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Responding to an FFC in PRIMA (Firm)

Average **5.0**

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For video instructions, see [Responding to MFCs/FFCs \(Firm\) - Video](#).

If the reviewer / team captain creates FFCs, they are sent to the firm for review and response. To respond to FFCs, perform the following steps:

1. Under **Action Items**, click the review (RWV) **Case ID**.

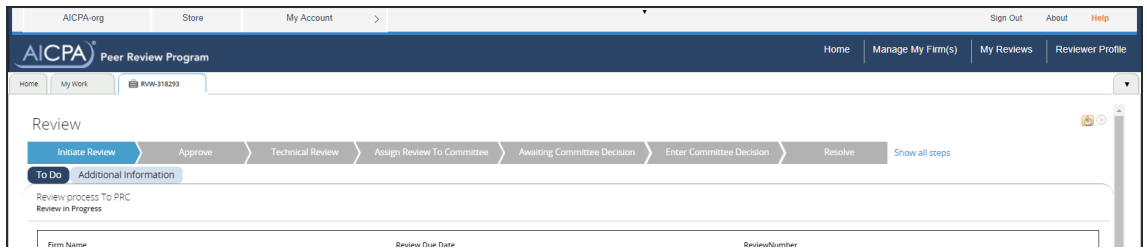
The screenshot shows the AICPA Peer Review Program interface. The 'Action Items' section contains a table with the following data:

Case ID	Review Number	Firm Number	Firm Name	Task Description	Status	Received Date	Comments
RWV-318305				Review in Progress	Pending-WorkingPapers	12/01/2017	

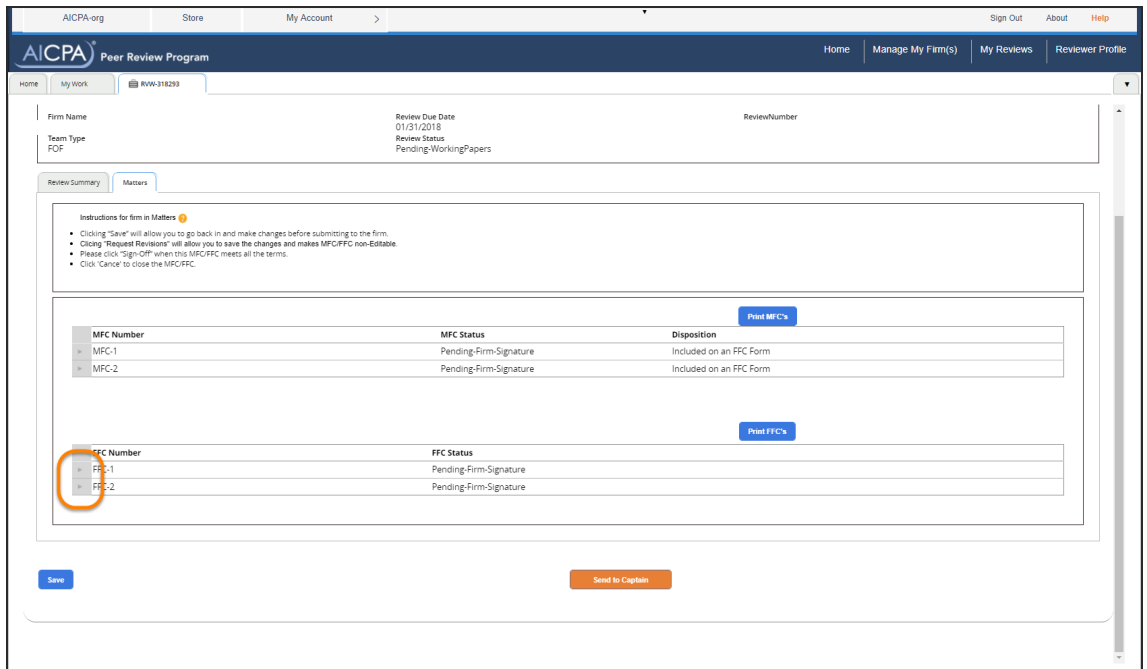
Below the 'Action Items' table is the 'My Firm's Open Reviews' section, which contains a table with the following data:

Case ID	Review Number	Firm Number	Firm Name	Task Description	Status	Assigned To	Review Type
RWV-318305				Review in Progress	Pending-WorkingPapers		System Review

