

INSTRUCTOR GUIDE — 2025 (CONFIDENTIAL)

Instructor Guide — Year 2025

Item	Value
Closing Mode	pre
Total Revenue	8,949,524.12
Total Assets	5,052,515.11
Planning Materiality	67,121.43
Performance Materiality	50,341.07
Total Embedded Errors	117
Material Errors (>=Perf Mat)	12

Materiality Calculation

Basis	Amount
0.75% of Revenue	67,121.43
2.00% of Assets	101,050.30
Planning (lower of above)	67,121.43
Performance (75% of Planning)	50,341.07

INSTRUCTOR GUIDE — Depreciation (2025)

Depreciation Errors (4 items)

Reference	Description	Amount	Material
AST-0017	Dep variance: booked 12,056.87 vs correct SL 7,421.12 (Overhead Crane 2 Ton Bridge)	4,635.75	NO
AST-0022	Dep variance: booked 9,907.94 vs correct SL 8,579.35 (Ram ProMaster 1500 High Roof)	1,328.59	NO
AST-0023	Dep variance: booked 2,877.48 vs correct SL 5,696.83 (Elevator Modernization)	2,819.35	NO
AGGREGATE	Total dep misstatement across 3 assets	8,783.69	NO

Label	Amount
Total Dep Misstatement	17,567.38

SL Recalculation Detail

Asset_ID	Description	Basis	Life	Correct	Booked	Variance
AST-0017	Overhead Crane 2 Ton Bri...	51,947.87	7.00	7,421.12	12,056.87	4,635.75
AST-0022	Ram ProMaster 1500 High ...	42,896.73	5.00	8,579.35	9,907.94	1,328.59
AST-0023	Elevator Modernization	205,086.04	15.00	5,696.83	2,877.48	-2,819.35

INSTRUCTOR GUIDE — Payroll (2025)

Payroll Errors (3 items)

Reference	Description	Mater...
EMP-0028 (Henry Ram...	Salary exceeds band: EMP-0028 (Henry Ramirez): Salary 95,400.00 exceeds Marketing/Sr Analyst band max of 76,000.00	REVIEW
EMP-0011 (Sebastian...	Salary exceeds band: EMP-0011 (Sebastian Adams): Salary 110,900.00 exceeds Legal/Sr Analyst band max of 90,000.00	REVIEW
EMP-0024	Terminated employee still on payroll: EMP-0024 (Henry Chapman): terminated 2025-04-14 but received pay through 2025-0...	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)	783,158.71
A/R per aging listing	783,158.71
Balances over 180 days	42,873.42
# customers over 180 days	2

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

SKU	Note	Amount
SKU-81864	Unit cost 3,120.70 vs median 123.80 (qty 3)	9,362.10
SKU-76844	Unit cost 0.37 vs median 123.80 (qty 2326)	860.62

Label	Amount
Inventory per listing	182,978.46

Debt / Interest (ties to 2400 & 5950)

Item	Value
Opening principal	820,997.36
Total interest (recalc)	49,321.61
Total principal repaid	194,539.68
Ending balance (=2400)	626,457.68
Stated rate	6.74%

INSTRUCTOR GUIDE — Fieldwork (2025)

Fieldwork / JV Items (86 items)

