

FINANCE HANDBOOK

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Timelines

1. The Battels invoice includes charges for rent, meals, utilities, and other miscellaneous items.

For example:

August battels invoice will include

- October rent
- August meal charge
- August utilities charge (if applicable)
- Other Misc charges

2. The Battels invoice is issued on the 10th of each month and covers charges from the previous month.
3. The payment deadline is the end of the month following the invoice date, and Direct Debit collection is processed around the 27th of each month.

For example:

August battels invoice will include :

- October rent
- August meal charges
- August utilities charges (if applicable)
- Other miscellaneous charges

The August invoice will be issued around 10th September, with a payment deadline of 30th September.

Direct Debit collection will be processed around 27th September.

Example Statement



GREEN TEMPLETON
COLLEGE | UNIVERSITY
OF OXFORD

STATEMENT

Document Date 26/08/25

Account No. B*****

NAME

Green Templeton College
Woodstock Road
OX2 6HG Oxford

Posting Date	Document No.	Description	Due Date	Original Amount	Remaining Amount
Entries GBP				b/f	0.00
31/08/24	00098520		31/08/24	1,148.00	0.00
12/09/24	RENT PAID IN ADVANCE	*NAME* ACCOMMODAT rent in advance	12/09/24	-840.00	0.00
30/09/24	00099078		30/09/24	846.84	0.00
31/10/24	00099699		31/10/24	914.65	0.00
21/11/24	1182	*NAME* ACCOMM 00099078	21/11/24	-846.84	0.00
21/11/24	1182	*NAME* ACCOMM 00099699	21/11/24	-914.65	0.00
30/11/24	00100211		30/11/24	888.23	0.00
24/12/24	1224	*NAME* ACCOMMODA 00100211	24/12/24	-888.23	0.00
31/12/24	00100333		31/12/24	75.63	0.00
09/01/25	00100287	Invoice 10020417	09/01/25	3,360.00	0.00
21/01/25	1252	*NAME* ACCOMMODA 00100287	21/01/25	-3,360.00	0.00
31/01/25	1265	*NAME* * 00100333	31/01/25	-383.63	0.00
31/01/25	00101187		31/01/25	56.22	0.00
28/02/25	00101710		28/02/25	889.07	0.00
28/02/25	00022263	Credit Memo 2001289	28/02/25	-840.00	0.00
31/03/25	00102192		30/04/25	44.00	0.00
30/04/25	00102648		31/05/25	872.96	0.00
31/05/25	00103090		30/06/25	927.65	0.00
30/06/25	00022369		31/07/25	-554.32	-554.32
31/07/25	00103950		31/08/25	26.46	26.46
01/08/25	1487	*NAME* ACCOMMODAT Battels	01/08/25	-1,949.90	0.00
				Total GBP	-527.86

Example Invoice



GREEN TEMPLETON
COLLEGE | UNIVERSITY
OF OXFORD

INVOICE

NAME

Green Templeton College
Woodstock Road
OX2 6HG Oxford

Invoice No. **00099078**

Account ID **B*******

Invoice Date 30 September 2024

Payable by Date 30 September 2024

PO No.

Invoice 00099078

Description	Value
September Electricity charge for *Room Details*	4.37
September Gas charge for *Room Details*	2.14
Nov charge for *Room Details* for *No. of Days* @£840.00/p/Month	840.00
<hr/>	
Subtotal	846.51
VAT Amount	0.33
<hr/>	
Total £	846.84

Example Credit Memo/Note



GREEN TEMPLETON
COLLEGE | UNIVERSITY
OF OXFORD

CREDIT NOTE

NAME

Green Templeton College
Woodstock Road
OX2 6HG Oxford

Credit Note No. 00022369
Account ID B*****
Credit Note Date. 30 June 2025

Description	Value
Jul adjustment for *Room Details* for *No. of Days* @ £840.00/p/Month	677.50
June Electricity charge for *No. of Days* at *Room Details*	-28.12
June Gas charge for *No. of Days* at *Room Details*	-2.54
Lunch/Supper June 2025	-6.00
Lunch/Supper Guests June 2025	-8.33
Dinner 19/06/25	-19.00
Dinner Guest 19/06/25	-30.00
Wine 19/06/25	-16.66
<hr/>	
Subtotal	566.85
VAT Amount	-12.53
<hr/>	
Total GBP Incl. VAT	554.32

Statement Explained



GREEN TEMPLETON
COLLEGE | UNIVERSITY OF OXFORD

STATEMENT

Document Date 26/08/25

Account No. B*****

NAME

Green Templeton College
Woodstock Road
OX2 6HG Oxford

Sometimes there might not be a clear description in the "Description" column

The rows highlighted in green are payments

In the "Original Amount" column NEGATIVE figures refer to PAYMENTS or CREDIT NOTES/MEMO'S. POSITIVE figures refer to INVOICES.

