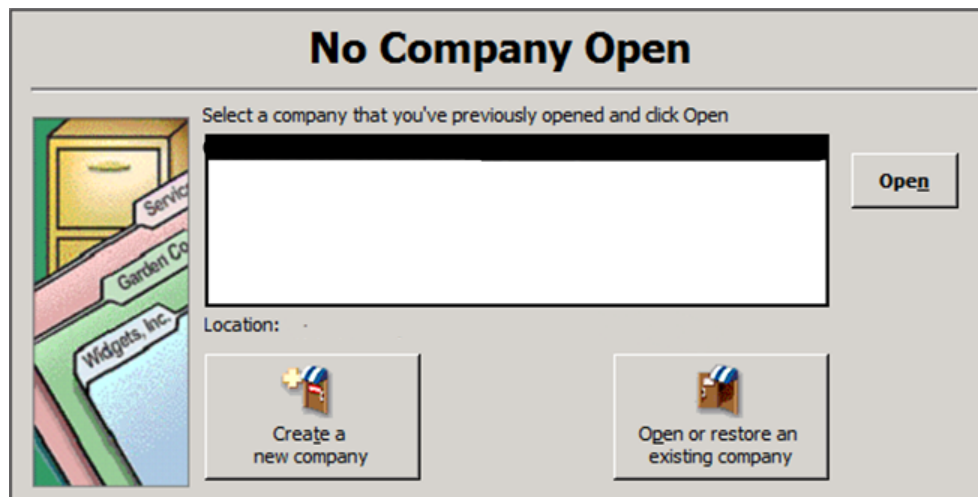
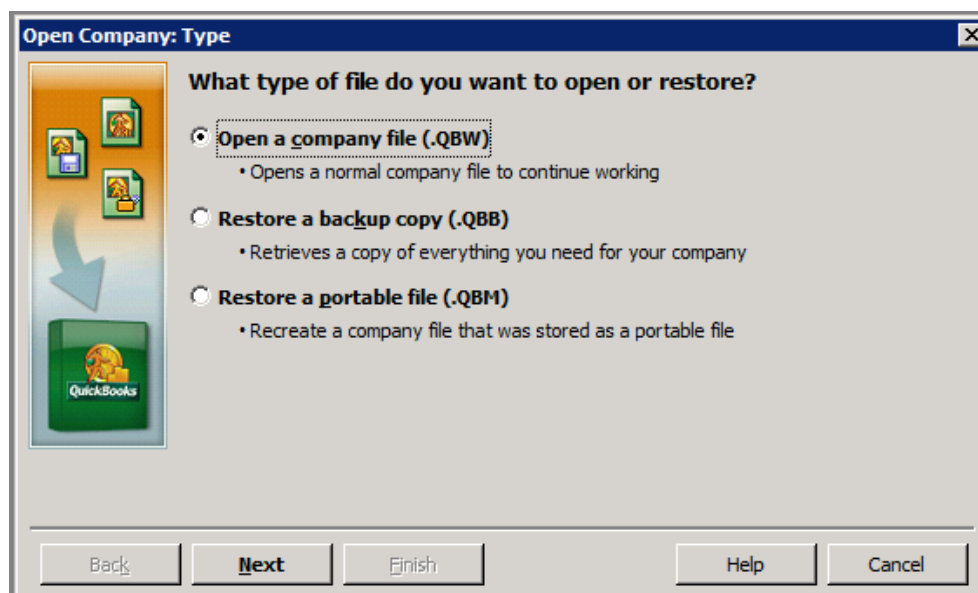


Steps to Restore Company file to QuickBooks Hosted from local PC

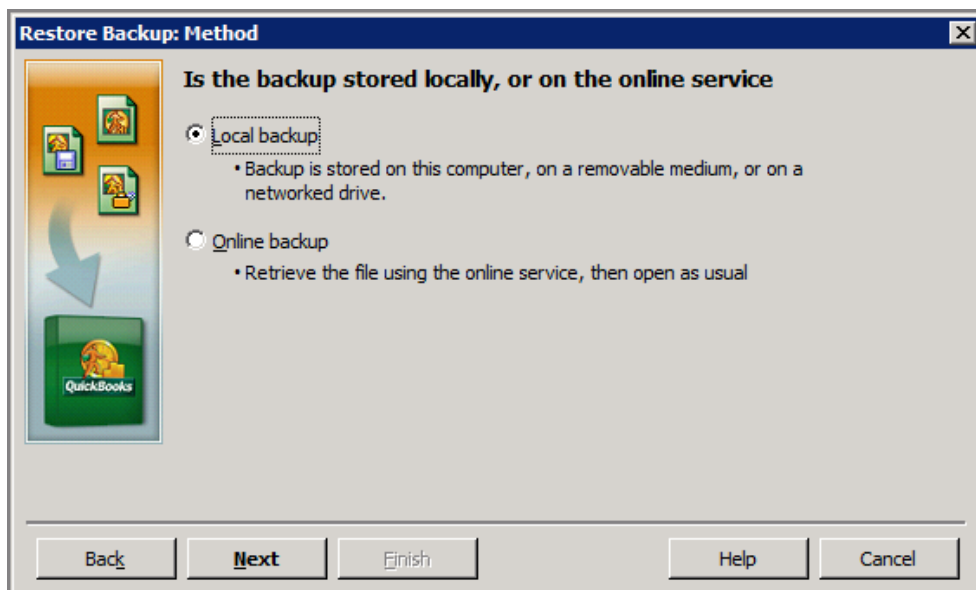
1. Save a backup copy (.QBB) or portable backup (.QBM) to your local machine, preferably to the desktop. If you have a backup on an external USB drive, move it to your desktop first.
2. Login to QuickBooks Hosted – www.quickbooksonline.co.nz/ts
3. Click on Open or Restore an Existing Company File:



