

Microsoft Azure

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Download invoice and usage

How to download your Azure billing invoice and daily usage data

12/2/2016 • 1 min to read • Contributors

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The billing invoice and daily usage is downloadable from the [Azure Account Center](#). Only the account administrator has permission to get to the billing invoice and usage information. To find out who is the account administrator of the subscription, see the [Transferring ownership of an Azure subscription - FAQ](#).

Get invoice and usage from Azure Account Center

1. Sign into the [Azure Account Center](#) as the account administrator.
2. Select the subscription for which you want the invoice and usage information.
3. Select **BILLING HISTORY**.

Summary for Pay-As-You-Go

OVERVIEW **BILLING HISTORY**

4. You can see your statements for the last six billing periods and the current unbilled period.

Summary for Pay-As-You-Go

OVERVIEW **BILLING HISTORY** ALERTS [PREVIEW](#)

[Click here to Understand Your Bill.](#)

Current period

[View Current Statement](#) [Download Usage](#) ▾

5/12/2015 - 6/11/2015

[Download Invoice](#) [Download Usage](#) ▾ \$7,827.71

4/12/2015 - 5/11/2015

[Download Invoice](#) [Download Usage](#) ▾ \$6,992.41

5. Select **View Current Statement** to see an estimate of your charges at the time the estimate was generated. This information is only updated daily and may not include all your usage. Your monthly invoice may differ from this estimate.

Summary for Pay-As-You-Go

OVERVIEW BILLING HISTORY ALERTS [PREVIEW](#)

[Click here to Understand Your Bill.](#)

Current period

[View Current Statement](#)

[Download Usage▼](#)

5/12/2015 - 6/11/2015

[Download Invoice](#)

[Download Usage▼](#)

\$7,827.71

4/12/2015 - 5/11/2015

[Download Invoice](#)

[Download Usage▼](#)

\$6,992.41

Summary for Pay-As-You-Go

OVERVIEW BILLING HISTORY

USAGE YOU ARE RESPONSIBLE FOR

816.00 GB

\$0.00

DATA TRANSFER IN (GB) - OFF PEAK - ZONE 1

NEXT BILL (ESTIMATED):

\$38.45

6. Select **Download Invoice** to see a copy of your last pdf invoice.

Summary for Pay-As-You-Go

OVERVIEW BILLING HISTORY ALERTS [PREVIEW](#)

[Click here to Understand Your Bill.](#)

Current period

[View Current Statement](#)

[Download Usage▼](#)

5/12/2015 - 6/11/2015

[Download Invoice](#)

[Download Usage▼](#)

\$7,827.71

4/12/2015 - 5/11/2015

[Download Invoice](#)

[Download Usage▼](#)

\$6,992.41

7. Select **Download Usage** to download the daily usage data as a CSV file. If you see two versions available, download version 2.

Summary for Pay-As-You-Go

OVERVIEW BILLING HISTORY ALERTS [PREVIEW](#)

[Click here to Understand Your Bill.](#)

Current period

[View Current Statement](#)

[Download Usage▼](#)

5/12/2015 - 6/11/2015

[Download Invoice](#)

[Download Usage▼](#)

\$7,827.71

4/12/2015 - 5/11/2015

[Download Invoice](#)

[Download Usage▼](#)

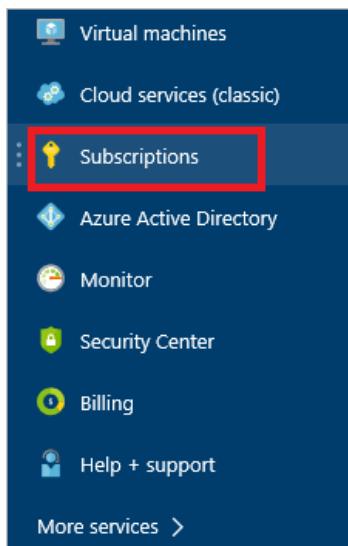
\$6,992.41

For more information about your invoice and daily usage, see [Understand your bill for Microsoft Azure](#).

Get invoice from Azure portal

You can view the daily usage from the Azure portal but only the invoice is available for download.

1. Sign in to the [Azure portal](#) as the account administrator.
2. On the Hub menu, select **Subscriptions**.



3. In the **Subscriptions** blade, select the subscription that you want to view, and then select **Billing & usage**.

The image shows the 'Subscriptions' blade. On the left, there's a list of subscriptions: 'Pay-As-You-Go', 'Visual Studio Ultimate with MS...', and another 'Pay-As-You-Go'. On the right, under the heading 'Pay-As-You-Go Subscription', there are links for 'Overview', 'Access control (IAM)', 'Diagnose and solve problems', and a section titled 'BILLING' with 'Billing & usage' highlighted with a red box. Below that are 'Resource costs' and 'External services'. A search bar at the top is also highlighted with a red box.

4. On the **Billing & usage** blade, click **Download Invoice** to view a copy of your pdf invoice.

The image shows the 'Billing & usage' blade. It displays a table with columns: BILLING PERIOD, CHARGE DATE, AMOUNT (JPY), and INVOICE. Two rows are shown: one for '2016-09-02-2016-10-01' with '5.956.33' and a 'Download invoice' link, and another for '2016-08-02-2016-09-01' with '6,044.56' and a 'Download invoice' link. A note at the top says 'Amount excludes non-Microsoft services.' and a search bar is present.

5. You can view your daily usage by clicking the billing period.

For more information about your invoice and daily usage, see [Understand your bill for Microsoft Azure](#).

Why don't I see an invoice for the last billing period?

There could be several reasons that you don't see an invoice:

- You have a monthly credit amount with your subscription that you didn't exceed or you have a free trial. An invoice isn't generated unless you owe money.
- It's less than 30 days from the day you subscribed to Azure.
- The invoice isn't generated yet. Wait until the end of the billing period.

Need help? Contact support.

If you still have further questions, [contact support](#) to get your issue resolved quickly.

2 Comments

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JJ_Moodie Jan 10, 2017

Please enable the ability to assign a "billing admin". This would save the account admin from logging in to download the invoice each month.

[Like](#) [Reply](#)



Jian Jan 10, 2017

@JJ_Moodie Thanks for the great feedback. Stay tuned for an update soon.

[Like](#) [Reply](#)

English

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