**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* and *sort* to allocate to correct column into the ‘Bank Book’.

Copy the ‘Bank Book’ data, row by row with via a *sort* option to ‘Sales Book’, ‘Purchases\_Expenses Book’ or ‘Journal’. If Purchases\_Expenses or Journal is destination *sort to* sub category.

A ‘Cash Book’ and a ‘Summary’ are to be generated from the above .