Get a Cloud Billing document such as an invoice, statement, or receipt

About Cloud Billing documents

In the Google Cloud Console, you can access most of your Cloud Billing documents in the **Documents** page. You can look for specific documents (like statements or invoices), download them in bulk or individually, create custom filters for viewing your documents, and more.

If you are looking for a **payment receipt**, you can find those in the **Transactions** page of the Google Cloud Console.

This article describes how to find all of the Cloud Billing documents that are available for your Cloud Billing account type (/billing/docs/concepts#billing_account_types).

Statements

A statement is not a bill. It is a summary of monthly billing activity, generated for Cloud Billing accounts that are set up as a self-serve/online account (/billing/docs/concepts#billing_account_types). Self-serve Cloud Billing accounts are configured to automatically pay for your Google Cloud costs based on your billing cycle (/billing/docs/how-to/billing-cycle). In addition to automatic payments, if you prefer, you can make a manual credit card payment (/billing/docs/how-to/manual-payment) to your self-serve Cloud Billing account at any time.

A statement contains your legally-registered business address, tax IDs, any payments made during the month, any taxes paid for the month, and a summary of your usage costs for the month.

Based on your charging cycle, or if you have made a manual payment, it's possible to make more than one payment in a month. On your monthly statement, payments show up as transactions.

If you want to receive statements by email, or you want to change who receives statements, see Change payments contacts and notifications (/billing/docs/how-to/modify-contacts).

Invoices

An invoice contains your legally-registered business address, tax IDs, any payments made during the month, and any taxes paid for the month. In general, a Cloud Billing account set up as an invoiced account (/billing/docs/concepts#billing_account_types) generates one invoice each month.

An invoice for a particular month should be available by the fifth business day of the following month. For example, your September invoice will be ready no later than the fifth business day of October. Invoices aren't generated on weekends or bank holidays, so you should expect invoices to be delayed during those periods.

You pay your invoice balance according to the terms and conditions that you agree to when you enroll in monthly invoicing. Learn how to pay your invoice (/billing/docs/how-to/pay-invoice).

If you want to receive invoices by email, or you want to change who receives invoices, see Change payments contacts and notifications (/billing/docs/how-to/modify-contacts).

Invoices generally include all costs incurred during a given calendar month, but the cost for some products' us
y end of a calendar month might roll over to the next month's invoice.

Payment receipts

Payment receipts are available for all Cloud Billing account types (/billing/docs/concepts#billing_account_types). You can get a receipt (#get-receipt) for your records at any time in the **Transactions** page of the Cloud Billing console.

If you want to receive receipts by email, or you want to change who receives receipts, see Change payments contacts and notifications (/billing/docs/how-to/modify-contacts).

Get your statement or invoice

Statements and **invoices** are available in the **Documents** page for each Cloud Billing account. The type of documents available is specific to the type of Cloud Billing account (/billing/docs/concepts#billing_account_types) you are viewing.

Looking for a **payment receipt**? Payment receipts are available in the **Transactions** page of your Cloud Billing console. For more information, follow the instructions at Get your payment receipt (#get-receipt)

To find your statement or invoice or other Cloud Billing documents, in the following section, select the tab that represents the type of Cloud Billing account (/billing/docs/concepts#billing_account_types) (**Self-serve account** or **Invoiced account**) you are viewing, to see the instructions for finding your documents.

If you are not sure what type of billing account you are viewing, visit Find out your Cloud Billing account type a ng cycle (/billing/docs/how-to/billing-cycle) to learn more.

Self-serve accountInvoiced account (#invoiced-...

The types of documents available to self-serve (online) Cloud Billing accounts include statements, debit memos, credit memos, and tax invoices, as applicable to your specific Cloud Billing account.

You can find your Cloud Billing documents by accessing the Cloud Billing **Documents** page in the Cloud Console, or in the Documents section of the Google payments center (https://support.google.com/paymentscenter/answer/7520537). The following information describes using the **Cloud Console** to get your documents.

Access the Documents page

To get your Google Cloud statement and other documents:

1. Sign in to the Google Cloud Console.

   Sign in to Cloud Console (https://console.cloud.google.com/)

2. Open the Cloud Console **Navigation menu** ≡, and then select **Billing**.

   If you have more than one Cloud Billing account, do one of the following:

   - To manage Cloud Billing for the current Cloud project, select **Go to linked billing account**.
   - To locate a different Cloud Billing account, select **Manage billing accounts** and choose the account for which you'd like to see statements.

3. From the Billing navigation menu, click **Documents**.

Documents page

In Documents, you can search for specific statements, download individual or multiple statements, create custom filters to view your statements, and more.

Select your document types

From the **drop-down menu at the top of the table**, select a preset or custom filter to control which types of documents are listed in the table.

- The default option is **All statements and memos**, and shows all of your statements, debit and credit memos, and tax invoices, as applicable to your Cloud Billing account.
- If applicable to your Cloud Billing account, other preset view options include:
  - **All statements**: Shows all available monthly statements.
  - **All credit memos**: Shows all of your credits.
  - **All tax and statutory documents** (if applicable to your country): Shows tax and statutory documents, such as *Usage VAT Invoice*, *Proforma Invoice*, *Act of Acceptance*, and *Act of Reconcilitation*.

