

Cloud Consumption Reporting

Direct Customers User Guide



Overview

Cloud Consumption Reporting (CCR) is an integrated portal for our Cloud Care customers that gives you a detailed overview of your CSP usage for Microsoft 365 and Azure. Keeping up with software entitlements can be very complex and much resource is dedicated to this. CCR helps clients turn this software challenge into a well-managed process that saves time, money and resources.

Key Benefits of the tool:

- Helps support better cost management and can be used to identify cost optimization opportunities.
- Save time and improve efficiency because it ensures that team efficiency is maximized, and the time invested in managing licenses is reduced.
- It ensures stakeholders involved in license management have access to accurate and useful data they to aid efficient use of their time.
- There are many complimentary features of the tool, and some that are available as part of a managed service.
- Our Microsoft clients have complimentary access to the following feature in ELD: CSP Cloud Services reports.

Useful info

Tenants & Account Creation

- CCR is a service contained in your Cloud Care package and comes to you at no extra cost.
- You can open a maximum of 25 user accounts and add as many tenants as your organisation manages.


To add either, or if you have feedback or request assistance with the use of the platform, simply contact your Insight representative directly or by raising a Cloud Consumption Reporting (CCR) support ticket via our Service Now tool.

- Data collection is automated via API connections through Microsoft Partner Center.
- Numbers are updated daily.
- Azure consumption data consists of 2 features: Estimated daily rated usage and Monthly Invoice consolidation each against the individual resources.

How to log in

Login: <https://ccr.insight.com/>

Password reset will be required upon first login, simply use the dedicated link.



Email

Password

Sign On

[Forgot password?](#)

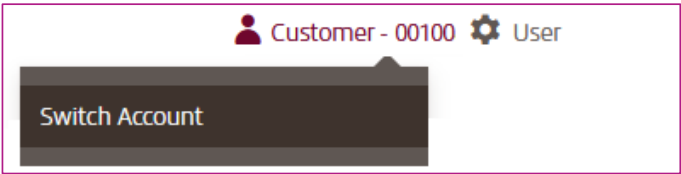
Enter email

Enter your email, and we'll send you a recovery code.

Email

Switch billing account

If you have more than one billing account, you can switch between them from anywhere in the portal. In the top right corner of the screen, simply click the name of the account you are currently logged in, then select ‘Switch Account’



The list of available accounts displays. Use the ‘Select’ button to open the correct one.

ACCOUNT SWITCH

Account Name

Customer

Account Number

00100

ASSIGNED ACCOUNTS

Filter Table Results

	Account Name	Account Number
Select	Customer	00100
Select	Customer	00100

Welcome page:

Invoice reporting

This view offers details on each monthly invoice with a breakdown between Azure Usage, Licensing, Marketplace products & Reserved instances. Use the dropdown menus to select a month and a specific invoice where applicable.

Insight

Invoices Azure Subscriptions

Invoice Reporting

Invoice Month

Invoice #

View Unbilled Usage

Invoice Total £70,269.91

Select a Product Category in the chart to see Spend Details.

Invoice Breakdown by Product Category

Trending 6 Month Spend

Product Category

Product Name

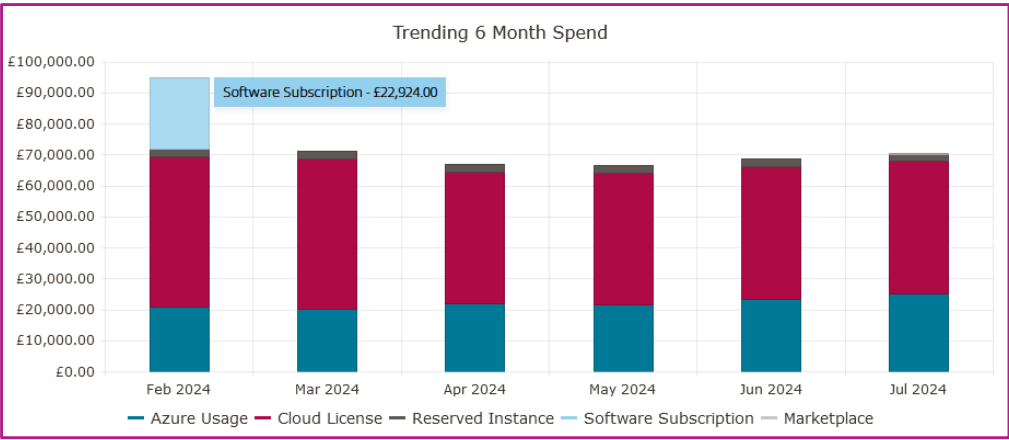
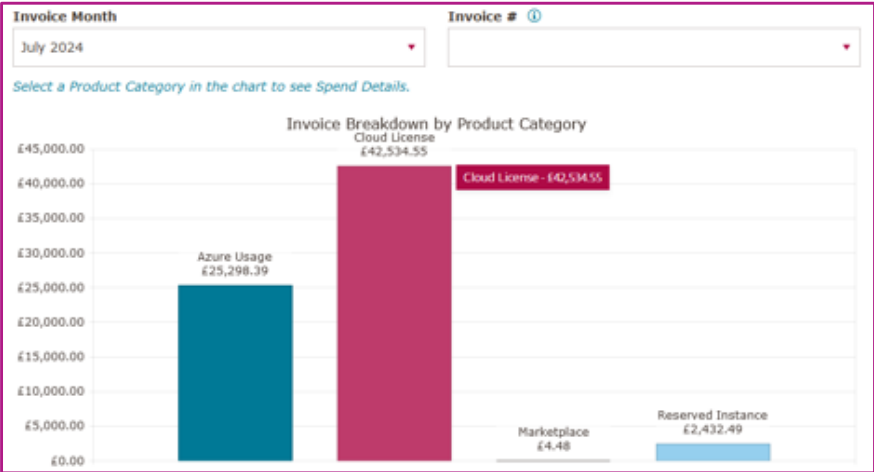
Subscription ID

