**SOW: Bookkeeping**

Download Bank Statement. Read in the data and add to the program ‘Bank Account’.

Process the ‘Bank Account’ data, row by row with an edit of *description* and allocate to correct column into the ‘Bank Book’.

Process the ‘Bank Book’ data, row by row and allocate to ‘Sales Book’, ‘Purchases\_Expenses Book’ or ‘Journal’. If Purchases\_Expenses or Journal is destination allocate to sub category. Sales gross total to be calculated for Vat and Gross, VAT and Net values entered.

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