Filter your documents

You can customize the documents displayed in the table by adding filters:

1. Above the table, click **+ Add a filter**.
2. Select the filter type that you'd like to apply.
3. Enter any additional information needed to complete the filter.
4. Click **Apply**. You can add more filters as needed.
   - For example, to view a list of statements generated for a date range, add an *Issue date* filter and then set the start and end dates.
   - To remove a filter, click the **X** on the filter you'd like to remove.

Show or hide columns

You can select the columns to display in the table, as well as rearrange the order of the columns.

1. In the column header row, at the far right of the table, click **Edit**.
2. Select the columns you want to show or hide.

3. To rearrange the order of the columns in the table, drag the column names in the *Edit* box.
4. Click **SAVE**.

Sort the documents you see

You can change the sort order of the documents in your table by sorting on one of the visible columns.

- To sort your documents in ascending or descending order, click the column header that you'd like to sort by.
- Click the column header again to toggle between ascending and descending order.

Create and save custom filters for reuse

You can add columns, sort, and filter your documents to show only the documents you want to see (for example, all statements in descending order for an amount greater than $500), and then save this customization for future use.

- To **save your filter settings** for reuse, select **SAVE CUSTOM FILTER**, enter a **name** for your custom filter, and click **SAVE NEW**.
- To **use your saved custom filter**, click on the **drop-down menu at the top of the table**, and scroll down past the list of preset filters to the ***Custom filters*** section.
- To **delete a custom filter**, first open the custom filter, then select **SAVE CUSTOM FILTER**, and click **DELETE**.
- To **edit an existing custom filter**, follow these steps:
    1. Open the custom filter.
    2. Adjust your columns, sort, and filter settings.
    3. Select **SAVE CUSTOM FILTER**.
        - To save as a **new custom filter**, edit the custom filter name to create a unique name, and then click **SAVE NEW**.
        - To **replace the existing customer filter** with the new filter settings, leave the name the same and click **UPDATE**.

Download individual or multiple statements or other documents

Statements include a summary of your monthly costs and payments, and download in PDF format. To see a more granular view of your monthly costs, visit the **Cost Table report** (/billing/docs/how-to/cost-table).

To download your documents, follow these steps:

1. Check the box to the left of the statement or document that you'd like to download.

   To **select all** of the documents that appear in your table, check the box in the column header row of the table.

2. Click **DOWNLOAD SELECTED**.

   If you have more than one page of documents and you selected to download all of them, you will be prompted with the option to download just the documents on the page you are viewing, or to download all of the selected documents across all pages.

3. If you selected one document to download, a PDF of that document is downloaded. If you selected multiple documents to download, a .zip file is created and downloaded containing a PDF for each of the selected documents.

Note: A row for the current month's statement is not available until the statement has been generated (after the end of the current month).

Transactions page

You can also **download your statements** and other documents from the *Transactions* page:

1. In the Cloud Console, from the Billing navigation menu, click **Transactions**.
2. On the Transactions page, use the toggles to adjust the data displayed and set the date range so that it corresponds to the invoices you want to download.
   - The default view is **Last 3 months**, which lets you access your most recent statements.
   - To access previous statements, adjust the date range using the menu options. For example, choose **This year** if you want to access statements for the current calendar year.
3. In the **Transactions** table, expand the **Documents** row to view available documents.
4. Click the statement number to download a PDF version of the statement.

Tip: If you want to view detailed monthly costs for projects and SKUs, **view your Cost Table report** (/billing/docs/how-to/cost-table). For additional analysis, you can download the cost table report to CSV.

Get your payment receipt

Receipts are available for all Cloud Billing account types (/billing/docs/concepts#billing_account_types). You can get a receipt for your records at any time in the **Transactions** section of the Cloud Billing console.

To get your receipt:

1. Sign in to the Google Cloud Console.

   Sign in to Cloud Console (https://console.cloud.google.com/)

2. Open the Cloud Console **Navigation menu** ≡, and then select **Billing**.

   If you have more than one Cloud Billing account, do one of the following:

   - To manage Cloud Billing for the current Cloud project, select **Go to linked billing account**.
   - To locate a different Cloud Billing account, select **Manage billing accounts** and choose the account for which you'd like to see receipts.

3. From the Billing navigation menu, click **Transactions**.
4. On the Transactions page, set the toggles above the table to control the view and filter the list of transactions:

   a. In the *View* drop-down, select **Detailed transaction view**.

   b. In the *Transaction type* drop-down, select **Payments**. The list of transactions is filtered to display payments made.

   c. In the *Date range* drop-down, set the **date range** so that it corresponds to the receipts you want to view.

5. From the list of transactions, in the **Description** column, click the ***Payment*** link to view the payment receipt. The receipt opens in a new browser window.

Missing charges or documents

If you can't find a specific charge or transaction related to a Google Cloud service or Google Maps Platform API, contact Cloud Billing support (/billing/docs/support) for assistance.

Related topics

For more information on Cloud Billing best practices and Google Cloud resource management, refer to the Cloud Billing onboarding checklist (/billing/docs/onboarding-checklist) article.

Other related topics:

- Export Cloud Billing data to BigQuery (/billing/docs/how-to/export-data-bigquery)
- View your Cloud Billing reports and cost trends (/billing/docs/how-to/reports)
- View your cost and payment history (/billing/docs/how-to/view-history)
- Create, modify, or close your Cloud Billing account (/billing/docs/how-to/manage-billing-account)

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