



Priz.ai

How To Download A Detailed Billing Report

AWS

INTRODUCTION

Understanding cloud costs is essential for managing budgets and optimizing resources. AWS (Amazon Web Services) provides tools that make it easy to access a detailed billing report, allowing you to track your spending and analyze where your cloud budget is going. This guide explains how to download a billing report in a straightforward, step-by-step manner.

STEP 1:

ACCESS THE AWS MANAGEMENT CONSOLE

1. Open a Web Browser: Start by opening any web browser, such as Chrome, Firefox, or Safari.
2. Navigate to the AWS Console: Go to <https://aws.amazon.com/console>.
3. Log In: Use your AWS credentials to log into the AWS Management Console. You'll need the correct permissions to view billing information.

Visual Discription Below



STEP 1: VISUAL

The screenshot shows the AWS Management Console home page in the us-east-2 region. A red box highlights the search bar in the top navigation bar, which contains the text "Search" and "[Option+S]". A red arrow points from this search bar to a blue notification banner at the top of the main content area. The banner contains the text: "myApplications now supports automatic addition of resources using existing tags. Use your existing tags to automatically add resources to your application. Learn more [link]". To the right of the banner is a button that says "Create application using tags". Below the banner, a red callout box with white text says "Type - Billing And Cost Management". The main content area is titled "Console Home" and features several sections: "Recently visited" with links to Billing and Cost Management, IAM, AWS Health Dashboard, Support, Activate for Startups, IAM Identity Center, and AWS Billing Conductor; "Applications (0)" with a "Create application" button and a search bar; "Welcome to AWS"; "AWS Health"; and "Cost and usage". The footer of the page includes "CloudShell", "Feedback", and copyright information for Amazon Web Services, Inc. or its affiliates.

STEP 2:

GO TO THE BILLING AND COST MANAGEMENT DASHBOARD

1. Locate the Billing Dashboard: Once logged in, find the search bar at the top of the page. Type “Billing” and select Billing and Cost Management from the dropdown results.
2. Open the Billing Dashboard: This dashboard is your main hub for managing all things related to AWS billing, cost management, and budgets.

Visual Discription Below



STEP 2: VISUAL

The screenshot displays the AWS Billing and Cost Management console interface. The browser address bar shows the URL: `us-east-1.console.aws.amazon.com/costmanagement/home?region=us-east-2#/home`. The search bar at the top is highlighted with a red box and contains the text "[Option+S]". A red arrow points from the search bar to the "Type - Cost & Usage" text in a red box. The left sidebar contains a navigation menu with the following sections:

- Billing and Cost Management
 - Home
 - Getting Started
- Billing and Payments
 - Bills
 - Payments
 - Credits
 - Purchase Orders
- Cost Analysis
 - Cost Explorer
 - Cost Explorer Saved Reports
 - Cost Anomaly Detection
 - Free Tier
 - Data Exports
- Cost Organization
 - Cost Categories
 - Cost Allocation Tags
 - Billing Conductor
- Budgets and Planning
 - Budgets

The main content area displays the "Billing and Cost Management home" page. It features a "Cost summary" section with the following data:

Metric	Value
Month-to-date cost	\$0.00
Last month's cost for same time period	\$0.00
Total forecasted cost for current month	Data unavailable
Last month's total cost	\$0.00

The "Cost breakdown" section shows a dropdown menu set to "Service" and a "Costs (\$)" section with a value of 0.00. The "Recommended actions (1)" section contains a "Getting started" notification: "Create a cost budget to receive alerts when your costs and usage exceed your budgeted amounts. [Create budget](#)".

At the bottom of the page, the footer includes: "© 2024, Amazon Web Services, Inc. or its affiliates. Privacy Terms Cookie preferences".

STEP 3:

ENABLE DETAILED BILLING REPORTS (IF NOT ALREADY ENABLED)

1. Find the Reports Section: On the left side of the Billing and Cost Management dashboard, look for Cost & Usage Reports.
2. Enable Reports: If detailed billing reports are not enabled, you'll need to turn them on. Click Create Report to enable Cost and Usage Reports.
3. Set Up Your Report: Follow the prompts to customize your report, such as specifying a report name, choosing a delivery option (typically Amazon S3, AWS's storage service), and selecting the Detailed report type.
4. Save Settings: Once configured, save your report settings. After enabling, AWS will begin generating detailed reports, but it may take some time for data to be available.

