yet.

To do one, click on 'Back up now'.
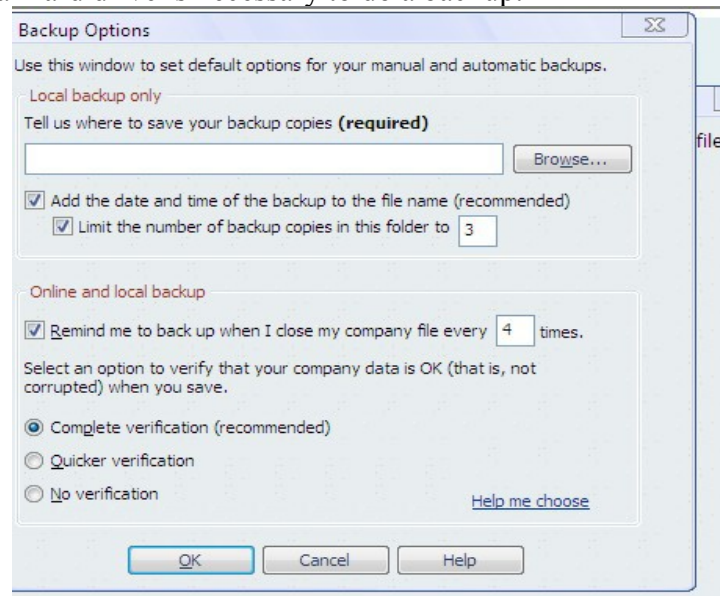
This box will come up:

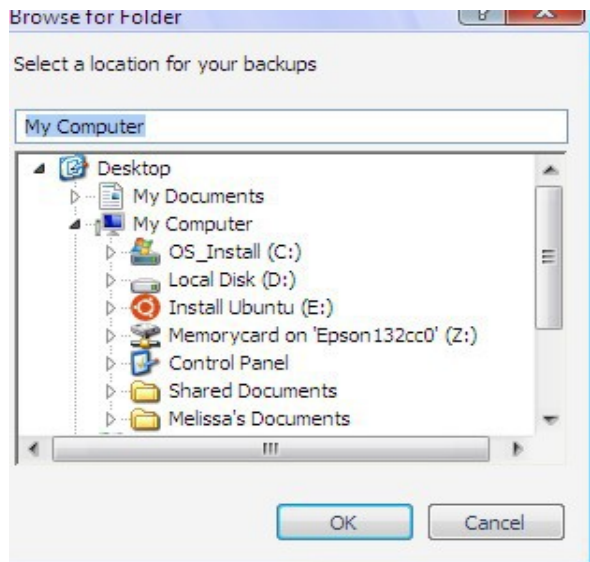Click 'Local backup' since we are not using the online services.
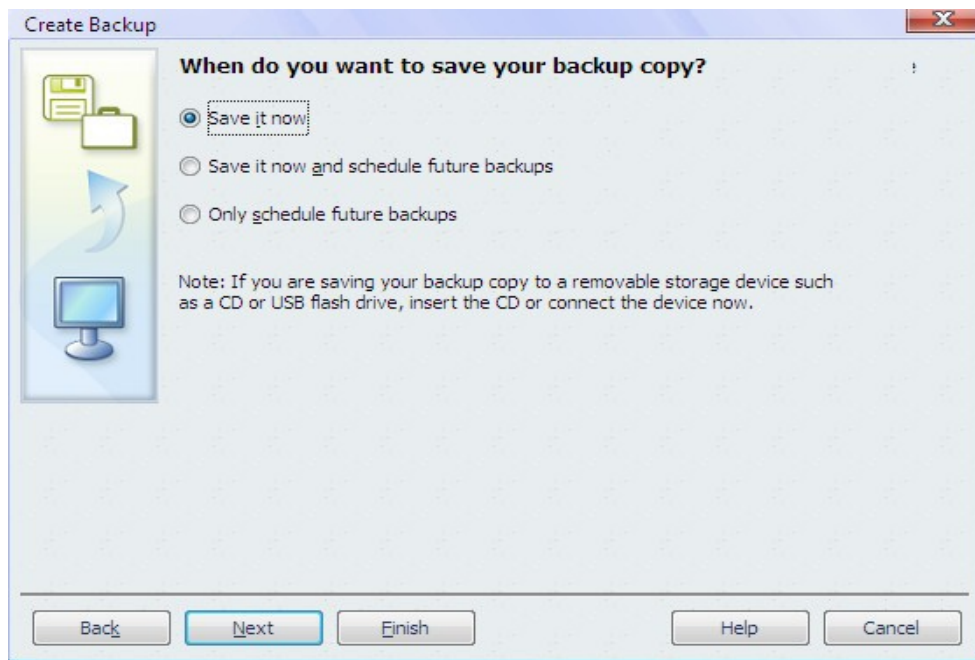

Click 'Next'.

