

## How to Restore Data in CashManager

There are two ways you save your data and each of them have their own way to be restored.

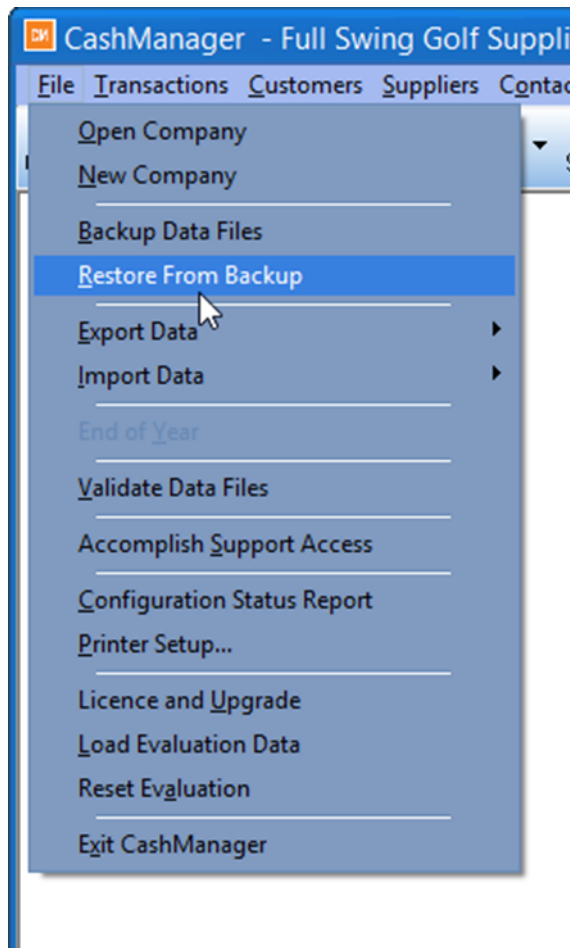
Neither one of the files can be opened outside the CashManager Programme. They look like a Plain paper icon with the name of the company data you saved and the date it was created.

Depending on the situation CashManager Support team may use different methods to Backup and Restore the CashManager Data, Any more queries don't hesitate to [contact](#) them

### Restore data using a Backup File (.CMZ file)

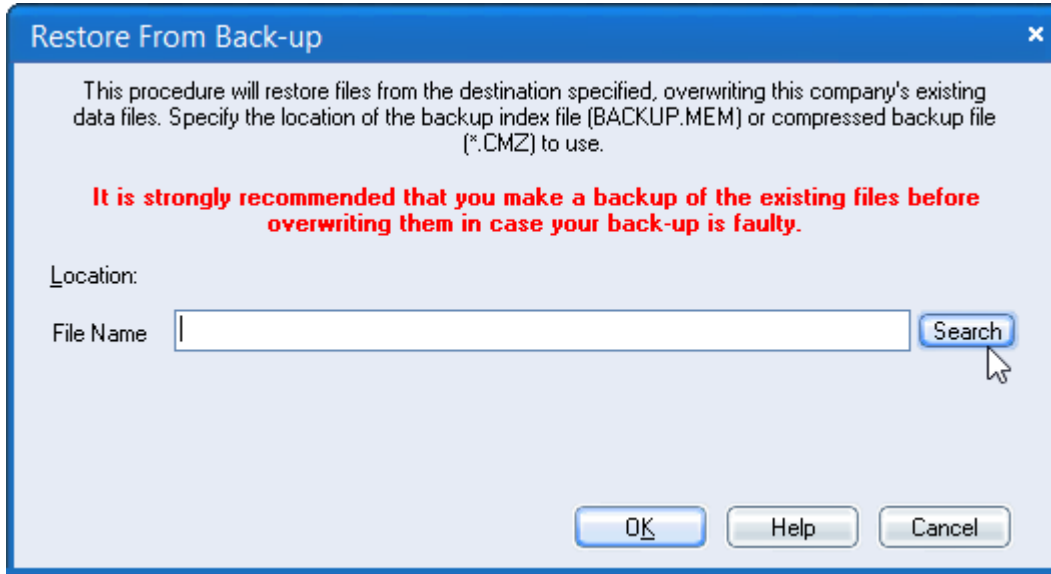
This is also called the compressed back up. Very simple to create and to restore.

