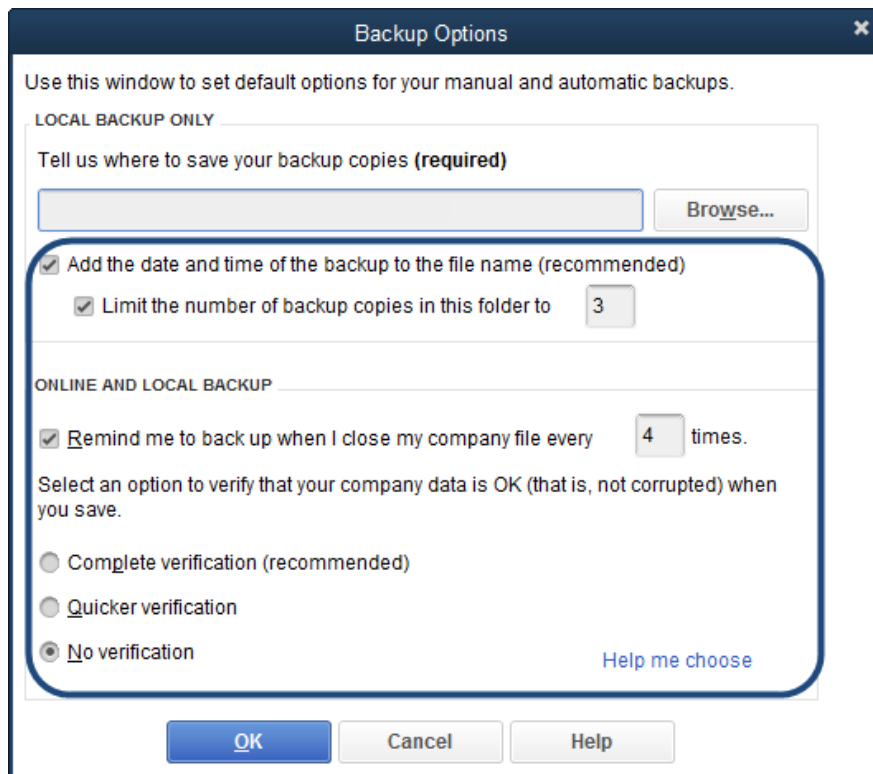# Backing Up Your QuickBooks Company File

You can save backup copies of your QuickBooks company file to protect against accidental data loss. Backup copies are important insurance- if you lose data for any reason, you can restore a backup company file using your backup copy.

To back up your company file:

1. Switch to single user mode. (**File** > **Switch to Single-user Mode**).
2. From the QuickBooks **File** menu, select **Backup Company** then click **Create Local Backup.**
3. On the Create Backup window, select **Local Backup** then click the Options button.
4. On the Backup Options window that appears, click **Browse** and select the location for the backup copy.

   **NOTE:** It's a good idea to save backups somewhere other than your main local drive in case of a system failure. If you have a file hosting service (such as DropBox), flash drive or other removable media, you may want to select it here.

5. When you have chosen, click **OK**.

6. Look over the other options on this page and select any that you like. Each option is explained in detail below. Click **OK** when you're done.

- Check the **Add the date and time of the backup to the file name (recommended)** to make it easier to distinguish between backup files.
- Check the box **Limit the number of backup copies to this folder to** and enter a number if you want to restrict the number of backups created for a single company. This can help save hard drive space.
- Put a check mark on the box **Remind me to backup when I close my company file every _ times** and set the frequency if you would like to receive a regular backup reminder.
- Select options for verifying data when you save. Skipping the verification makes the backup process faster, but we recommend leaving it enabled so that you will be alerted if any damage is detected in your file. Your options are:
  - **Complete verification (recommended)**
  - **Quicker verification**
  - **No verification**

7. In the Create Backup window, click **Next**.
8. Choose whether to save your backup now, schedule future backups, or both:

## If you choose Save it now

You'll be prompted to choose a location to save your backup file. By default, it will be saved in the location you specified in the backup options earlier. However, you may choose a different location if you want. Click **Save** to create the backup file.

## If you choose Save it now and schedule future backup or Only schedule future backups
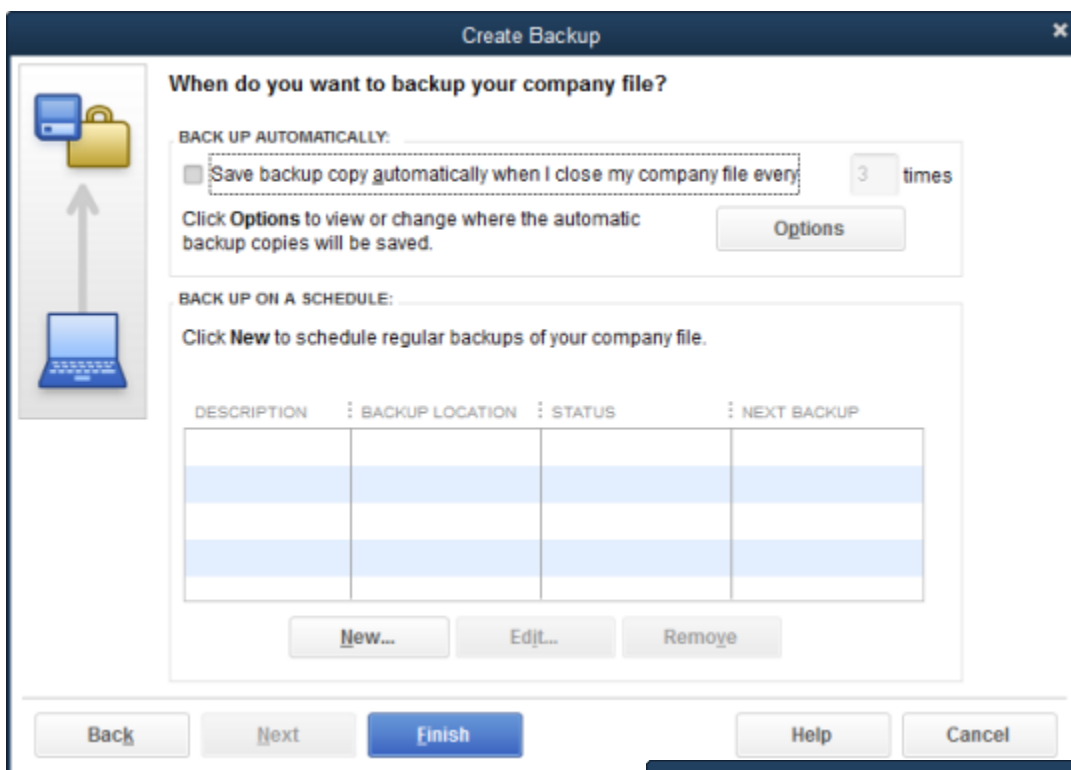


a. To save backups when you close your file, put a check mark on the **Save backup copy automatically when I chose my company file** box. You can also choose how many times QuickBooks must be closed before you are prompted to make a backup.
b. To save backups on a set schedule, click the **New** button to set up a backup schedule. You can give your schedule a description, specify a backup location, and set the options for what days and times the backup should be performed on. Click **OK** once you're satisfied.
c. Click **Finish** when you're done.