Apply Filters

Invoice #	Account #	PO Number	Company Name	Tenant ID	Subscription ID	Product Category	Product #	Product Name	Price f
						Cloud License		Microsoft Defender for Office 365 (Plan 2)	£0.00
						Cloud License		Planner Plan 1	£0.00
						Cloud License		Microsoft Teams Phone	£0.00

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You can also hover over a column to display the exact figure.



Schedule Download or View Existing Files

Apply Filters

Download

The bottom panel gives more details resource by resource. To download a report, use filters to customise the information that displays, select 'apply filters' and hit the download button.

This opens the report window. Click 'Run Report' and, after a time, refresh the page.

File Name: subscriptions-00

Files will download based on the data filters on the previous screen.

Run Report Close

PREVIOUS DOWNLOADS

Some downloads may take longer to complete due to data size. You can continue to work in the site, please check back to see your download progress.

Refresh

Filter Table Results

File Name	Scheduled Date	Process Time	File Size	File Status
subscriptions-00	2024-08-08 14:08:00		0 KB	Pending

Options to download or remove the document appear.

File Name	Scheduled Date	Process Time	File Size	File Status		
subscriptions-00	2024-08-08 14:08:00	1 second 84 ms	3 KB	Complete	Download	Remove

Confirm you wish to export the data by clicking 'Run Report'. This might take a few minutes depending on how large the export is, then simply download. You will also be able to recover previously downloaded items. At term, the possibility to automate reports will be introduced.

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Azure

In the top menu, click the Azure link to deploy the dropdown menu.

