Preparing for your Azure Cost & Health Review — what to export

No access to your Azure tenant is needed. Your team can produce everything below in under an hour of hands-on time. The cost export can take up to 24 hours to be ready, so start it first.

REQUIRED

1 Cost Management export

Actual cost for the last 3 months, as CSV. Each row is one day's usage and includes the service, resource group and subscription.

1. In the Azure portal, search for **Cost Management**, select your billing scope, then **Exports** › **+ Create**.
2. Choose **Create your own export** and **+ Add export**. Set **Type of data** to **Cost and usage details (actual)** and frequency to **One-time export**, covering the last 3 full months.
3. On **Destination**, choose a storage account and container, set **Format** to **CSV**, then **Review + create**.
4. When it has run, select the storage account name › **Open in Explorer** and download the files.

If the date range is limited, use **Export selected dates** on the saved export to add one month at a time.

2 Azure Advisor recommendations

All categories, all subscriptions, as CSV.

1. Open **Advisor** in the Azure portal. The **Overview** page opens.
2. Set **Subscription** to **All**, and leave resource group and type at **All**.
3. Select **Download as CSV** on the Overview page. Downloading from a category tile exports that category only.

3 Subscription list

A simple spreadsheet: name, ID, purpose and owner for each subscription.

1. In the Azure portal, under **Azure services**, select **Subscriptions** (or search for it).
2. Copy each subscription's name and **Subscription ID** into a spreadsheet.
3. Add a line on its purpose and the person who owns it.

4 Resource inventory

Every resource, including its tags, as CSV.

1. Search for **Resource Graph Explorer**. Use **Directory** to set the scope to all your subscriptions.
2. Paste this into **Query 1** and select **Run query**:
   `resources | project name, type, location, resourceGroup, subscriptionId, tags`
3. Select **Download as CSV**. Downloads stop at 55,000 rows; tell us if you reach that.

HELPFUL IF AVAILABLE

5. **Reservation and Savings Plan utilisation.** Search for **Reservations** and **Savings plans**, then select the utilisation percentage. A screenshot of each is fine.
6. **Azure Policy compliance summary.** Search for **Policy** and select **Compliance**. A screenshot is fine.
7. **Management group structure.** Open **Management groups** from **All services**. A screenshot is fine.
8. **Your tagging standard,** if one is documented.

- **Day 1 of the review starts when all required exports have arrived.**
- If you'd rather offer read-only access instead: Reader at management group scope plus Cost Management Reader. We never need write access.
- Please never send passwords or keys. If you grant access, add the account through your normal process.
- Send files to admin@cloudsavings.cloud, or ask for a secure upload link.

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