Visual Discription Below



STEP 3: VISUAL

The screenshot shows the AWS Billing and Cost Management console. A blue banner at the top states: "The Cost and Usage Reports legacy page will be deprecated. Data exports is the new experience to export your cost and usage reports and more. As a result, the Cost and Usage Reports legacy page is pending deprecation. You'll continue to have access to Cost and Usage Reports, the customer carbon footprint tool, and the AWS usage report from data exports." A "Try new experience" button is visible in the top right of the banner. Below the banner, the breadcrumb navigation is "Billing and Cost Management > Cost and Usage Reports". The main heading is "Cost and Usage Reports" with an "Info" link. A text block explains: "AWS Cost and Usage reports provide access to detailed data, enabling you to better analyze and understand your AWS costs as well as the specific product offerings and usage amounts underlying those costs. You can customize the content and delivery of your reports and manage them from the reports dashboard." A red box highlights the "Create report" button, with a red arrow pointing to it. Below this are three cards: "Analyze your cost and usage" (with a "View in Cost Explorer" link), "Monitor your Reserved Instance (RI)" (with a "View in Utilization Report" link), and "AWS Usage Report" (with a "Create a Usage Report" link). At the bottom, there is a section for the "Customer Carbon Footprint Tool" with "Start month" and "End month" input fields.

The screenshot shows the "Set delivery options" page for creating a Cost & Usage Report. The breadcrumb navigation is "Billing and Cost Management > Cost and Usage Reports > Create Cost & Usage Report". The page is divided into three steps: "Step 1 Specify report details", "Step 2 Set delivery options", and "Step 3 Review and create". The "Configure S3 Bucket" section shows a text input field with "S3://myBucket" and a red box around the "Configure" button, with a red arrow pointing to it. Below this is the "Report delivery options" section, which includes an "S3 path prefix - required" input field with "myS3PathPrefix" and a help icon. The "Report data time granularity" section has three radio button options: "Hourly" (selected), "Daily", and "Monthly". The "Report versioning" section has two radio button options: "Create new report version" (selected) and "Overwrite previous version". A note below states: "Delivering new report versions can improve audibility of billing data over time."

STEP 3: VISUAL - CONTINUED

us-east-1.console.aws.amazon.com/billing/home?region=us-east-2#/reports/create

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

aws Services Search [Option+S]

- Product attributes (instance type, operating system, and region)
- Pricing attributes (offer types and lease lengths)
- Reservation identifiers and related details (for Reserved Instances only)

Additional content

- Include resource IDs**
When resources are created, AWS assigns each resource a unique resource ID. Including individual resource IDs in your report can significantly increase the file size.
- Split cost allocation data**
Include detailed cost and usage for shared resources for cost allocation (for Amazon ECS and EKS). These resources are primarily used for cost allocation and aren't available in billing or invoice reports. Including these resources introduces new rows and columns in the Cost and Usage Report and might increase file size.

You've opted in to including split cost allocation data in the report.
Prerequisite: Make sure you also opt in to the feature through [Cost Management preferences](#).

Report data processing settings

Data refresh settings
Choose if you want Cost and Usage Reports to refresh if AWS applies refunds, credits, or support fees to your account after finalizing your bill.

- Refresh automatically**
AWS updates the report in your bucket at least once a day. When a report refreshes, a new report is uploaded to Amazon S3.

Cancel **Next**

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STEP 4:

ACCESS AND DOWNLOAD THE DETAILED BILLING REPORT

1. Open Your S3 Bucket: The report will be saved in an Amazon S3 bucket, a type of online storage space within AWS. To access the report, return to the AWS Console home, type “S3” in the search bar, and select S3.
2. Locate Your Billing Bucket: In the S3 dashboard, find the bucket you set up when enabling reports. The bucket will contain folders organized by date.
3. Download the Report: Navigate to the folder for the billing period you’re interested in (e.g., October 2024). Inside, you’ll find your billing report in CSV (Comma-Separated Values) format. Click on the file name and select Download to save it to your computer.

STEP 5:

OPEN AND REVIEW YOUR BILLING REPORT

1. Locate the File on Your Computer: The downloaded report will be in your Downloads folder.
2. Open with Excel or Google Sheets: Double-click to open the CSV file in a program like Microsoft Excel or Google Sheets. This allows you to view detailed costs and usage information.
3. Analyze Your Spending: With all cost and usage data at your fingertips, you can filter, sort, and analyze to see where your AWS costs are concentrated.