

INSTRUCTOR GUIDE — 2024 (CONFIDENTIAL)

Instructor Guide — Year 2024

| Item                         | Value         |
|------------------------------|---------------|
| Closing Mode                 | pre           |
| Total Revenue                | 12,468,569.87 |
| Total Assets                 | 14,561,043.38 |
| Planning Materiality         | 93,514.27     |
| Performance Materiality      | 70,135.71     |
| Total Embedded Errors        | 85            |
| Material Errors (>=Perf Mat) | 6             |

Materiality Calculation

| Basis                         | Amount     |
|-------------------------------|------------|
| 0.75% of Revenue              | 93,514.27  |
| 2.00% of Assets               | 291,220.87 |
| Planning (lower of above)     | 93,514.27  |
| Performance (75% of Planning) | 70,135.71  |

INSTRUCTOR GUIDE — Depreciation (2024)

Depreciation Errors (4 items)

| Reference | Description   | Amount    | Material |
|-----------|---|-----------|----------|
| AST-0004  | Dep variance: booked 9,377.94 vs correct SL 7,696.79 (Toyota Highlander Company)    | 1,681.15  | NO       |
| AST-0012  | Dep variance: booked 6,716.62 vs correct SL 7,349.46 (Subaru Outback Territory Rep) | 632.84    | NO       |
| AST-0018  | Dep variance: booked 64,237.74 vs correct SL 41,806.40 (Splunk Enterprise 50GB/day) | 22,431.34 | NO       |
| AGGREGATE | Total dep misstatement across 3 assets  | 24,745.33 | NO       |

| Label                  | Amount    |
|------------------------|-----------|
| Total Dep Misstatement | 49,490.66 |

SL Recalculation Detail

| Asset_ID | Description                 | Basis      | Life | Correct   | Booked    | Variance  |
|----------|-----------------------------|------------|------|-----------|-----------|-----------|
| AST-0004 | Toyota Highlander Company   | 38,483.93  | 5.00 | 7,696.79  | 9,377.94  | 1,681.15  |
| AST-0012 | Subaru Outback Territory... | 36,747.30  | 5.00 | 7,349.46  | 6,716.62  | -632.84   |
| AST-0018 | Splunk Enterprise 50GB/d... | 125,419.20 | 3.00 | 41,806.40 | 64,237.74 | 22,431.34 |

INSTRUCTOR GUIDE — Payroll (2024)

Payroll Errors (1 items)

| Reference               | Description   | Material |
|-------------------------|---|----------|
| EMP-0018 (Sophia White) | Salary exceeds band: EMP-0018 (Sophia White): Salary 196,200.00 exceeds Legal/Director band max of 160,000.00 | REVIEW   |

INSTRUCTOR GUIDE — Payroll (2024)

Salary Band Reference

| Department | Position    | Min        | Max        |
|------------|-------------|------------|------------|
| Finance    | Director    | 98,000.00  | 135,000.00 |
| Finance    | Manager     | 78,000.00  | 98,000.00  |
| Finance    | Sr Analyst  | 62,000.00  | 78,000.00  |
| Finance    | Analyst     | 46,000.00  | 62,000.00  |
| Finance    | Coordinator | 38,000.00  | 48,000.00  |
| Finance    | Specialist  | 52,000.00  | 68,000.00  |
| Operations | Director    | 92,000.00  | 128,000.00 |
| Operations | Manager     | 72,000.00  | 92,000.00  |
| Operations | Sr Analyst  | 58,000.00  | 74,000.00  |
| Operations | Analyst     | 43,000.00  | 58,000.00  |
| Operations | Coordinator | 36,000.00  | 46,000.00  |
| Operations | Specialist  | 48,000.00  | 64,000.00  |
| Sales      | Director    | 102,000.00 | 145,000.00 |
| Sales      | Manager     | 80,000.00  | 105,000.00 |
| Sales      | Sr Analyst  | 60,000.00  | 80,000.00  |
| Sales      | Analyst     | 44,000.00  | 60,000.00  |
| Sales      | Coordinator | 37,000.00  | 48,000.00  |
| Sales      | Specialist  | 55,000.00  | 72,000.00  |
| IT         | Director    | 108,000.00 | 150,000.00 |
| IT         | Manager     | 85,000.00  | 108,000.00 |
| IT         | Sr Analyst  | 68,000.00  | 88,000.00  |
| IT         | Analyst     | 50,000.00  | 68,000.00  |
| IT         | Coordinator | 40,000.00  | 52,000.00  |
| IT         | Specialist  | 60,000.00  | 78,000.00  |
| HR         | Director    | 90,000.00  | 125,000.00 |
| HR         | Manager     | 72,000.00  | 92,000.00  |
| HR         | Sr Analyst  | 58,000.00  | 74,000.00  |
| HR         | Analyst     | 44,000.00  | 58,000.00  |
| HR         | Coordinator | 36,000.00  | 46,000.00  |
| HR         | Specialist  | 50,000.00  | 65,000.00  |
| Legal      | Director    | 115,000.00 | 160,000.00 |
| Legal      | Manager     | 88,000.00  | 118,000.00 |
| Legal      | Sr Analyst  | 70,000.00  | 90,000.00  |
| Legal      | Analyst     | 52,000.00  | 70,000.00  |
| Legal      | Coordinator | 40,000.00  | 52,000.00  |
| Legal      | Specialist  | 62,000.00  | 80,000.00  |
| Marketing  | Director    | 95,000.00  | 130,000.00 |

