

INSTRUCTOR GUIDE — 2025 (CONFIDENTIAL)

Instructor Guide — Year 2025

| Item | Value |
|------------------------------|---------------|
| Closing Mode | pre |
| Total Revenue | 9,317,865.08 |
| Total Assets | 11,352,817.04 |
| Planning Materiality | 69,883.99 |
| Performance Materiality | 52,412.99 |
| Total Embedded Errors | 88 |
| Material Errors (>=Perf Mat) | 6 |

Materiality Calculation

| Basis | Amount |
|-------------------------------|------------|
| 0.75% of Revenue | 69,883.99 |
| 2.00% of Assets | 227,056.34 |
| Planning (lower of above) | 69,883.99 |
| Performance (75% of Planning) | 52,412.99 |

INSTRUCTOR GUIDE — Depreciation (2025)

Depreciation Errors (4 items)

| Reference | Description | Amount | Material |
|-----------|--|----------|----------|
| AST-0003 | Dep variance: booked 7,526.10 vs correct SL 9,014.34 (Chevy Express 2500 Fleet) | 1,488.24 | NO |
| AST-0011 | Dep variance: booked 2,697.45 vs correct SL 3,847.31 (Dell Latitude 5540 x10) | 1,149.86 | NO |
| AST-0018 | Dep variance: booked 9,390.27 vs correct SL 7,443.61 (Chevy Colorado Extended Cab) | 1,946.66 | NO |
| AGGREGATE | Total dep misstatement across 3 assets | 4,584.76 | NO |

| Label | Amount |
|------------------------|----------|
| Total Dep Misstatement | 9,169.52 |

SL Recalculation Detail

| Asset_ID | Description | Basis | Life | Correct | Booked | Variance |
|----------|-----------------------------|-----------|------|----------|----------|-----------|
| AST-0003 | Chevy Express 2500 Fleet | 45,071.71 | 5.00 | 9,014.34 | 7,526.10 | -1,488.24 |
| AST-0011 | Dell Latitude 5540 x10 | 12,591.19 | 3.00 | 3,847.31 | 2,697.45 | -1,149.86 |
| AST-0018 | Chevy Colorado Extended ... | 37,218.06 | 5.00 | 7,443.61 | 9,390.27 | 1,946.66 |

INSTRUCTOR GUIDE — Payroll (2025)

Payroll Errors (2 items)

| Reference | Description | Mater... |
|-------------------------|---|----------|
| EMP-0021 (Benjamin S... | Salary exceeds band: EMP-0021 (Benjamin Sullivan): Salary 70,000.00 exceeds HR/Analyst band max of 58,000.00 | REVIEW |
| EMP-0001 | Terminated employee still on payroll: EMP-0001 (Rania Lopez): terminated 2025-08-25 but received pay through 2025-10... | NO |

INSTRUCTOR GUIDE — Payroll (2025)

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 (2025)

| 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 (2025)

Accounts Receivable / Aging

| Item | Value |
|---------------------------|---------------|
| A/R per ledger (1100) | 10,772,983.74 |
| A/R per aging listing | 10,772,983.74 |
| Balances over 180 days | 901,698.68 |
| # customers over 180 days | 4 |

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

| SKU | Note | Amount |
|-----------|--|-----------|
| SKU–18295 | Unit cost 13,777.18 vs median 20.76 (qty only 2) | 27,554.36 |
| SKU–89043 | Unit cost 28.66 vs median 20.76 (qty 900) | 25,794.00 |

| Label | Amount |
|-----------------------|------------|
| Inventory per listing | 191,577.22 |

Debt / Interest (ties to 2400 & 5950)

| Item | Value |
|-------------------------|--------------|
| Opening principal | 1,049,800.00 |
| Total interest (recalc) | 40,146.81 |
| Total principal repaid | 240,825.12 |
| Ending balance (=2400) | 808,974.88 |
| Stated rate | 4.27% |

INSTRUCTOR GUIDE — Fieldwork (2025)

Fieldwork / JV Items (77 items)