Simply click on the **File** menu and then select the '**Restore from Backup**' option

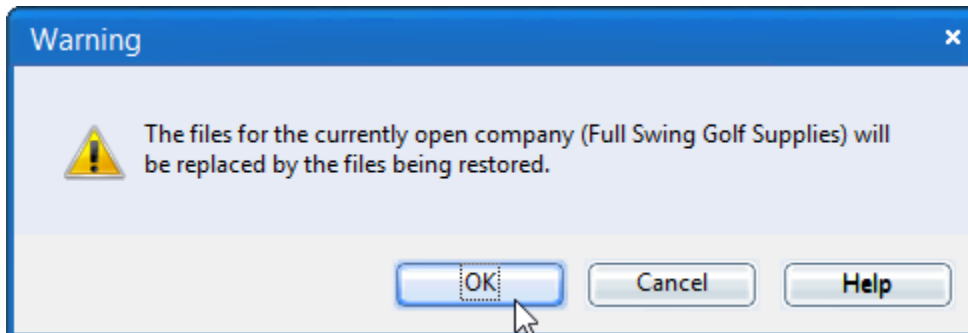


**\*\*NOTE; this procedure will restore data on the company that is open at the time, so make sure you have the correct company and the correct financial year opened before you start.\*\***

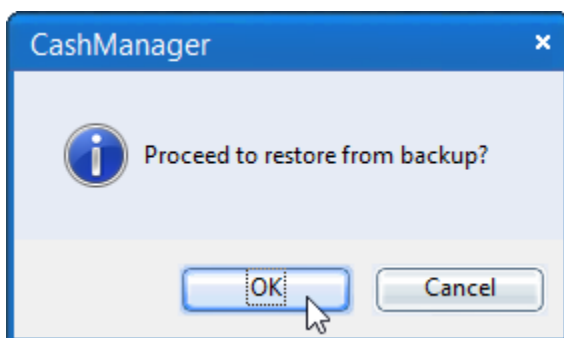
Then the 'Restore From Backup' Screen will open, Click on the 'Search' button to locate the file.



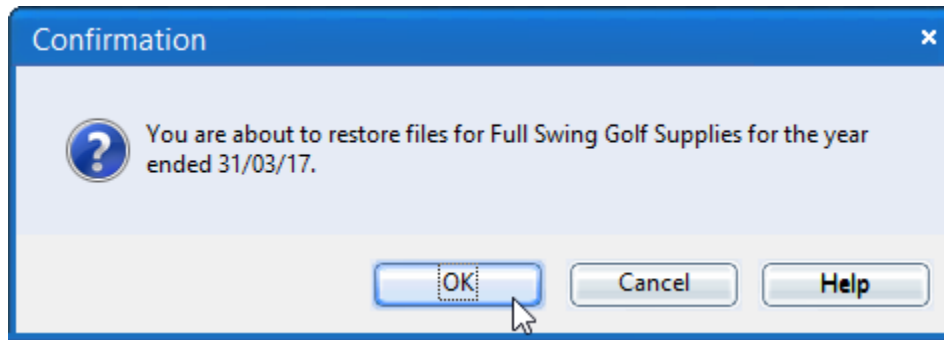
A Warning Message will come to alert you that the files for the currently Open Company [(company name)] will be replaced by the files being restored. So it is highly recommended you have double checked that you have the correct company opened.



