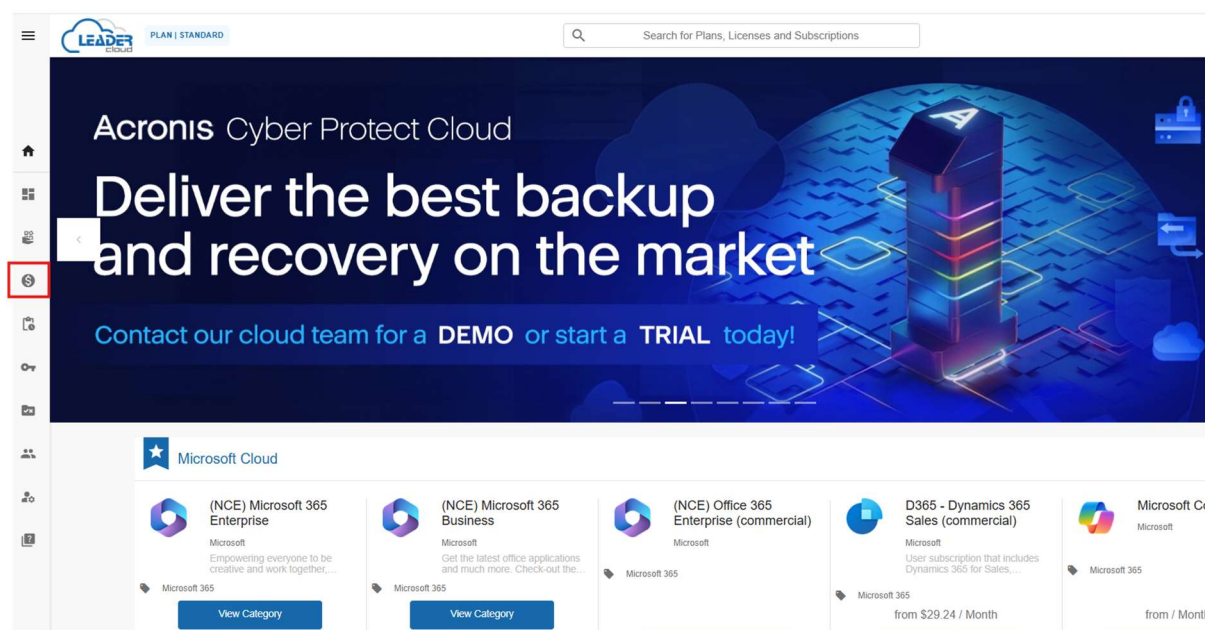


# How to View and Download Invoices from Leader Cloud Portal

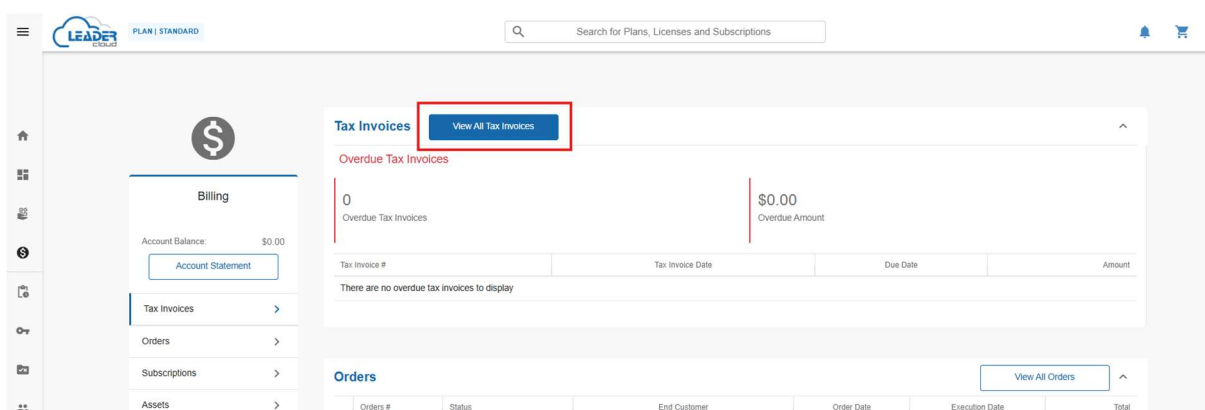
Log in to the Leader Cloud Portal.

<https://hub.leadercloud.com.au/>

On the left menu, click Billing.



At the top, click View all tax invoices.



Click the invoice number you wish to view.

Email us today at [help@leadercloud.com.au](mailto:help@leadercloud.com.au)

PLAN | STANDARD

Search for Plans, Licenses and Subscriptions

### Tax Invoices

All Tax Invoices

Type	Invoice Number	Status	Tax Invoice Date	Due Date	Amount
Tax Invoice	206927	Paid	22/06/2025	22/06/2025	\$161.92
Tax Invoice	205941	Paid	14/06/2025	14/06/2025	\$6.49
Tax Invoice	201303	Paid	22/05/2025	25/05/2025	\$161.92
Tax Invoice	200232	Paid	14/05/2025	17/05/2025	\$6.49
Tax Invoice	200348	Paid	14/05/2025	17/05/2025	\$5.40
Tax Invoice	199604	Paid	09/05/2025	12/05/2025	\$141.68
Credit Invoice	199683	Paid	09/05/2025		-\$155.16
Tax Invoice	195572	Paid	22/04/2025	25/04/2025	\$155.16
Tax Invoice	194826	Paid	14/04/2025	17/04/2025	\$7.12
Tax Invoice	190072	Paid	22/03/2025		\$155.16

Pay Tax Invoices

Current page 1 showing: 1 - 10 from 11

To save the invoice as a PDF, find the option at the bottom left and click Save as PDF.

206927

Status: Paid

Due Date: 22/06/2025 Tax Invoice Date: 22/06/2025

Total Before Tax: \$147.20  
GST: \$14.72  
Amount: \$161.92

Tax Invoice Items >

Customer Analysis >

Save as PDF

View tax invoice in printable form

### Tax Invoice Items

#	Description	Billing Cycle	Unit Price	Quantity	Unit	Original Total	Discount	Total
1	M365 - Microsoft 365 Business Standard (New Commerce)	22/06/2025 - 21/07/2025	\$22.44	8	Month	\$179.52	18.01 %	\$147.20

Current page 1 showing: 1 from 1

### Customer Analysis

Search customer

#	Customer	Total
1	Attend Support Services	\$147.20

#	Description	Billing Cycle	Unit Price	Quantity	Unit	Original Total	Discount	Total
1.1	M365 - Microsoft 365 Business Standard (New Commerce)	22/06/2025 - 21/07/2025	\$22.44	8	Month	\$179.52	18.01 %	\$147.20

To download the invoice as an Excel file, use the option on the right side.

206927

Status: Paid

Due Date: 22/06/2025 Tax Invoice Date: 22/06/2025

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