

# Describe the Microsoft Cost Management tool

## Module 1

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November 9, 2023

# Overview

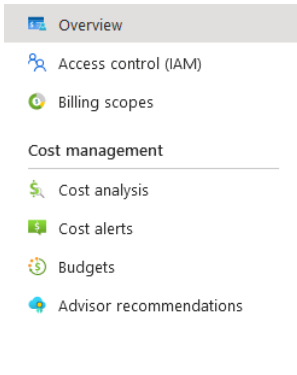
1. Introduction
2. Microsoft Management tool
3. Tool overview
4. Cost analysis
5. Budget
6. References

# Introduction

Microsoft Cost Management is a useful tool that can help us manage our Azure products better. Using this tool we can view all products and services that we are currently paying for with detailed information about types of expenditures. We can also view future forecasts here and much more. Microsoft Cost Management is easily accessible from home page of Azure website.

# Management tool

Here we can view some of the tools that we can use.



# Tool overview

## Amount due

€0.00

✔ No payment needed

[View invoices](#)

## Upcoming invoices

Available on 11/9/2023

Billing period  
10/1/2023 - 10/31/2023

Pre-tax total so far ⓘ  
€0.00

Available on 12/9/2023

Billing period  
11/1/2023 - 11/30/2023

Pre-tax total so far ⓘ  
€0.00

## Invoices over time



Total amount  
€0.00

## Spending rate and forecast

No charges reported this month

## This month's top products by charges

No charges reported this month







## Billing alerts (1)

ⓘ [Review and accept the updated terms](#)

[View alerts](#)

# Tool overview

## Shortcuts


-  [Download usage and prices](#)
-  [Manage payment methods](#)
-  [View Azure subscriptions](#)
-  [Share monthly invoice by email](#)
-  [View your support plan](#)
-  [Give feedback](#)

## Credits remaining

**€94.53**

0.00% of your total credit used.

 Used

 Amount remaining

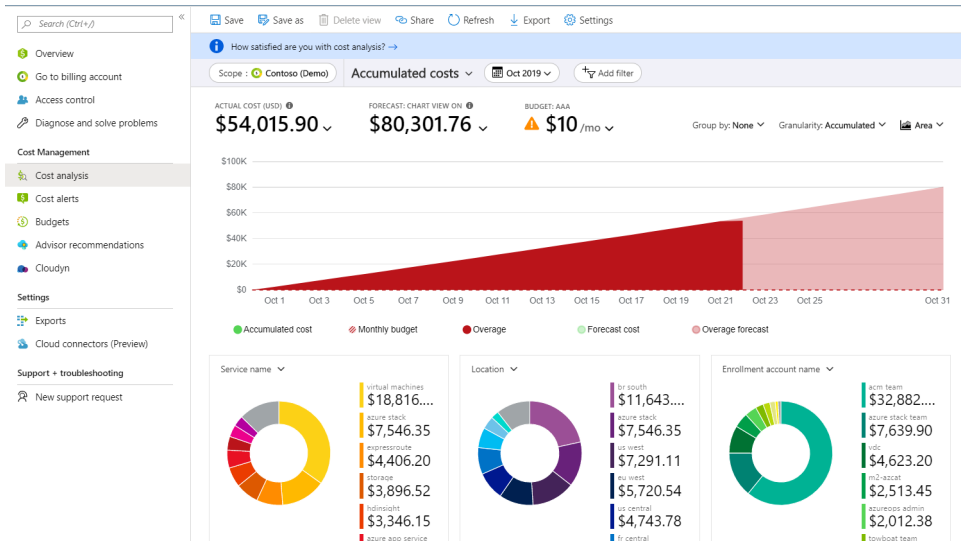
[View credits](#)

# Cost analysis

Cost analysis tab contains many information about our spending. These include e.g.:

- cost of products in given time
- our budget
- future forecasts
- detailed graphs and pie charts

# Cost analysis





# Cost analysis

View and time period:

The screenshot displays the 'View and time period' settings for a cost analysis tool. It is divided into three main sections: a top header, a left sidebar, and a right panel.

