

# CAS AP, AR, and Banking Modules

## Prerequisites:

None.

## Course Content

### Accounts Payable

- Chart of Accounts
- Trades
- Vendor Maintenance
- Employees
- Customers
- Job Maintenance
  - Jobs
  - Job Account Tab
  - Cost Codes
  - Cost
- Purchase Orders
- Subcontract Maintenance
- Invoice Payables
- Retainage Payables
- Visual Payables
- Pay Multiple Vendors
- Write Now Distribute Later
- Manual Checks
- Change Invoice Distribution
- PO and Sub Detail

### Accounts Receivable

- Job Maintenance
  - Change Orders
  - Schedule of Values
- Miscellaneous Invoices
- Customers Receive Payments
- Deposits
- Manage Receivables
- Print Statements
- Reconcile Checks
- Reports

### Banking

- Bank Accounts
- Reconcile Checks
- Check Register
- Online Check Reconciliation
- Adjustments