



# CDW Documentation

## How to View Spending and Budgets

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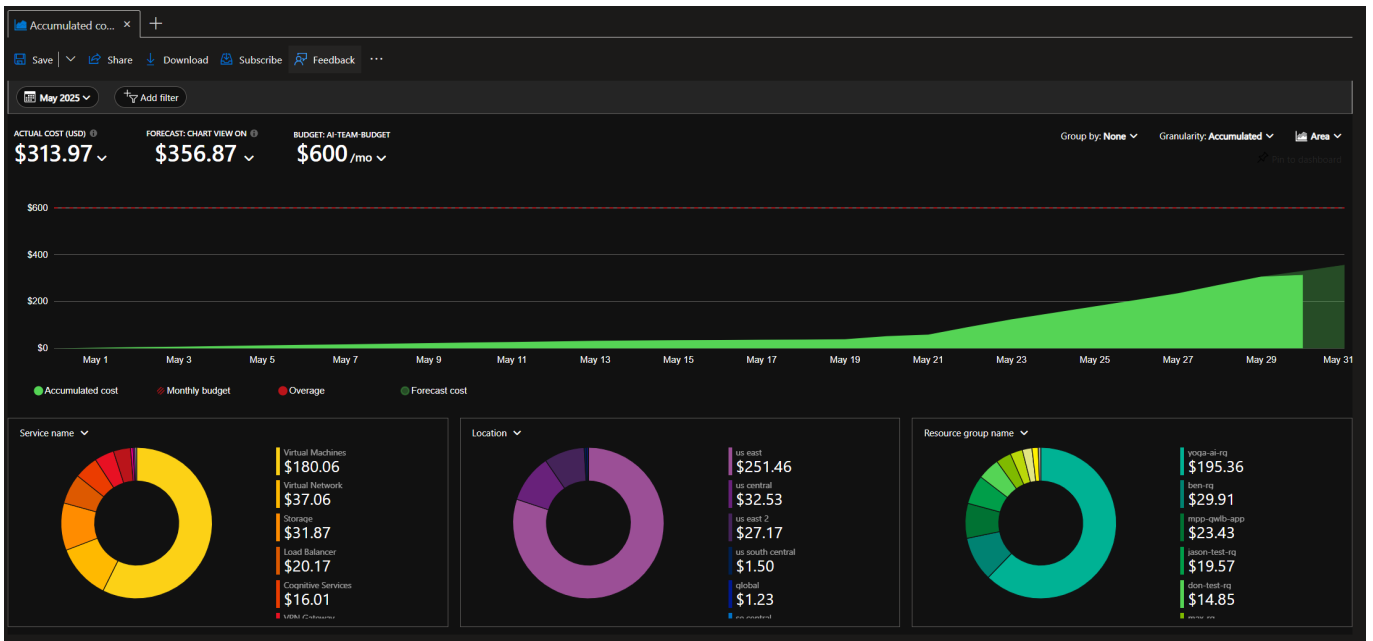
This document will walk through how to view spending in Azure, as well as how to view and set budgets.