Refer to example Invoice Document

Posting Date	Document No.	Description	Due Date	Original Amount	Remaining Amount
Entries GBP				b/f	0.00
31/08/24	00098520	INVOICE	31/08/24	1,148.00	0.00
12/09/24	RENT PAID IN ADVANCE	*NAME* PAYMENT	12/09/24	-840.00	0.00
30/09/24	00099078	INVOICE	30/09/24	846.84	0.00
31/10/24	00099699	INVOICE	31/10/24	914.65	0.00
21/11/24	1182	*NAME* PAYMENT	21/11/24	-846.84	0.00
21/11/24	1182	*NAME* PAYMENT	21/11/24	-914.65	0.00
30/11/24	00100211	INVOICE	30/11/24	888.23	0.00
24/12/24	1224	*NAME* PAYMENT	24/12/24	-888.23	0.00
31/12/24	00100333	INVOICE	31/12/24	75.63	0.00
09/01/25	00100287	INVOICE	09/01/25	3,360.00	0.00
21/01/25	1252	*NAME* PAYMENT	21/01/25	-3,360.00	0.00
31/01/25	1265	*NAME* PAYMENT	31/01/25	-383.63	0.00
31/01/25	00101187	INVOICE	31/01/25	56.22	0.00
28/02/25	00101710	INVOICE	28/02/25	889.07	0.00
28/02/25	00022263	CREDIT MEMO	28/02/25	-840.00	0.00
31/03/25	00102192	INVOICE	30/04/25	44.00	0.00
30/04/25	00102648	INVOICE	31/05/25	872.96	0.00
31/05/25	00103090	INVOICE	30/06/25	927.65	0.00
30/06/25	00022369	CREDIT MEMO	31/07/25	-554.32	-554.32
31/07/25	00103950	INVOICE	31/08/25	26.46	26.46
01/08/25	1487	*NAME* PAYMENT	01/08/25	-1,949.90	0.00
				Total GBP	-527.86

Refer to example Credit Note/Memo Document

If the total amount is **NEGATIVE**, we owe you. If the total amount is **POSITIVE**, you owe us. In this example, this person does **NOT** need to pay us 527.86.

Invoice Explained



GREEN TEMPLETON
COLLEGE | UNIVERSITY
OF OXFORD

NAME

Green Templeton College
Woodstock Road
OX2 6HG Oxford

The number here refers to the
“Document Number” column in
the example statement

INVOICE

Invoice No. **00099078**

Account ID **B*******

Invoice Date 30 September 2024

Payable by Date 30 September 2024

PO No.

Invoice 00099078

Description	Value
September Electricity charge for *Room Details*	4.37
September Gas charge for *Room Details*	2.14
Nov charge for *Room Details* for *No. of Days* @£840.00/p/Month	840.00
<hr/>	
Subtotal	846.51
VAT Amount	0.33
<hr/>	
Total £	846.84

What is an Invoice?

An Invoice is issued when you owe us money for goods/services we have provided. Thus, on the statement it is a POSITIVE figure.

For example, the TOTAL Amount on this Invoice is 846.84, on the example statement it shows as “846.84” in the “Original Amount” column.

Credit Memo/Note Explained



GREEN TEMPLETON
COLLEGE | UNIVERSITY
OF OXFORD

NAME

Green Templeton College
Woodstock Road
OX2 6HG Oxford

Also called a
"CREDIT
MEMO"

CREDIT NOTE

The number here refers to the
"Document Number" column in the
example statement

Credit Note No. 00022369
Account ID B*****
Credit Note Date. 30 June 2025

Description	Value
Jul adjustment for *Room Details* for *No. of Days* @ Â£840.00/p/Month	677.50
June Electricity charge for *No. of Days* at *Room Details*	-28.12
June Gas charge for *No. of Days* at *Room Details*	-2.54
Lunch/Supper June 2025	-6.00
Lunch/Supper Guests June 2025	-8.33
Dinner 19/06/25	-19.00
Dinner Guest 19/06/25	-30.00
Wine 19/06/25	-16.66
<hr/>	
Subtotal	566.85
VAT Amount	-12.53
<hr/>	
Total GBP Incl. VAT	554.32

What is a Credit Memo/Note?

A Credit Memo/Note is issued to reduce the amount of money you owe us. Thus, on the statement it is a NEGATIVE figure like payments.

For example, the TOTAL Amount on this Credit Memo is 554.32, on the example statement it shows as "-554.32" in the "Original Amount" column.