Exercise: Set up a budget alert

In this exercise, you will:

- Navigate to the Billing console page
- Create a budget
- Define scope, amount, and actions

Navigate to the Billing console page and display the Budgets and Alerts page as shown in Figure 1.
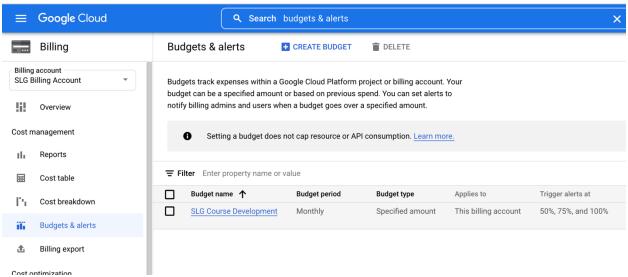

Figure 1. Billing console page.

Click on Create Budget to display the budget configuration form as shown in Figure 2. Provide a name for the budget and a time range. Leave the default values for projects and services. Click Next.
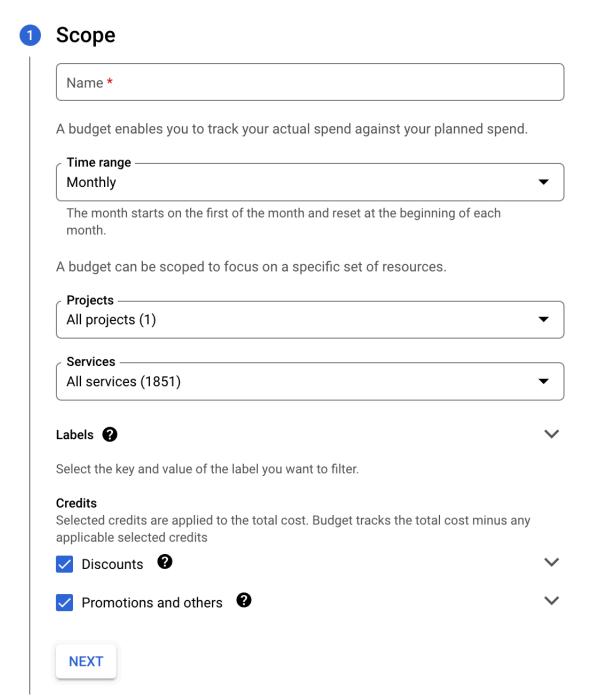
← **Create Budget**

① **Scope**

Name *

A budget enables you to track your actual spend against your planned spend.

Time range
Monthly ▼

The month starts on the first of the month and reset at the beginning of each month.

A budget can be scoped to focus on a specific set of resources.

Projects
All projects (1) ▼

Services
All services (1851) ▼

Labels ❓ ⌄

Select the key and value of the label you want to filter.

Credits
Selected credits are applied to the total cost. Budget tracks the total cost minus any applicable selected credits

☑ Discounts ❓ ⌄

☑ Promotions and others ❓ ⌄

NEXT

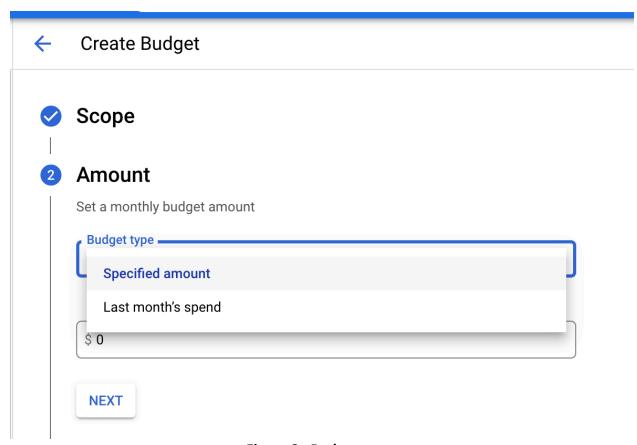**Figure 2. Budget configuration form**

Figure 3. Budget types

In the Amount section (see Figure 3), set the Budget Type to Specified amount and the target amount to $1,000 as shown in Figure 4.
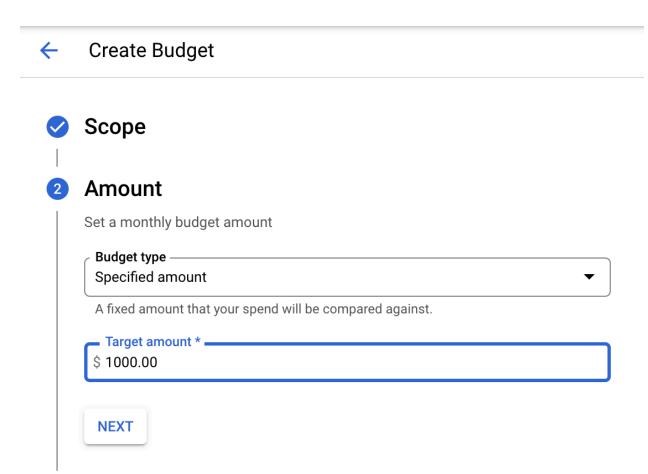
Figure 4. Setting the budget type and target amount.

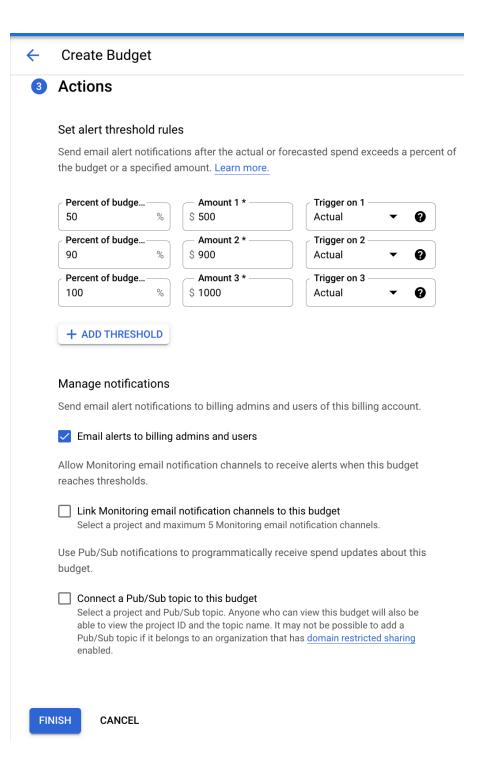Then click Nex to display the Actions form as shown in Figure 5.

Figure 5. Configuring actions in the budget alert.

Set the percent of budget to 50, 90, and 100. Set amounts to $500, $900, $1,000. Sset triggers to Actual. Leave defaults in the Manage Notifications section. Click Finish to crate the budget.