**Step 1:** In the Azure Portal, go to Cost Management. In the left pane, select Cost analysis

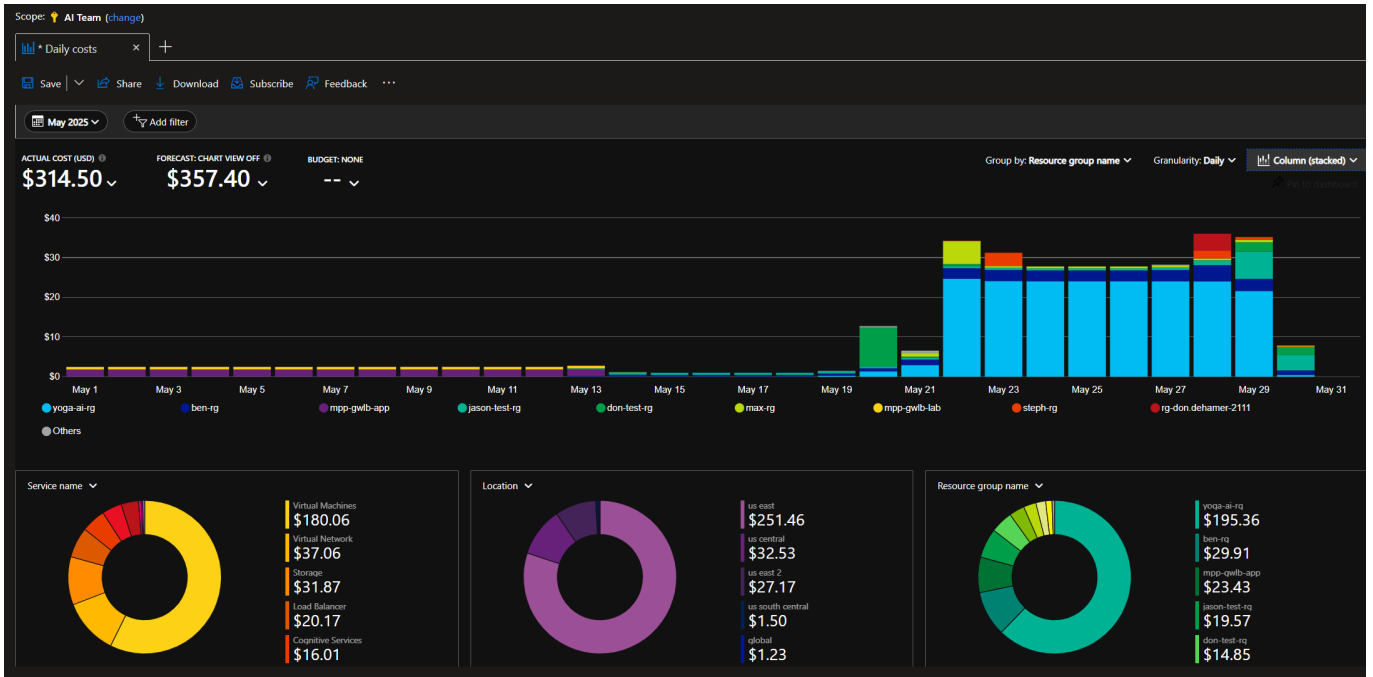
**Step 2:** In the Cost analysis page, there will be multiple tiles that can give you insights into spending. This document will go over Accumulated costs, Daily costs, and Resource groups

- **Accumulated Costs**

- In the Accumulated Costs section, there will be a graph that shows the current month's spend, projected spend, and budget. Below that there will also be charts that break the proportion of spending down by service, location, and resource group. These category of the charts can be changed using the drop down arrow next to their name



- In the Daily costs page, there will be a bar graph showing total spend grouped by resource groups. This can be changed by updated the Group by filter at the top right of the graph, as well as the type of graph that is displayed (column, line, area, etc.). There are also the same charts below the graph that are present below the Accumulated Costs graph



- In the Resource groups page, it will display a summary of the total spend, average per day, budget, and the change in spend compared to the prior month. Below the spending summary is a table showing the month's spend broken down by resource group. Each resource group will have a drop down arrow that will show a table breaking down the spend per resource in that resource group

The screenshot shows the 'Resource groups' view for the 'AI Team' scope in May 2025. It displays a summary: 'Total (USD)' of \$314.50 (up 252% from prior month), 'Average' of \$9.69/day, and 'Budget: AI-Team-Budget (edit)' of \$600.00/mo. Below the summary is a table of 20 resource groups:

Name	Subscription	Total ↓
yoga-ai-rg	AI Team	\$195.36
ben-rg	AI Team	\$29.97
mpp-gwlb-app	AI Team	\$23.43
jason-test-rg	AI Team	\$19.95
don-test-rg	AI Team	\$14.88
max-rg	AI Team	\$10.20
mpp-gwlb-lab	AI Team	\$8.31
steph-rg	AI Team	\$6.52
rg-don.dehamer-2111	AI Team	\$4.21
don-foundry-resource	Cognitive Services account	\$4.21
zach-demo-rg	AI Team	\$1.22
mpp-deployment	AI Team	\$0.38
defaultresourcegroup-eastus	AI Team	\$0.02
defaultresourcegroup-eus2	AI Team	\$0.02

**Step 3:** To view and set budgets, select the Budgets option on the left pane of Cost Management

- In this page, you can update existing budgets or create new ones. The primary fields for a budget are the reset period, timeframe, scope, amount, and alerting. A budget can have up to 5 email recipients for alerting, but you can add more by adding an action group to your alert condition. Action groups allow you to add any number of email recipients, as well as use the alert as a trigger for other Azure resources such as Automation Runbooks or Azure Functions

<b>Date</b>	<b>Performer</b>	<b>Type(Initial/Change/Review)</b>	<b>Overview of change</b>
05/30/2025	Zach Hein	Initial	Initial Document
xx/xx/xx	xxxxx xxxx	Change	Changed information on document review process
xx/xx/xx	xxxxx xxxx	Review	6 month document review

[AI Knowledge Documentation](#)