



Priz.ai

# How To Download A Detailed Billing Report

## Azure

# INTRODUCTION

For organizations using Microsoft Azure, understanding cloud costs is crucial for managing budgets and optimizing resources. This guide walks you through how to download a detailed billing report in Azure, ensuring you can track and analyze your cloud spending. This process is easy to follow, even for those without a technical background.

# STEP 1:

## LOG INTO THE AZURE PORTAL

1. Open Your Web Browser: Start by opening any web browser on your computer, such as Chrome, Firefox, or Edge.
2. Navigate to the Azure Portal: Go to <https://portal.azure.com> and log in using your Microsoft account credentials.
3. Access the Portal: Once logged in, you'll see the Azure Portal dashboard. This is the main control center where you manage all your Azure resources.

Visual Discription Below



# STEP 1: VISUAL

The screenshot shows the Microsoft Azure portal home page. The browser address bar displays 'portal.azure.com/#home'. The top navigation bar includes a search bar with the text 'Search resources, services, and docs (G+/)', a 'Copilot' button, and a 'Finish update' notification. Below the navigation bar, the page is organized into several sections:

- Azure services:** A row of ten icons representing various services: 'Create a resource', 'Cost Management ...', 'Subscriptions', 'Microsoft Entra ID', 'Billing access control (IAM)', 'Managed Identities', 'Quickstart Center', 'Azure AI services', 'Kubernetes services', and 'More services'.
- Resources:** A section with 'Recent' and 'Favorite' tabs. Under 'Recent', there is a table with one entry: 'Azure subscription 1' (Type: Subscription, Last Viewed: 4 months ago). A 'See all' link is provided below the table.
- Navigate:** A row of four icons: 'Subscriptions', 'Resource groups', 'All resources', and 'Dashboard'.
- Tools:** A row of four icons: 'Microsoft Learn' (Learn Azure with free online training from Microsoft), 'Azure Monitor' (Monitor your apps and infrastructure), 'Microsoft Defender for Cloud' (Secure your apps and infrastructure), and 'Cost Management' (Analyze and optimize your cloud spend for free).

# **STEP 2:**

## **GO TO COST MANAGEMENT + BILLING SECTION**

1. Find the Menu: On the left side of the dashboard, there is a menu with several options. Look for Cost Management + Billing and click on it.
2. Select Your Subscription: If you have multiple subscriptions, select the one for which you want to download the billing report. Each subscription will have its own billing information.

Visual Discription Below



# STEP 2: VISUAL

The screenshot shows the Microsoft Azure portal interface. At the top, there is a search bar with the placeholder text "Search resources, services, and docs (G+ /)". Below the search bar, the "All services" section is visible. A red box highlights the search bar, and a red arrow points from it to the "Cost Management + Billing" service card. Another red arrow points from the search bar to the "Cost Management + Billing" service card. A red callout box with the text "Type - Cost Management + Billing" is positioned over the search bar. The "Cost Management + Billing" service card is highlighted with a red border and contains the following information:

- Cost Management + Billing**
- [View](#)
- Description**  
Analyze, manage, and optimize your costs.
- Free training from Microsoft**
  - [Control Azure spending and manage bills wi...](#)  
3 units - 2 hr 45 min
  - [Analyze costs and create budgets with Cost ...](#)  
7 units - 40 min
  - [Predict costs and optimize spending for Azu...](#)  
9 units - 1 hr 14 min
- Useful links**
  - [Overview](#)
  - [Get started](#)
  - [Documentation](#)
  - [Training Videos](#)

At the bottom of the screenshot, the URL [https://portal.azure.com/#blade/Microsoft\\_Azure\\_GTM/ModernBillingMenuBlade](https://portal.azure.com/#blade/Microsoft_Azure_GTM/ModernBillingMenuBlade) is visible.

# **STEP 3:**

## **ACCESS BILLING INFORMATION**

1. Go to Invoices: Within the Cost Management + Billing section, look for Billing Scope on the left sidebar. Here, click on Invoices.
2. Choose Your Billing Period: Select the billing period you're interested in. Azure billing periods are usually listed by month, such as "October 2024."