Azure Plan: Invoices & billed usage vs. unbilled usage

Invoices

Azure ▾

Subscriptions

Azure Plan Invoice

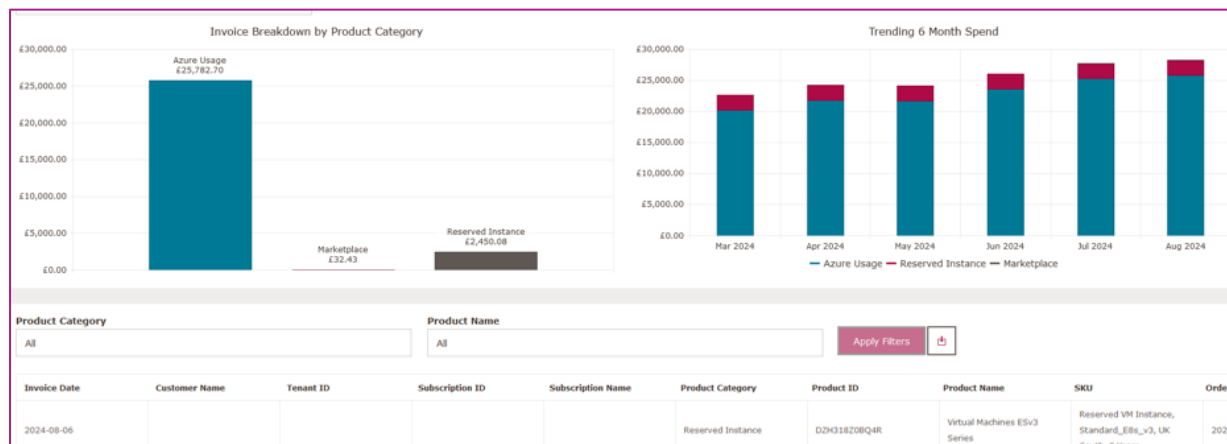
Unbilled Azure Plan Usage

Legacy Invoice

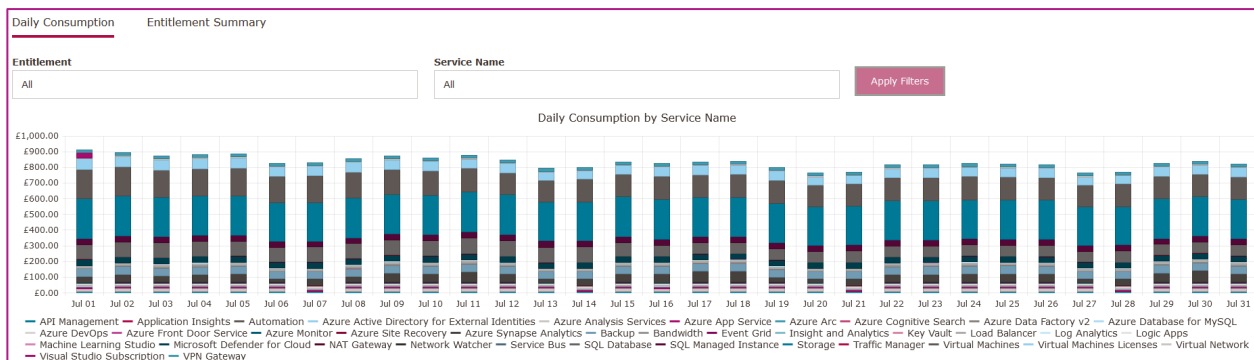
Legacy Consumption

To consult invoices and billing summary of past months, follow the 'Azure Plan Invoice' link in the top menu.

Invoicing data is typically consolidated two weeks after the month ends – expect no more than 10% difference until that date - and made available on CCR within ten days.

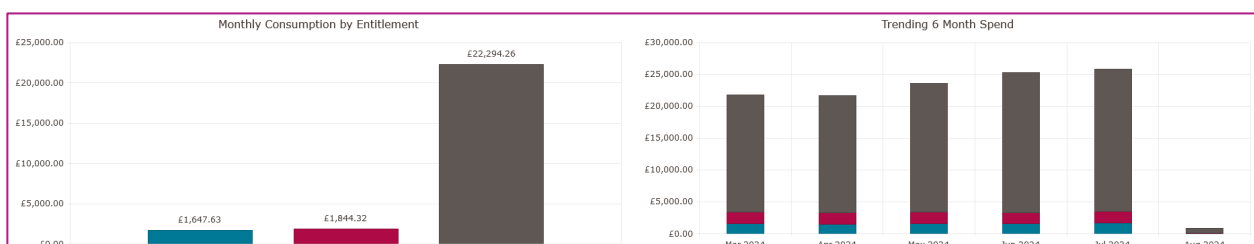


The 'View Billed usage' link at the top right of the window displays in-depth details about the resources used on a day-to-day basis. Previous months can also be consulted in greater details that way.



A summary per subscription (called 'Entitlements') is available to display. This lets you appreciate your consumption under different angles and makes spreading expense across projects or affiliates simple.

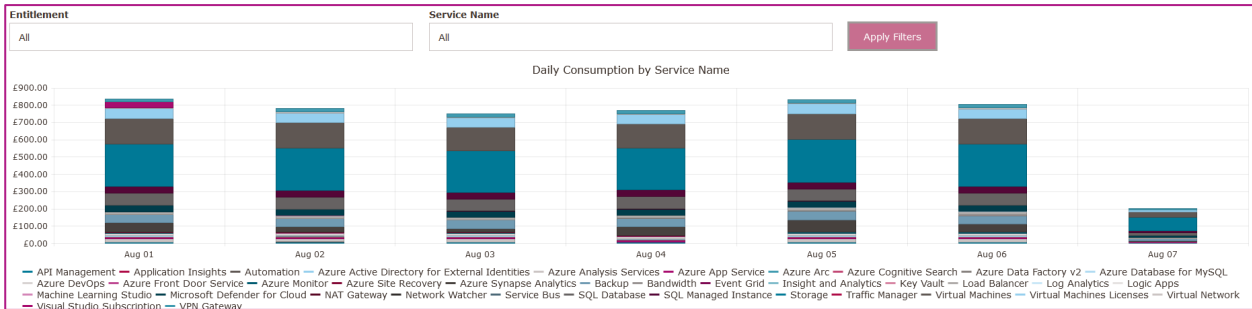
NB: Under CSP agreement, to open a new subscription, simply contact your Insight representative.



The 'Estimated Azure Plan Usage' screen shows a breakdown of your consumption for the month running.

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Be advised, depending on the date at which the data is consulted, figures for the month running may not be consolidated yet. Expect up to +/- 10% variance depending on the type of resource and whether credits are to be applied by Microsoft. Data relating to the current day is typically incomplete.



