

INSTRUCTOR GUIDE — 2025 (CONFIDENTIAL)

Instructor Guide — Year 2025

Item	Value
Closing Mode	pre
Total Revenue	7,585,537.46
Total Assets	3,813,864.73
Planning Materiality	56,891.53
Performance Materiality	42,668.65
Total Embedded Errors	121
Material Errors (>=Perf Mat)	22

Materiality Calculation

Basis	Amount
0.75% of Revenue	56,891.53
2.00% of Assets	76,277.29
Planning (lower of above)	56,891.53
Performance (75% of Planning)	42,668.65

INSTRUCTOR GUIDE — Depreciation (2025)

Depreciation Errors (4 items)

Reference	Description	Amount	Material
AST-0007	Dep variance: booked 3,683.38 vs correct SL 2,578.88 (Water Filtration Industrial)	1,104.50	NO
AST-0009	Dep variance: booked 412.42 vs correct SL 264.74 (Drill Press Heavy Duty Floor)	147.68	NO
AST-0022	Dep variance: booked 2,084.62 vs correct SL 2,753.84 (Sheet Metal Brake 10ft)	669.22	NO
AGGREGATE	Total dep misstatement across 3 assets	1,921.40	NO

Label	Amount
Total Dep Misstatement	3,842.80

SL Recalculation Detail

Asset_ID	Description	Basis	Life	Correct	Booked	Variance
AST-0007	Water Filtration Industr...	18,052.17	7.00	2,578.88	3,683.38	1,104.50
AST-0009	Drill Press Heavy Duty F...	1,853.15	7.00	264.74	412.42	147.68
AST-0022	Sheet Metal Brake 10ft	19,276.87	7.00	2,753.84	2,084.62	-669.22

INSTRUCTOR GUIDE — Payroll (2025)

Payroll Errors (3 items)

Reference	Description	Mater...
EMP-0024 (Noah H...	Salary exceeds band: EMP-0024 (Noah Harper): Salary 112,800.00 exceeds HR/Manager band max of 92,000.00	REVIEW
EMP-0018	Terminated employee still on payroll: EMP-0018 (Ethan Burke): terminated 2025-01-15 but received pay through 2025-03-28 ...	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)	985,388.37
A/R per aging listing	985,388.37
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 11)	22,058.96
SKU-59033	Unit cost 0.08 vs median 108.90 (qty 203903)	16,312.24

Label	Amount
Inventory per listing	633,828.97

Debt / Interest (ties to 2400 & 5950)

Item	Value
Opening principal	1,628,558.32
Total interest (recalc)	112,166.92
Total principal repaid	346,402.20
Ending balance (=2400)	1,282,156.12
Stated rate	7.63%

INSTRUCTOR GUIDE — Fieldwork (2025)

Fieldwork / JV Items (86 items)

Reference	Description	Amount	Material
JE2025_0074	AP transaction: vouch approvals/terms/duplicates	25,557.19	FIELDWORK
JE2025_0083	AP transaction: vouch approvals/terms/duplicates	23,903.56	FIELDWORK
JE2025_0131	AP transaction: vouch approvals/terms/duplicates	4,550.31	FIELDWORK
JE2025_0085	AP transaction: vouch approvals/terms/duplicates	18,404.08	FIELDWORK
JE2025_0119	AP transaction: vouch approvals/terms/duplicates	23,063.18	FIELDWORK
JE2025_0102	AP transaction: vouch approvals/terms/duplicates	23,227.23	FIELDWORK
JE2025_0121	AP transaction: vouch approvals/terms/duplicates	25,040.12	FIELDWORK
JE2025_0078	AP transaction: vouch approvals/terms/duplicates	7,939.07	FIELDWORK
JE2025_0010	AP transaction: vouch approvals/terms/duplicates	11,450.81	FIELDWORK
JE2025_0097	AP transaction: vouch approvals/terms/duplicates	14,779.83	FIELDWORK
JE2025_0016	AP transaction: vouch approvals/terms/duplicates	44,307.54	FIELDWORK
JE2025_0065	AP transaction: vouch approvals/terms/duplicates	9,966.38	FIELDWORK
JE2025_0011	AP transaction: vouch approvals/terms/duplicates	25,855.80	FIELDWORK
JE2025_0025	AP transaction: vouch approvals/terms/duplicates	19,575.43	FIELDWORK
JE2025_0006	AP transaction: vouch approvals/terms/duplicates	5,454.62	FIELDWORK
JE2025_0124	AP transaction: vouch approvals/terms/duplicates	46,313.44	FIELDWORK
JE2025_0075	AP transaction: vouch approvals/terms/duplicates	46,313.44	FIELDWORK
JE2025_0143	AP transaction: vouch approvals/terms/duplicates	21,662.96	FIELDWORK
JE2025_0003	AP transaction: vouch approvals/terms/duplicates	12,768.08	FIELDWORK
JE2025_0020	AP transaction: vouch approvals/terms/duplicates	17,901.72	FIELDWORK
JE2025_0002	AP transaction: vouch approvals/terms/duplicates	27,401.39	FIELDWORK
JE2025_0117	AP transaction: vouch approvals/terms/duplicates	18,397.95	FIELDWORK
JE2025_0005	AP transaction: vouch approvals/terms/duplicates	24,686.50	FIELDWORK
JE2025_0042	AP transaction: vouch approvals/terms/duplicates	4,160.96	FIELDWORK
JE2025_0140	AP transaction: vouch approvals/terms/duplicates	11,162.96	FIELDWORK
JE2025_0154	AP transaction: vouch approvals/terms/duplicates	9,435.30	FIELDWORK
JE2025_0004	AP transaction: vouch approvals/terms/duplicates	5,758.52	FIELDWORK
JE2025_0064	AP transaction: vouch approvals/terms/duplicates	174.58	FIELDWORK
JE2025_0116	AP transaction: vouch approvals/terms/duplicates	3,245.90	FIELDWORK
JE2025_0021	AP transaction: vouch approvals/terms/duplicates	14,573.35	FIELDWORK
JE2025_0027	AP transaction: vouch approvals/terms/duplicates	48,883.29	FIELDWORK
JE2025_0120	AP transaction: vouch approvals/terms/duplicates	18,561.91	FIELDWORK
JE2025_0068	AP transaction: vouch approvals/terms/duplicates	6,147.05	FIELDWORK
JE2025_0048	AP transaction: vouch approvals/terms/duplicates	70,146.80	FIELDWORK
JE2025_0126	AP transaction: vouch approvals/terms/duplicates	7,596.01	FIELDWORK
JE2025_0096	AP transaction: vouch approvals/terms/duplicates	8,230.49	FIELDWORK
JE2025_0155	AP transaction: vouch approvals/terms/duplicates	17,730.58	FIELDWORK

INSTRUCTOR GUIDE — Fieldwork (2025)

Reference	Description	Amount	Material
JE2025_0100	AP transaction: vouch approvals/terms/duplicates	24,632.36	FIELDWORK
JE2025_0090	AP transaction: vouch approvals/terms/duplicates	7,604.11	FIELDWORK
JE2025_0098	AP transaction: vouch approvals/terms/duplicates	13,290.82	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 = 107,195.42
inventory_listing.xlsx	ties to 1200; 2 unit-cost anomaly
debt_schedule.xlsx	ties to 2400; interest 112,166.92
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 = 42,668.65
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	22 material items to find
11. Draft audit opinion	tie conclusion to aggregated misstatements