CORIENT
Customer Oriented Company

Turning Chaos into Compliance—How Corient Helped a Client Organise 2,000+ Handwritten Transactions

Highlights

1 Digitised 2,000+ disorganised, handwritten accounting records

2 Built a complete year-end file with validated ledgers and notes

3 Eliminated duplicate entries and improved long-term accuracy

4 Delivered a future-ready bookkeeping structure for continued compliance

Introduction

When a UK accounting firm found itself overwhelmed by a client's disorganised, handwritten financial records, it turned to Corient for help. The project wasn't just about entering numbers—it was about restoring structure, accuracy, and clarity to an entire year's worth of chaotic transactions. The end goal? A clean, compliant, and ready-to-file year-end financial report.

The Initial Problem: What Went Wrong?

The client's records were purely manual—stacks of handwritten notes with **no digital trail.** Here's what they were facing:

- Over **2,000 financial transactions** jotted across notebooks and loose sheets
- **Illegible handwriting,** inconsistent formatting, and missing labels
- No separation between **sales, purchases, and bank activity**
- No digital system to rely on, making year-end reporting almost impossible

The accounting firm knew they needed expert help, and that's when Corient stepped in.

Corient's First Solution: The Fix

Corient's team approached the project with a clear roadmap:
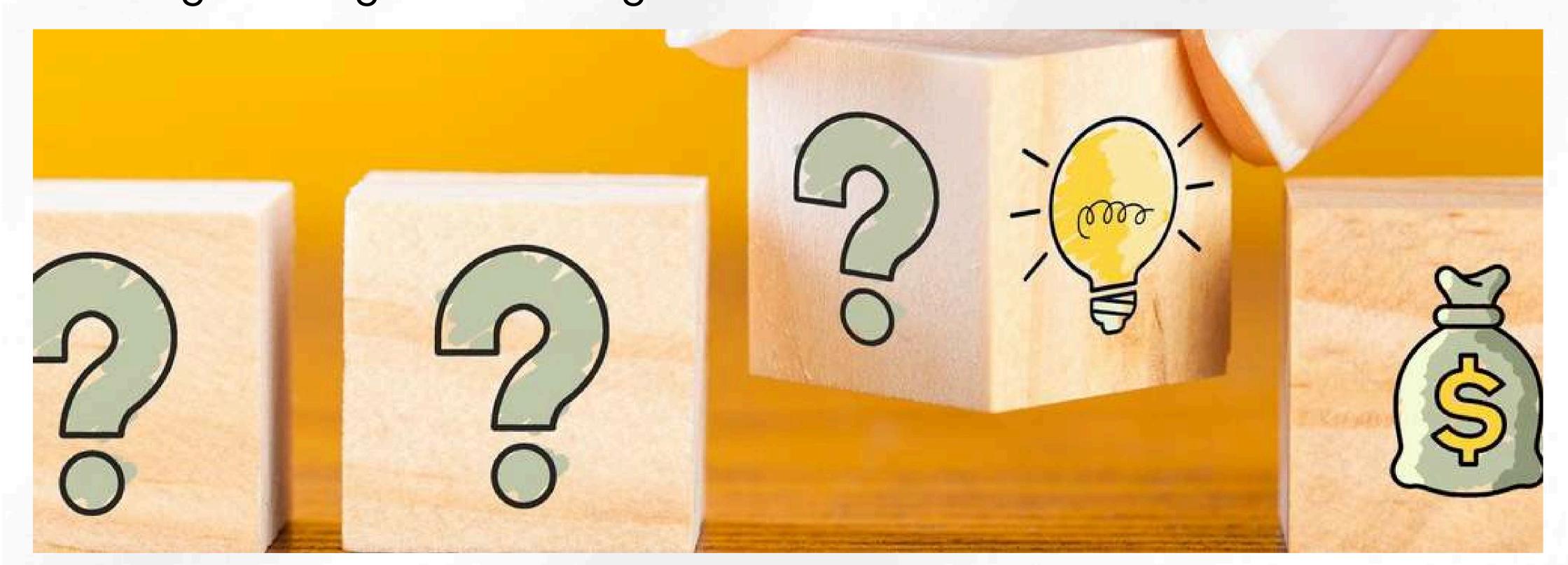
- **Sorting & Categorisation**

Each handwritten entry was sorted into buckets—**Sales, Purchases, and Bank Transactions**—to bring structure to the chaos.

- **Digitisation**

Our team transcribed every record into our cloud-based accounting platform, following industry standards to ensure compliance and consistency.

- **Validation & Cleanup**

During entry, we **flagged duplicates, inconsistencies, and missing data,** checking each against banking records and cross-references.

The New Problem: A Surprise Roadblock

While transcribing, we discovered:

- **Multiple duplicate entries,** many of which weren't evident at first glance
- Records missing crucial data like invoice numbers or dates
- Gaps in bank statements that didn't align with the recorded cash flow

This posed a risk to accurate year-end reporting—and potentially, HMRC compliance.

Corient's Second Solution: Fixing the New Problem

To tackle this, we implemented a **4-step solution:**

Step 1: Deep Record Validation

We compared each entry with supporting bank statements, ensuring every transaction had a verified source.

Step 2: Client Collaboration

We worked closely with the accounting firm via Zoom and shared spreadsheets, helping them spot missing records and fill in gaps.

Step 3: Year-End File Preparation

With cleaned and categorised data, we built a full year-end working file, complete with **ledgers, supporting schedules,** and **annotated notes.**

Step 4: Ready for Future Compliance

We also delivered the digital bookkeeping format as a template for next year, making it easier for the client to maintain consistency moving forward.

For other firms facing similar challenges, our guide on <u>outsourced bookkeeping services</u> explains how outsourcing improves both accuracy and efficiency.

OUTCOME

The Final Outcome: A Success Story

After several weeks of detailed work, the firm received:

- A **comprehensive year-end accounting file,** ready for filing and internal review
- **Clean, accurate ledgers** based on 2,000+ transactions
- Annotated notes to explain any flagged entries
- A digital system they could now use year-round

What the Client Said

★★★★★

"We were honestly drowning in paperwork—Corient didn't just clean it up, they gave us structure and clarity we can use long-term. We'll never go back to doing this manually again."

Key Takeaways: Why This Matters for Businesses

- Accurate financial data is critical for compliance and strategic planning.
- Outsourcing bookkeeping helps overcome time-consuming, manual work.
- Digitisation transforms messy records into structured, future-ready data.

One organised file today prevents dozens of problems tomorrow.