M-AP9 Accounts Payable Summary Report

Overview

The AP9 or Monthly AP Summary Report lists all the payments made each month on behalf of the Franchisee by the Accounts Payable (A/P) Department. These payments can be for all store expenses except merchandise for resale and expenses paid at store level via paid outs.

Payments made by the A/P Department and shown on the AP9 may include:

- Insurance
- Janitorial
- Laundry
- Licenses and Permits
- Maintenance
- Membership Dues such as FOA
- Supplies
- Taxes
- Utilities
- Other

(See "Paying Store Non-Merchandise Invoices through the Accounts Payable Department" in Accounts Payable section for instructions on how to authorize the A/P Department to pay store invoices except merchandise ones.)

Accessing the AP9 Report

The AP9 Report is only available on 7hub. To access or print the AP9, select the following:

- Frequency: "Monthly"
- Report Name: "AP9 - Monthly Accounts Payable Summary Report"

Using the AP9 Report

The monthly AP9 Report is a reference for charges that appear on the store financials. The AP9 allows the Store Operator to receive / verify the A/P payments at month's end along with the store's Financial Summary reports.

- After reviewing the store's financial for accuracy, look at the Detail General Ledger Report for any specific items you want to see in more detail.

- If Accounts Payable is a line item in an Account, review the AP9 for more information about the A/P charge.
- Review the AP9 to ensure your store has not been mistakenly charged for another store's invoices.
- In addition, review maintenance charges listed on the AP9 to ensure they are for items/work not covered by contracts.

Related References

See "Maintenance Account List" in Accounts Payable section for Account numbers and descriptions of the various Maintenance Accounts.

See "APD - Accounts Payable Daily Report - Franchise" in this Accounts Payable section for information about the daily version of the Accounts Payable report.

Researching a Charge on the AP9 Report/Getting an Invoice Copy

To get more information about a charge appearing on the AP9 and/or to get a copy of the invoice, contact Accounting Customer Service by creating an on-line Information Request to the Accounting Help Desk, using 7hub (Consolidated Help Desk `CHD On-Line Help' Store Tool in 7hub) or by calling 1-877-711-4422.

The Help Desk needs the following information about the charge to answer your questions as quickly as possible:

- Your name, position and store number
- Facts about the charge you are researching or the invoice copy you want:
- Vendor name (listed in the VENDOR NAME column)
- Account/sub-account number (listed on the AP9 in the ACCOUNTING FLEXFIELD column)

- Voucher Number (listed in the VOUCHER NUMBER column)
- Invoice number (listed in the INVOICE NUMBER column)
- Amount of the charge (listed in the DISTRIBUTION AMOUNT column)
- Descriptive Flexfield information, including the Maintenance Help Desk case number, if any (listed in the DESCRIPTIVE FLEXFIELD column)