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## *Working Remotely – What Is It and What Does it Mean to You? Wrapping it Up*

We started our series of articles back in August, and we asked: *Working Remotely – What Is It and What Does it Mean to You?*

For some of our readers, it meant sending back-ups and restoring them using e-mail; this was the process they were used to, and it is certainly still one of the most common ways we work with our clients to this day. However, over the next few months we visited many other options that are available, and discovered the difference between basic file transferring and true remote access.

Each month we went up a 'step', looking at the 'next level' of services available that we could offer our clients:

- Secure Data Transfer
- Remote Support with services such as WebEx
- QuickBooks being hosted in a virtual environment

Be sure to check out the newsletter archives for any articles you may have missed, you will find detailed descriptions, how to use the various services, and resource links to reputable sites:

<http://www.idnac.org/news-archive.html>

We wanted to conclude the series by covering the new feature in QuickBooks 2006, the *Portable File*. It has created some confusion as to what it is and what it does, so we thought we would take a few minutes to review this new feature.

The New Portable File, available in QuickBooks 2006, is a compact version of your actual company data file (.QBW). It is small enough to be sent via most e-mail\* clients or saved to portable media. You will also notice it has a new file extension *.QBM*. \*NOTE! E-mailing is typically not a secure method of sending sensitive data; consider using a service that will encrypt the file, several services were mentioned in the August newsletter <http://www.idnac.org/news-81505.html>

The new QuickBooks 2006 database will cause your QuickBooks data files to increase in size compared to prior year company files. However, according to Intuit, by using the portable file the size can be reduced down to as little as 15% of their original QB2005 file size.

Only the QuickBooks Administrator can e-mail a portable file, and you must be in single-user mode to create the portable file. Use this new feature to exchange files with your client, accountant, bookkeeper, and moving your data file from one computer to another easily.

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