

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 regularly 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.

To copy the backup files to the CenterPoint system, use the Restore feature at the end of this topic.

Back Up Aatrix History Files

[Option 1: Backup through CenterPoint - If you use CenterPoint Payroll with your CenterPoint Accounting software or Standalone CenterPoint Payroll](#)

[Option 2: Manual Backup - If you do not use CenterPoint Payroll with your CenterPoint Accounting software](#)

Restore Aatrix History Files

[Option 1: Restore through CenterPoint - If you use CenterPoint Payroll with your CenterPoint Accounting software or Standalone CenterPoint Payroll](#)

[Option 2: Restore Manual Backup - If you do not use CenterPoint Payroll with your CenterPoint Accounting software](#)

Back Up Aatrix History Files

Option 1: Backup through CenterPoint - If you use CenterPoint Payroll with your CenterPoint Accounting software or Standalone CenterPoint Payroll:

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

1. Select **File > Backup > Backup Aatrix History**.
2. Select the employers to back up history files for.
3. Click **OK**.
4. Select a location to save the AatrixHistoryBackup.zip file to and then click **Save**.
5. 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.

Option 2: Manual Backup - If you do not use CenterPoint Payroll with your CenterPoint Accounting software

1. Select **File > Preferences > Reports > Federal/State Tax Forms**.
2. Click the **Application** tab.
3. In the **Non-Default File Location** box, the default Red Wing Software suggested file location displays: C:\<ProgramData>\Red Wing Software\CenterPoint\Aatrix\. The non-default file location may be different if it was changed to a network location where you are saving the Aatrix History file to. Click the **ellipsis** button (...)
4. The folder will contain one or more sub-folders, each sub-folder contains files for a specific EIN number.
5. If you are backing up to a removable drive (CD, USB drive, etc.), insert the media.
6. Right-click on the **EIN** folder you want to back up and select **Copy**.
7. Locate the removable drive (CD, USB drive, etc.) or other location you want to save the Aatrix History File backup to, right-click and then select **Paste**.



Note: The AatrixHistoryBackup.zip File will have one or more sub-folders, each sub-folder contains files for a specific EIN number.

Restore Aatrix History Files

Option 1: Restore through CenterPoint - If you use CenterPoint Payroll with your CenterPoint Accounting software or Standalone CenterPoint Payroll

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 employer(s) 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**.

Option 2: Restore Manual Backup - If you do not use CenterPoint Payroll with your CenterPoint Accounting software

Contact the Red Wing Software Technical Support department for information about restoring a manual backup of the Aatrix History file.