

INSTRUCTOR GUIDE — 2024 (CONFIDENTIAL)

Instructor Guide — Year 2024

Item	Value
Closing Mode	pre
Total Revenue	7,365,647.53
Total Assets	3,224,806.28
Planning Materiality	55,242.36
Performance Materiality	41,431.77
Total Embedded Errors	118
Material Errors (>=Perf Mat)	20

Materiality Calculation

Basis	Amount
0.75% of Revenue	55,242.36
2.00% of Assets	64,496.13
Planning (lower of above)	55,242.36
Performance (75% of Planning)	41,431.77

INSTRUCTOR GUIDE — Depreciation (2024)

Depreciation Errors (5 items)

Reference	Description	Amount	Material
AST-0005	Dep variance: booked 2,876.61 vs correct SL 1,910.57 (SonicWall TZ670 Firewall)	966.04	NO
AST-0007	Dep variance: booked 3,212.79 vs correct SL 2,578.88 (Water Filtration Industrial)	633.91	NO
AST-0014	Dep variance: booked 3,095.98 vs correct SL 3,347.14 (Server Room Climate Control)	251.16	NO
AST-0021	Dep variance: booked 3,257.28 vs correct SL 2,122.95 (Label Printing Industrial)	1,134.33	NO
AGGREGATE	Total dep misstatement across 4 assets	2,985.44	NO

Label	Amount
Total Dep Misstatement	5,970.88

SL Recalculation Detail

Asset_ID	Description	Basis	Life	Correct	Booked	Variance
AST-0005	SonicWall TZ670 Firewall	5,731.72	3.00	1,910.57	2,876.61	966.04
AST-0007	Water Filtration Industr...	18,052.17	7.00	2,578.88	3,212.79	633.91
AST-0014	Server Room Climate Cont...	50,207.16	15.00	3,347.14	3,095.98	-251.16
AST-0021	Label Printing Industrial	22,290.88	7.00	2,122.95	3,257.28	1,134.33

INSTRUCTOR GUIDE — Payroll (2024)

Payroll Errors (2 items)

Reference	Description	Material
EMP-0018 (Ethan Burke)	Salary exceeds band: EMP-0018 (Ethan Burke): Salary 92,000.00 exceeds Finance/Sr Analyst band max of 78,000.00	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)	955,926.10
A/R per aging listing	955,926.10
Balances over 180 days	107,195.42
# customers over 180 days	3

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

SKU	Note	Amount
SKU-24253	Unit cost 2,005.36 vs median 108.90 (qty 1)	2,005.36
SKU-59033	Unit cost 0.08 vs median 108.90 (qty 386921)	30,953.68

Label	Amount
Inventory per listing	507,772.06

Debt / Interest (ties to 2400 & 5950)

Item	Value
Opening principal	1,934,500.00
Total interest (recalc)	124,283.26
Total principal repaid	305,941.68
Ending balance (=2400)	1,628,558.32
Stated rate	6.93%

INSTRUCTOR GUIDE — Fieldwork (2024)

Fieldwork / JV Items (86 items)