You now need to choose where to back up the files.
A flash drive or external hard drive is necessary to do a backup.

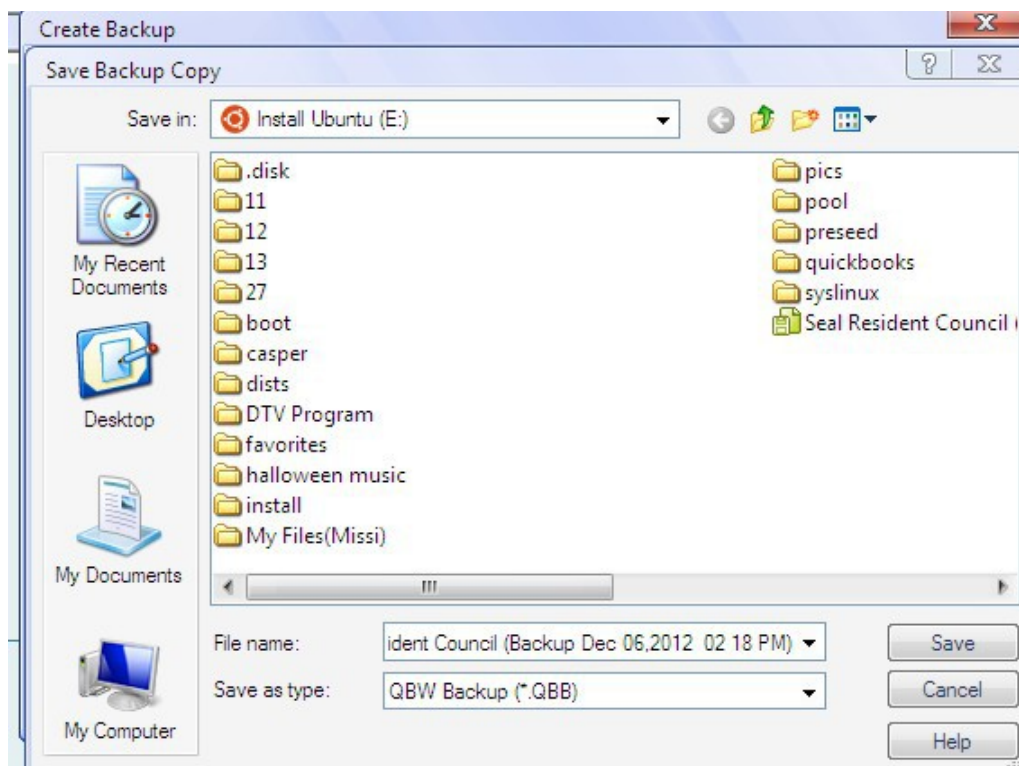Click on the 'Browse' button to locate your drive.

In this case we are using the drive called 'Install Ubuntu'.
Click on the drive you want and then click 'OK'.
You will see this box.

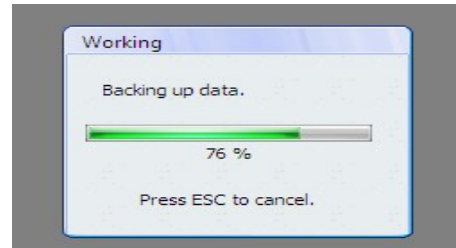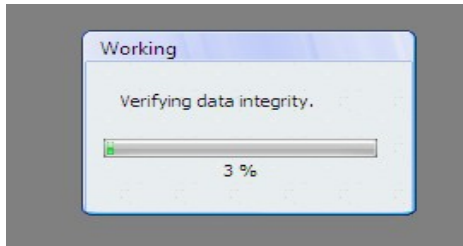Generally you can leave it set to 'Save it now'.
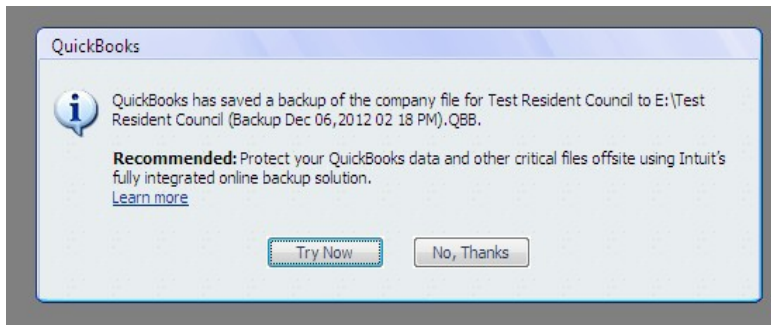Click 'Next'.

