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Responding to an MFC in PRIMA (Firm)

Average **0.0**

Share

If the reviewer / team captain creates MFCs, they are sent to the firm for review and response.

Updated video instructions coming soon: [Responding to MFCs/FFCs \(Firm\) - Video](#)

To respond to MFCs, perform the following steps:

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

The screenshot shows the AICPA Peer Review Program interface. The main content area displays 'Action Items' with a table of pending reviews. The first row is highlighted with a red circle, showing Case ID RWV-318305. Below this, there is a section for 'My Firm's Open Reviews' with another table listing the same review.

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

| 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.

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AICPA Peer Review Program Home For Firms My Reviews For Peer Reviewers

Home

Initiate Review Approve Technical Review Assign Review To Committee Awaiting Committee Decision Enter Committee Decision

Resolve

Show all steps

To Do Additional Information

Review process To PRC
Review in Progress

Firm Name Review Due Date ReviewNumber
Team Type 01/31/2018
FOF Review Status
Pending-WorkingPapers

Review Summary Matters

Instructions for Firm in Review Summary

- Enter the industries, level of service and number of engagements (in the Population column) performed by each partner that performs accounting engagements.
- The number of engagements (in the Population column) should be those with periods ending during 11/30/2018 to 11/29/2019 except financial forecasts or projections and agreed upon procedures.
- Financial forecasts or projections and agreed upon procedures with report dates during 11/30/2018 to 11/29/2019 should be included on this form.
- Each monthly compilation or preparation engagement counts as one engagement (in the Population column).

SCOPE AND RESULTS OF ENGAGEMENTS

No Of A&A Offices

OFFICE - 1

| Code | Engagement Type | Population Hours | Population No of Engagements |
|--------------------------|---|----------------------|------------------------------|
| Audit Engagements | | | |
| 380 | Employee Retirement Income Security Act (ERISA)-Defined Contribution Plans (excluding 403(b) plans) | <input type="text"/> | <input type="text"/> |
| 383 | Employee Retirement Income Security Act | <input type="text"/> | <input type="text"/> |

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

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AICPA Peer Review Program Home Manage My Firm(s) My Reviews Reviewer Profile

Home My Work RW6318259

Firm Name Review Due Date ReviewNumber
Team Type 11/30/2017
FOF Review Status
Pending-WorkingPapers

Review Summary Matters

Instructions for firm in Matters

- Clicking "Save" will allow you to go back in and make changes before submitting to the firm.
- Clicking "Request Revisions" will allow you to save the changes and makes MFC/FFC non-Editable.
- Please click "Sign Off" when the MFC/FFC meets all the terms.
- Click "Cancel" to close the MFC/FFC.

| MFC Number | MFC Status | Disposition |
|------------|------------------------|-------------------------|
| MFC-1 | Pending-Firm-Signature | Included on an FFC Form |
| MFC-2 | Pending-Firm-Signature | Discussed With the Firm |

Print MFC's

| FFC Number | FFC Status |
|------------|------------------------|
| FFC-1 | Pending-Firm-Signature |

Print FFC's

Save Send to Captain

4. Review MFC details, and select answers to review firm questions and enter comments.

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Reviewer's Description of the matter (include systemic cause, when possible)
Select the category and standard language to auto populate the description or directly enter your description in the box below.

MFC Category and Language

Category
Engagement letters

Language
The firm did not establish an understanding with management regarding the services to be performed through an engagement letter, or other written communication.

Description
The firm did not establish an understanding with management regarding the services to be performed through an engagement letter, or other written communication.

Reviewed firm agrees with the description of the matter? Yes No

Reviewed firm's comments on circumstances, relative importance of the matter, and so on.

Reviewed firm representative discussed the information in this section with the appropriate individuals within the firm, including those charged with governance? Yes No

Captain Additional Comments
Comments

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

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Reviewed firm representative discussed the information in this section with the appropriate individuals within the firm, including those charged with governance? Yes No

Captain Additional Comments

Captain Date 10/02/2017

Reviewed Firm Representative Date 11/03/2017

Cancel Save **Request Revisions** Sign-Off

Print FFC's

| FFC Number | FFC Status |
|------------|------------------------|
| FFC-1 | Pending-Firm-Signature |

Save Send to Captain

6. To accept the MFC, click **Sign-Off**.

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

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home my work RW-318259

Reviewed firm representative discussed the information in this section with the appropriate individuals within the firm, including those charged with governance? Yes No

Captain Additional Comments

Captain Date 10/02/2017
Reviewed Firm Representative Date 11/03/2017

Cancel Save Request Revisions **Sign-Off**

Post FFC's

FFC Number FFC Status
FFC-1 Pending-Firm-Signature

Save Send to Captain

7. Click **Send to Captain**.

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AICPA Peer Review Program Home Manage My Firm(s) My Reviews Reviewer Profile

home my work RW-318259

Reviewed firm representative discussed the information in this section with the appropriate individuals within the firm, including those charged with governance? Yes No

Captain Additional Comments

Captain Date 10/02/2017
Reviewed Firm Representative Date 11/03/2017

Cancel Save Request Revisions Sign-Off

Post FFC's

FFC Number FFC Status
FFC-1 Pending-Firm-Signature

Save **Send to Captain**

The responses will be returned to the team captain / reviewer.

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 \(Firm\)](#)

[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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