

## Ez Audit

### **A. Overview**

The EZ Audit is a relatively uncomplicated annual survey prepared by Research Accounting on behalf of the Department of Education. The Manager of Research Accounting is responsible for preparing and submitting this survey electronically via the EZ audit web page. The Manager of Research Accounting has a unique User ID and User Password that allows him to access the EZ audit web page.

Instructions from EZ audit can be found on the EZ audit web page. The primary information requested by this survey can be taken directly from the University's Audited Financial Statements and supporting Footnotes. In addition to the Financial Numbers requested, the survey also requests additional attachments that include a copy of the annual Uniform Guidance Audit and Management letter associated with the University's Audited Financial Statements.

The Survey is due March 31<sup>st</sup> and it is important that the Uniform Guidance Audit has been completed and sent to the Federal Clearinghouse before finalizing and submitting the survey to EZ audit.

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