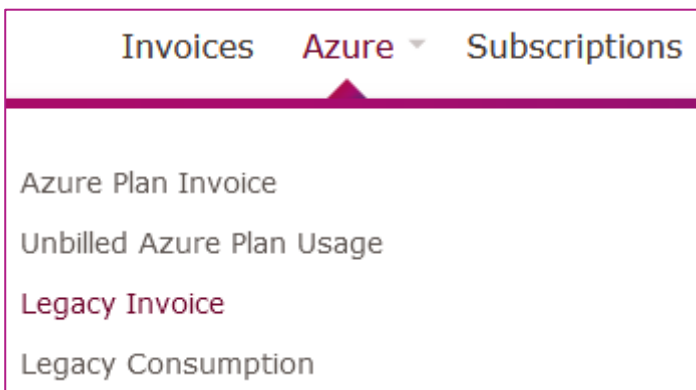
Use the dropdown menus or hover over the legend keys in the graph to highlight or filter service categories (virtual machines, storage, backup, etc.)

Azure Legacy:

Consumption, Invoices

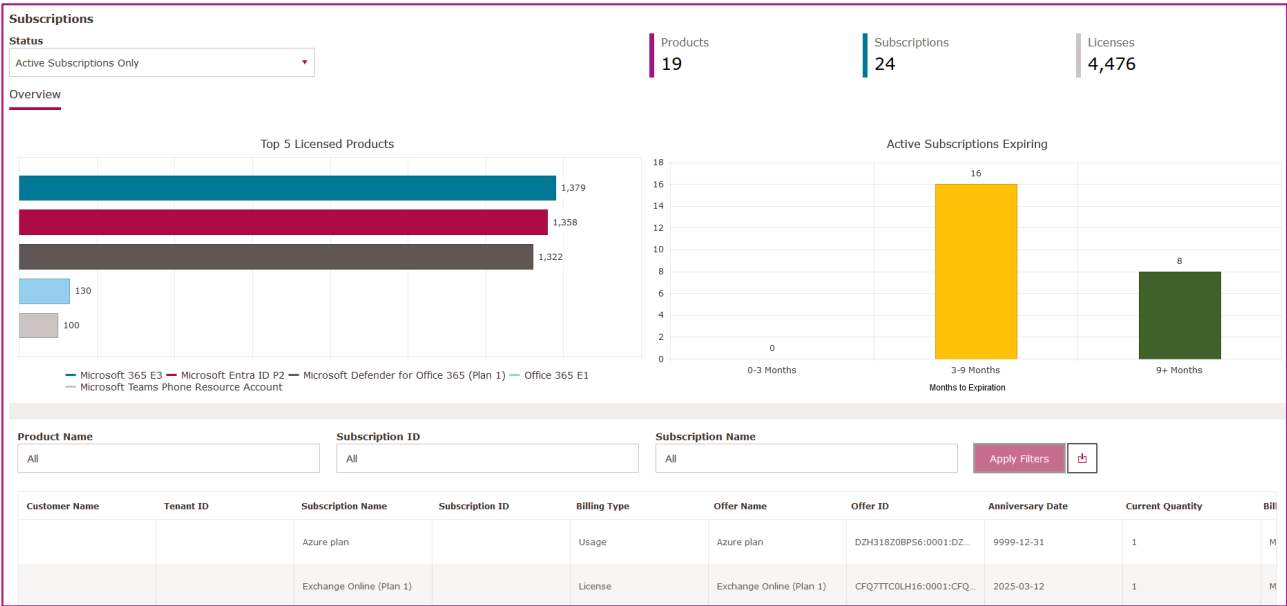
For archived data regarding Legacy Azure, select 'Legacy Invoice' to download past invoices.

You can also use 'Legacy consumption' if you need more detailed information.



NB: Azure Legacy was retired in 2021 and may not be relevant to you.

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Subscriptions

This menu offers comprehensive information about subscriptions and licences provisioned on your tenant – name, IDs, quantity, renewal information, etc.

In the bottom frame, filter by anniversary date to consult the list of subscriptions by planned renewal date. The column 'Auto renew' tells whether a specific product is meant to expire or not at due date. For NCE products, you can also tell whether a subscription can be reduced or cancelled.

To download data, simply follow the same process as describe on page 5 and 6: use filters to display the correct products, click on 'Apply filter and download', then run the report and download the file.

Link from CCx (Cloud Commerce Experience)

The portal is directly accessible in the 'Reports' tab on your CCx console, simply login following this link:
<https://buy.insight.com/gb/login>

Then from the left menu, select the 'Reports' tab and 'CCR Reports':



Report

Access full report via Cloud Consumption Reporting

Welcome to the launch of our new reporting platform! Please reach out to your CSM or the CloudCare team if you have any questions or feedback.

[Go to CCR Dashboard](#)