How to Restore a Company Backup File

Single Company- use with Backup Company

- 1. Click Tools
- 2. Select Restore Company

😰 Example Company - W2 Mate (2017)					
Company Tools import Data Export Data E-Filing IRS & SSA Instructions Quality Control 1099 Emailer Help Order Supplies					
	Rollover Data From Last Year Options Enable Optional Features	, at Click Tools 1			
	Backup Company Bestore Company	Select Restore Company 2			
	Backup All Companies Restore Multiple Companies	or Postal Code: 60605			
1099 &	Delete Multiple 1099 / 1098 Recipients Zero Amounts On Multiple 1099-MISC Forms Zero Amounts On Multiple 1099-INT Forms Zero Amounts On Multiple 1099-DIV Forms	SSN (if Applicable):			
	2ero Amounts on Other Forms Other Recipient / 1099 Tools Copy & Paste 1099-MISC Recipients Between Companies	e "Update" button to save any changes. ints\W2 Mate 2017\Example			
	Delete Multiple Employees Zero Amounts On Multiple W2 Forms Update Box 15 (State, State ID) for Multiple Employees Other Employee / W2 Tools	, Clear			
	Remap Form 1099-MISC Data	> New" from the top menu.			
1099	Bulk Jaw Matching 1099 & 1098 Forms 096 Form	nry > Open" from the top menu.			

3. Select the correct backup file (single company backups are a .wmb type file)

4. Click Open



5. Click Yes

Example Company - W2 Mate	(2017)
Company Tools Import Data	Export Data E-Hiing IRS & SSA Instructions Quality Control 1099 Emailer Help Order Supplies
Shortcuts Company Employees 1099 & 1098 Recipients	General Information W3 Information Employer's Name / Filer's Name: Example Company Address 1: 123 Main Address 2:
W2 Forms W2 Forms W3 Form 1099 & 1098 Forms 1096 Form	Ves No Update Reset Clear Current company name is : Example Company Clear Current company name is : Example Company You can create a new company by selecting "Company > New" from the top menu. W2 MATE 2017 You can open a different company by selecting "Company > Open" from the top menu. W2 MATE 2017

Your backup data is now restored in W2 Mate

ALL (Multiple) Companies- use with Backup All Companies

- 1. Click Tools
- 2. Select Restore Multiple Companies

💷 Example	e Company - W2 Mate (2017)	
Company	Tools Construction Tools Tools	ons Quality Control 1099 Emailer Help Order Supplies
	Rollover Data From Last Year Options Enable Optional Features	Click Tools 1
1099 &	Backup Company Restore Company	
	Backup All Companies Restore Multiple Companies	or Postal Code: 60605
	Delete Multiple 1099 / 1098 Recipients Zero Amounts On Multiple 1099-MISC Forms Zero Amounts On Multiple 1099-INT Forms Zero Amounts On Multiple 1099-DIV Forms	SSN (if Applicable):
	Zero Amounts on Other Forms Other Recipient / 1099 Tools Copy & Paste 1099-MISC Recipients Between Companies	e "Update" button to save any changes.
	Delete Multiple Employees Zero Amounts On Multiple W2 Forms Update Box 15 (State, State ID) for Multiple Employees Other Employee / W2 Tools	Ciear
	Remap Form 1099-MISC Data Bulk TIN Matching	> New" from the top menu.
1099	1099 & 1098 Forms	any / open nom die top niena.
	1096 Form	

3. Select the correct backup file (multiple companies' backup are a .wb2 type file)

4. Click Open



5. Click OK

Note: It is highly recommended that you restart (close and re-open) your W2 Mate software after restoring companies

Example Company	y - W2 Mate (2017)	
Company Tools I	mport Data Export Data E-Filing IRS & SSA Instructions Quality Control 1099 Emailer Help Orc	der Supplies
Shortcuts	General Information W3 Information 1096 Information Employer's Name / Filer's Name: Example Company Address 1: 123 Main	
A_	City: Chicago	
Employees	W2 Mate (2017)	
1099 & 1098 Recip	Backup file restore successfully. Number of companies restored is 13. It's highly recommended that you restart (close and re-open) your W2 Mate software.	Click OK 5
W2 Forms	Update Reset Clear	
W-3 W3 Form	Current company name is : Example Company You can create a new company by selecting "Company > New" from the top menu.	
1099	You can open a different company by selecting "Company > Open" from the top menu.	W2 MATE 2017
1099 & 1098 For	ms	
1096		

m

1096 Form