2. Click the **Matters** tab.



3. Click the arrow next to the **FFC Number** to expand the FFC details.



4. Review FFC details, and enter firm responses and **Timing Of Remediation**.

The screenshot shows the AICPA Peer Review Program interface. The top navigation bar includes 'AICPA.org', 'Store', 'My Account', 'Sign Out', 'About', and 'Help'. The main header displays 'AICPA Peer Review Program' and navigation links for 'Home', 'Manage My Firm(s)', 'My Reviews', and 'Reviewer Profile'. The breadcrumb trail shows 'home' and 'my work' with a specific review ID 'RW-318293'. The main content area contains several text input fields: 'Reviewed Firm's Response to Non-Conforming Engagements', 'Reviewed Firm's Response to systemic Issues Unrelated to Non-Conforming Engagements', and 'Timing Of Remediation'. Below these is a 'Captain Additional Comments' field. A table shows the 'Captain' and 'Reviewed Firm Representative' with their respective dates (11/03/2017 and 11/3/2017). At the bottom, there are buttons for 'Cancel', 'Save', 'Request Revisions', and 'Sign-Off'. A signature line for 'FFC-2' is labeled 'Pending-Firm-Signature'. A 'Save' button is located at the bottom left, and a 'Send to Captain' button is at the bottom right.

5. To request revisions from the reviewer, click **Request Revisions**.

This screenshot is identical to the one above, showing the AICPA Peer Review Program interface. The 'Request Revisions' button is highlighted with an orange box, indicating the step to request revisions from the reviewer.

6. To accept FFC, click **Sign-Off**.

Note: You must click **Sign-Off** for each accepted FFC before sending to the reviewer captain.

The screenshot shows the AICPA Peer Review Program interface. The top navigation bar includes 'AICPA.org', 'Store', 'My Account', 'Sign Out', 'About', and 'Help'. The main header displays 'AICPA Peer Review Program' with navigation links for 'Home', 'Manage My Firm(s)', 'My Reviews', and 'Reviewer Profile'. The breadcrumb trail shows 'Home' and 'My work' with a case ID 'RW-318293'. The main content area contains several text input fields for responses to non-conforming engagements and systemic issues, a 'Timing Of Remediation' field, and a 'Captain Additional Comments' field. Below these is a table with columns for 'Captain' and 'Date', showing a date of 11/03/2017. Another table for 'Reviewed Firm Representative' shows a date of 11/3/2017. At the bottom, there are buttons for 'Cancel', 'Save', 'Request Revisions', and 'Sign-Off' (highlighted in orange). A 'Pending-Firm-Signature' status is displayed. At the very bottom, there are 'Save' and 'Send to Captain' buttons.

7. Once all responses have been entered and **Sign-Off** has been clicked for all MFCs and FFCs, click **Send to Captain**.

The screenshot shows the AICPA Peer Review Program interface. The top navigation bar is the same as in the previous screenshot. The main header displays 'AICPA Peer Review Program' with navigation links for 'Home', 'Manage My Firm(s)', 'My Reviews', and 'Reviewer Profile'. The breadcrumb trail shows 'Home' and 'My work' with a case ID 'RW-318293'. The main content area displays firm information: 'Firm Name', 'Team Type FOF', 'Review Due Date 01/31/2018', and 'Review Status Pending-WorkingPapers'. Below this is a 'Review Summary' section with a 'Matters' tab. It contains 'Instructions for firm in Matters' and a list of MFCs and FFCs. The MFCs table has columns for 'MFC Number', 'MFC Status', and 'Disposition'. The FFCs table has columns for 'FFC Number' and 'FFC Status'. At the bottom, there are buttons for 'Save' and 'Send to Captain' (highlighted in orange).

MFC Number	MFC Status	Disposition
MFC-1	Firm-Signature-Received	Included on an FFC Form
MFC-2	Firm-Signature-Received	Included on an FFC Form

FFC Number	FFC Status
FFC-1	Firm-Signature-Received
FFC-2	Firm-Signature-Received

The case will be assigned to the reviewer for completion and submitting working papers.

Related Articles:

[Creating an FFC in PRIMA \(Reviewer\)](#)

[Creating a Disposition of MFC \(DMFC\) \(Reviewer\)](#)

[Sending MFCs / FFCs to the Firm](#)

[MFCs/ FFCs Not Appearing for Peer Review Contact](#)

[Editing MFCs / FFCs \(Reviewer\)](#)

[Printing MFCs, FFCs, and DMFCs](#)

[Responding to an FFC in PRIMA \(Firm\)](#)

[Responding to an MFC in PRIMA \(Firm\)](#)

[Submitting MFCs on License Issues for an Engagement Review](#)

[Requesting Revisions for MFCs and FFCs \(Firm\)](#)

[Responding to Request for Revisions for MFCs and FFCs \(Reviewer\)](#)

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