ACCOUNTS PAYABLE POLICY AND PROCEDURES

ramp

OVERVIEW

When there is a bill to be paid, or someone needs to be reimbursed for a bill paid with personal funds, the information for the payment needs to be sent to Ramp. To ensure every payment is made quickly and recorded accurately, both an image of the invoice or reimbursement receipt *and* information regarding the payment should be provided. The instructions to ensure the payment is made and recorded correctly are provided below.

Invoices and Reimbursement Requests may be submitted to Ramp by anyone set up in Ramp as an Admin, Employee, or Manager. If anyone else is requesting payment for an invoice or reimbursement to be paid, they must submit the invoice or reimbursement request to someone with a Ramp account.

INVOICES

1. Create an email to presbyteryofsanfrancisco@ap.ramp.com.

- presbyteryofsanfrancisco@ap.ramp.com is your organization specific email for sending invoices to Ramp.

  Note: Only Ramp users can send invoices to this email address. If the invoice comes from an outside address, Ramp will reject the invoice.

2. Attach a picture of an invoice or bill payment request.

- The attachment must be a pdf. Please make sure the name of the company and total amount to be paid are visible in the attachment. If you do not have an actual invoice, you can also upload a pdf of an email requesting payment.

  You can also upload jpgs and pngs, but they must be uploaded directly to Ramp online. You cannot send jpgs and pngs via email to set up an invoice.

3. Provide a Memo, to include Account and Description.

- When sending invoices to Ramp, the text in the body of the email will show up. You must include a Memo that provides a brief explanation of the bill and the account line in the budget where it should be charged. (i.e., "Memo: Charge to 5159 Office Supplies. Description: Paper for Copier").

  Note: If the payment is to a company we have never paid before, a contact email for the company is needed so we can the company as a vendor to Ramp.

4. Send.

- After the invoice documentation is attached and the Memo with account information and description are provided, click send. Ekklesia Financial will be responsible for setting up the invoice for payment. If we have questions, we will follow up via email or include a note on the payment when setting it up for approval.

REIMBURSEMENTS

1. Create an email to reimbursements@ramp.com.

- reimbursements@ramp.com is a generic email address, but Ramp will know your reimbursement request is for the Presbytery of San Francisco by matching your email address to your Ramp account.

  Note: Only Ramp users can send invoices to this email address. If the reimbursement request comes from an outside address, Ramp will not be able to set up a reimbursement.

2. Attach a picture or documentation of a receipt for reimbursement.

- The attachment may be a pdf, jpg, or png. If you do not have a receipt, please be sure to offer greater detail around the reason for the reimbursement.

3. Provide a Memo, to include Account and Description.

- When sending reimbursement requests to Ramp, the text in the body of the email will show up. You must include a Memo that provides a brief explanation of the reimbursement and the account line in the budget where it should be charged. (i.e., “Memo: Charge to 5210 Presbytery Meeting Expense. Description: Guest Presenter”).

  Note: If the reimbursement is to an employee we have never paid before, the employee will need to add their bank account information into Ramp before the reimbursement can be set up. To add bank info, log in to Ramp online and click “My Ramp” on the left-hand column. Then select “Reimbursements” from the sub-menu. Finally, click on the green button in the middle of the screen that says, “Connect your bank account.”

4. Send.

- After the reimbursement documentation is attached and the Memo with account information and description are provided, click send. Ekklesia Financial will be responsible for setting up the reimbursement for payment. If we have any questions about a reimbursement, we will follow up via email or include a note on the payment when setting it up for approval.

BILL & REIMBURSEMENT APPROVALS

1. Payment is setup in Ramp

- Once the information for an Invoice or Reimbursement has been submitted, Ekklesia Financial will set up the bill or reimbursement for payment in Ramp.

2. Approve the Payment

- After an invoice or reimbursement is set up for payment, an email will go out to the Treasurer / Check Signer. In the email itself, the Treasurer / Check Signer will be able to see the Vendor or Staff member being paid, the amount of the payment, the Memo, and the receipt, invoice, or other documentation associated with the payment.

  If the invoice or reimbursement is ready to be approved for payment, simply click “Approve.” This can be done directly from the email or can done by logging in to Ramp. To view bills in Ramp, click “Inbox” in the left navigation pane. Any Bills or Reimbursements to be approved will be indicated by a yellow circle next to the items at the top of the page.

3. Deny the Payment

- If a payment is missing information or supporting documentation, if it appears to be a duplicate of a previous payment, or if the amount for the payment does not match the invoice or reimbursement request, the Treasurer / Check Signer may "Deny" the bill.

  To Deny a bill, click on the invoice or reimbursement in the "Inbox." Then, click on the click "More actions" button in the top right-hand corner of the screen. Next, click "Deny" in the drop-down menu and select the appropriate option ("Needs review," "Duplicate bill," or "Incorrect bill detail"). In the narrative box, type an explanation to explain why the payment was not approved, and then click "Submit."

  After a payment is denied, the invoice or reimbursement creator will be notified.

4. Payment is Processed

- Once a payment is approved by both the Treasurer / Check Signer member, Ramp will proceed to process the payment to the designated vendor or employee. Payments can be made via ACH or Check Payment.

  Ekklesia Financial will handle syncing the Ramp payments with Quickbooks Online.

PHYSICAL CHECK PAYMENTS

There may be times when a physical check must be provided faster than we can process payments in Ramp. In these situations, the following process will ensure the payment is recorded correctly.

1. A Check is Requested.

- There should be some form of check request written by the requesting individual. This could be an invoice from a company, an email from a committee member, or a signed note written by a staff member.

2. The Payment is Approved.

- The invoice, letter, or email should be sent to the appropriate leader for approval. The approval may be offered by affixing a signature to the document, or by confirming payment through email. If the approval is made via email, a copy of the approval email should accompany the payment request.

3. A Check is Written.

- There are no restrictions on who can fill out the check. It could be the Treasurer, Office Staff, or another authorized check signer.

4. The Check is Signed.

- One of the authorized check signers must sign the check. They should verify that supporting documentation and approval accompanies the check, and that the amount requested matches the amount on the check. After the check is signed, it may be delivered to the appropriate recipient.

5. Send Documentation to RAMP.

- A copy of the check documentation, including the request and approval, should be sent to presbyteryofsanfrancisco@ap.ramp.com

  In the email, please note that "This bill was paid using Check # _______." You should also include a Memo that provides a brief explanation of the bill and the account line in the budget where it should be charged. (i.e., "Memo: Charge to 5159 Office Supplies. Description: Paper for Copier").