Responding to an FFC in PRIMA (Firm)

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 (RVW) **Case ID**.

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

6. To accept FFC, click Sign-Off.

   **Note:** You must click Sign-Off for each accepted FFC before sending to the reviewer captain.
7. Once all responses have been entered and **Sign-Off** has been clicked for all MFCs and FFCs, click **Send to Captain**.

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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