

INSTRUCTOR GUIDE — 2025 (CONFIDENTIAL)

Instructor Guide — Year 2025

| Item | Value |
|------------------------------|---------------|
| Closing Mode | pre |
| Total Revenue | 7,840,719.83 |
| Total Assets | 10,297,281.47 |
| Planning Materiality | 58,805.40 |
| Performance Materiality | 44,104.05 |
| Total Embedded Errors | 90 |
| Material Errors (>=Perf Mat) | 6 |

Materiality Calculation

| Basis | Amount |
|-------------------------------|------------|
| 0.75% of Revenue | 58,805.40 |
| 2.00% of Assets | 205,945.63 |
| Planning (lower of above) | 58,805.40 |
| Performance (75% of Planning) | 44,104.05 |

INSTRUCTOR GUIDE — Depreciation (2025)

Depreciation Errors (5 items)

| Reference | Description | Amount | Material |
|-----------|--|----------|----------|
| AST-0003 | Dep variance: booked 9,440.15 vs correct SL 7,098.50 (Generator 50kW Standby) | 2,341.65 | NO |
| AST-0005 | Dep variance: booked 3,401.31 vs correct SL 2,297.03 (Plumbing Overhaul 2nd Floor) | 1,104.28 | NO |
| AST-0015 | Dep variance: booked 952.54 vs correct SL 596.13 (Emergency Exit Lighting) | 356.41 | NO |
| AST-0022 | Dep variance: booked 4,318.35 vs correct SL 2,880.71 (Jira/Confluence Cloud Prem) | 1,437.64 | NO |
| AGGREGATE | Total dep misstatement across 4 assets | 5,239.98 | NO |

| Label | Amount |
|------------------------|-----------|
| Total Dep Misstatement | 10,479.96 |

SL Recalculation Detail

| Asset_ID | Description | Basis | Life | Correct | Booked | Variance |
|----------|-----------------------------|-----------|-------|----------|----------|----------|
| AST-0003 | Generator 50kW Standby | 49,689.50 | 7.00 | 7,098.50 | 9,440.15 | 2,341.65 |
| AST-0005 | Plumbing Overhaul 2nd Fl... | 34,455.39 | 15.00 | 2,297.03 | 3,401.31 | 1,104.28 |
| AST-0015 | Emergency Exit Lighting | 8,941.96 | 15.00 | 596.13 | 952.54 | 356.41 |
| AST-0022 | Jira/Confluence Cloud Pr... | 25,926.50 | 3.00 | 2,880.71 | 4,318.35 | 1,437.64 |

INSTRUCTOR GUIDE — Payroll (2025)

Payroll Errors (3 items)

| Reference | Description | Mater... |
|-------------------------|---|----------|
| EMP-0029 (Elijah Gom... | Salary exceeds band: EMP-0029 (Elijah Gomez): Salary 58,400.00 exceeds Sales/Coordinator band max of 48,000.00 | REVIEW |
| EMP-0016 (Elizabeth ... | Salary exceeds band: EMP-0016 (Elizabeth Sanchez): Salary 125,200.00 exceeds IT/Manager band max of 108,000.00 | REVIEW |
| EMP-0030 | Terminated employee still on payroll: EMP-0030 (Liam Haddad): terminated 2025-08-14 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) | 9,108,123.86 |
| A/R per aging listing | 9,108,123.86 |
| Balances over 180 days | 865,332.95 |
| # customers over 180 days | 4 |

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

| SKU | Note | Amount |
|-----------|--|-----------|
| SKU–17984 | Unit cost 10,332.96 vs median 31.02 (qty only 2) | 20,665.92 |
| SKU–79376 | Unit cost 22.52 vs median 31.02 (qty 900) | 20,268.00 |

| Label | Amount |
|-----------------------|------------|
| Inventory per listing | 258,789.55 |

Debt / Interest (ties to 2400 & 5950)

| Item | Value |
|-------------------------|--------------|
| Opening principal | 1,520,600.00 |
| Total interest (recalc) | 56,166.18 |
| Total principal repaid | 333,191.04 |
| Ending balance (=2400) | 1,187,408.96 |
| Stated rate | 4.11% |

INSTRUCTOR GUIDE — Fieldwork (2025)