Another message will come asking you to confirm,



Press OK

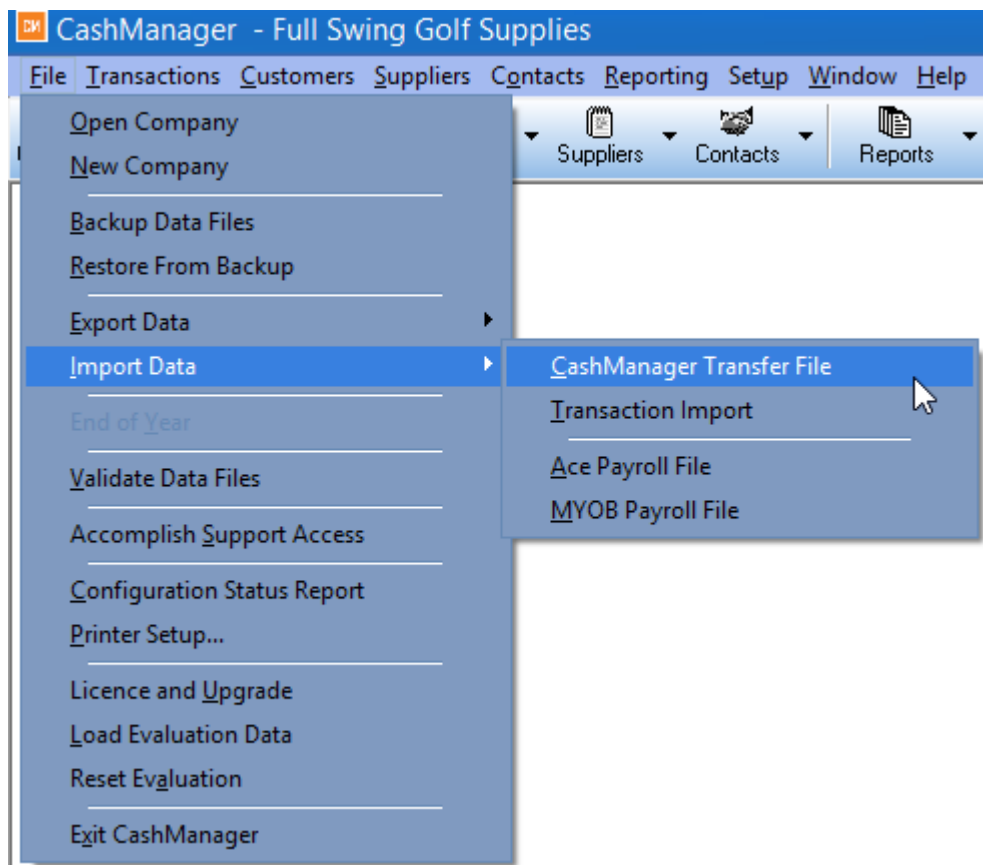


Once selected 'OK' the data will be restored.

### **Restore data from a Transfer File (.TFR)**

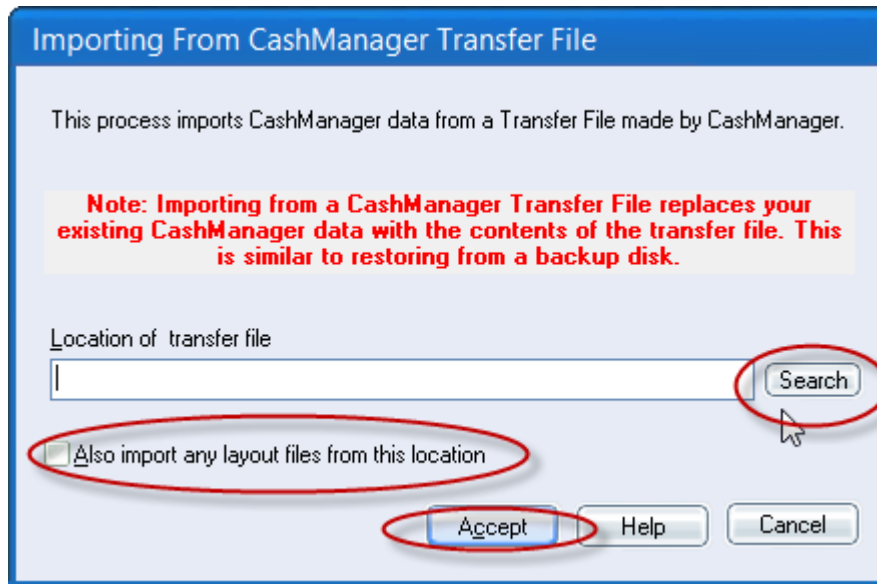
Restoring data from the transfer files are similar but depending on the size of the file it can take some time to restore it. But this will be restoring the Invoice Rav files, for special invoice layouts, for you if you have saved (refer to saving data as a [Transfer File](#))

To restore Data using a transfer file you need to select File menu and then go to import data. Then select CashManager transfer file. As shown below.

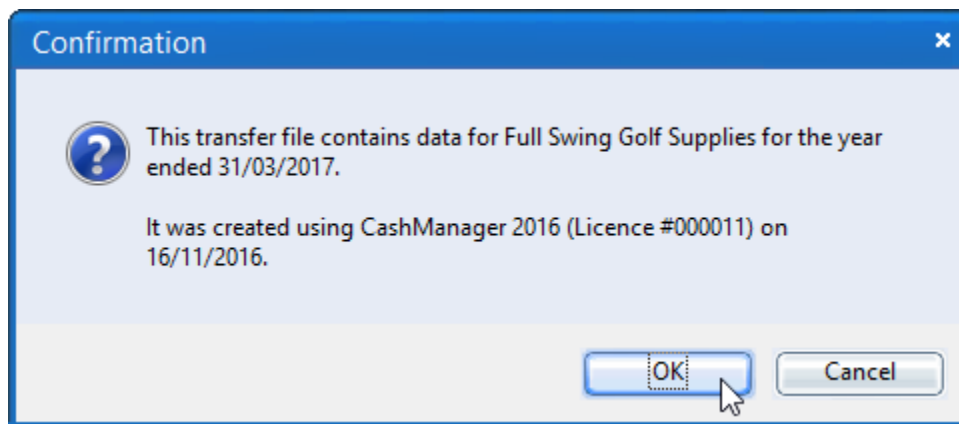


Similarly as per restoring Data from a backup file you will be asked to select the file from where you have saved it, also will show in Red Font that it will be replacing your data from the content of the

Transfer file attached. And you will need to select at this point if you want to import your invoice Layouts as well. See the image below.



Once you have selected the file to restore select Accept. Then the confirmation message will come up with the details of the file you selected.



When you select OK then your data will be imported.

