

# Office - Accounts Payable

Office Modules and Topics

Designed with club accountants in mind, Office has numerous features that help track the lifecycle of your club's payables.

**Office - Managing and Entering Vendor Invoices**

**Office - Manage Vendors**

**Office - Vendor Categories**

**Office - Vendor Payment Terms**

**Office - Manage Item Receipts**

**Office - Manage Credit Memos**

**Office - Approved Vendor Invoice and Payment Batches**

**Office - Pay Bills and Print Checks**

**Office - CSI Global VCard User Guide**

**Office - Void Checks**

**Office - Billing Reciprocal Charges to Members**

**Office - Refund Check to Member**

**Office - 1099 Wizard**

**Office - Creating Vendor Labels**

**Office - Accounts Payable Videos**

Note: Videos below are dated, however, concepts are the same. We will be working to update these in the future. Thank you!