

INSTRUCTOR GUIDE — 2024 (CONFIDENTIAL)

Instructor Guide — Year 2024

Item	Value
Closing Mode	pre
Total Revenue	11,781,716.60
Total Assets	4,143,150.09
Planning Materiality	82,863.00
Performance Materiality	62,147.25
Total Embedded Errors	116
Material Errors (>=Perf Mat)	18

Materiality Calculation

Basis	Amount
0.75% of Revenue	88,362.87
2.00% of Assets	82,863.00
Planning (lower of above)	82,863.00
Performance (75% of Planning)	62,147.25

INSTRUCTOR GUIDE — Depreciation (2024)

Depreciation Errors (4 items)

Reference	Description	Amount	Material
AST-0001	Dep variance: booked 364.66 vs correct SL 796.16 (Lobby Renovation Marble/Glass)	431.50	NO
AST-0003	Dep variance: booked 288.20 vs correct SL 463.63 (Reception Desk L-Shape)	175.43	NO
AST-0004	Dep variance: booked 464.06 vs correct SL 324.12 (Whiteboard Wall Magnetic)	139.94	NO
AGGREGATE	Total dep misstatement across 3 assets	746.87	NO

Label	Amount
Total Dep Misstatement	1,493.74

SL Recalculation Detail

Asset_ID	Description	Basis	Life	Correct	Booked	Variance
AST-0001	Lobby Renovation Marble/...	143,308.63	15.00	796.16	364.66	-431.50
AST-0003	Reception Desk L-Shape	4,327.17	7.00	463.63	288.20	-175.43
AST-0004	Whiteboard Wall Magnetic	2,268.81	7.00	324.12	464.06	139.94

INSTRUCTOR GUIDE — Payroll (2024)

Payroll Errors (1 items)

Reference	Description	Material
EMP-0005 (Alexander Burke)	Salary exceeds band: EMP-0005 (Alexander Burke): Salary 133,500.00 exceeds IT/Manager band max of 108,000.00	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)	1,171,506.25
A/R per aging listing	1,171,506.25
Balances over 180 days	109,630.44
# customers over 180 days	3

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

SKU	Note	Amount
SKU-42447	Unit cost 2,459.11 vs median 79.52 (qty 4)	9,836.44
SKU-92842	Unit cost 0.11 vs median 79.52 (qty 41280)	4,540.80

Label	Amount
Inventory per listing	468,091.57

Debt / Interest (ties to 2400 & 5950)

Item	Value
Opening principal	3,043,900.00
Total interest (recalc)	195,753.81
Total principal repaid	392,589.24
Ending balance (=2400)	2,651,310.76
Stated rate	6.84%

INSTRUCTOR GUIDE — Fieldwork (2024)

Fieldwork / JV Items (86 items)

Reference	Description	Amount	Material
JE2024_0048	AP transaction: vouch approvals/terms/duplicates	29,016.22	FIELDWORK
JE2024_0053	AP transaction: vouch approvals/terms/duplicates	182,094.48	FIELDWORK
JE2024_0106	AP transaction: vouch approvals/terms/duplicates	2,947.37	FIELDWORK
JE2024_0088	AP transaction: vouch approvals/terms/duplicates	71,401.31	FIELDWORK
JE2024_0012	AP transaction: vouch approvals/terms/duplicates	52,923.51	FIELDWORK
JE2024_0020	AP transaction: vouch approvals/terms/duplicates	34,225.10	FIELDWORK
JE2024_0003	AP transaction: vouch approvals/terms/duplicates	3,653.05	FIELDWORK
JE2024_0052	AP transaction: vouch approvals/terms/duplicates	90,725.01	FIELDWORK
JE2024_0142	AP transaction: vouch approvals/terms/duplicates	59,869.39	FIELDWORK
JE2024_0040	AP transaction: vouch approvals/terms/duplicates	25,829.58	FIELDWORK
JE2024_0077	AP transaction: vouch approvals/terms/duplicates	40,270.40	FIELDWORK
JE2024_0119	AP transaction: vouch approvals/terms/duplicates	14,359.89	FIELDWORK
JE2024_0121	AP transaction: vouch approvals/terms/duplicates	102,563.22	FIELDWORK
JE2024_0153	AP transaction: vouch approvals/terms/duplicates	781.26	FIELDWORK
JE2024_0076	AP transaction: vouch approvals/terms/duplicates	1,599.25	FIELDWORK
JE2024_0099	AP transaction: vouch approvals/terms/duplicates	6,797.52	FIELDWORK
JE2024_0093	AP transaction: vouch approvals/terms/duplicates	158,849.12	FIELDWORK
JE2024_0011	AP transaction: vouch approvals/terms/duplicates	48,945.24	FIELDWORK
JE2024_0038	AP transaction: vouch approvals/terms/duplicates	10,133.67	FIELDWORK
JE2024_0061	AP transaction: vouch approvals/terms/duplicates	47,382.33	FIELDWORK
JE2024_0122	AP transaction: vouch approvals/terms/duplicates	31,064.41	FIELDWORK
JE2024_0149	AP transaction: vouch approvals/terms/duplicates	156,797.42	FIELDWORK
JE2024_0111	AP transaction: vouch approvals/terms/duplicates	14,802.11	FIELDWORK
JE2024_0036	AP transaction: vouch approvals/terms/duplicates	90,228.31	FIELDWORK
JE2024_0014	AP transaction: vouch approvals/terms/duplicates	15,643.16	FIELDWORK
JE2024_0023	AP transaction: vouch approvals/terms/duplicates	8,680.17	FIELDWORK
JE2024_0060	AP transaction: vouch approvals/terms/duplicates	15,845.51	FIELDWORK
JE2024_0041	AP transaction: vouch approvals/terms/duplicates	25,916.15	FIELDWORK
JE2024_0015	AP transaction: vouch approvals/terms/duplicates	19,979.70	FIELDWORK
JE2024_0143	AP transaction: vouch approvals/terms/duplicates	20,057.10	FIELDWORK
JE2024_0043	AP transaction: vouch approvals/terms/duplicates	102,563.22	FIELDWORK
JE2024_0055	AP transaction: vouch approvals/terms/duplicates	89,282.34	FIELDWORK
JE2024_0022	AP transaction: vouch approvals/terms/duplicates	56,857.20	FIELDWORK
JE2024_0124	AP transaction: vouch approvals/terms/duplicates	46,516.45	FIELDWORK
JE2024_0101	AP transaction: vouch approvals/terms/duplicates	8,418.82	FIELDWORK
JE2024_0103	AP transaction: vouch approvals/terms/duplicates	23,112.96	FIELDWORK
JE2024_0108	AP transaction: vouch approvals/terms/duplicates	17,180.26	FIELDWORK

INSTRUCTOR GUIDE — Fieldwork (2024)

Reference	Description	Amount	Material
JE2024_0004	AP transaction: vouch approvals/terms/duplicates	24,439.74	FIELDWORK
JE2024_0064	AP transaction: vouch approvals/terms/duplicates	165,110.88	FIELDWORK
JE2024_0118	AP transaction: vouch approvals/terms/duplicates	22,736.39	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 = 109,630.44
inventory_listing.xlsx	ties to 1200; 2 unit-cost anomaly
debt_schedule.xlsx	ties to 2400; interest 195,753.81
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 = 62,147.25
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	18 material items to find
11. Draft audit opinion	tie conclusion to aggregated misstatements