A window like this will come up.

Click 'Save'.

The backup will start. It usually only takes a couple minutes.

These are several of the boxes you will see.

When the backup is finished you will see this:

Click on 'No, Thanks'.

Your backup is now saved on your flash drive.

Restoring from a backup

This is helpful in a situation where something happens to the computer that Quickbooks is installed on or to your data on that computer.
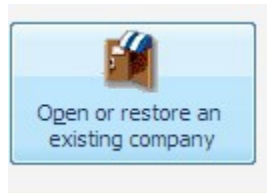
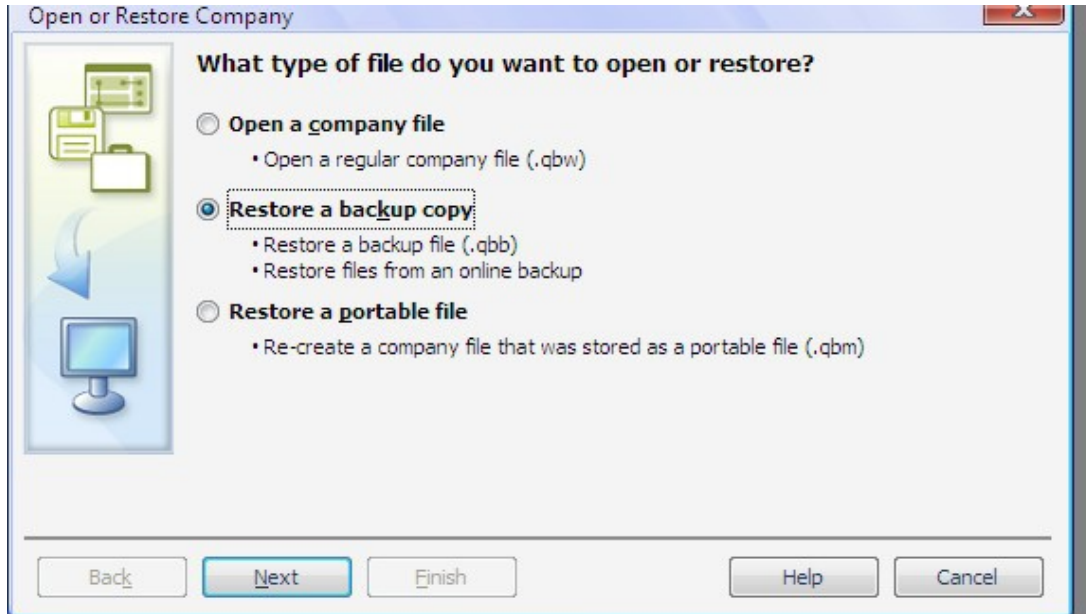This is the screen you'll probably see when you open Quickbooks.

You'll see this if you've closed your company file or there isn't one loaded.

Look at the three boxes at the bottom.
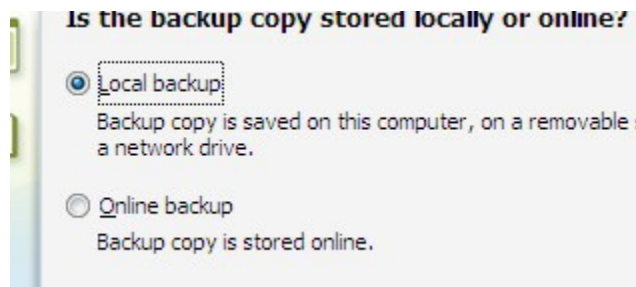You want to click on 'Open or restore an existing company'.

Once you do you will see this box.