**Top Header:** A dropdown menu shows 'Oct 2023' with a calendar icon and a downward arrow.

**Left Sidebar:** Contains navigation and selection options.

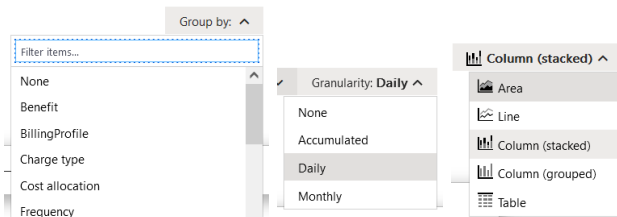
- < PREVIOUS** and **NEXT >** buttons for navigating between periods.
- Recommended** section:
  - Last 7 days (Oct 15-21)
  - This month (Oct 2023)
  - Custom date range >
- Relative dates** section:
  - Last 7 days (Oct 15-21)
  - Last 30 days (Sep 22-Oct 21)
- Calendar months** section:
  - This month (Oct 2023)
  - This quarter (Oct-Dec 2023)

**Right Panel:** Shows the selected view and time period.

- VIEW** button with an information icon.
- DailyCosts** dropdown menu.
- Built-in views** section:
  - Accumulated costs
  - Daily costs** (highlighted)
  - Cost by service
  - Invoice details
- Smart views** section:
  - Resource groups
  - Subscriptions
- Time Period:** A dropdown menu shows 'Sep 27-Oct 26' with a calendar icon and a downward arrow.
- Summary:** A small table at the bottom right shows 'No cos'.

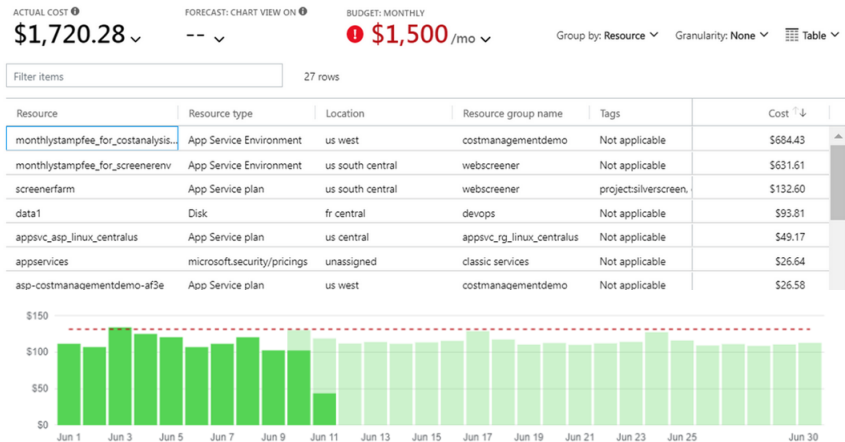
# Cost analysis

Group by, granularity and graph types:



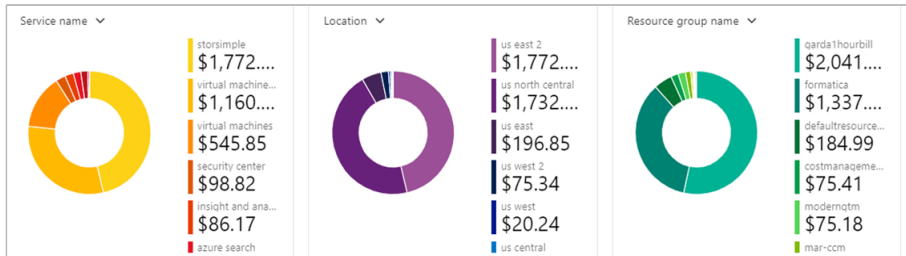
# Cost analysis

## Example graph types:



# Cost analysis

Selecting grouping on pie charts:



# Budget

## Creating a new budget:

Strona główna > Cost Management: Arseni Mokhau

### Cost Management: Arseni Mokhau | Budżety

Konto rozliczeniowe

Wyszukaj

+ Dodaj Odśwież Pomoc

Zakres: Arseni Mokhau Wyszukaj według... Wszystkie okresy

Nazwa	Zakres	Resetuj okres	Data utworzenia	Data wygaśnięcia	Budżet	Prognostowane	Oszacowane wy...	Postę...
Nie masz żadnych budżetów.								