Fieldwork / JV Items (77 items)

| Reference | Description | Amount | Material |
|-------------|--|------------|-----------|
| JE2025_0044 | AP transaction: vouch approvals/terms/duplicates | 11,751.88 | FIELDWORK |
| JE2025_0045 | AP transaction: vouch approvals/terms/duplicates | 8,022.18 | FIELDWORK |
| JE2025_0046 | AP transaction: vouch approvals/terms/duplicates | 1,426.15 | FIELDWORK |
| JE2025_0047 | AP transaction: vouch approvals/terms/duplicates | 8,378.06 | FIELDWORK |
| JE2025_0048 | AP transaction: vouch approvals/terms/duplicates | 14,473.01 | FIELDWORK |
| JE2025_0049 | AP transaction: vouch approvals/terms/duplicates | 13,009.88 | FIELDWORK |
| JE2025_0050 | AP transaction: vouch approvals/terms/duplicates | 18,887.62 | FIELDWORK |
| JE2025_0051 | AP transaction: vouch approvals/terms/duplicates | 9,689.62 | FIELDWORK |
| JE2025_0052 | AP transaction: vouch approvals/terms/duplicates | 50,133.99 | FIELDWORK |
| JE2025_0053 | AP transaction: vouch approvals/terms/duplicates | 80,232.95 | FIELDWORK |
| JE2025_0054 | AP transaction: vouch approvals/terms/duplicates | 949.80 | FIELDWORK |
| JE2025_0055 | AP transaction: vouch approvals/terms/duplicates | 7,762.48 | FIELDWORK |
| JE2025_0056 | AP transaction: vouch approvals/terms/duplicates | 23,004.24 | FIELDWORK |
| JE2025_0057 | AP transaction: vouch approvals/terms/duplicates | 737.53 | FIELDWORK |
| JE2025_0058 | AP transaction: vouch approvals/terms/duplicates | 13,964.89 | FIELDWORK |
| JE2025_0059 | AP transaction: vouch approvals/terms/duplicates | 47,681.05 | FIELDWORK |
| JE2025_0060 | AP transaction: vouch approvals/terms/duplicates | 32,702.36 | FIELDWORK |
| JE2025_0061 | AP transaction: vouch approvals/terms/duplicates | 14,008.63 | FIELDWORK |
| JE2025_0062 | AP transaction: vouch approvals/terms/duplicates | 27,383.34 | FIELDWORK |
| JE2025_0063 | AP transaction: vouch approvals/terms/duplicates | 23,733.23 | FIELDWORK |
| JE2025_0064 | AP transaction: vouch approvals/terms/duplicates | 50,761.00 | FIELDWORK |
| JE2025_0065 | AP transaction: vouch approvals/terms/duplicates | 38,418.37 | FIELDWORK |
| JE2025_0066 | AP transaction: vouch approvals/terms/duplicates | 123,066.25 | FIELDWORK |
| JE2025_0067 | AP transaction: vouch approvals/terms/duplicates | 30,776.46 | FIELDWORK |
| JE2025_0068 | AP transaction: vouch approvals/terms/duplicates | 42,850.21 | FIELDWORK |
| JE2025_0069 | AP transaction: vouch approvals/terms/duplicates | 20,027.35 | FIELDWORK |
| JE2025_0070 | AP transaction: vouch approvals/terms/duplicates | 8,389.65 | FIELDWORK |
| JE2025_0071 | AP transaction: vouch approvals/terms/duplicates | 8,940.32 | FIELDWORK |
| JE2025_0072 | AP transaction: vouch approvals/terms/duplicates | 2,453.96 | FIELDWORK |
| JE2025_0073 | AP transaction: vouch approvals/terms/duplicates | 125,398.80 | FIELDWORK |
| JE2025_0074 | AP transaction: vouch approvals/terms/duplicates | 8,427.39 | FIELDWORK |
| JE2025_0075 | AP transaction: vouch approvals/terms/duplicates | 129,957.32 | FIELDWORK |
| JE2025_0076 | AP transaction: vouch approvals/terms/duplicates | 7,417.02 | FIELDWORK |
| JE2025_0077 | AP transaction: vouch approvals/terms/duplicates | 3,473.77 | FIELDWORK |
| JE2025_0078 | AP transaction: vouch approvals/terms/duplicates | 6,069.88 | FIELDWORK |
| JE2025_0079 | AP transaction: vouch approvals/terms/duplicates | 1,732.70 | FIELDWORK |
| JE2025_0080 | AP transaction: vouch approvals/terms/duplicates | 46,044.92 | FIELDWORK |

INSTRUCTOR GUIDE — Fieldwork (2025)

| Reference | Description | Amount | Material |
|-------------|--|-----------|-----------|
| JE2025_0081 | AP transaction: vouch approvals/terms/duplicates | 20,844.60 | FIELDWORK |
| JE2025_0082 | AP transaction: vouch approvals/terms/duplicates | 18,920.48 | FIELDWORK |
| JE2025_0083 | AP transaction: vouch approvals/terms/duplicates | 2,867.00 | 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 = 865,332.95 |
| inventory_listing.xlsx | ties to 1200; 2 unit–cost anomaly |
| debt_schedule.xlsx | ties to 2400; interest 56,166.18 |
| 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 = 44,104.05 |
| 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 |