

INSTRUCTOR GUIDE — 2025 (CONFIDENTIAL)

Instructor Guide — Year 2025

Item	Value
Closing Mode	pre
Total Revenue	9,890,892.55
Total Assets	13,053,486.87
Planning Materiality	74,181.69
Performance Materiality	55,636.27
Total Embedded Errors	89
Material Errors (>=Perf Mat)	6

Materiality Calculation

Basis	Amount
0.75% of Revenue	74,181.69
2.00% of Assets	261,069.74
Planning (lower of above)	74,181.69
Performance (75% of Planning)	55,636.27

INSTRUCTOR GUIDE — Depreciation (2025)

Depreciation Errors (5 items)

Reference	Description	Amount	Material
AST-0012	Dep variance: booked 1,074.15 vs correct SL 890.70 (Sit-Stand Desk Electric x4)	183.45	NO
AST-0017	Dep variance: booked 4,982.07 vs correct SL 3,415.37 (Label Printing Industrial)	1,566.70	NO
AST-0018	Dep variance: booked 740.97 vs correct SL 856.45 (Ergonomic Chairs Set of 6)	115.48	NO
AST-0022	Dep variance: booked 12,313.46 vs correct SL 9,165.62 (Office Buildout Suite 200)	3,147.84	NO
AGGREGATE	Total dep misstatement across 4 assets	5,013.47	NO

Label	Amount
Total Dep Misstatement	10,026.94

SL Recalculation Detail

Asset_ID	Description	Basis	Life	Correct	Booked	Variance
AST-0012	Sit-Stand Desk Electric ...	6,234.88	7.00	890.70	1,074.15	183.45
AST-0017	Label Printing Industrial	23,907.58	7.00	3,415.37	4,982.07	1,566.70
AST-0018	Ergonomic Chairs Set of 6	5,995.16	7.00	856.45	740.97	-115.48
AST-0022	Office Buildout Suite 200	137,484.32	15.00	9,165.62	12,313.46	3,147.84

INSTRUCTOR GUIDE — Payroll (2025)

Payroll Errors (3 items)

Reference	Description	Mater...
EMP-0003 (Charlotte ...	Salary exceeds band: EMP-0003 (Charlotte Haddad): Salary 103,800.00 exceeds IT/Sr Analyst band max of 88,000.00	REVIEW
EMP-0005 (Daniel Mit...	Salary exceeds band: EMP-0005 (Daniel Mitchell): Salary 123,000.00 exceeds Finance/Manager band max of 98,000.00	REVIEW
EMP-0034	Terminated employee still on payroll: EMP-0034 (Amir Harris): terminated 2025-09-18 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)	11,218,711.00
A/R per aging listing	11,218,711.00
Balances over 180 days	364,517.76
# customers over 180 days	5

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

SKU	Note	Amount
SKU–13254	Unit cost 26,674.38 vs median 56.21 (qty only 2)	53,348.76
SKU–92605	Unit cost 56.84 vs median 56.21 (qty 900)	51,156.00

Label	Amount
Inventory per listing	441,560.76

Debt / Interest (ties to 2400 & 5950)

Item	Value
Opening principal	2,925,900.00
Total interest (recalc)	113,621.49
Total principal repaid	484,221.48
Ending balance (=2400)	2,441,678.52
Stated rate	4.20%

INSTRUCTOR GUIDE — Fieldwork (2025)

Fieldwork / JV Items (77 items)