Reference	Description	Amount	Material
JE2025_0040	AP transaction: vouch approvals/terms/duplicates	22,934.38	FIELDWORK
JE2025_0005	AP transaction: vouch approvals/terms/duplicates	12,541.20	FIELDWORK
JE2025_0132	AP transaction: vouch approvals/terms/duplicates	10,391.57	FIELDWORK
JE2025_0121	AP transaction: vouch approvals/terms/duplicates	28,353.95	FIELDWORK
JE2025_0094	AP transaction: vouch approvals/terms/duplicates	42,778.46	FIELDWORK
JE2025_0022	AP transaction: vouch approvals/terms/duplicates	5,473.35	FIELDWORK
JE2025_0101	AP transaction: vouch approvals/terms/duplicates	24,817.11	FIELDWORK
JE2025_0127	AP transaction: vouch approvals/terms/duplicates	7,098.38	FIELDWORK
JE2025_0074	AP transaction: vouch approvals/terms/duplicates	28,675.48	FIELDWORK
JE2025_0037	AP transaction: vouch approvals/terms/duplicates	26,813.25	FIELDWORK
JE2025_0111	AP transaction: vouch approvals/terms/duplicates	31,245.92	FIELDWORK
JE2025_0050	AP transaction: vouch approvals/terms/duplicates	53,528.35	FIELDWORK
JE2025_0051	AP transaction: vouch approvals/terms/duplicates	12,769.51	FIELDWORK
JE2025_0023	AP transaction: vouch approvals/terms/duplicates	19,515.20	FIELDWORK
JE2025_0141	AP transaction: vouch approvals/terms/duplicates	21,049.49	FIELDWORK
JE2025_0028	AP transaction: vouch approvals/terms/duplicates	19,575.71	FIELDWORK
JE2025_0008	AP transaction: vouch approvals/terms/duplicates	17,348.72	FIELDWORK
JE2025_0105	AP transaction: vouch approvals/terms/duplicates	6,554.29	FIELDWORK
JE2025_0139	AP transaction: vouch approvals/terms/duplicates	7,553.53	FIELDWORK
JE2025_0024	AP transaction: vouch approvals/terms/duplicates	13,442.92	FIELDWORK
JE2025_0002	AP transaction: vouch approvals/terms/duplicates	4,341.45	FIELDWORK
JE2025_0046	AP transaction: vouch approvals/terms/duplicates	8,115.75	FIELDWORK
JE2025_0047	AP transaction: vouch approvals/terms/duplicates	25,186.16	FIELDWORK
JE2025_0123	AP transaction: vouch approvals/terms/duplicates	27,525.17	FIELDWORK
JE2025_0143	AP transaction: vouch approvals/terms/duplicates	46,579.50	FIELDWORK
JE2025_0055	AP transaction: vouch approvals/terms/duplicates	11,223.43	FIELDWORK
JE2025_0017	AP transaction: vouch approvals/terms/duplicates	29,412.68	FIELDWORK
JE2025_0014	AP transaction: vouch approvals/terms/duplicates	49,613.71	FIELDWORK
JE2025_0084	AP transaction: vouch approvals/terms/duplicates	3,916.72	FIELDWORK
JE2025_0144	AP transaction: vouch approvals/terms/duplicates	26,820.29	FIELDWORK
JE2025_0128	AP transaction: vouch approvals/terms/duplicates	12,550.75	FIELDWORK
JE2025_0157	AP transaction: vouch approvals/terms/duplicates	10,862.07	FIELDWORK
JE2025_0004	AP transaction: vouch approvals/terms/duplicates	15,076.06	FIELDWORK
JE2025_0042	AP transaction: vouch approvals/terms/duplicates	49,613.71	FIELDWORK
JE2025_0015	AP transaction: vouch approvals/terms/duplicates	16,464.94	FIELDWORK
JE2025_0091	AP transaction: vouch approvals/terms/duplicates	2,488.90	FIELDWORK
JE2025_0158	AP transaction: vouch approvals/terms/duplicates	47,822.14	FIELDWORK

INSTRUCTOR GUIDE — Fieldwork (2025)

Reference	Description	Amount	Material
JE2025_0049	AP transaction: vouch approvals/terms/duplicates	30,785.05	FIELDWORK
JE2025_0151	AP transaction: vouch approvals/terms/duplicates	8,944.21	FIELDWORK
JE2025_0090	AP transaction: vouch approvals/terms/duplicates	17,521.44	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 = 42,873.42
inventory_listing.xlsx	ties to 1200; 2 unit-cost anomaly
debt_schedule.xlsx	ties to 2400; interest 49,321.61
payroll_roster.csv	2 salary band violation(s)
asset_register.csv	3 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 = 50,341.07
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	12 material items to find
11. Draft audit opinion	tie conclusion to aggregated misstatements