Reference	Description	Amount	Material
JE2024_0032	AP transaction: vouch approvals/terms/duplicates	37,478.87	FIELDWORK
JE2024_0128	AP transaction: vouch approvals/terms/duplicates	7,042.28	FIELDWORK
JE2024_0007	AP transaction: vouch approvals/terms/duplicates	20,836.03	FIELDWORK
JE2024_0043	AP transaction: vouch approvals/terms/duplicates	2,490.02	FIELDWORK
JE2024_0153	AP transaction: vouch approvals/terms/duplicates	5,932.84	FIELDWORK
JE2024_0076	AP transaction: vouch approvals/terms/duplicates	2,045.34	FIELDWORK
JE2024_0033	AP transaction: vouch approvals/terms/duplicates	1,376.64	FIELDWORK
JE2024_0135	AP transaction: vouch approvals/terms/duplicates	13,771.46	FIELDWORK
JE2024_0124	AP transaction: vouch approvals/terms/duplicates	8,204.32	FIELDWORK
JE2024_0105	AP transaction: vouch approvals/terms/duplicates	19,821.51	FIELDWORK
JE2024_0002	AP transaction: vouch approvals/terms/duplicates	35,289.59	FIELDWORK
JE2024_0117	AP transaction: vouch approvals/terms/duplicates	42,568.46	FIELDWORK
JE2024_0054	AP transaction: vouch approvals/terms/duplicates	65,415.48	FIELDWORK
JE2024_0079	AP transaction: vouch approvals/terms/duplicates	15,791.08	FIELDWORK
JE2024_0097	AP transaction: vouch approvals/terms/duplicates	1,721.70	FIELDWORK
JE2024_0036	AP transaction: vouch approvals/terms/duplicates	35,338.32	FIELDWORK
JE2024_0133	AP transaction: vouch approvals/terms/duplicates	12,722.79	FIELDWORK
JE2024_0144	AP transaction: vouch approvals/terms/duplicates	18,374.52	FIELDWORK
JE2024_0085	AP transaction: vouch approvals/terms/duplicates	22,663.27	FIELDWORK
JE2024_0137	AP transaction: vouch approvals/terms/duplicates	55,130.36	FIELDWORK
JE2024_0125	AP transaction: vouch approvals/terms/duplicates	22,961.58	FIELDWORK
JE2024_0090	AP transaction: vouch approvals/terms/duplicates	52,977.33	FIELDWORK
JE2024_0057	AP transaction: vouch approvals/terms/duplicates	77,251.89	FIELDWORK
JE2024_0015	AP transaction: vouch approvals/terms/duplicates	5,637.50	FIELDWORK
JE2024_0118	AP transaction: vouch approvals/terms/duplicates	11,124.55	FIELDWORK
JE2024_0134	AP transaction: vouch approvals/terms/duplicates	10,742.84	FIELDWORK
JE2024_0066	AP transaction: vouch approvals/terms/duplicates	23,655.67	FIELDWORK
JE2024_0136	AP transaction: vouch approvals/terms/duplicates	23,861.55	FIELDWORK
JE2024_0096	AP transaction: vouch approvals/terms/duplicates	11,422.97	FIELDWORK
JE2024_0014	AP transaction: vouch approvals/terms/duplicates	239.62	FIELDWORK
JE2024_0022	AP transaction: vouch approvals/terms/duplicates	19,056.50	FIELDWORK
JE2024_0116	AP transaction: vouch approvals/terms/duplicates	5,405.70	FIELDWORK
JE2024_0087	AP transaction: vouch approvals/terms/duplicates	4,175.44	FIELDWORK
JE2024_0034	AP transaction: vouch approvals/terms/duplicates	616.57	FIELDWORK
JE2024_0055	AP transaction: vouch approvals/terms/duplicates	19,616.84	FIELDWORK
JE2024_0017	AP transaction: vouch approvals/terms/duplicates	4,720.25	FIELDWORK
JE2024_0067	AP transaction: vouch approvals/terms/duplicates	27,916.25	FIELDWORK

INSTRUCTOR GUIDE — Fieldwork (2024)

Reference	Description	Amount	Material
JE2024_0084	AP transaction: vouch approvals/terms/duplicates	5,392.02	FIELDWORK
JE2024_0020	AP transaction: vouch approvals/terms/duplicates	13,984.14	FIELDWORK
JE2024_0149	AP transaction: vouch approvals/terms/duplicates	31,163.17	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 = 107,195.42
inventory_listing.xlsx	ties to 1200; 2 unit-cost anomaly
debt_schedule.xlsx	ties to 2400; interest 124,283.26
payroll_roster.csv	1 salary band violation(s)
asset_register.csv	4 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 = 41,431.77
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	20 material items to find
11. Draft audit opinion	tie conclusion to aggregated misstatements