

Accounting and Bookkeeping Services

Bookkeeping is very important for every organization to maintain and record each and every monetary transaction. It will assist the organization in developing the financial discipline necessary to meet its organizational goals.

We at YenoMax will help the organizations in maintaining up-to-date financial records. We provide accounts and bookkeeping services by certified analysts, who can take care of your daily/monthly/yearly bookkeeping & accounting requirements.

Our mission is to deliver the highest quality book-keeping services worldwide at the lowest rates. In addition, the client should avoid duplicate entries and requirements to save taxes.

Daily Financial Activities

- Regular maintenance of financial activities from various supporting documents.
- Update Bills and Invoices
- Apply payments for Outstanding Bills and Invoices
- Updating Expenses as billable
- List a billable expense and update a invoice for customer

Weekly Activities

- Recording Transactions
- File the receipts
- Review Vendor Outstanding
- Prepare and send invoices to Customers
- Employees Payroll submits
- Payroll adjustments by checking Taxes and Deductions
- Prepare Cashflow and Budget reports

Monthly Activities

- Review Accounts Payable and Accounts Receivable (Aged Debtors and Creditors)
- Vendor and Customer Reconciliation
- Match the balances Bank and Credit card, PayPal, Loan and Intercompany accounts by reconciliation
- Merchant account reconciliation (Infusion Soft, Authorized.net, Stripe, Square, ETSY, ebay and etc.,)
- Ecommerce transactions Updating (Amazon, Shopify, Woocommerce and etc.,)
- Review Actual Profit and Loss vs. Budget and vs. Prior Years
- Cashflow and Budget Preparation
- Inventory Management
- Post Month end Journals if necessary
- Plan your budget in advance

Quarterly Activities

- Review Quarterly Payroll Reports
- Balance Payroll tax payables
- Review sales tax based on Bills and Invoices
- File the taxes by Instructions

Yearly Activities

- Review Payables and Receivables aging reports
- Review your Inventory
- Review the Owner's Investments
- Match the Balances all Bank and Credit cards at the end of the year
- Prepare 1099 by instructions
- Review the Profit and Loss statement
- Review the Balance Sheet statement

We provide the bookkeeping services through using various software's:

- Quick Books
- Xero Accounting
- Zoho Books

- Wave Accounting
- Real Page (Property Management)
- Propertyware
- Tally
- Quicken
- Bill.com
- Fresh Books
- QB Clips
- Advanced Excel and Etc..

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We provide merchant accounts and e-Commerce services:

- Infusion Soft (Keap)
- Authorized.net
- Stripe
- Square
- Amazon
- Shopify
- Best Buy
- eBay
- ETSY and Etc...

Quickbooks training

We provide Quickbooks training to keep you learn accounting and bookkeeping services and we will provide virtual bookkeeping.

Few Basic Bookkeeping Points should not ignore while preparing financial statements.

- Recording Cash/Bank transactions, which should match with your bank or cash balances
- Update invoices but make sure which should not be duplicate invoices
- Check aging (Accounts Receivable and Accounts Payable) reports and keep eye on vendor and customer outstanding balances.
- Avoid duplicate entries while posting financial day to day transactions
- Reconcile your Inventory weekly or monthly basis, Your books should match with Physical goods
- Track your Payroll expenses weekly, Bi-Weekly and monthly and check Employee tax expenses whether it's matching submitted files and reconcile Tax liabilities.
- Reconcile Loan accounts and any other borrowings
- Reconcile Owners Investments and Equities
- Track Due to/from Owners

Quickbooks Features

- Cloud Accounting
- Invoicing
- Connect your Bank and credit cards with QuickBooks to download the transactions
- Customize your own Accounting Reports
- Cash flow Management
- Time Tracking
- Bill Payments through QuickBooks
- Update multi-currency transactions
- Track the Classes, Departments and mark Billable Expenses
- Easy categorization through Bank feed downloaded transactions

- Upload CSV files into bank register and update categorization



Vector Graphics design & Illustration

There have been a lot of innovations in vector Graphics. This enables vector graphics to be scaled to any size without sacrificing picture quality as well as maintaining a small file size.

Vector and Graphics, this service converting the raster graphics to vectors by manual actions. Our design team transforms raw image inputs into camera ready artwork for use by custom-decorating apparel manufacturers and the promotional products industry. Camera ready artwork is used for a variety of printing methods, including screen printing, engraving, laser etching. We Use adobeillustrator to create any type of designs. Mainly we will focus on Logo Design.

Vector graphics provide high-quality, scalable images while retaining file size and bandwidth. The advantages of vector graphics make the vector the first choice for the printing of shapes, the personalization of logos and signs, and the creation of illustrations and infographics.

We include the following graphic designing services:

- Vector design
- Redraws
- Namedrops
- image editing
- Typesetting & Document set.
- Photo Background Removal
- Banners
- Vehicle wraps
- Screen Printing
- T-Shirts
- Signage

- Business cards
- Logo design
- Architectural lettering
- Line art
- Screen printing colour separations.

- Banner designs
- No more "jaggies"
- Bad quality pixilation's and logos.

Lead Generation

The cost of acquiring new customers has increased over the years thanks to an increase in competition. We assist you in identifying and acquiring new customers at a lower cost by empowering you with actionable customer research and knowledge

Yeno max identifies your customers and grabs full attention towards them, perform a range of activities to generate a consistent stream of high-quality leads in different ways..

Identification and segmentation

We assist you in identifying B2B target customers and will segment each one of them to help you in better customer targeting.

- identifying contact information of Accountants & Attorneys based out of New Jersey and New York
- Identifying contact information of HR Managers in top 100 Technology / Software development companies

Prospect Databases Building

Provide us your requirements, accordingly we will build a prospect database

- Identifying and building a database of construction companies based out of Europe, with annual revenue of >\$500 Million, along with contact information of VP Construction, VP Operations
- Identifying and building a list of FMCG product distributors in MENA region along with contact information of CEO/Managing Director/General Manager

Prospect Profiling

Provide deep research insight and strategic account intelligence as a part of your account based marketing program

- Providing a detailed report on top 10 companies in Oil & Energy Sector along with information like Company snapshot, Financials, SWOT analysis, Competitors, News articles, etc.,
- Providing a detailed report on top 10 companies in Pharma Sector along with information like Company snapshot, Financials, SWOT analysis, Competitors, News articles, etc.,

CRM & Email Campaign Management

Client Relationship Management (CRM) is a technique for dealing with all your organization's connections and associations with your clients and likely clients. It assists you with improving your benefit. We undertake all kinds of CRM updation or deletion activities and also assist on Email Marketing activities.

- CRM Tools: Hubspot, ZOHO CRM & Campaigns, Mail Chimp, Sales Force, Pipe drive, In-house CRM etc.,

Whatever your requirement is, our team at Yeno Max will definitely strive hard to provide the best possible outcome.