INSTRUCTOR GUIDE — Payroll (2024)

| Department | Position    | Min       | Max       |
|------------|-------------|-----------|-----------|
| Marketing  | Manager     | 74,000.00 | 96,000.00 |
| Marketing  | Sr Analyst  | 60,000.00 | 76,000.00 |
| Marketing  | Analyst     | 44,000.00 | 60,000.00 |
| Marketing  | Coordinator | 36,000.00 | 46,000.00 |
| Marketing  | Specialist  | 50,000.00 | 66,000.00 |

INSTRUCTOR GUIDE — AR / Inventory / Debt (2024)

Accounts Receivable / Aging

| Item                      | Value         |
|---------------------------|---------------|
| A/R per ledger (1100)     | 13,869,148.95 |
| A/R per aging listing     | 13,869,148.95 |
| Balances over 180 days    | 1,320,367.02  |
| # customers over 180 days | 9             |

Inventory (ties to 1200; planted unit–cost anomalies)

| SKU       | Note   | Amount    |
|-----------|--|-----------|
| SKU–42192 | Unit cost 17,773.02 vs median 32.56 (qty only 2) | 35,546.04 |
| SKU–75123 | Unit cost 33.00 vs median 32.56 (qty 900)        | 29,700.00 |

| Label                 | Amount     |
|-----------------------|------------|
| Inventory per listing | 315,778.18 |

Debt / Interest (ties to 2400 & 5950)

| Item                    | Value        |
|-------------------------|--------------|
| Opening principal       | 3,286,900.00 |
| Total interest (recalc) | 183,121.81   |
| Total principal repaid  | 517,451.52   |
| Ending balance (=2400)  | 2,769,448.48 |
| Stated rate             | 6.00%        |



INSTRUCTOR GUIDE — Fieldwork (2024)

Fieldwork / JV Items (77 items)

| Reference   | Description                                      | Amount    | Material  |
|-------------|--|-----------|-----------|
| JE2024_0044 | AP transaction: vouch approvals/terms/duplicates | 45,109.09 | FIELDWORK |
| JE2024_0045 | AP transaction: vouch approvals/terms/duplicates | 12,596.66 | FIELDWORK |
| JE2024_0046 | AP transaction: vouch approvals/terms/duplicates | 34,622.05 | FIELDWORK |
| JE2024_0047 | AP transaction: vouch approvals/terms/duplicates | 30,769.53 | FIELDWORK |
| JE2024_0048 | AP transaction: vouch approvals/terms/duplicates | 17,429.01 | FIELDWORK |
| JE2024_0049 | AP transaction: vouch approvals/terms/duplicates | 2,597.19  | FIELDWORK |
| JE2024_0050 | AP transaction: vouch approvals/terms/duplicates | 6,199.90  | FIELDWORK |
| JE2024_0051 | AP transaction: vouch approvals/terms/duplicates | 3,092.74  | FIELDWORK |
| JE2024_0052 | AP transaction: vouch approvals/terms/duplicates | 1,839.39  | FIELDWORK |
| JE2024_0053 | AP transaction: vouch approvals/terms/duplicates | 40,714.86 | FIELDWORK |
| JE2024_0054 | AP transaction: vouch approvals/terms/duplicates | 12,899.00 | FIELDWORK |
| JE2024_0055 | AP transaction: vouch approvals/terms/duplicates | 5,363.86  | FIELDWORK |
| JE2024_0056 | AP transaction: vouch approvals/terms/duplicates | 19,852.04 | FIELDWORK |
| JE2024_0057 | AP transaction: vouch approvals/terms/duplicates | 60,016.41 | FIELDWORK |
| JE2024_0058 | AP transaction: vouch approvals/terms/duplicates | 76,238.19 | FIELDWORK |
| JE2024_0059 | AP transaction: vouch approvals/terms/duplicates | 18,948.33 | FIELDWORK |
| JE2024_0060 | AP transaction: vouch approvals/terms/duplicates | 25,045.26 | FIELDWORK |
| JE2024_0061 | AP transaction: vouch approvals/terms/duplicates | 52,208.76 | FIELDWORK |
| JE2024_0062 | AP transaction: vouch approvals/terms/duplicates | 38,216.49 | FIELDWORK |
| JE2024_0063 | AP transaction: vouch approvals/terms/duplicates | 34,493.91 | FIELDWORK |
| JE2024_0064 | AP transaction: vouch approvals/terms/duplicates | 38,488.65 | FIELDWORK |
| JE2024_0065 | AP transaction: vouch approvals/terms/duplicates | 63,600.40 | FIELDWORK |
| JE2024_0066 | AP transaction: vouch approvals/terms/duplicates | 34,047.35 | FIELDWORK |
| JE2024_0067 | AP transaction: vouch approvals/terms/duplicates | 21,607.01 | FIELDWORK |
| JE2024_0068 | AP transaction: vouch approvals/terms/duplicates | 1,610.60  | FIELDWORK |
| JE2024_0069 | AP transaction: vouch approvals/terms/duplicates | 54,871.54 | FIELDWORK |
| JE2024_0070 | AP transaction: vouch approvals/terms/duplicates | 35,507.89 | FIELDWORK |
| JE2024_0071 | AP transaction: vouch approvals/terms/duplicates | 24,555.83 | FIELDWORK |
| JE2024_0072 | AP transaction: vouch approvals/terms/duplicates | 2,220.30  | FIELDWORK |
| JE2024_0073 | AP transaction: vouch approvals/terms/duplicates | 89,488.42 | FIELDWORK |
| JE2024_0074 | AP transaction: vouch approvals/terms/duplicates | 23,516.18 | FIELDWORK |
| JE2024_0075 | AP transaction: vouch approvals/terms/duplicates | 9,530.98  | FIELDWORK |
| JE2024_0076 | AP transaction: vouch approvals/terms/duplicates | 47,216.24 | FIELDWORK |
| JE2024_0077 | AP transaction: vouch approvals/terms/duplicates | 32,182.01 | FIELDWORK |
| JE2024_0078 | AP transaction: vouch approvals/terms/duplicates | 42,661.20 | FIELDWORK |
| JE2024_0079 | AP transaction: vouch approvals/terms/duplicates | 34,052.19 | FIELDWORK |
| JE2024_0080 | AP transaction: vouch approvals/terms/duplicates | 31,303.71 | FIELDWORK |



