

INSTRUCTOR GUIDE — 2025 (CONFIDENTIAL)

Instructor Guide — Year 2025

Item	Value
Closing Mode	pre
Total Revenue	11,263,139.17
Total Assets	6,044,507.74
Planning Materiality	84,473.54
Performance Materiality	63,355.16
Total Embedded Errors	119
Material Errors (>=Perf Mat)	14

Materiality Calculation

Basis	Amount
0.75% of Revenue	84,473.54
2.00% of Assets	120,890.15
Planning (lower of above)	84,473.54
Performance (75% of Planning)	63,355.16

INSTRUCTOR GUIDE — Depreciation (2025)

Depreciation Errors (4 items)

Reference	Description	Amount	Material
AST-0013	Dep variance: booked 679.58 vs correct SL 541.30 (Pallet Jack Powered Ride-On)	138.28	NO
AST-0017	Dep variance: booked 1,431.88 vs correct SL 2,063.42 (Conference Table 12-Person)	631.54	NO
AST-0022	Dep variance: booked 5,258.21 vs correct SL 3,291.79 (Sheet Metal Brake 10ft)	1,966.42	NO
AGGREGATE	Total dep misstatement across 3 assets	2,736.24	NO

Label	Amount
Total Dep Misstatement	5,472.48

SL Recalculation Detail

Asset_ID	Description	Basis	Life	Correct	Booked	Variance
AST-0013	Pallet Jack Powered Ride...	3,789.10	7.00	541.30	679.58	138.28
AST-0017	Conference Table 12-Pers...	14,443.96	7.00	2,063.42	1,431.88	-631.54
AST-0022	Sheet Metal Brake 10ft	23,042.51	7.00	3,291.79	5,258.21	1,966.42

INSTRUCTOR GUIDE — Payroll (2025)

Payroll Errors (4 items)

Reference	Description	Mater...
EMP-0030 (Olivia W...	Salary exceeds band: EMP-0030 (Olivia Watkins): Salary 194,600.00 exceeds IT/Director band max of 150,000.00	REVIEW
EMP-0019 (Rania As...	Salary exceeds band: EMP-0019 (Rania Assaf): Salary 76,100.00 exceeds Finance/Analyst band max of 62,000.00	REVIEW
EMP-0033	Terminated employee still on payroll: EMP-0033 (Isabella Taylor): terminated 2025-01-22 but received pay through 2025-...	NO
Payroll	Deficiency: Pay-rate change processed outside the approved band without authorization	REVIEW

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)	991,908.89
A/R per aging listing	991,908.89
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 21)	66,293.43
SKU-16750	Unit cost 0.39 vs median 146.62 (qty 31135)	12,142.65

Label	Amount
Inventory per listing	615,795.88

Debt / Interest (ties to 2400 & 5950)

Item	Value
Opening principal	2,211,607.00
Total interest (recalc)	161,732.46
Total principal repaid	448,992.60
Ending balance (=2400)	1,762,614.40
Stated rate	8.06%

INSTRUCTOR GUIDE — Fieldwork (2025)

Fieldwork / JV Items (85 items)

