

Azure Budget & Alerts - Project Report

Step 1: Create a Budget in Azure Cost Management

Navigate to Microsoft Azure portal > Cost Management + Billing > Budgets. Click 'Add' to start creating a budget. Choose your scope (subscription/account).

Home > Mohammed Afnaan | Budgets >

Create budget

Budget

✓ Create a budget ✓ Set alerts

Create a budget and set alerts to help you monitor your costs.

Budget scoping

The budget you create will be assigned to the selected scope. Use additional filters like resource groups to have your budget monitor with more granularity as needed.

Scope: Mohammed Afnaan

Filters: [Add filter](#)

Budget Details

Give your budget a unique name. Select the time window it analyzes during each evaluation period, its expiration date and the amount.

* Name: Budget-Demo ✓

* Reset period: Monthly ✓

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VIEW OF MONTHLY COST DATA

Cost	Category
500	forecast
450	actual
400	actual
350	actual
300	actual
250	actual
200	actual
150	actual

Legend: forecast (green), actual (blue), Budget (red), 85% thresh... (blue)

Step 2: Set Budget Parameters

Name your budget (e.g., 'Budget-Demo'), set the reset period to 'Monthly', and define start & end dates. Set your total budget amount in USD (e.g., 500).

Azure Budget & Alerts - Project Report

Microsoft Azure

Upgrade

Search resources, services, and docs (G+)

Copilot

jc@mohammedafnaan2...
DEFAULT DIRECTORY (MOHAMM...

Home > Mohammed Afnaan | Budgets >

Create budget

Budget

Add filter

Budget Details

Give your budget a unique name. Select the time window it analyzes during each evaluation period, its expiration date and the amount.

Name

Budget-Demo

Reset period

Monthly

Creation date

2025

August

1

Expiration date

2026

September

30

Budget Amount

Give your budget amount threshold

Amount

500

400

350

300

250

200

150

100

50

0

budget

85% thresh...

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Step 3: Configure Alerts

Set alert conditions (e.g., Actual > 85%) and input recipient emails. These alerts notify you when costs reach the threshold.

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Create budget

Budget

Alert conditions

Type	% of budget	Amount
Actual	85	425
Select type	Enter %	-

Alert recipients (email)

Alert recipients (email)

mohammedafnaan28112002@gmail.com

jc@mohammedafnaan28112002@gmailonmicrosoft.com

example@email.com

It is recommended to add azure-noreply@microsoft.com to your email allow list to ensure alert mails do not go to your spam folder.

VIEW OF MONTHLY COST DATA

500

450

400

350

300

250

200

150

100

50

0

forecast

actual

Budget

85% thresh...

Previous

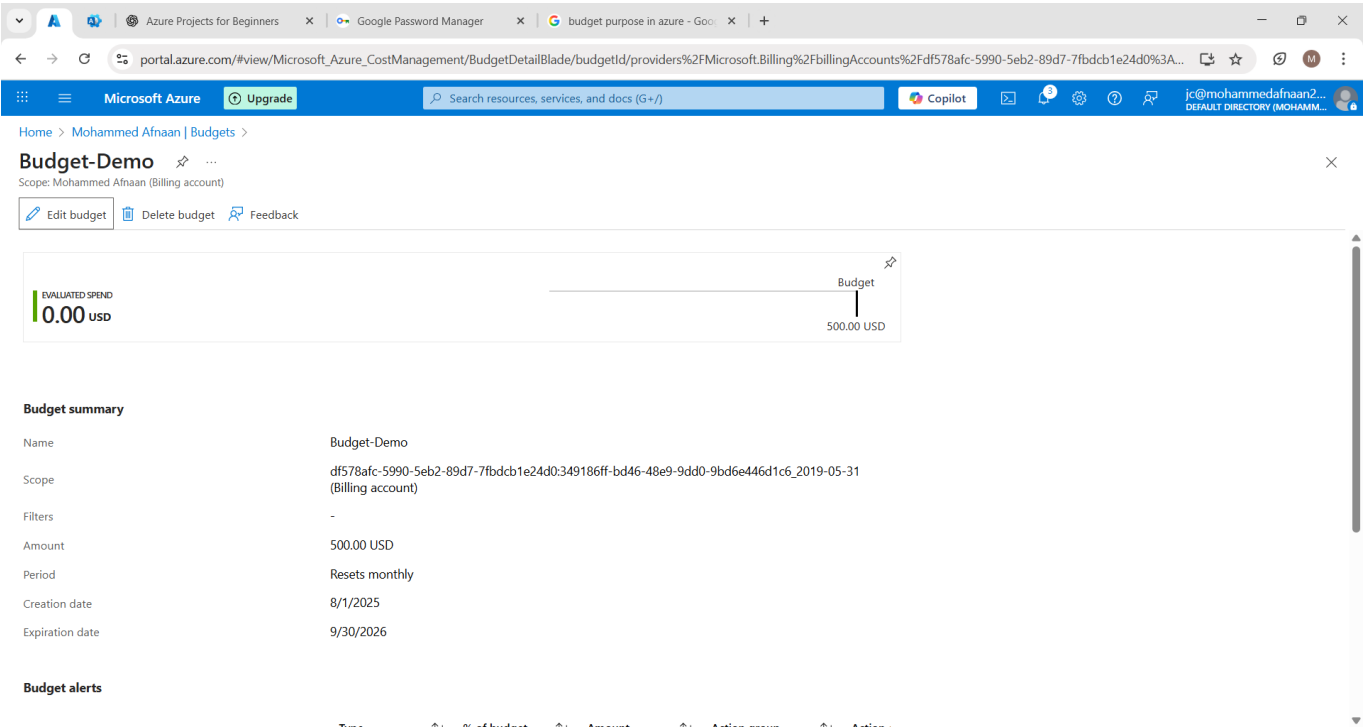
Create

Give feedback

Step 4: View Budget Summary

Azure Budget & Alerts - Project Report

Once created, Azure shows the budget's name, amount, duration, scope, and alerts configuration. This screen gives a full overview.



Step 5: Confirm Budget Alert

In the final screen, you can verify that the alert type, threshold percentage, and recipient emails are correctly saved.