4. Select "Restore a backup copy" or "Restore a portable file" depending on which file you wish to upload to QuickBooks Hosted:



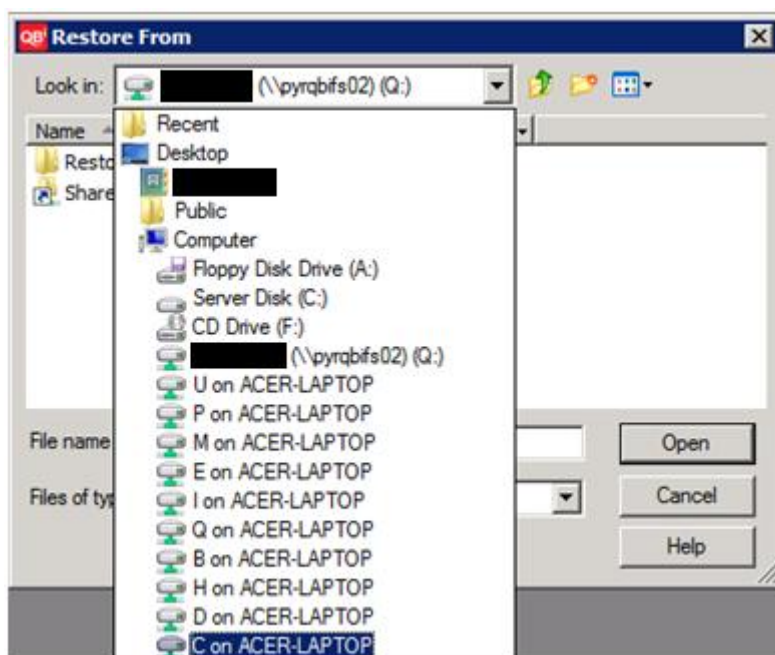
5. Select "Local Backup" and click Next:



6. Click on the drop down box and browse to where your file is on your C: drive (e.g. to get to the Desktop it may be:

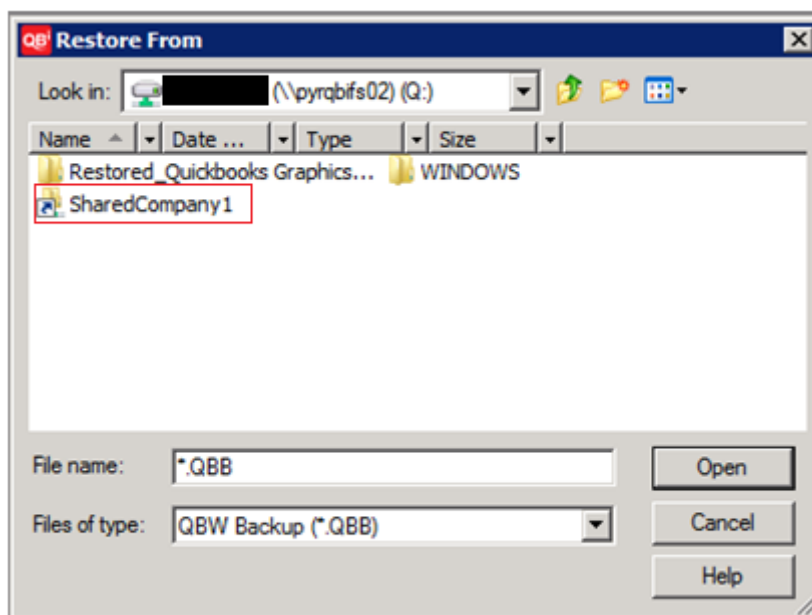
Windows 7: C:\Users\\Desktop

Windows XP: C:\Documents and Settings\\Desktop



7. Browse to and select the backup file (.QBB or .QBM) and press Ctrl + C together (copies the file)

8. Select the drop down box and go back to the Q: drive
9. Press Ctrl + V for single user, or for multi user accounts double click on the Shared Company folder (usually <companyname>.lnk) and press Ctrl + V. This will begin the upload of the file.



10. Once uploaded, highlight the file and click on "Open." Follow any on screen prompts that appear until your file is restored, before entering your password (if applicable) for your company file.

You will need to follow this process only once for each company file that you wish to upload and open in QuickBooks Hosted.

Helpful contact information:

QuickBooks Hosted Technical Support
QuickBooks Hosted Sales

0508 444 999
0800 447 292
quickbooksonline@quicken.co.nz