

INSTRUCTOR GUIDE — 2025 (CONFIDENTIAL)

Instructor Guide — Year 2025

Item	Value
Closing Mode	pre
Total Revenue	13,100,615.80
Total Assets	5,704,457.09
Planning Materiality	98,254.62
Performance Materiality	73,690.96
Total Embedded Errors	117
Material Errors (>=Perf Mat)	16

Materiality Calculation

Basis	Amount
0.75% of Revenue	98,254.62
2.00% of Assets	114,089.14
Planning (lower of above)	98,254.62
Performance (75% of Planning)	73,690.96

INSTRUCTOR GUIDE — Depreciation (2025)

Depreciation Errors (3 items)

Reference	Description	Amount	Material
AST-0004	Dep variance: booked 230.23 vs correct SL 324.12 (Whiteboard Wall Magnetic)	93.89	NO
AST-0006	Dep variance: booked 18,418.36 vs correct SL 17,019.80 (Injection Molding Press 150T)	1,398.56	NO
AGGREGATE	Total dep misstatement across 2 assets	1,492.45	NO

Label	Amount
Total Dep Misstatement	2,984.90

SL Recalculation Detail

Asset_ID	Description	Basis	Life	Correct	Booked	Variance
AST-0004	Whiteboard Wall Magnetic	2,268.81	7.00	324.12	230.23	-93.89
AST-0006	Injection Molding Press ...	119,138.61	7.00	17,019.80	18,418.36	1,398.56

INSTRUCTOR GUIDE — Payroll (2025)

Payroll Errors (2 items)

Reference	Description	Mater...
EMP-0028 (Aria ...	Salary exceeds band: EMP-0028 (Aria Nunez): Salary 57,400.00 exceeds HR/Coordinator band max of 46,000.00	REVIEW
EMP-0005	Terminated employee still on payroll: EMP-0005 (Alexander Burke): terminated 2025-01-17 but received pay through 2025-03-...	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)	1,250,647.39
A/R per aging listing	1,250,647.39
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 5)	12,295.55
SKU-92842	Unit cost 0.11 vs median 79.52 (qty 53063)	5,836.93

Label	Amount
Inventory per listing	530,646.84

Debt / Interest (ties to 2400 & 5950)

Item	Value
Opening principal	2,651,310.76
Total interest (recalc)	185,623.67
Total principal repaid	299,353.56
Ending balance (=2400)	2,351,957.20
Stated rate	7.38%

INSTRUCTOR GUIDE — Fieldwork (2025)

Fieldwork / JV Items (86 items)

Reference	Description	Amount	Material
JE2025_0075	AP transaction: vouch approvals/terms/duplicates	66,668.14	FIELDWORK
JE2025_0077	AP transaction: vouch approvals/terms/duplicates	43,751.26	FIELDWORK
JE2025_0117	AP transaction: vouch approvals/terms/duplicates	80,971.18	FIELDWORK
JE2025_0139	AP transaction: vouch approvals/terms/duplicates	35,137.39	FIELDWORK
JE2025_0023	AP transaction: vouch approvals/terms/duplicates	17,921.47	FIELDWORK
JE2025_0022	AP transaction: vouch approvals/terms/duplicates	47,253.36	FIELDWORK
JE2025_0053	AP transaction: vouch approvals/terms/duplicates	63,426.97	FIELDWORK
JE2025_0154	AP transaction: vouch approvals/terms/duplicates	34,695.08	FIELDWORK
JE2025_0010	AP transaction: vouch approvals/terms/duplicates	80,953.24	FIELDWORK
JE2025_0099	AP transaction: vouch approvals/terms/duplicates	17,516.86	FIELDWORK
JE2025_0047	AP transaction: vouch approvals/terms/duplicates	106,679.92	FIELDWORK
JE2025_0040	AP transaction: vouch approvals/terms/duplicates	106,679.92	FIELDWORK
JE2025_0033	AP transaction: vouch approvals/terms/duplicates	117,238.83	FIELDWORK
JE2025_0045	AP transaction: vouch approvals/terms/duplicates	45,444.95	FIELDWORK
JE2025_0107	AP transaction: vouch approvals/terms/duplicates	22,997.41	FIELDWORK
JE2025_0119	AP transaction: vouch approvals/terms/duplicates	28,169.27	FIELDWORK
JE2025_0042	AP transaction: vouch approvals/terms/duplicates	50,473.74	FIELDWORK
JE2025_0078	AP transaction: vouch approvals/terms/duplicates	26,618.95	FIELDWORK
JE2025_0039	AP transaction: vouch approvals/terms/duplicates	89,690.78	FIELDWORK
JE2025_0133	AP transaction: vouch approvals/terms/duplicates	112,307.73	FIELDWORK
JE2025_0124	AP transaction: vouch approvals/terms/duplicates	11,922.59	FIELDWORK
JE2025_0046	AP transaction: vouch approvals/terms/duplicates	18,297.12	FIELDWORK
JE2025_0016	AP transaction: vouch approvals/terms/duplicates	52,136.75	FIELDWORK
JE2025_0143	AP transaction: vouch approvals/terms/duplicates	19,047.97	FIELDWORK
JE2025_0025	AP transaction: vouch approvals/terms/duplicates	80,098.67	FIELDWORK
JE2025_0092	AP transaction: vouch approvals/terms/duplicates	102,082.48	FIELDWORK
JE2025_0041	AP transaction: vouch approvals/terms/duplicates	32,558.73	FIELDWORK
JE2025_0003	AP transaction: vouch approvals/terms/duplicates	73,927.63	FIELDWORK
JE2025_0090	AP transaction: vouch approvals/terms/duplicates	35,622.44	FIELDWORK
JE2025_0134	AP transaction: vouch approvals/terms/duplicates	36,964.91	FIELDWORK
JE2025_0062	AP transaction: vouch approvals/terms/duplicates	45,710.78	FIELDWORK
JE2025_0138	AP transaction: vouch approvals/terms/duplicates	23,222.39	FIELDWORK
JE2025_0083	AP transaction: vouch approvals/terms/duplicates	18,611.37	FIELDWORK
JE2025_0115	AP transaction: vouch approvals/terms/duplicates	146,482.05	FIELDWORK
JE2025_0130	AP transaction: vouch approvals/terms/duplicates	34,357.08	FIELDWORK
JE2025_0001	AP transaction: vouch approvals/terms/duplicates	37,292.46	FIELDWORK
JE2025_0084	AP transaction: vouch approvals/terms/duplicates	82,323.78	FIELDWORK

INSTRUCTOR GUIDE — Fieldwork (2025)

Reference	Description	Amount	Material
JE2025_0140	AP transaction: vouch approvals/terms/duplicates	8,607.07	FIELDWORK
JE2025_0057	AP transaction: vouch approvals/terms/duplicates	70,736.32	FIELDWORK
JE2025_0044	AP transaction: vouch approvals/terms/duplicates	26,381.33	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 = 109,630.44
inventory_listing.xlsx	ties to 1200; 2 unit-cost anomaly
debt_schedule.xlsx	ties to 2400; interest 185,623.67
payroll_roster.csv	1 salary band violation(s)
asset_register.csv	2 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 = 73,690.96
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	16 material items to find
11. Draft audit opinion	tie conclusion to aggregated misstatements