Back Up or Restore Aatrix History

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The Aatrix History File contains your historical Federal/State Tax Forms. It is necessary to back up this file so that if you purchase a new computer, the history can easily be transferred to the new computer by restoring the backup. Red Wing Software suggests that you back up your Aatrix History File regularly.
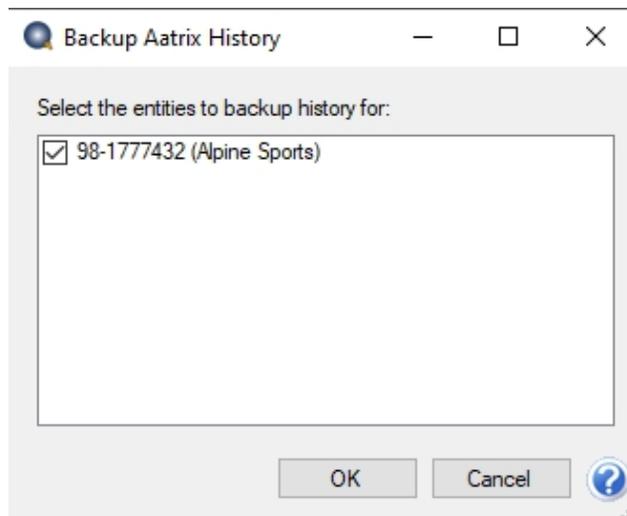
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Back Up Aatrix History Files

If you would like to back up Aatrix history files, follow the steps below:

1. Select **File** > **Backup** > **Backup Aatrix History**.

1. Select the entities to back up history files for.
2. Click **OK**.
3. Select a location to save the AatrixHistoryBackup.zip file to and then click **Save**.
4. At the Back Up Created message, click **OK**.

> Note: The AatrixHistoryBackup.zip File will have one or more sub-folders, each sub-folder contains files for a specific EIN number. If you use CenterPoint Payroll and CenterPoint Accounting, this backup will include your payroll and accounting Aatrix information.

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Restore Aatrix History Files

If you would like to restore Aatrix history files, follow the steps below:

1. Select **File > Restore > .Restore Aatrix History Files**.
2. Select the Aatrix History file you want to restore. Click **Open**.
3. Select the entities you want to restore history for.
4. Click **OK**.
5. At the *This will overwrite the existing history data, are you sure?* message, click Yes to replace the existing Aatrix History files or No to cancel the restore.
6. Click **OK**.