You want to check 'Restore a backup copy'.
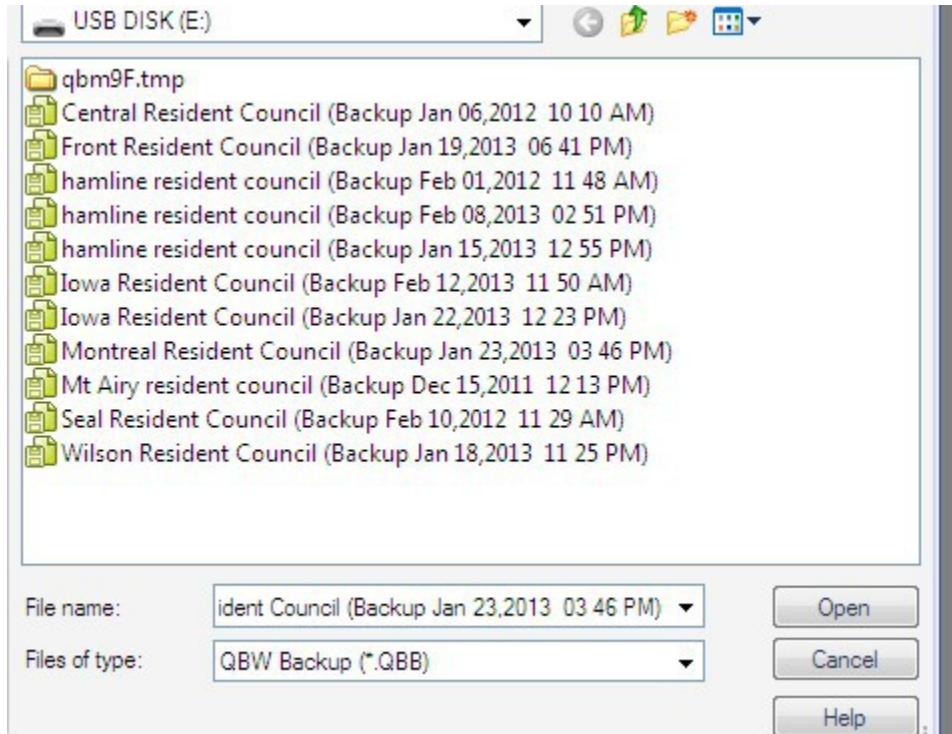
Click 'Next'.

You will then see this.

Check 'Local backup' since we are not backing up data to a web server.

Click 'Next' again.

You will then get a box where you can choose the drive the backup is stored on.

Click on the drive you want.
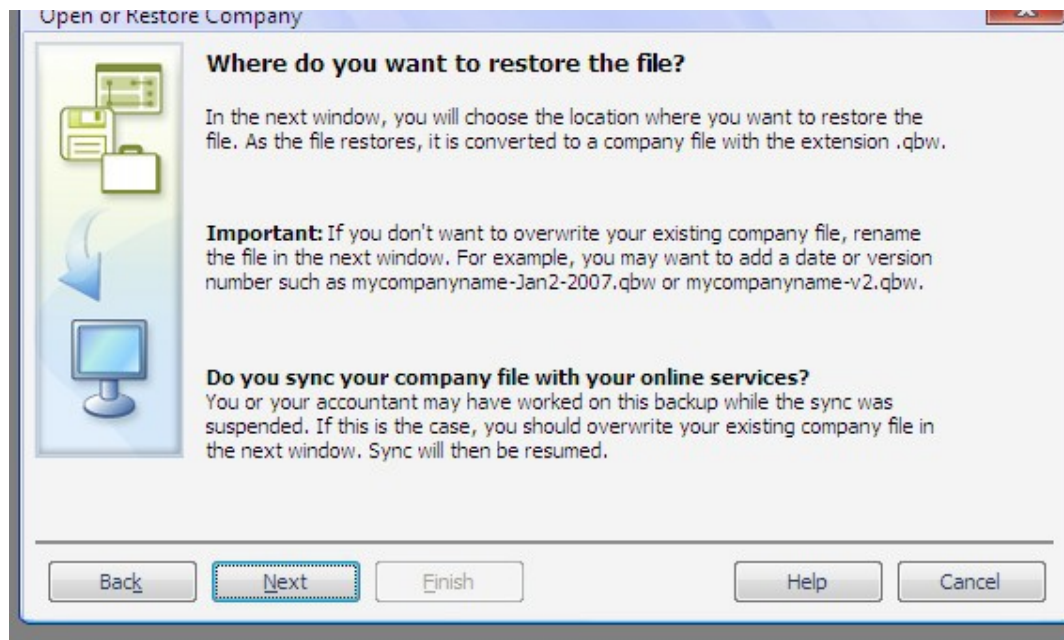
This box will come up.