Reference	Description	Amount	Material
JE2025_0120	AP transaction: vouch approvals/terms/duplicates	6,039.36	FIELDWORK
JE2025_0126	AP transaction: vouch approvals/terms/duplicates	19,909.44	FIELDWORK
JE2025_0028	AP transaction: vouch approvals/terms/duplicates	22,317.43	FIELDWORK
JE2025_0039	AP transaction: vouch approvals/terms/duplicates	27,390.85	FIELDWORK
JE2025_0079	AP transaction: vouch approvals/terms/duplicates	1,092.71	FIELDWORK
JE2025_0022	AP transaction: vouch approvals/terms/duplicates	30,272.67	FIELDWORK
JE2025_0148	AP transaction: vouch approvals/terms/duplicates	15,288.32	FIELDWORK
JE2025_0062	AP transaction: vouch approvals/terms/duplicates	43,558.05	FIELDWORK
JE2025_0013	AP transaction: vouch approvals/terms/duplicates	32,624.82	FIELDWORK
JE2025_0012	AP transaction: vouch approvals/terms/duplicates	83,458.04	FIELDWORK
JE2025_0010	AP transaction: vouch approvals/terms/duplicates	51,099.70	FIELDWORK
JE2025_0118	AP transaction: vouch approvals/terms/duplicates	92,249.94	FIELDWORK
JE2025_0050	AP transaction: vouch approvals/terms/duplicates	10,210.99	FIELDWORK
JE2025_0139	AP transaction: vouch approvals/terms/duplicates	35,729.99	FIELDWORK
JE2025_0035	AP transaction: vouch approvals/terms/duplicates	6,050.44	FIELDWORK
JE2025_0060	AP transaction: vouch approvals/terms/duplicates	92,249.94	FIELDWORK
JE2025_0085	AP transaction: vouch approvals/terms/duplicates	19,368.02	FIELDWORK
JE2025_0140	AP transaction: vouch approvals/terms/duplicates	35,109.26	FIELDWORK
JE2025_0129	AP transaction: vouch approvals/terms/duplicates	15,329.70	FIELDWORK
JE2025_0154	AP transaction: vouch approvals/terms/duplicates	32,754.86	FIELDWORK
JE2025_0088	AP transaction: vouch approvals/terms/duplicates	21,673.02	FIELDWORK
JE2025_0097	AP transaction: vouch approvals/terms/duplicates	26,267.79	FIELDWORK
JE2025_0077	AP transaction: vouch approvals/terms/duplicates	56,059.49	FIELDWORK
JE2025_0024	AP transaction: vouch approvals/terms/duplicates	16,256.91	FIELDWORK
JE2025_0123	AP transaction: vouch approvals/terms/duplicates	16,417.51	FIELDWORK
JE2025_0080	AP transaction: vouch approvals/terms/duplicates	27,994.21	FIELDWORK
JE2025_0041	AP transaction: vouch approvals/terms/duplicates	3,096.34	FIELDWORK
JE2025_0002	AP transaction: vouch approvals/terms/duplicates	28,646.12	FIELDWORK
JE2025_0098	AP transaction: vouch approvals/terms/duplicates	10,327.10	FIELDWORK
JE2025_0020	AP transaction: vouch approvals/terms/duplicates	25,492.57	FIELDWORK
JE2025_0130	AP transaction: vouch approvals/terms/duplicates	78,839.06	FIELDWORK
JE2025_0042	AP transaction: vouch approvals/terms/duplicates	14,576.32	FIELDWORK
JE2025_0145	AP transaction: vouch approvals/terms/duplicates	40,001.99	FIELDWORK
JE2025_0128	AP transaction: vouch approvals/terms/duplicates	35,376.03	FIELDWORK
JE2025_0114	AP transaction: vouch approvals/terms/duplicates	27,092.70	FIELDWORK
JE2025_0146	AP transaction: vouch approvals/terms/duplicates	25,247.00	FIELDWORK
JE2025_0101	AP transaction: vouch approvals/terms/duplicates	32,868.31	FIELDWORK

INSTRUCTOR GUIDE — Fieldwork (2025)

Reference	Description	Amount	Material
JE2025_0004	AP transaction: vouch approvals/terms/duplicates	33,216.40	FIELDWORK
JE2025_0044	AP transaction: vouch approvals/terms/duplicates	17,681.17	FIELDWORK
JE2025_0095	AP transaction: vouch approvals/terms/duplicates	35,812.63	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 = 43,585.44
inventory_listing.xlsx	ties to 1200; 2 unit-cost anomaly
debt_schedule.xlsx	ties to 2400; interest 161,732.46
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 = 63,355.16
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	14 material items to find
11. Draft audit opinion	tie conclusion to aggregated misstatements