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## Entering Review Scheduling Information in PRIMA (Firm)

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After completing the Peer Review Information (PRI) form, you will have the option to continue with the scheduling form or enter scheduling at a later time. If you chose to continue with scheduling, the scheduling case will automatically open. If you decide to wait or the case must be approved by your administrator, the scheduling case will eventually be added to your Action Items as described in step 1 below.

For video instructions, see [Entering Review Scheduling Information in PRIMA \(Firm\) - Video](#).

**Note:** For each of the sections below, you will see a purple header accompanied with an arrow. Clicking on the arrow will expand and collapse each region, displaying additional information.

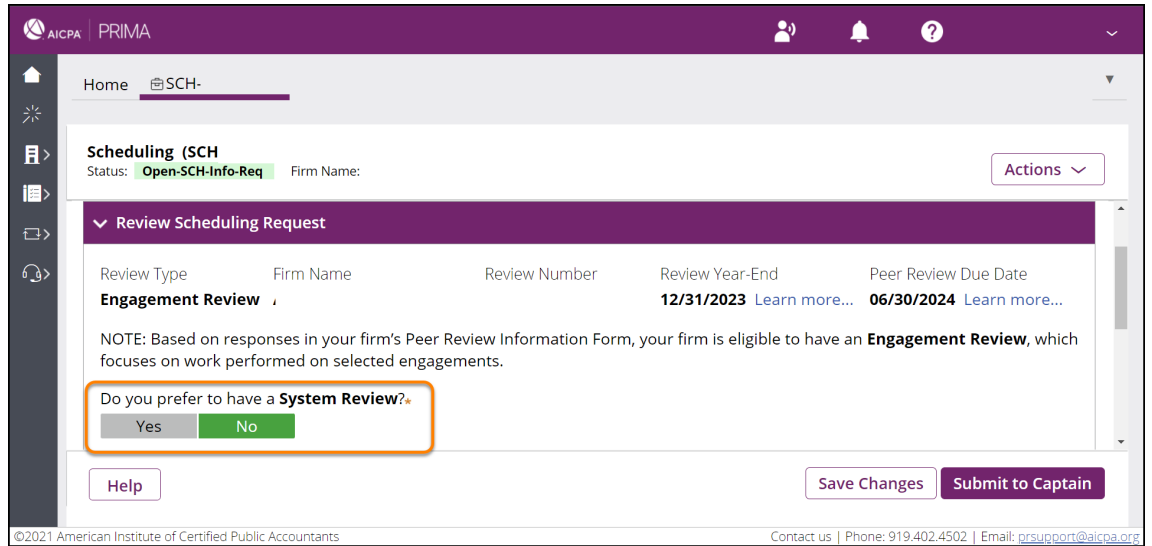
To complete the scheduling case, perform the following steps:

1. Under **Action Items**, click the scheduling (SCH) **Case ID**.

The screenshot displays the PRIMA system interface. At the top, the AICPA logo and 'PRIMA' text are visible. Below the header, there's a navigation bar with 'Home' and 'Action Items'. The 'Action Items' section is expanded, showing a breadcrumb trail: 'Peer Review Information (PRI) Form' > 'Scheduling (SCH) Form' > 'Review In Progress' > 'Administrative Review'. Below this, there's a section titled 'Action Items' with a sub-header 'My Firm's Open Reviews'. A table titled 'My Action Items (1)' is shown, with columns: 'Case ID', 'Review No.', 'Name & Number', 'Task Description', 'Received Date', and 'My Role'. The first row of the table has 'SCH-' in the 'Case ID' column, which is circled in orange. The 'Received Date' is '09/02/2020' and 'My Role' is 'Firm'. At the bottom, there's a footer with copyright information and contact details.

Case ID	Review No.	Name & Number	Task Description	Received Date	My Role
SCH-				09/02/2020	Firm

2. If your firm is not required to undergo a system review, then you will be able to select if you want to have a system or engagement review by selecting **Yes** or **No**.



AICPA PRIMA

Home SCH

Scheduling (SCH)  
Status: **Open-SCH-Info-Req** Firm Name:

Actions

Review Scheduling Request

Review Type	Firm Name	Review Number	Review Year-End	Peer Review Due Date
Engagement Review			12/31/2023 <a href="#">Learn more...</a>	06/30/2024 <a href="#">Learn more...</a>

NOTE: Based on responses in your firm's Peer Review Information Form, your firm is eligible to have an **Engagement Review**, which focuses on work performed on selected engagements.

