

Choose the right worksheet

Use the live XLSX files for calculations. Use these PDF pages to collect inputs or record a small batch on paper. The PDF does not calculate or synchronize data.

Product cost planner

12 materials, 12 products and 36 recipe lines. Enter current package quotes, quantities used for the whole batch, labor time, saleable units, extra packaging and allocated overhead. Fix every CHECK before using a price.

Stock ledger

24 materials or finished items, 120 dated movements and 24 physical counts. Track receipts, use, production, sales, returns, scrap and documented adjustments. Quantities use one exact base unit per item. Never add grams and pieces together.

One batch, two different jobs

Costs: divide all batch costs by saleable units, not planned units. Stock: enter one USE movement for each material consumed and one PRODUCE movement for the saleable finished goods. Share the batch reference. This ledger does not post recipes automatically.

Before relying on a result

Save a dated copy. Replace all illustrative inputs. Check IDs, dates and units. Reconcile physical-count differences with a documented adjustment. Negative stock after any movement is a blocking error, even when a later receipt restores the final balance.

Open with LibreOffice Calc

Download the free LibreOffice desktop suite from libreoffice.org. Open the XLSX file in Calc, save your own dated copy, and edit blue input cells only. Review the Checks sheet. No Google account is needed. Keep the XLSX format for these templates; other spreadsheet apps were not independently tested.

Downloads: lightpink-scorpion-203141.hostingersite.com/templates/

Product cost worksheet

Blank worksheet. Use one exact base unit for each material. Quantities are for the whole batch, including material used in rejected pieces.

Product / batch: _____ Date: _____

Planned units: _____ Saleable units: _____

Material + base unit	Batch qty	Cost / unit (\$)	Line cost (\$)

Material line cost = batch quantity x cost per base unit.

Other batch costs	Calculation / input	Total (\$)
Maker labor	Rate x (making + admin min) / 60	
Extra packaging	Not already in the recipe	
Allocated overhead	Chosen amount for this batch	

Total batch cost: \$_____ Cost per saleable item: \$_____

Cost per item = (materials + labor + extra packaging + overhead) / saleable units. Do not apply waste again if reduced saleable yield already includes rejects. Selling fees, income tax and accounting COGS are outside this worksheet.

Stock movement worksheet

Enter positive quantities. The type determines whether stock increases or decreases. Use a unique ID and a document or batch reference for every row.

Opening quantities recorded as of: _____ Snapshot date: _____

ID	Date	Item ID	Type	Qty (+)	Document / batch	Balance

Movement type key

Materials: RECEIPT (+), USE (-), SCRAP (-), ADJUST_IN (+), ADJUST_OUT (-). Finished goods: PRODUCE (+), SALE (-), RETURN_IN (+), SCRAP (-), ADJUST_IN (+), ADJUST_OUT (-).

Keep rows in date order. The balance after a row equals the opening quantity plus all signed movements for that item through that row. Finished units and each-unit materials must be whole numbers. Explain corrections rather than silently changing opening quantities.

Physical stock-count worksheet

Count at the same snapshot date used by the ledger. A physical count is a comparison, not an automatic stock adjustment.

Count date: _____ Location / scope: _____

Item ID / name	Unit	Book qty	Physical qty	Difference

Difference = physical quantity - book quantity. Recount first. Then record one ADJUST_IN for a positive difference or ADJUST_OUT for a negative difference, with a reason and a unique movement ID.

Review and sign off

Items recounted / adjustment references: _____

Reviewed by: _____ Date: _____

Reference: docs.inventree.org/en/stable/stock/adjust

Local quantity records only: no FIFO, automatic cost valuation, lot tracking, multi-location transfers, cloud sync or immutable audit history. Keep the original copy and supporting records.