

INSTRUCTOR GUIDE — 2024 (CONFIDENTIAL)

Instructor Guide — Year 2024

Item	Value
Closing Mode	pre
Total Revenue	8,606,105.38
Total Assets	11,641,883.48
Planning Materiality	64,545.79
Performance Materiality	48,409.34
Total Embedded Errors	85
Material Errors (>=Perf Mat)	6

Materiality Calculation

Basis	Amount
0.75% of Revenue	64,545.79
2.00% of Assets	232,837.67
Planning (lower of above)	64,545.79
Performance (75% of Planning)	48,409.34

INSTRUCTOR GUIDE — Depreciation (2024)

Depreciation Errors (4 items)

Reference	Description	Amount	Material
AST-0002	Dep variance: booked 1,359.62 vs correct SL 1,104.83 (Emergency Exit Lighting)	254.79	NO
AST-0009	Dep variance: booked 729.52 vs correct SL 493.01 (Filing Cabinets 4-Drawer x10)	236.51	NO
AST-0014	Dep variance: booked 6,517.52 vs correct SL 6,610.34 (Ford Transit Cargo Van White)	92.82	NO
AGGREGATE	Total dep misstatement across 3 assets	584.12	NO

Label	Amount
Total Dep Misstatement	1,168.24

SL Recalculation Detail

Asset_ID	Description	Basis	Life	Correct	Booked	Variance
AST-0002	Emergency Exit Lighting	16,572.49	15.00	1,104.83	1,359.62	254.79
AST-0009	Filing Cabinets 4-Drawer...	3,451.10	7.00	493.01	729.52	236.51
AST-0014	Ford Transit Cargo Van W...	49,577.64	5.00	6,610.34	6,517.52	-92.82

INSTRUCTOR GUIDE — Payroll (2024)

Payroll Errors (1 items)

Reference	Description	Material
EMP-0035 (Emma Lawrence)	Salary exceeds band: EMP-0035 (Emma Lawrence): Salary 98,400.00 exceeds Finance/Sr Analyst band max of 78,000.00	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)	9,997,229.26
A/R per aging listing	9,997,229.26
Balances over 180 days	1,266,685.89
# customers over 180 days	4

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

SKU	Note	Amount
SKU–11150	Unit cost 12,921.08 vs median 31.50 (qty only 2)	25,842.16
SKU–10519	Unit cost 27.66 vs median 31.50 (qty 900)	24,894.00

Label	Amount
Inventory per listing	284,337.77

Debt / Interest (ties to 2400 & 5950)

Item	Value
Opening principal	1,812,700.00
Total interest (recalc)	150,539.98
Total principal repaid	195,303.36
Ending balance (=2400)	1,617,396.64
Stated rate	8.74%

INSTRUCTOR GUIDE — Fieldwork (2024)

Fieldwork / JV Items (77 items)

Reference	Description	Amount	Material
JE2024_0044	AP transaction: vouch approvals/terms/duplicates	28,662.84	FIELDWORK
JE2024_0045	AP transaction: vouch approvals/terms/duplicates	52,193.87	FIELDWORK
JE2024_0046	AP transaction: vouch approvals/terms/duplicates	11,619.33	FIELDWORK
JE2024_0047	AP transaction: vouch approvals/terms/duplicates	44,230.48	FIELDWORK
JE2024_0048	AP transaction: vouch approvals/terms/duplicates	11,061.22	FIELDWORK
JE2024_0049	AP transaction: vouch approvals/terms/duplicates	21,670.19	FIELDWORK
JE2024_0050	AP transaction: vouch approvals/terms/duplicates	3,460.84	FIELDWORK
JE2024_0051	AP transaction: vouch approvals/terms/duplicates	40,163.21	FIELDWORK
JE2024_0052	AP transaction: vouch approvals/terms/duplicates	13,789.34	FIELDWORK
JE2024_0053	AP transaction: vouch approvals/terms/duplicates	21,588.79	FIELDWORK
JE2024_0054	AP transaction: vouch approvals/terms/duplicates	35,400.31	FIELDWORK
JE2024_0055	AP transaction: vouch approvals/terms/duplicates	22,759.19	FIELDWORK
JE2024_0056	AP transaction: vouch approvals/terms/duplicates	54,214.24	FIELDWORK
JE2024_0057	AP transaction: vouch approvals/terms/duplicates	47,044.91	FIELDWORK
JE2024_0058	AP transaction: vouch approvals/terms/duplicates	754.08	FIELDWORK
JE2024_0059	AP transaction: vouch approvals/terms/duplicates	5,579.47	FIELDWORK
JE2024_0060	AP transaction: vouch approvals/terms/duplicates	5,550.25	FIELDWORK
JE2024_0061	AP transaction: vouch approvals/terms/duplicates	104,174.58	FIELDWORK
JE2024_0062	AP transaction: vouch approvals/terms/duplicates	40,219.28	FIELDWORK
JE2024_0063	AP transaction: vouch approvals/terms/duplicates	15,098.16	FIELDWORK
JE2024_0064	AP transaction: vouch approvals/terms/duplicates	10,641.83	FIELDWORK
JE2024_0065	AP transaction: vouch approvals/terms/duplicates	80,654.57	FIELDWORK
JE2024_0066	AP transaction: vouch approvals/terms/duplicates	71,185.25	FIELDWORK
JE2024_0067	AP transaction: vouch approvals/terms/duplicates	33,121.74	FIELDWORK
JE2024_0068	AP transaction: vouch approvals/terms/duplicates	38,060.03	FIELDWORK
JE2024_0069	AP transaction: vouch approvals/terms/duplicates	62,133.08	FIELDWORK
JE2024_0070	AP transaction: vouch approvals/terms/duplicates	41,174.08	FIELDWORK
JE2024_0071	AP transaction: vouch approvals/terms/duplicates	4,986.10	FIELDWORK
JE2024_0072	AP transaction: vouch approvals/terms/duplicates	21,384.19	FIELDWORK
JE2024_0073	AP transaction: vouch approvals/terms/duplicates	34,299.20	FIELDWORK
JE2024_0074	AP transaction: vouch approvals/terms/duplicates	181,021.35	FIELDWORK
JE2024_0075	AP transaction: vouch approvals/terms/duplicates	16,430.19	FIELDWORK
JE2024_0076	AP transaction: vouch approvals/terms/duplicates	14,691.74	FIELDWORK
JE2024_0077	AP transaction: vouch approvals/terms/duplicates	15,812.11	FIELDWORK
JE2024_0078	AP transaction: vouch approvals/terms/duplicates	6,653.93	FIELDWORK
JE2024_0079	AP transaction: vouch approvals/terms/duplicates	15,513.36	FIELDWORK
JE2024_0080	AP transaction: vouch approvals/terms/duplicates	9,527.72	FIELDWORK

INSTRUCTOR GUIDE — Fieldwork (2024)

Reference	Description	Amount	Material
JE2024_0081	AP transaction: vouch approvals/terms/duplicates	126,389.86	FIELDWORK
JE2024_0082	AP transaction: vouch approvals/terms/duplicates	33,777.83	FIELDWORK
JE2024_0083	AP transaction: vouch approvals/terms/duplicates	12,113.41	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 = 1,266,685.89
inventory_listing.xlsx	ties to 1200; 2 unit–cost anomaly
debt_schedule.xlsx	ties to 2400; interest 150,539.98
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 = 48,409.34
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