Visual Discription Below



# STEP 3: VISUAL

portal.azure.com/#view/Microsoft\_Azure\_GTM/ModernBillingMenuBlade/~-/Overview

Microsoft Azure Search resources, services, and docs (G+)

## Cost Management + Billing | Overview

Default Directory

Search

Essentials

Account admin :  
Notification email :  
Billing account type : Microsoft Online Services Program

Currency : USD  
Billing country/region : us

You've access to 1 more billing scopes. [Switch scope.](#)

**Billing** (highlighted)  
Subscriptions  
**Invoices** (highlighted)  
Payment methods  
Settings  
Support + troubleshooting

**Latest billed amount**

You don't have any invoices in the last 6 months

**Invoices over time**

No invoices in the last 6 months

Total amount: 10.00

**Shortcuts**

- Update sold to
- Edit preferred communication email
- Give feedback

**Your subscriptions** Current period cost excludes tax. Available credit would be applied when invoice is generated.

Subscription name	Subscription ID	Status	Last billed amount	Due date	Current Cost	
	9bfcf7e6-995c-4c4c-9096-325f211b432b	Active	Not available	Not available	Not available	...

# **STEP 4:**

## **DOWNLOAD YOUR BILLING INVOICE**

1. Find the Download Link: Under the chosen billing period, you'll see an option to download the invoice in PDF format and the detailed usage report in CSV format.
2. Download Detailed Usage: Click on the Download CSV link. This file contains detailed information on your Azure spending, including costs broken down by service, usage type, and other details.

Visual Discription Below



# STEP 4: VISUAL

The screenshot shows the Microsoft Azure portal interface for the 'Invoices' section. The page title is 'Cost Management + Billing | Invoices'. A red arrow points to the 'Export to CSV' button, which is highlighted with a red box. The page includes a search bar, a refresh button, and a 'Download' button. Below these are filters for 'Subscription: All subscriptions', 'Status: Any status', and 'Timespan: Last 12 months'. The main content area shows a table with columns for 'Invoice ID', 'Subscription', 'Invoice date', 'Billing period', 'Amount due', 'Total amount', and 'Type'. The table is currently empty, displaying a message: 'No Invoices to display'. Below the message, there is a link to 'Search invoice'. The page footer shows the URL: 'https://portal.azure.com/#view/Microsoft\_Azure\_GTM/ModernBillingMenuBlade/~/Invoices'.

portal.azure.com/#view/Microsoft\_Azure\_GTM/ModernBillingMenuBlade/~/Invoices

Microsoft Azure

Search resources, services, and docs (G+)

Copilot

Finish update

Personal Links Business Links VC Competition Content Creation Lead Gen Helpful Links Learnings Seed Template (O...) Calendly Cloud Outage Das...

All services > Cost Management + Billing

Cost Management + Billing | Invoices

Default Directory

Search

Refresh

Export to CSV

Download

Edit invoice details

Feedback

Overview

Cost Management

Diagnose and solve problems

Billing scopes

Billing

Subscriptions

Invoices

Payment methods

Settings

Support + troubleshooting

View invoices for your Azure subscriptions, Azure support plan or Reservations and Azure Marketplace purchases. Note that this table displays invoices for subscriptions for which you're an account administrator. If you have access to a subscription through [role-based access control \(RBAC\)](#), go to [Subscriptions](#).

It might take up to 48 hours for this table to reflect payments.

Any text search

Subscription: All subscriptions

Status: Any status

Timespan: Last 12 months

No grouping

Payment methods

Next invoice

Not available

Invoice ID	Subscription	Invoice date	Billing period	Amount due	Total amount	Type
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No Invoices to display

Try changing your filters or select search invoices to look for invoices in other subscriptions or billing accounts.

[Search invoice](#)

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https://portal.azure.com/#view/Microsoft\_Azure\_GTM/ModernBillingMenuBlade/~/Invoices

# **STEP 5:**

## **OPEN THE CSV FILE FOR ANALYSIS**

1. Open the CSV File: Once downloaded, locate the file in your computer's Downloads folder. Double-click to open it in a program that can handle CSV files, such as Microsoft Excel or Google Sheets.
2. Review Your Data: The CSV file includes rows of data on all Azure services used, their costs, and usage details. You can now filter and analyze this data to understand your Azure costs better.

## **TIPS FOR BILLING ANALYSIS**

1. Filter to remove confidential information:
  - a. Account IDs
  - b. Subscription IDs
  - c. Resource group names

# **STEP 6:**

## **DROP CSV BILL INTO PRIZ PORTAL**

1. Navigate to Priz.ai Webpage.
2. Click Log In Tab
3. Fill Out Neccessary Information
4. Navigate to “Bill Credits” Tab: Fill out the necessary information and drop csv file of detailed billing information into the portal and click “upload”.