

Billing and bill runs

How IntellX turns supplier files into accurate, locked invoices each month.

1. Supplier files in

Upload your suppliers' billing (SDR) and call (CDR) files, or have call records collected automatically over SFTP. IntellX recognises each supplier's file layout. Three layouts are included as standard; more can be added.

2. Matching and rating

- Each charge is matched to a customer and a service.
- Calls are matched to the number, rated from your tariffs and set against bundles and allowances.
- Anything that doesn't match is held for a decision, so nothing is billed by guesswork. Zero-value supplier credits don't need a decision.

3. The bill run

- Start the month's bill run: choose the month, invoice date and which supplier files go in.
- IntellX shows anything blocking the run and runs its checks, such as services billed below cost.
- An approver signs it off. A deputy approver can be set for when you are away.

4. Invoices

- Invoices are numbered and produced as PDFs with your business's branding, with an optional Excel breakdown.
- Charges can be grouped by site or cost centre.
- **Issued invoices are locked.** Their figures can't be edited or deleted. Corrections are made by credit note and reissue.
- One-off invoices can be raised between runs, from the catalogue or typed in.

Also in billing core

- Early termination charges and price increases, with warnings where UK rules on percentage rises apply to small business contracts.
- Moving services between sites or customers, split by days so nothing is billed twice.
- A "don't invoice this customer" switch.

Talk to us. Email info@intellx.co.uk or visit intellx.co.uk. Pricing is agreed with each provider, based on the modules and hosting you choose.