



DATA ENTRY SERVICE

SCALABLE SOLUTIONS BY ANALYTIX

Analytix Solutions is a smart and professional service provider offering quantitative and result-oriented accounting, bookkeeping and CFO-level services to diverse verticals. Headquartered in Woburn, Massachusetts, we aim to deliver cost-effective, customized and scalable back end solution to small and large scale businesses. Founded in 2005, Analytix Solutions is jointly owned and operated by a CPA and a Technocrat, who possess over 40 years of combined experience.

Service Portfolio

We offer one-stop solution spanning from bookkeeping, accounting and payroll to part-time CFO-level services, which can be facilitated to ensure that minimum time is spent on non-core aspects of the business. In addition to providing bookkeeping and accounting functions, we also offer a complete range of secondary financial and IT support solutions encompassing application development, data migration, system integration, electronic document management and data entry.

OUR CORE SERVICES

- ▶ **Bookkeeping:** Our one-stop bookkeeping services can be leveraged to ensure that minimum time is spent on the non-core aspects of the business. Our primary bookkeeping services include: Accounts Payable Management, Accounts Receivable Management, Bank Reconciliation, Inventory Management, Recording and Reconciling Payroll Transactions, Revenue Reconciliation with Bank Deposits.
- ▶ **Accounting:** Our scalable accounting solutions provide real time access to critical financial data through a secure portal 24/7 so owners can focus on their business. Our accounting service include preparation of closing entries and financial statements, comparison with prior period, budget and industry data, fixed asset management, variance evaluation, and preparation of work papers for your CPA.
- ▶ **Accounting System Design & Set-up:** We offer customized accounting system to address your accounting needs. Our accounting system manifest accounting software selection and implementation, conversion services and data entry, third party application integration, like payroll and time & billing, remote or local application hosting, e-commerce, QuickBooks, and helpdesk training.
- ▶ **Payroll Services:** Our qualitative, customized and personalized payroll services will free you to run your business knowing that a trusted professional is handling the payroll. Our payroll services include Accurate Paydays, Federal Tax Deposits and Filings, State Tax Deposits and Filings, and detailed and accurate reports.
- ▶ **Part-Time CFO:** We offer 24/7 access to CPA and MBA staff at cost-effective rates. Our CFO services include Budgets and Forecasting, Cash Flow Management, Key Performance Indicators, Special Budgets, Financing, Financial Evaluation and Modeling, Working with Professionals (Bankers, Attorneys, CPA etc).

OUR VALUE ADDED SERVICES

- ▶ **IT Service:** We offer professional IT solutions for custom software development, website design, intranet application development, and multimedia. Our customized IT services are cost-effective and can save 40% of direct cost compared to in-house resources.



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- ▶ **Web Marketing:** A potential web marketing campaign can be extremely result-oriented and offers you an edge over your contemporaries. It can stimulate your brand visibility, enhance web traffic and catapult return of investment. Our web marketing package consists of email campaign, PPC and SEO techniques.
- ▶ **SEO:** It opens up the prospects of higher visibility and enhanced qualified and targeted web traffic. Our SEO expertise ensures enhanced website ranking, traffic and visitor-to-sale conversion ratio.
- ▶ **Data Entry:** Outsourcing our data entry service can offer you with additional time to focus on expanding your business. It will save you time and endeavors in addition to considerable cost as well.
- ▶ **Collateral Design:** We can help you in designing aesthetically appealing e-collaterals for your business identity and branding. It includes PDF and Flash Brochures, Flyers, Press Release Layouts, Business Cards, Newsletter and host of others.

Our quality of services reflects in the retention and renewal rate of our clients which has been 95% consistently since inception. Our three tier quality check ensures of our high quality results and services. Every time our services have been proved to be most affordable and scalable alternative for clients compare to hiring full time in house staff.

Data Entry

Data entry is considered to be non-core activity for any business. Our data entry service can enable you to quickly process and transform your raw data into high value information for your business, with supplementary expertise in business intranet management for correct web information maintenance at all times. Our primary data entry services include:

- ▶ **Data Entry (online/offline):** We maintain customer data base and update clients' records on regular basis which can save time and efforts and in turn give measurable competitive advantage to the clients.
- ▶ **Image Entry:** We generate e-books from hard copy source encompassing hardcopies or scanned images. We offer precise and qualitative book entry and image entry services for e-novels, journals, yellow pages, magazines etc. at an affordable price and within fast turn-around-time.
- ▶ **Insurance Claim Entry:** We assist law firms to address the challenges linked with information access, dissemination and monitoring. You can now leverage the latest technology to produce efficient document management solutions.
- ▶ **Data Entry Processing:** Our data entry offers wide spectrum of data processing services spanning from data entry, form processing, transaction processing, data capturing, insurance claims processing, online survey entry etc.
- ▶ **Data Conversion:** We convert data from one format to another. Our core data conversion solutions include scanning of hardcopies and microfilms, archiving, indexing, document conversion, PDF conversion, HTML conversion, XML tagging etc.
- ▶ **Document Management Systems:** We bring extensive solution for emerging document management solutions. We eliminate errors and miscommunications, maintain document integrity and security, retrieve document quickly and have full control over document access.
- ▶ **Legal Research and Data Harvesting:** We conduct legal research and harvest the data from numerous disparate data base into a single master database from which it can be accessed or re-published in a unified manner.
- ▶ **PDF Conversion:** PDF conversion is tiresome, slow and need a great attention to details. Our Adobe PDF conversion services include paper to PDF, PDF to text, GIF to PDF etc.



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Our bundle of data entry services can save you time and endeavor if you wish to concentrate on core processes and enhance the rhythm of your business activities in a rapid pace.

WHY US FOR DATA ENTRY?

Our business strengths have been instrumental in the success story of our organization. We attribute our success to following 5 major strengths:

- ▶ **Data Security:** We consider security and safety of your data our prime concern. We work on unique proprietary system which employs delicate industry standards encryption technologies coupled with secure authentication system to allow safe access to your data online.
- ▶ **Quality Control:** Our strict three-tier quality control policy guarantees minimum and almost nil errors.
- ▶ **Expert Team:** Our qualified staff of data entry professionals is aptly experienced and expert in their respective domains to take up the challenges of any vertical of projects.
- ▶ **Automated IT Infrastructure:** Infrastructure plays a crucial role in any organization offering IT enabled services. At Analytix, hardware and software are continuously upgraded to enable the company stay on the razor's edge of technology.
- ▶ **Cost Effective Solution:** We offer qualitative yet cost effective data entry solutions to our clients that allow timely reporting, security and scheduling of projects.

Considering our business strengths, service portfolio and value proposition, if you want to discuss your data entry requirements, email us at sales@aixsol.com or call us at **781.503.9004**.