Zarządzanie kosztami

- Analiza kosztów
- Alerty dotyczące kosztów
- Budżety**
- Zalecenia doradcy

Rozliczenia

- Faktury
- Formy płatności

Produkty i usługi

- Subskrypcje platformy Azure
- Rezerwacje i korzyść użycia hybrydowego

Ustawienia

- Zarządzaj konto rozliczeniowe

# Budget

## Selecting a filter:

Filtry

Resourc... : wybrano... X Dodaj filtr

**Szczegóły budżetu**

Nadaj budżetowi unikatową ocenę, jego datę wygaśnięcia

\* Nazwa

\* Resetuj okres

\* Data utworzenia

\* Data wygaśnięcia

**Kwota budżetu**

Podaj próg kwoty budżetu

Kwota \*

Wstecz Dalej >

ProductOrderName  
Provider  
PublisherType  
ReservationId  
ReservationName  
ResourceGroupName  
ResourceGuid  
ResourceId  
ResourceLocation  
ResourceType  
ServiceFamily  
ServiceName  
SubscriptionId  
SubscriptionName  
UnitOfMeasure

zasu, który będzie analizowany w każdym okresie

Październik 1  
Wrzesień 30

# Budget

## Filling out the data:

### Utwórz budżet ...

Budżet

Filtry

+ Dodaj filtr

#### Szczegóły budżetu

Nadaj budżetowi unikatową nazwę. Wybierz przedział czasu, który będzie analizowany w każdym okresie oceny, jego datę wygaśnięcia i kwotę.

* Nazwa	<input type="text" value="Test"/> ✓		
* Resetuj okres ⓘ	<input type="text" value="Co miesiąc"/> ▼		
* Data utworzenia ⓘ	<input type="text" value="2023"/> ▼	<input type="text" value="Październik"/> ▼	<input type="text" value="1"/>
* Data wygaśnięcia ⓘ	<input type="text" value="2025"/> ▼	<input type="text" value="Wrzesień"/> ▼	<input type="text" value="30"/> ▼

#### Kwota budżetu

Podaj próg kwoty budżetu

Kwota *	<input type="text" value="100"/> ✓
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# Budget

## Setting alerts:

### Utwórz budżet ...

Budżet

✓ Tworzenie budżetu

✓ Ustaw alerty

Skonfiguruj warunki alertów i wysyłaj powiadomienia e-mail na podstawie wydatków.

#### \* Warunki alertu

Typ	% budżetu	Kwota	
Rzeczywista ▾	90 ✓	90,00	🗑️
Wybierz typ ▾	Wprowadź %	-	

#### \* Odbiorcy alertów (e-mail)

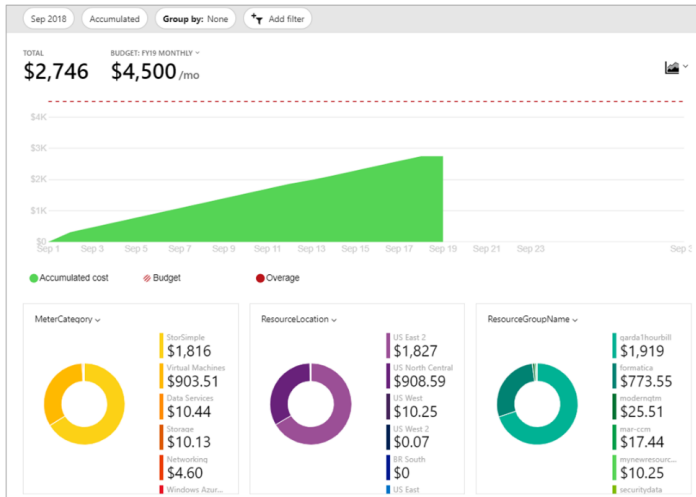
Odbiorcy alertów (e-mail)

test@gmail.com ✓	🗑️
example@email.com	



# Budget


View in cost analysis:



