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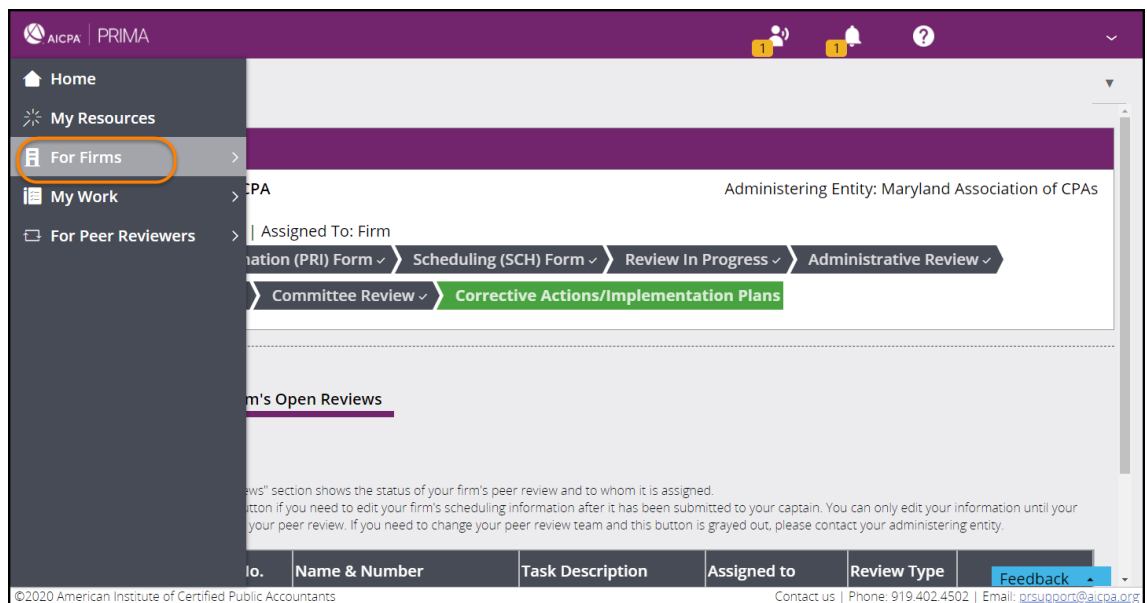
Viewing Firm's Peer Review History in PRIMA

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To access your firm's review history, perform the following steps:

1. Click **For Firms**.



2. Click **Review History**.

The screenshot shows the AICPA PRIMA dashboard. The left sidebar contains a menu with the following items: Home, My Resources, For Firms (expanded), Enroll/Update PRI, Resign My Firm, Request Extension/PR Year End Change, Change Peer Review Program, **Review History** (highlighted with an orange circle), Opt-In/Out: Public File, Opt-In/Out: FSBA, Opt-In/Out: Sharing PR Info, and Request COA/IMP Due Date Extension. The main content area shows a progress bar for a firm's review process, with steps: Enroll/Update PRI Form, Scheduling (SCH) Form, Review In Progress, Administrative Review, Committee Review, and **Corrective Actions/Implementation Plans** (highlighted in green). Below the progress bar, there is a section titled 'Firm's Open Reviews' and a table with columns: Firm No., Name & Number, Task Description, Assigned to, Review Type, and Feedback. The footer includes copyright information for 2020 American Institute of Certified Public Accountants and contact details.

3. Locate the appropriate firm and click **View History**.

The screenshot shows the AICPA PRIMA dashboard with the 'Review History' page selected. The page has a 'Refresh List' button in the top right. Below it is a table with the following columns: Firm No., Firm Name, Address Line 1, Address Line 2, City, State, Zip, and Click To View. The table contains one row with the following data: Firm No. (empty), Firm Name (empty), Address Line 1 (empty), Address Line 2 (empty), City (Baltimore), State (MD), Zip (empty), and Click To View (a button labeled 'View History' highlighted with an orange circle). The footer includes copyright information for 2020 American Institute of Certified Public Accountants and contact details.

4. To access review details and attachments, click the **Review Case ID**.

Home Review History Firm Review H...

Review History for Firm Number:

| Review Case ID | Review Number | Firm Number | Firm Name | Program | Review Case Status | Due Date | Admin By |
|----------------|---------------|-------------|-----------|---------------------------|--------------------------|------------|----------|
| RWV- | | | | AICPA Peer Review Program | Resolved-Review-Complete | 12/31/2020 | MD |
| RWV | | | | AICPA Peer Review Program | Resolved-Review-Complete | 01/31/2018 | MD |

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5. To access review details, click the appropriate tabs.

Home Review History Firm Review H... RWV-

Initiate Review ✓ Approve ✓ Technical Review ✓ TR Revise ✓ Assign Review To Committee

Awaiting Committee Decision Enter Committee Decision Resolve ✓

Show all steps

Additional Information

Review Firm Details Scheduling Peer Review Information Firm Self Service Scheduling Error(s) Committee Letters Follow Up Actions H

Review Information

Review Number

Review Type
Engagement Review

Team Type
FOF

Commencement Date
10/27/2017

Closing Meeting Date
01/19/2018

Exit Conference Date
01/02/2018

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6. To access attached documents, click the tab arrow icon and select **Attachments**.

The screenshot shows the AICPA PRIMA interface. At the top, there's a navigation bar with 'Home', 'Review History', 'Firm Review H...', and 'RVW-'. Below this is a process flow: 'Initiate Review' > 'Approve' > 'Technical Review' > 'TR Revise' > 'Assign Review To Committee' > 'Awaiting Committee Decision'. A secondary flow shows 'Enter Committee Decision' > 'Resolve'. The 'Additional Information' tab is active, showing a 'Review Information' section with details like 'Review Number', 'Review Type' (Engagement Review), 'Team Type' (FOF), 'Commencement Date' (10/27/2017), 'Closing Meeting Date' (01/19/2018), 'Exit Conference Date' (01/02/2018), 'Review Due Date' (01/31/2018), and 'Review Period' (01/01/2016 To 12/31/2016). A dropdown menu is open on the right, listing various options: 'Review', 'Firm Details', 'Scheduling', 'Peer Review Information', 'Firm Self Service', 'Scheduling Error(s)', 'Committee', 'Letters', 'Follow Up Actions', 'Hearing', 'Related NEP Cases', 'Notes', 'Attachments' (highlighted with an orange circle), and 'Non-Cooperation Cases'.

7. To download printable PDF files, click the document title links.

The screenshot shows the 'Attachments' section of the AICPA PRIMA interface. It lists several documents with their titles and timestamps. The document 'COMLTR1-Acceptance Letter.pdf' (01/19/2018 06:36 PM) is highlighted with an orange circle. Other documents include 'Important Peer Review Notification' (multiple instances), 'Important Peer Review Information', and 'Scheve Assoc Mgr Ltr of Representation 01-02-2018...'. A 'Refresh' button is visible in the top right corner of the list area.