You should see your backup listed on it.
The file name will look like the ones above. Choose the backup with the latest date if you have more than one on your drive.
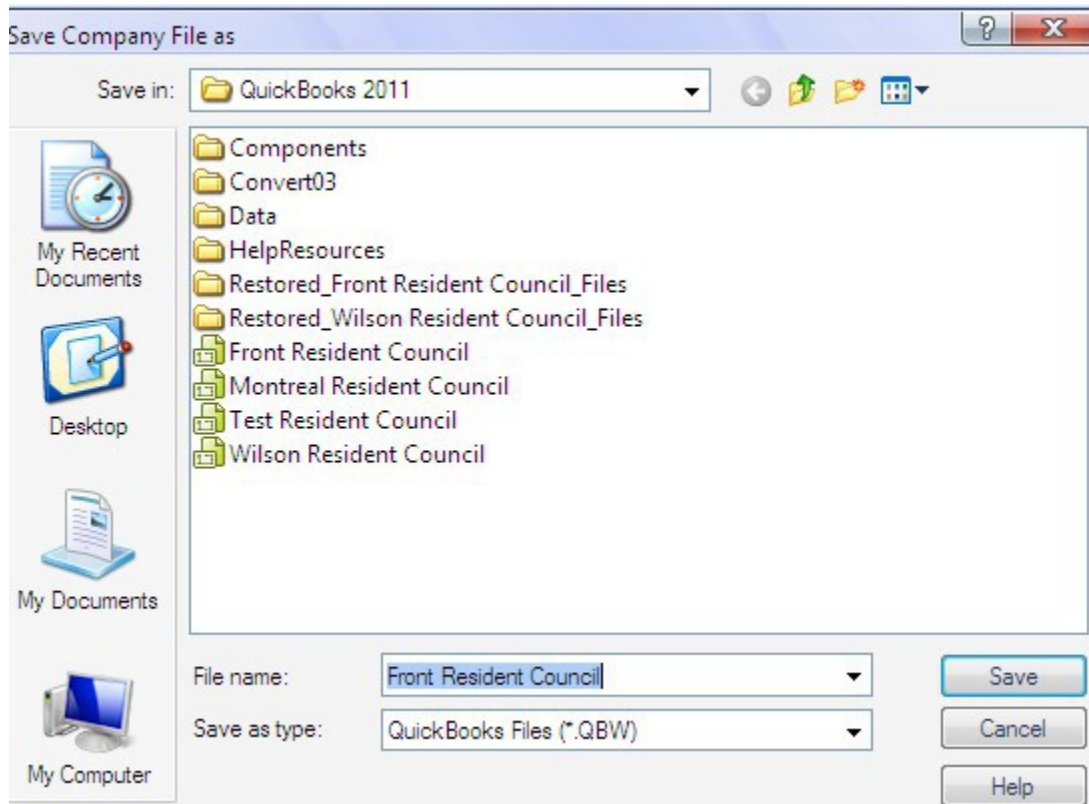
Click on the backup you want and then click 'Open'.

You will see this box.

Click 'Next'.

You should now see this.

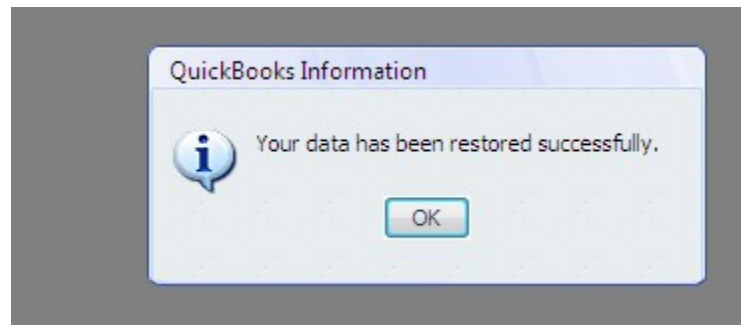Check to be sure the name is correct and click 'Save'.

The backup will be opened.

A login box will come up.

Enter your password and click 'Okay'.

You will then see this.

Click 'OK'.

Your home screen should come up.