RESTORE A QUICKBOOKS BACKUP FILE

Save backup file to desktop

In QB:

File

Open or Restore Company

Restore a Backup copy

Next

Next

Browse to desktop

Click on backup file saved to desktop

Open

Next

Browse to where your QB company file is saved (if you don’t know where your company file is saved, Open QB, File, Close Company or Log Off, Look in box for file location)

Click on company file

Next

Finish