INSTRUCTOR GUIDE — Fieldwork (2024)

| Reference   | Description                                      | Amount     | Material  |
|-------------|--|------------|-----------|
| JE2024_0081 | AP transaction: vouch approvals/terms/duplicates | 17,100.14  | FIELDWORK |
| JE2024_0082 | AP transaction: vouch approvals/terms/duplicates | 48,653.95  | FIELDWORK |
| JE2024_0083 | AP transaction: vouch approvals/terms/duplicates | 203,004.05 | FIELDWORK |

# INSTRUCTOR GUIDE — File Map & Checklist (2024)

## Generated File Map

| File                                  | Contains  |
|---------------------------------------|---|
| jv_listing_lines_2024.csv             | JE lines + dates (weekend/EOY/round–number planted) |
| ending_trial_balance_from_JV_2024.csv | TB balances (verify sums to 0)                      |
| customer_master.csv / ar_aging.xlsx   | A/R ties to 1100; >180d = 1,320,367.02              |
| inventory_listing.xlsx                | ties to 1200; 2 unit–cost anomaly                   |
| debt_schedule.xlsx                    | ties to 2400; interest 183,121.81                   |
| payroll_roster.csv                    | 1 salary band violation(s)                          |
| asset_register.csv                    | 3 depreciation error(s)                             |
| Tieout_Workbook_2024.xlsx             | Fully formula–linked; Tie_Out_Checks tab            |
| bank_reconciliation.pdf               | ties to GL cash 1000                                |
| management_representations.pdf        | narrative letter (Step 2 input)                     |
| Supporting_Documentation/             | invoices, POs, registers, bank stmt                 |

## Student Assignment Checklist (maps to instructions)

| Task  | Hint   |
|---|--|
| 1. Materiality (Materiality tab inputs)         | benchmark x %, then x reduction                  |
| 2. Risk assessment + analytical review          | YoY >10% or >perf mat; see Analytical_Review tab |
| 3. Revenue & A/R (ASC 606, >180d, DSO)          | Perf Mat = 70,135.71                             |
| 4. Inventory (recalc, unit–cost anomalies, DIO) | sum listing vs BS; flag outlier unit costs       |
| 5. Fixed assets (SL recalc)                     | (Cost–Salvage)/Life                              |
| 6. Payroll (salary vs band)                     | compare to dept/position bands                   |
| 7. Cash & bank reconciliation                   | bank bal +/- recon items = GL cash               |
| 8. Debt (interest recalc, principal in JV)      | ending bal vs 2400; recompute interest           |
| 9. JV testing (top 10%, weekend/EOY, round #)   | sort desc; weekday()/round–number filter         |
| 10. Summary of misstatements                    | 6 material items to find                         |
| 11. Draft audit opinion                         | tie conclusion to aggregated misstatements       |