Creating a QuickBooks Backup File

- 1. Open your QuickBooks company file
- In the upper-left corner of the program window, choose File → Back Up Company → Create Local Backup.

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S	New Company New Company from Existing Company File Open or Restore Company Open Previous Company Open Second Company Back Up Company Create Copy Close Company/Logoff Switch to Multi-user Mode Utilities			Insights Last Local Backup: August 21, 2024, 3:52 PM Create Local Backup Restore Previous Local Backup Setup / Activate Online Backup				
[Print Save as PDF Print <u>F</u> orms Printer <u>S</u> etup Send Forms Shipping App Management Toggle to Another Edition <u>Ex</u> it	Ctrl+P Alt+F4	• •	Sales Orders				

3. In the new window, make sure the button next to Local backup is selected, then click Next. If a new window appears called Backup Options, click Browse, and choose a location to save your backup file to that you'll remember. Click OK.

	Create Backup	×							
	Make a backup copy of everything you need to recreate your company file in case of accidental loss or damage to your data.								
	Do you want to save your backup copy online or locally?								
	O Online backup								
	Get automatic, online backup for your QuickBooks data and other important documents using Intuit's online backup solution (fees may apply).								
	Try now or learn more								
	Save locally to a removable storage device (such as a CD or USB flash drive) or to a folder on your network.								
	Options Click Options to change your current backup settings.								
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4. In the next window, make sure the button next to 'Save it now' is selected, then click Next. Save the file.

	Create Backup	×					
	When do you want to save your backup copy?						
	Save it now						
1	Save it now and schedule future backups						
	Only schedule future backups						
	Note: If you are saving your backup copy to a removable storage device such as a CD or USB flash drive, insert the CD or connect the device now.						
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5. Once the file is saved to your computer, upload that file to the Revver portal.