# Budget

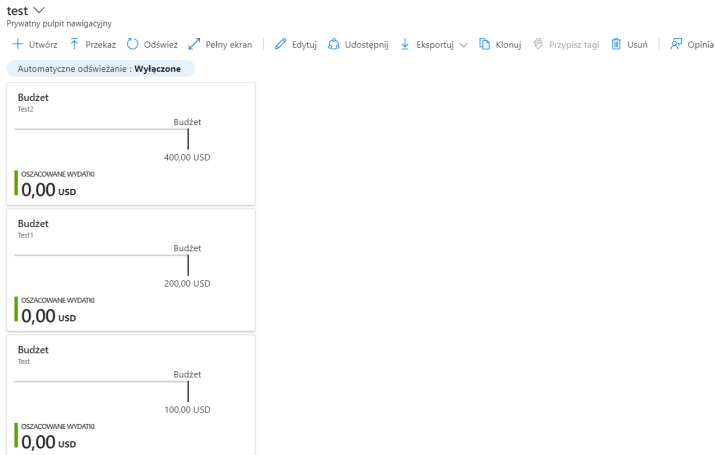
Setting up your dashboard:

↑↓	Prognozowane	↑↓	Oszacowane wy...↑↓	Postęp	↑↓
ⓘ			\$0.00	0,00%	⋮
ⓘ			\$0.00	0,00%	⋮
ⓘ			\$0.00	0,00%	⋮

 Przypnij do pulpitu nawigacyjnego

# Budget

View the dashboard:



# Budget

## View your alerts:

### Cost Management: Trey Research - Cost alerts

Management group

[Refresh](#) | [Dismiss](#) | [Re-Activate](#)

Scope: **Trey Research** |

Last 30 days

Group by: None

Status: Active

Active alerts

**17**

TYPE	NAME	DATE	STATUS	SCOPE	
<input checked="" type="checkbox"/>	Budget - cost exceeded th...	Actual greater than 90% (Presupuestoinnovaci...	Thursday, February 7, 2019	Active	Trey Research Finance (Subsc...
	Budget - cost exceeded th...	Actual greater than 30% (test, January 2019)	Wednesday, February 6, 2019	Active	Trey Research Corporate (Sub...
	Budget - cost exceeded th...	Actual greater than 90% (TeamBudget, Januar...	Wednesday, February 6, 2019	Active	Trey Research Finance (Subsc...
	Budget - cost exceeded th...	Actual greater than 90% (Monthly, January 20...	Wednesday, February 6, 2019	Active	Trey Research Finance (Subsc...
	Budget - cost exceeded th...	Actual greater than 50% (Deltabudget, Januar...	Tuesday, February 5, 2019	Active	Trey Research HR (Subscripti...
	Budget - cost exceeded th...	Actual greater than 90% (MonthlyBudget1, Ja...	Tuesday, February 5, 2019	Active	Trey Research Finance (Subsc...
	Budget - cost exceeded th...	Actual greater than 50% (MonthlyBudget2, Ja...	Tuesday, February 5, 2019	Active	Trey Research Finance (Subsc...
	Budget - cost exceeded th...	Actual greater than 90% (Monthly, December...	Saturday, January 26, 2019	Active	Trey Research R&D (Managem...

#### Alert Details

Description  
The cost is greater than \$5,400 and exceeds Presupuestoinnovacion threshold of 90% | [Analyze in cost analysis](#)

Current cost: **92%** | \$5,538.94 | Last Update: February 7, 2019, 8:00 AM

Name Actual greater than 90%	Date 2/7/2019, 8:00:35 AM	Scope Trey Research (ManagementGroup) > Trey Research Finance (Subscription)
Budget <a href="#">Presupuestoinnovacion</a>	Period January 2019	Email sent to: user@contoso.com

20 / 23

# Summary

Microsoft Cost Management is a valuable tool for a broad range of users, including both organizations and solo developers. It provides essential features such as cost tracking, budgeting, and cost-saving insights, making it useful for organizations managing cloud expenses on a larger scale, as well as solo developers who want to keep their Azure spending in check and optimize resource utilization.

# References

<https://portal.azure.com/home>

<https://learn.microsoft.com/en-us/training/modules/analyze-costs-create-budgets-azure-cost-management/>

<https://learn.microsoft.com/en-au/training/modules/describe-cost-management-azure/>

Thank You