

Plan Totals

“ **Note:** The **Totals** tab provides a financial summary of the campaign, displaying overall budget allocation, actual spend, and remaining or overspent amounts.

1. To access this view, navigate to the **Totals** tab on the plan or schedule.

Total Planned View

The **Total Planned** section displays:

- The original budget at the time the plan was created
- The **Consumed** value, based on actualised schedule data
- The **Remaining** or **Over Budget** amount, calculated from planned versus actual values

This view allows users to quickly assess the overall financial status of the campaign.

Totals per Purchase Order (PO)

The **Per PO** view provides a breakdown of:

- Plan lines that have a Customer Purchase Order linked
- Plan lines that do not yet have a PO assigned

Purchase Orders are allocated directly to plan lines within the schedule, and once linked, they will appear in this section of the Totals tab.

This breakdown enables users to track budget consumption per PO and identify any unallocated spend within the campaign.

“ **Information:** To access more information about Budgets and Purchase order breakdowns, select the following link <https://kb.it-s.co.za/books/budgets-and-purchase-orders/page/viewing-po-values-and-budget-breakdown>

Updated 20 January 2026 12:42:43 by Holly