**SOW: Bookkeeping**

An Excel spread-sheet downloaded from the bank account read in the data and add to the program ‘Bank Account’.

Copy the ‘Bank Account’ data, row by row with an edit of *description* (drop down list of generic nature) into the ‘Bank Book’.

Copy the ‘Bank Book’ data, row by row with via a categorise option to ‘Sales Book’, ‘Purchases\_Expenses Book’ or ‘Journal’. If Purchases\_Expenses or Journal is destination sub categorise options to be entered (as previously).

‘Cash Book’ to be generated automatically by instruction.

Read, edit, create report and print utilities to be included.