Reference	Description	Amount	Material
JE2025_0044	AP transaction: vouch approvals/terms/duplicates	2,009.92	FIELDWORK
JE2025_0045	AP transaction: vouch approvals/terms/duplicates	6,606.50	FIELDWORK
JE2025_0046	AP transaction: vouch approvals/terms/duplicates	34,749.21	FIELDWORK
JE2025_0047	AP transaction: vouch approvals/terms/duplicates	13,214.34	FIELDWORK
JE2025_0048	AP transaction: vouch approvals/terms/duplicates	30,404.23	FIELDWORK
JE2025_0049	AP transaction: vouch approvals/terms/duplicates	11,482.61	FIELDWORK
JE2025_0050	AP transaction: vouch approvals/terms/duplicates	21,922.96	FIELDWORK
JE2025_0051	AP transaction: vouch approvals/terms/duplicates	7,242.52	FIELDWORK
JE2025_0052	AP transaction: vouch approvals/terms/duplicates	45,662.57	FIELDWORK
JE2025_0053	AP transaction: vouch approvals/terms/duplicates	18,179.78	FIELDWORK
JE2025_0054	AP transaction: vouch approvals/terms/duplicates	88,965.44	FIELDWORK
JE2025_0055	AP transaction: vouch approvals/terms/duplicates	16,056.81	FIELDWORK
JE2025_0056	AP transaction: vouch approvals/terms/duplicates	27,703.88	FIELDWORK
JE2025_0057	AP transaction: vouch approvals/terms/duplicates	35,230.33	FIELDWORK
JE2025_0058	AP transaction: vouch approvals/terms/duplicates	20,392.40	FIELDWORK
JE2025_0059	AP transaction: vouch approvals/terms/duplicates	34,849.60	FIELDWORK
JE2025_0060	AP transaction: vouch approvals/terms/duplicates	32,477.81	FIELDWORK
JE2025_0061	AP transaction: vouch approvals/terms/duplicates	9,650.36	FIELDWORK
JE2025_0062	AP transaction: vouch approvals/terms/duplicates	12,258.86	FIELDWORK
JE2025_0063	AP transaction: vouch approvals/terms/duplicates	7,249.99	FIELDWORK
JE2025_0064	AP transaction: vouch approvals/terms/duplicates	11,033.54	FIELDWORK
JE2025_0065	AP transaction: vouch approvals/terms/duplicates	24,692.39	FIELDWORK
JE2025_0066	AP transaction: vouch approvals/terms/duplicates	6,912.61	FIELDWORK
JE2025_0067	AP transaction: vouch approvals/terms/duplicates	17,249.42	FIELDWORK
JE2025_0068	AP transaction: vouch approvals/terms/duplicates	12,998.75	FIELDWORK
JE2025_0069	AP transaction: vouch approvals/terms/duplicates	19,273.24	FIELDWORK
JE2025_0070	AP transaction: vouch approvals/terms/duplicates	21,842.71	FIELDWORK
JE2025_0071	AP transaction: vouch approvals/terms/duplicates	9,618.22	FIELDWORK
JE2025_0072	AP transaction: vouch approvals/terms/duplicates	79,417.19	FIELDWORK
JE2025_0073	AP transaction: vouch approvals/terms/duplicates	31,989.24	FIELDWORK
JE2025_0074	AP transaction: vouch approvals/terms/duplicates	31,882.12	FIELDWORK
JE2025_0075	AP transaction: vouch approvals/terms/duplicates	19,115.37	FIELDWORK
JE2025_0076	AP transaction: vouch approvals/terms/duplicates	18,674.55	FIELDWORK
JE2025_0077	AP transaction: vouch approvals/terms/duplicates	2,641.22	FIELDWORK
JE2025_0078	AP transaction: vouch approvals/terms/duplicates	6,414.88	FIELDWORK
JE2025_0079	AP transaction: vouch approvals/terms/duplicates	18,852.97	FIELDWORK
JE2025_0080	AP transaction: vouch approvals/terms/duplicates	71,854.04	FIELDWORK

INSTRUCTOR GUIDE — Fieldwork (2025)

Reference	Description	Amount	Material
JE2025_0081	AP transaction: vouch approvals/terms/duplicates	90,736.59	FIELDWORK
JE2025_0082	AP transaction: vouch approvals/terms/duplicates	95,214.56	FIELDWORK
JE2025_0083	AP transaction: vouch approvals/terms/duplicates	37,004.94	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 = 364,517.76
inventory_listing.xlsx	ties to 1200; 2 unit–cost anomaly
debt_schedule.xlsx	ties to 2400; interest 113,621.49
payroll_roster.csv	2 salary band violation(s)
asset_register.csv	4 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 = 55,636.27
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