

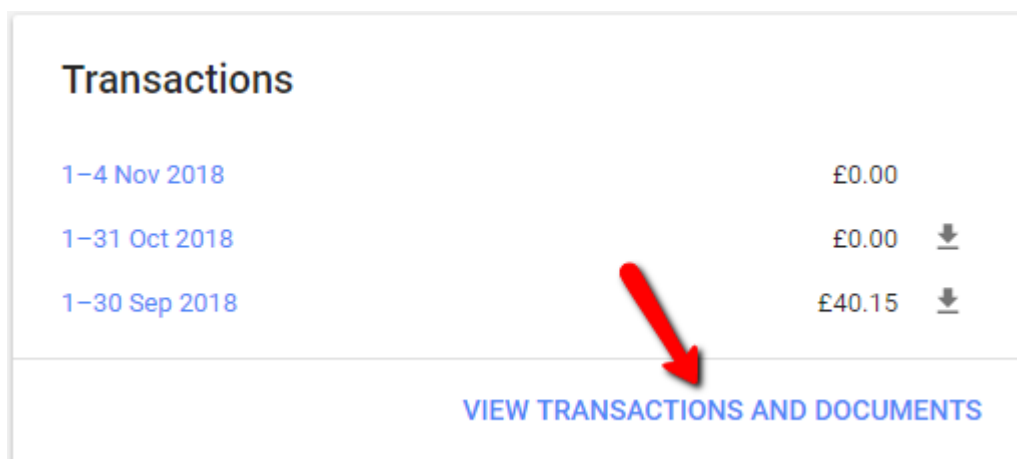
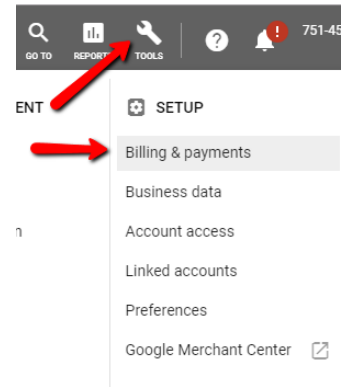
## Google AdWords: How to Print Invoices

### Document Purpose and Age

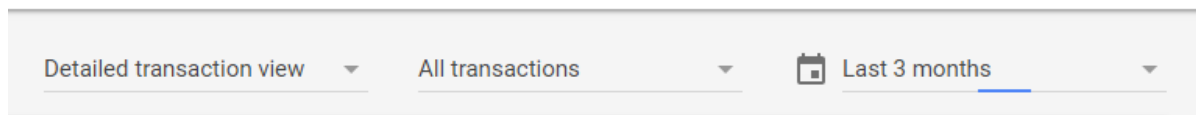
Several clients find Google AdWords invoicing hard to use. In truth, it's taken us a while to get to the bottom of it. This document explains how to print your AdWords invoices – *at the time of writing, November 2018*. They keep changing (“improving”) the procedure.

### Invoice Printing Procedure

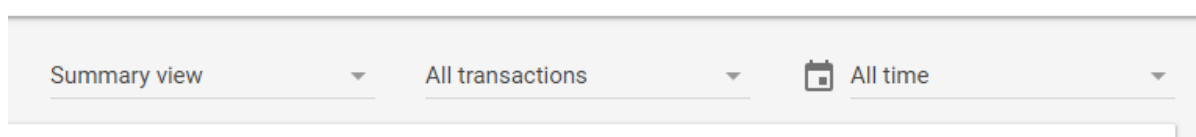
1. Log into your AdWords account
2. The billing section is hidden under “TOOLS” then “SETUP”
  - a. click the spanner icon
  - b. then select “Billing & payments”
3. It displays a list of months, most recent month first  
the most recent month is expanded
4. You then see a “Dashboard” screen; look for the  
Transactions” box and click [VIEW TRANSACTIONS AND DOCUMENTS](#)



5. A set of filters is displayed across the top of the list, the default values being,



6. Select the view you'd like: I choose summary view to avoid getting a massive list that's too long to take in.
7. Select the range of dates that covers the invoices you want to print. I chose “All time”.







8. The summary list shows active months, those with a value in the “Costs” row.

# BlueTree Website Design

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9. Select the first month for which you need an invoice. It will be displayed like this.

| 1–30 Sep 2018  |   |   |
|--|---|---|
| <b>Documents (2)</b>   |   |    |
| EU VAT Invoice (1)<br><a href="#">595559278097-18 (Created: 02/10/2018)</a>  |   |   |
| Statement (1) <br><a href="#">5629215450800110_20180930</a> |   |   |
|  |   | Ending balance: £40.15  |
| Transaction Type   | Description                                   | Amount (GBP)  |
| Costs  | <a href="#">Campaign activity: 150 clicks</a> | £54.89  |
| Payments   | 1 payment                                     | -£167.91  |

10. Download the invoice, in this instance labelled “EU VAT Invoice (1)”, by clicking the link [595559278097-18 \(Created 02/10/2018\)](#).

11. Repeat for other months needed, if any.

## The End

If you have any questions, or have ideas for improving this document, please submit them here, on our [Contact page](#).