

INSTRUCTOR GUIDE — 2024 (CONFIDENTIAL)

Instructor Guide — Year 2024

Item	Value
Closing Mode	pre
Total Revenue	9,106,390.66
Total Assets	4,341,608.14
Planning Materiality	68,297.93
Performance Materiality	51,223.45
Total Embedded Errors	116
Material Errors (>=Perf Mat)	16

Materiality Calculation

Basis	Amount
0.75% of Revenue	68,297.93
2.00% of Assets	86,832.16
Planning (lower of above)	68,297.93
Performance (75% of Planning)	51,223.45

INSTRUCTOR GUIDE — Depreciation (2024)

Depreciation Errors (4 items)

Reference	Description	Amount	Material
AST-0004	Dep variance: booked 3,548.82 vs correct SL 6,477.47 (Overhead Crane 2 Ton Bridge)	2,928.65	NO
AST-0014	Dep variance: booked 2,306.47 vs correct SL 3,967.87 (Cisco Meraki MR46 APs x8)	1,661.40	NO
AST-0020	Dep variance: booked 3,988.22 vs correct SL 3,008.34 (Kitchen/Cafeteria Buildout)	979.88	NO
AGGREGATE	Total dep misstatement across 3 assets	5,569.93	NO

Label	Amount
Total Dep Misstatement	11,139.86

SL Recalculation Detail

Asset_ID	Description	Basis	Life	Correct	Booked	Variance
AST-0004	Overhead Crane 2 Ton Bri...	45,342.31	7.00	6,477.47	3,548.82	-2,928.65
AST-0014	Cisco Meraki MR46 APs x8	11,903.61	3.00	3,967.87	2,306.47	-1,661.40
AST-0020	Kitchen/Cafeteria Buildo...	45,125.07	15.00	3,008.34	3,988.22	979.88

INSTRUCTOR GUIDE — Payroll (2024)

Payroll Errors (2 items)

Reference	Description	Material
EMP-0011 (Levi Wright)	Salary exceeds band: EMP-0011 (Levi Wright): Salary 91,800.00 exceeds Operations/Sr Analyst band max of 74,000.00	REVIEW
Payroll	Material weakness: 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)	1,256,666.48
A/R per aging listing	1,256,666.48
Balances over 180 days	62,664.20
# customers over 180 days	3

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

SKU	Note	Amount
SKU-85890	Unit cost 3,166.31 vs median 107.04 (qty 7)	22,164.17
SKU-94220	Unit cost 0.21 vs median 107.04 (qty 15392)	3,232.32

Label	Amount
Inventory per listing	355,177.81

Debt / Interest (ties to 2400 & 5950)

Item	Value
Opening principal	921,500.00
Total interest (recalc)	49,895.58
Total principal repaid	97,570.68
Ending balance (=2400)	823,929.32
Stated rate	5.69%

INSTRUCTOR GUIDE — Fieldwork (2024)

Fieldwork / JV Items (86 items)

Reference	Description	Amount	Material
JE2024_0151	AP transaction: vouch approvals/terms/duplicates	36,845.04	FIELDWORK
JE2024_0089	AP transaction: vouch approvals/terms/duplicates	37,295.54	FIELDWORK
JE2024_0027	AP transaction: vouch approvals/terms/duplicates	10,591.51	FIELDWORK
JE2024_0011	AP transaction: vouch approvals/terms/duplicates	11,790.24	FIELDWORK
JE2024_0071	AP transaction: vouch approvals/terms/duplicates	8,430.42	FIELDWORK
JE2024_0098	AP transaction: vouch approvals/terms/duplicates	3,469.77	FIELDWORK
JE2024_0155	AP transaction: vouch approvals/terms/duplicates	80,861.32	FIELDWORK
JE2024_0051	AP transaction: vouch approvals/terms/duplicates	6,936.03	FIELDWORK
JE2024_0114	AP transaction: vouch approvals/terms/duplicates	79,340.95	FIELDWORK
JE2024_0046	AP transaction: vouch approvals/terms/duplicates	3,667.74	FIELDWORK
JE2024_0072	AP transaction: vouch approvals/terms/duplicates	58,110.47	FIELDWORK
JE2024_0016	AP transaction: vouch approvals/terms/duplicates	4,950.84	FIELDWORK
JE2024_0156	AP transaction: vouch approvals/terms/duplicates	8,667.24	FIELDWORK
JE2024_0047	AP transaction: vouch approvals/terms/duplicates	1,777.65	FIELDWORK
JE2024_0045	AP transaction: vouch approvals/terms/duplicates	65,223.05	FIELDWORK
JE2024_0073	AP transaction: vouch approvals/terms/duplicates	23,625.10	FIELDWORK
JE2024_0042	AP transaction: vouch approvals/terms/duplicates	5,020.16	FIELDWORK
JE2024_0075	AP transaction: vouch approvals/terms/duplicates	88,764.85	FIELDWORK
JE2024_0132	AP transaction: vouch approvals/terms/duplicates	30,717.82	FIELDWORK
JE2024_0037	AP transaction: vouch approvals/terms/duplicates	11,296.64	FIELDWORK
JE2024_0144	AP transaction: vouch approvals/terms/duplicates	5,421.38	FIELDWORK
JE2024_0055	AP transaction: vouch approvals/terms/duplicates	7,934.77	FIELDWORK
JE2024_0053	AP transaction: vouch approvals/terms/duplicates	45,748.80	FIELDWORK
JE2024_0013	AP transaction: vouch approvals/terms/duplicates	66,974.60	FIELDWORK
JE2024_0081	AP transaction: vouch approvals/terms/duplicates	1,410.14	FIELDWORK
JE2024_0059	AP transaction: vouch approvals/terms/duplicates	6,099.05	FIELDWORK
JE2024_0033	AP transaction: vouch approvals/terms/duplicates	40,406.07	FIELDWORK
JE2024_0078	AP transaction: vouch approvals/terms/duplicates	15,812.77	FIELDWORK
JE2024_0060	AP transaction: vouch approvals/terms/duplicates	4,467.57	FIELDWORK
JE2024_0003	AP transaction: vouch approvals/terms/duplicates	5,843.22	FIELDWORK
JE2024_0022	AP transaction: vouch approvals/terms/duplicates	1,599.20	FIELDWORK
JE2024_0137	AP transaction: vouch approvals/terms/duplicates	46,740.58	FIELDWORK
JE2024_0036	AP transaction: vouch approvals/terms/duplicates	9,159.78	FIELDWORK
JE2024_0130	AP transaction: vouch approvals/terms/duplicates	66,592.56	FIELDWORK
JE2024_0090	AP transaction: vouch approvals/terms/duplicates	19,116.46	FIELDWORK
JE2024_0077	AP transaction: vouch approvals/terms/duplicates	22,467.97	FIELDWORK
JE2024_0017	AP transaction: vouch approvals/terms/duplicates	1,409.07	FIELDWORK

INSTRUCTOR GUIDE — Fieldwork (2024)

Reference	Description	Amount	Material
JE2024_0135	AP transaction: vouch approvals/terms/duplicates	6,768.58	FIELDWORK
JE2024_0086	AP transaction: vouch approvals/terms/duplicates	19,627.54	FIELDWORK
JE2024_0131	AP transaction: vouch approvals/terms/duplicates	24,927.07	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 = 62,664.20
inventory_listing.xlsx	ties to 1200; 2 unit-cost anomaly
debt_schedule.xlsx	ties to 2400; interest 49,895.58
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 = 51,223.45
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