

INSTRUCTOR GUIDE — 2024 (CONFIDENTIAL)

Instructor Guide — Year 2024

Item	Value
Closing Mode	pre
Total Revenue	10,190,704.52
Total Assets	4,433,247.55
Planning Materiality	76,430.28
Performance Materiality	57,322.71
Total Embedded Errors	116
Material Errors (>=Perf Mat)	16

Materiality Calculation

Basis	Amount
0.75% of Revenue	76,430.28
2.00% of Assets	88,664.95
Planning (lower of above)	76,430.28
Performance (75% of Planning)	57,322.71

INSTRUCTOR GUIDE — Depreciation (2024)

Depreciation Errors (4 items)

Reference	Description	Amount	Material
AST-0004	Dep variance: booked 793.01 vs correct SL 757.47 (Server Room Climate Control)	35.54	NO
AST-0008	Dep variance: booked 5,209.90 vs correct SL 3,260.19 (Sheet Metal Brake 10ft)	1,949.71	NO
AST-0020	Dep variance: booked 1,020.03 vs correct SL 803.41 (Task Chairs Mesh Back x12)	216.62	NO
AGGREGATE	Total dep misstatement across 3 assets	2,201.87	NO

Label	Amount
Total Dep Misstatement	4,403.74

SL Recalculation Detail

Asset_ID	Description	Basis	Life	Correct	Booked	Variance
AST-0004	Server Room Climate Cont...	68,172.28	15.00	757.47	793.01	35.54
AST-0008	Sheet Metal Brake 10ft	22,821.36	7.00	3,260.19	5,209.90	1,949.71
AST-0020	Task Chairs Mesh Back x12	5,623.88	7.00	803.41	1,020.03	216.62

INSTRUCTOR GUIDE — Payroll (2024)

Payroll Errors (2 items)

Reference	Description	Material
EMP-0033 (Isabella Taylor)	Salary exceeds band: EMP-0033 (Isabella Taylor): Salary 61,600.00 exceeds IT/Coordinator band max of 52,000.00	REVIEW
Payroll	Deficiency: Pay-rate change processed outside the approved band without authorization	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)	968,073.89
A/R per aging listing	968,073.89
Balances over 180 days	43,585.44
# customers over 180 days	2

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

SKU	Note	Amount
SKU-51531	Unit cost 3,156.83 vs median 146.62 (qty 1)	3,156.83
SKU-16750	Unit cost 0.39 vs median 146.62 (qty 55483)	21,638.37

Label	Amount
Inventory per listing	378,532.86

Debt / Interest (ties to 2400 & 5950)

Item	Value
Opening principal	2,542,900.00
Total interest (recalc)	178,325.55
Total principal repaid	331,293.00
Ending balance (=2400)	2,211,607.00
Stated rate	7.46%

INSTRUCTOR GUIDE — Fieldwork (2024)

Fieldwork / JV Items (86 items)

Reference	Description	Amount	Material
JE2024_0128	AP transaction: vouch approvals/terms/duplicates	4,725.50	FIELDWORK
JE2024_0025	AP transaction: vouch approvals/terms/duplicates	4,545.24	FIELDWORK
JE2024_0086	AP transaction: vouch approvals/terms/duplicates	32,050.07	FIELDWORK
JE2024_0073	AP transaction: vouch approvals/terms/duplicates	2,704.25	FIELDWORK
JE2024_0040	AP transaction: vouch approvals/terms/duplicates	7,342.90	FIELDWORK
JE2024_0044	AP transaction: vouch approvals/terms/duplicates	15,629.11	FIELDWORK
JE2024_0074	AP transaction: vouch approvals/terms/duplicates	9,721.22	FIELDWORK
JE2024_0096	AP transaction: vouch approvals/terms/duplicates	49,288.60	FIELDWORK
JE2024_0041	AP transaction: vouch approvals/terms/duplicates	29,912.11	FIELDWORK
JE2024_0068	AP transaction: vouch approvals/terms/duplicates	34,316.43	FIELDWORK
JE2024_0140	AP transaction: vouch approvals/terms/duplicates	21,508.71	FIELDWORK
JE2024_0138	AP transaction: vouch approvals/terms/duplicates	20,450.60	FIELDWORK
JE2024_0024	AP transaction: vouch approvals/terms/duplicates	72,086.91	FIELDWORK
JE2024_0049	AP transaction: vouch approvals/terms/duplicates	25,004.46	FIELDWORK
JE2024_0042	AP transaction: vouch approvals/terms/duplicates	77,131.15	FIELDWORK
JE2024_0091	AP transaction: vouch approvals/terms/duplicates	14,849.87	FIELDWORK
JE2024_0099	AP transaction: vouch approvals/terms/duplicates	27,720.60	FIELDWORK
JE2024_0015	AP transaction: vouch approvals/terms/duplicates	19,430.31	FIELDWORK
JE2024_0077	AP transaction: vouch approvals/terms/duplicates	823.82	FIELDWORK
JE2024_0056	AP transaction: vouch approvals/terms/duplicates	20,881.12	FIELDWORK
JE2024_0111	AP transaction: vouch approvals/terms/duplicates	12,705.47	FIELDWORK
JE2024_0012	AP transaction: vouch approvals/terms/duplicates	20,475.84	FIELDWORK
JE2024_0118	AP transaction: vouch approvals/terms/duplicates	67,236.80	FIELDWORK
JE2024_0027	AP transaction: vouch approvals/terms/duplicates	14,241.06	FIELDWORK
JE2024_0144	AP transaction: vouch approvals/terms/duplicates	18,161.51	FIELDWORK
JE2024_0153	AP transaction: vouch approvals/terms/duplicates	18,302.83	FIELDWORK
JE2024_0058	AP transaction: vouch approvals/terms/duplicates	8,705.17	FIELDWORK
JE2024_0126	AP transaction: vouch approvals/terms/duplicates	30,056.10	FIELDWORK
JE2024_0139	AP transaction: vouch approvals/terms/duplicates	5,487.43	FIELDWORK
JE2024_0117	AP transaction: vouch approvals/terms/duplicates	65,234.83	FIELDWORK
JE2024_0051	AP transaction: vouch approvals/terms/duplicates	36,046.95	FIELDWORK
JE2024_0123	AP transaction: vouch approvals/terms/duplicates	22,970.79	FIELDWORK
JE2024_0131	AP transaction: vouch approvals/terms/duplicates	23,826.30	FIELDWORK
JE2024_0018	AP transaction: vouch approvals/terms/duplicates	1,539.36	FIELDWORK
JE2024_0092	AP transaction: vouch approvals/terms/duplicates	5,268.14	FIELDWORK
JE2024_0124	AP transaction: vouch approvals/terms/duplicates	109,680.40	FIELDWORK
JE2024_0032	AP transaction: vouch approvals/terms/duplicates	7,219.16	FIELDWORK

INSTRUCTOR GUIDE — Fieldwork (2024)

Reference	Description	Amount	Material
JE2024_0001	AP transaction: vouch approvals/terms/duplicates	12,326.79	FIELDWORK
JE2024_0059	AP transaction: vouch approvals/terms/duplicates	44,366.40	FIELDWORK
JE2024_0085	AP transaction: vouch approvals/terms/duplicates	29,076.22	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 = 43,585.44
inventory_listing.xlsx	ties to 1200; 2 unit-cost anomaly
debt_schedule.xlsx	ties to 2400; interest 178,325.55
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 = 57,322.71
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