| Reference | Description | Amount | Material |
|-------------|--|------------|-----------|
| JE2025_0044 | AP transaction: vouch approvals/terms/duplicates | 8,960.81 | FIELDWORK |
| JE2025_0045 | AP transaction: vouch approvals/terms/duplicates | 36,799.94 | FIELDWORK |
| JE2025_0046 | AP transaction: vouch approvals/terms/duplicates | 106,663.27 | FIELDWORK |
| JE2025_0047 | AP transaction: vouch approvals/terms/duplicates | 14,461.37 | FIELDWORK |
| JE2025_0048 | AP transaction: vouch approvals/terms/duplicates | 47,918.32 | FIELDWORK |
| JE2025_0049 | AP transaction: vouch approvals/terms/duplicates | 16,743.80 | FIELDWORK |
| JE2025_0050 | AP transaction: vouch approvals/terms/duplicates | 897.62 | FIELDWORK |
| JE2025_0051 | AP transaction: vouch approvals/terms/duplicates | 57,941.70 | FIELDWORK |
| JE2025_0052 | AP transaction: vouch approvals/terms/duplicates | 63,761.61 | FIELDWORK |
| JE2025_0053 | AP transaction: vouch approvals/terms/duplicates | 70.01 | FIELDWORK |
| JE2025_0054 | AP transaction: vouch approvals/terms/duplicates | 798.19 | FIELDWORK |
| JE2025_0055 | AP transaction: vouch approvals/terms/duplicates | 12,534.45 | FIELDWORK |
| JE2025_0056 | AP transaction: vouch approvals/terms/duplicates | 49,541.81 | FIELDWORK |
| JE2025_0057 | AP transaction: vouch approvals/terms/duplicates | 21,642.92 | FIELDWORK |
| JE2025_0058 | AP transaction: vouch approvals/terms/duplicates | 21,041.86 | FIELDWORK |
| JE2025_0059 | AP transaction: vouch approvals/terms/duplicates | 8,883.31 | FIELDWORK |
| JE2025_0060 | AP transaction: vouch approvals/terms/duplicates | 30,172.60 | FIELDWORK |
| JE2025_0061 | AP transaction: vouch approvals/terms/duplicates | 12,816.26 | FIELDWORK |
| JE2025_0062 | AP transaction: vouch approvals/terms/duplicates | 4,049.37 | FIELDWORK |
| JE2025_0063 | AP transaction: vouch approvals/terms/duplicates | 19,561.77 | FIELDWORK |
| JE2025_0064 | AP transaction: vouch approvals/terms/duplicates | 31,296.18 | FIELDWORK |
| JE2025_0065 | AP transaction: vouch approvals/terms/duplicates | 32,054.65 | FIELDWORK |
| JE2025_0066 | AP transaction: vouch approvals/terms/duplicates | 49,831.47 | FIELDWORK |
| JE2025_0067 | AP transaction: vouch approvals/terms/duplicates | 4,412.13 | FIELDWORK |
| JE2025_0068 | AP transaction: vouch approvals/terms/duplicates | 1,448.65 | FIELDWORK |
| JE2025_0069 | AP transaction: vouch approvals/terms/duplicates | 19,174.72 | FIELDWORK |
| JE2025_0070 | AP transaction: vouch approvals/terms/duplicates | 22,578.36 | FIELDWORK |
| JE2025_0071 | AP transaction: vouch approvals/terms/duplicates | 57,455.57 | FIELDWORK |
| JE2025_0072 | AP transaction: vouch approvals/terms/duplicates | 3,917.32 | FIELDWORK |
| JE2025_0073 | AP transaction: vouch approvals/terms/duplicates | 160.15 | FIELDWORK |
| JE2025_0074 | AP transaction: vouch approvals/terms/duplicates | 18,103.65 | FIELDWORK |
| JE2025_0075 | AP transaction: vouch approvals/terms/duplicates | 28,709.48 | FIELDWORK |
| JE2025_0076 | AP transaction: vouch approvals/terms/duplicates | 23,172.67 | FIELDWORK |
| JE2025_0077 | AP transaction: vouch approvals/terms/duplicates | 7,873.23 | FIELDWORK |
| JE2025_0078 | AP transaction: vouch approvals/terms/duplicates | 11,038.91 | FIELDWORK |
| JE2025_0079 | AP transaction: vouch approvals/terms/duplicates | 10,868.79 | FIELDWORK |
| JE2025_0080 | AP transaction: vouch approvals/terms/duplicates | 1,781.16 | FIELDWORK |

INSTRUCTOR GUIDE — Fieldwork (2025)

| Reference | Description | Amount | Material |
|-------------|--|-----------|-----------|
| JE2025_0081 | AP transaction: vouch approvals/terms/duplicates | 19,136.28 | FIELDWORK |
| JE2025_0082 | AP transaction: vouch approvals/terms/duplicates | 961.78 | FIELDWORK |
| JE2025_0083 | AP transaction: vouch approvals/terms/duplicates | 9,191.91 | FIELDWORK |

INSTRUCTOR GUIDE — File Map & Checklist (2025)

Generated File Map

| File | Contains |
|---------------------------------------|---|
| jv_listing_lines_2025.csv | JE lines + dates (weekend/EOY/round–number planted) |
| ending_trial_balance_from_JV_2025.csv | TB balances (verify sums to 0) |
| customer_master.csv / ar_aging.xlsx | A/R ties to 1100; >180d = 901,698.68 |
| inventory_listing.xlsx | ties to 1200; 2 unit–cost anomaly |
| debt_schedule.xlsx | ties to 2400; interest 40,146.81 |
| payroll_roster.csv | 1 salary band violation(s) |
| asset_register.csv | 3 depreciation error(s) |
| Tieout_Workbook_2025.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 = 52,412.99 |
| 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 |