Reconcile before costing

Use one process, unit and cut-off. Capture physical quantities and cost references before the finance owner chooses the appropriate valuation method. This sheet supplies inputs; it is not a financial posting or equivalent-unit calculator.

Worked example

Completed-batch illustration: Rs 800,000 / 10,000 completed litres = Rs 80 per litre, assuming no opening or closing work in progress, no losses and all costs belong to that batch. A different physical example is 1,000 units = 900 completed + 80 still in process + 20 scrap. That quantity balance alone cannot value those three outcomes.

Use this with your own records

Process / product / period cut-off / unit	_____
Opening incomplete quantity and cost reference	_____
Input quantity, material issues and returns	_____
Completed accepted quantity / next-process receipt	_____
Closing work in progress and completion evidence	_____
Scrap, rework and unresolved quantity differences	_____
Material cost references and applicable period	_____
Labour and overhead basis / source references	_____
Finance decision: losses and equivalent units	_____
Quantity / cost difference owner and review date	_____

Keep unclear quantities, terms or evidence visible. A prepared plan is not completed work.

Method context: ACCA Process costing - accaglobal.com, Student Accountant technical article