



## Restore QuickBooks Backup File

QuickBooks backup file contains company data up to the date the backup was made. Make sure you restore the most recent file. The backup file cannot be opened like your working file. It must be restored.

Follow these steps to **restore a local backup** from a CD, USB flash drive, local hard drive, network folder, or other media.

- 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.
- Select **File** from the menu bar.
- Select **Open or Restore Company** to open the restore wizard.
- Select **Restore a backup copy (.qbb)** and then click **Next**.
- Select **Local backup** and then click **Next**. The Open Backup Copy window opens.
- 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).
- Select the backup file and click **Open**.
- Click **Next**.
- If needed, click the **Save in drop-down arrow** and navigate to the location where you want to restore the backup file.
- Select the backup file, click **Save**, and respond to any messages QuickBooks may display.

The file is converted to a working company file with a .qbw extension