

INSTRUCTOR GUIDE — 2025 (CONFIDENTIAL)

Instructor Guide — Year 2025

Item	Value
Closing Mode	pre
Total Revenue	9,850,657.32
Total Assets	6,049,281.92
Planning Materiality	73,879.93
Performance Materiality	55,409.95
Total Embedded Errors	120
Material Errors (>=Perf Mat)	18

Materiality Calculation

Basis	Amount
0.75% of Revenue	73,879.93
2.00% of Assets	120,985.64
Planning (lower of above)	73,879.93
Performance (75% of Planning)	55,409.95

INSTRUCTOR GUIDE — Depreciation (2025)

Depreciation Errors (4 items)

Reference	Description	Amount	Material
AST-0003	Dep variance: booked 13,199.87 vs correct SL 11,130.78 (Office Buildout Suite 200)	2,069.09	NO
AST-0011	Dep variance: booked 7,003.25 vs correct SL 5,302.70 (Conveyor Belt Assembly – 40ft)	1,700.55	NO
AST-0015	Dep variance: booked 4,079.48 vs correct SL 6,590.17 (Toyota Tacoma Crew Cab)	2,510.69	NO
AGGREGATE	Total dep misstatement across 3 assets	6,280.33	NO

Label	Amount
Total Dep Misstatement	12,560.66

SL Recalculation Detail

Asset_ID	Description	Basis	Life	Correct	Booked	Variance
AST-0003	Office Buildout Suite 200	166,961.66	15.00	11,130.78	13,199.87	2,069.09
AST-0011	Conveyor Belt Assembly – ...	37,118.87	7.00	5,302.70	7,003.25	1,700.55
AST-0015	Toyota Tacoma Crew Cab	32,950.85	5.00	6,590.17	4,079.48	–2,510.69

INSTRUCTOR GUIDE — Payroll (2025)

Payroll Errors (3 items)

Reference	Description	Mater...
EMP-0015 (Amelia H...	Salary exceeds band: EMP-0015 (Amelia Haddad): Salary 113,100.00 exceeds IT/Sr Analyst band max of 88,000.00	REVIEW
EMP-0011	Terminated employee still on payroll: EMP-0011 (Levi Wright): terminated 2025-07-07 but received pay through 2025-09-2...	NO
Payroll	Material weakness: 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)	1,373,895.20
A/R per aging listing	1,373,895.20
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 5)	15,831.55
SKU-94220	Unit cost 0.21 vs median 107.04 (qty 13594)	2,854.74

Label	Amount
Inventory per listing	176,372.13

Debt / Interest (ties to 2400 & 5950)

Item	Value
Opening principal	823,929.32
Total interest (recalc)	44,486.82
Total principal repaid	194,869.20
Ending balance (=2400)	629,060.12
Stated rate	6.06%

INSTRUCTOR GUIDE — Fieldwork (2025)

Fieldwork / JV Items (85 items)

Reference	Description	Amount	Material
JE2025_0083	AP transaction: vouch approvals/terms/duplicates	11,841.10	FIELDWORK
JE2025_0069	AP transaction: vouch approvals/terms/duplicates	9,759.13	FIELDWORK
JE2025_0045	AP transaction: vouch approvals/terms/duplicates	16,939.61	FIELDWORK
JE2025_0118	AP transaction: vouch approvals/terms/duplicates	3,006.58	FIELDWORK
JE2025_0155	AP transaction: vouch approvals/terms/duplicates	107,730.68	FIELDWORK
JE2025_0139	AP transaction: vouch approvals/terms/duplicates	27,320.82	FIELDWORK
JE2025_0001	AP transaction: vouch approvals/terms/duplicates	11,597.28	FIELDWORK
JE2025_0095	AP transaction: vouch approvals/terms/duplicates	29,669.69	FIELDWORK
JE2025_0017	AP transaction: vouch approvals/terms/duplicates	11,800.75	FIELDWORK
JE2025_0064	AP transaction: vouch approvals/terms/duplicates	60,453.67	FIELDWORK
JE2025_0156	AP transaction: vouch approvals/terms/duplicates	60,453.67	FIELDWORK
JE2025_0075	AP transaction: vouch approvals/terms/duplicates	15,655.74	FIELDWORK
JE2025_0022	AP transaction: vouch approvals/terms/duplicates	29,029.10	FIELDWORK
JE2025_0033	AP transaction: vouch approvals/terms/duplicates	21,287.96	FIELDWORK
JE2025_0041	AP transaction: vouch approvals/terms/duplicates	18,968.57	FIELDWORK
JE2025_0070	AP transaction: vouch approvals/terms/duplicates	28,531.00	FIELDWORK
JE2025_0046	AP transaction: vouch approvals/terms/duplicates	17,304.19	FIELDWORK
JE2025_0021	AP transaction: vouch approvals/terms/duplicates	42,202.33	FIELDWORK
JE2025_0061	AP transaction: vouch approvals/terms/duplicates	18,477.75	FIELDWORK
JE2025_0134	AP transaction: vouch approvals/terms/duplicates	35,576.74	FIELDWORK
JE2025_0116	AP transaction: vouch approvals/terms/duplicates	34,030.88	FIELDWORK
JE2025_0060	AP transaction: vouch approvals/terms/duplicates	7,820.76	FIELDWORK
JE2025_0086	AP transaction: vouch approvals/terms/duplicates	11,951.67	FIELDWORK
JE2025_0129	AP transaction: vouch approvals/terms/duplicates	40,573.39	FIELDWORK
JE2025_0097	AP transaction: vouch approvals/terms/duplicates	15,327.13	FIELDWORK
JE2025_0005	AP transaction: vouch approvals/terms/duplicates	14,576.03	FIELDWORK
JE2025_0057	AP transaction: vouch approvals/terms/duplicates	57,401.46	FIELDWORK
JE2025_0024	AP transaction: vouch approvals/terms/duplicates	29,372.39	FIELDWORK
JE2025_0122	AP transaction: vouch approvals/terms/duplicates	18,830.17	FIELDWORK
JE2025_0130	AP transaction: vouch approvals/terms/duplicates	24,578.37	FIELDWORK
JE2025_0071	AP transaction: vouch approvals/terms/duplicates	35,206.32	FIELDWORK
JE2025_0073	AP transaction: vouch approvals/terms/duplicates	12,909.16	FIELDWORK
JE2025_0143	AP transaction: vouch approvals/terms/duplicates	19,186.84	FIELDWORK
JE2025_0085	AP transaction: vouch approvals/terms/duplicates	65,193.16	FIELDWORK
JE2025_0020	AP transaction: vouch approvals/terms/duplicates	27,408.20	FIELDWORK
JE2025_0153	AP transaction: vouch approvals/terms/duplicates	22,720.19	FIELDWORK
JE2025_0023	AP transaction: vouch approvals/terms/duplicates	24,092.94	FIELDWORK

INSTRUCTOR GUIDE — Fieldwork (2025)

Reference	Description	Amount	Material
JE2025_0098	AP transaction: vouch approvals/terms/duplicates	66,268.38	FIELDWORK
JE2025_0126	AP transaction: vouch approvals/terms/duplicates	9,450.88	FIELDWORK
JE2025_0132	AP transaction: vouch approvals/terms/duplicates	33,617.31	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 = 62,664.20
inventory_listing.xlsx	ties to 1200; 2 unit-cost anomaly
debt_schedule.xlsx	ties to 2400; interest 44,486.82
payroll_roster.csv	1 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 = 55,409.95
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	18 material items to find
11. Draft audit opinion	tie conclusion to aggregated misstatements