

Data Entry Section

Unit Information	Units (board feet)	Percent Complete		
		Direct materials	Direct labor	Overhead
Units in beginning WIP inventory (all completed this period)	3,000	n/a	n/a	n/a
Units started and completed during the period	1,000	100%	100%	100%
Units started and partially completed during the period	5,000	60%	30%	30%

Cost Information	Direct materials	Direct labor	Overhead
Costs in beginning WIP inventory	\$95,000	\$40,000	\$26,000
Costs incurred during the period	\$115,000	\$70,000	\$40,000

This is where the data is entered for each period.

Desk Products Incorporated Assembly Department Production Cost Report Month Ending May 31

Step 1: Summary of Physical Units and Equivalent Unit Calculations

Units to be accounted for	Physical Units			
Units in beginning WIP inventory	3,000			
Units started during the period	6,000			
Total units to be accounted for	9,000			

Units accounted for	Physical Units	Direct materials	Direct labor	Overhead
Units completed and transferred out	4,000	4,000	4,000	4,000
Units in ending WIP inventory	5,000	3,000	1,500	1,500
Total units accounted for	9,000	7,000	5,500	5,500

check: total units to be accounted for = total units accounted for? if so, amount = 0 —> 0

Step 2: Summary of Costs to be Accounted for

Costs to be accounted for	Direct materials	Direct labor	Overhead	Total
Costs in beginning WIP inventory	\$95,000	\$40,000	\$26,000	\$161,000
Costs incurred during the period	115,000	70,000	40,000	225,000
Total costs to be accounted for	\$210,000	\$110,000	\$66,000	\$386,000

check: total costs to be accounted for = total costs accounted for? if so, amount = \$0 —> \$0

Step 3: Calculation of Cost per Equivalent Unit

	Direct materials	Direct labor	Overhead	Total
Total costs to be accounted for (a)	\$210,000	\$110,000	\$66,000	
Total equivalent units accounted for (b)	7,000	5,500	5,500	
Cost per equivalent unit (a) / (b)	\$30	\$20	\$12	\$62

Step 4: Assign Costs to Units Transferred Out and Units in Ending WIP Inventory

	Direct materials	Direct labor	Overhead	Total
Costs assigned to units transferred out	\$120,000	\$80,000	\$48,000	\$248,000
Costs assigned to ending WIP inventory	90,000	30,000	18,000	138,000
Total costs accounted for				\$386,000

This is the production cost report. No data entry is necessary since all information is driven by formulas and comes from the data entry section above.

How To Do A Production Cost Report

D Keegan



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