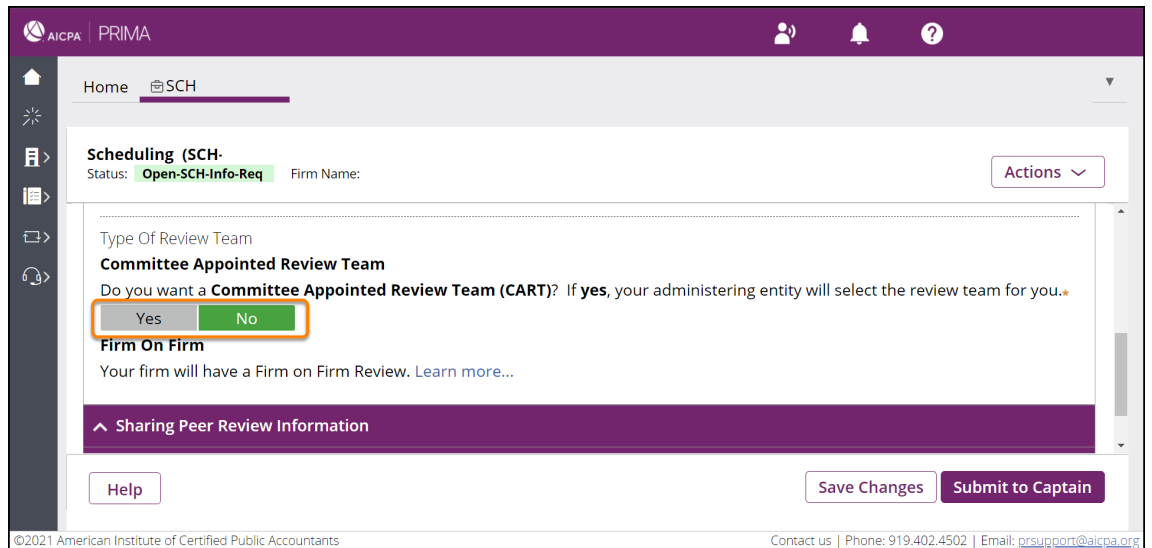
Do you prefer to have a **System Review**?

Yes No

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3. If your firm is eligible for a **Committee Appointed Review Team Review**, you will be able to select to have your Administering Entity choose your review team for you. If your firm is not eligible, you will not be able to select a **Committee Appointed Review Team Review**.



AICPA PRIMA

Home SCH

Scheduling (SCH)  
Status: **Open-SCH-Info-Req** Firm Name:

Actions

Type Of Review Team

Committee Appointed Review Team

Do you want a **Committee Appointed Review Team (CART)**? If **yes**, your administering entity will select the review team for you.

Yes No

Firm On Firm

Your firm will have a Firm on Firm Review. [Learn more...](#)

Sharing Peer Review Information

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4. Review the **Facilitated State Board Access (FSBA)** information and answer appropriately for your state FSBA access. The screenshot below is an example of a state that has the option to **Opt Out**.

**Scheduling (SCH)**  
Status: **Open-SCH-Info-Req** Firm Name:

**Sharing Peer Review Information**

**Facilitated State Board Access (FSBA)**  
The AICPA has implemented a process called **Peer Review Facilitated State Board Access (FSBA)**, which facilitates the voluntary disclosure of peer review results via a secure, state board/licensing body (hereinafter referred to as *BOA*) web site. The goal of this process is to create a nationally uniform system through which CPA firms can satisfy BOA peer review information submission requirements and increase transparency. [Learn more.](#)

We are engaged in an ongoing collaborative effort with the AICPA and state CPA societies for this to be the primary process by which all BOAs obtain peer review results. Over time, this process will help to make the submission of firm's peer review information easier. This process may not have replaced the current peer review information submission requirements of the BOA(s) by which your firm is licensed, so **be sure to follow your BOA's information submission requirements until further notified.**

In accordance with AICPA Facilitated State Board Access requirements, I voluntarily agree that my firm's peer review results, including the acceptance letter, peer review report, letter of response, letter(s) signed by the reviewed firm accepting the peer review documents with the understanding that the firm agrees to take certain required actions, and letter notifying the reviewed firm that certain required actions have been completed, if applicable, will be made available to the state board of accountancy in the state in which my firm's main office is located, which is the Accountancy Board of Ohio, unless I opt out.

**I AGREE TO MAKE MY FIRM'S PEER REVIEW RESULTS AVAILABLE TO THE STATE BOARD UNLESS I OPT OUT.**

Your firm's peer review results will be made available to the **Accountancy Board of Ohio**. Authorized representatives at the Board of Accountancy will have access to peer review

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- If applicable, under **Additional States**, select **Yes** to expand access to all states. To remove unwanted states, click the "x" next to that state.

**Scheduling (SCH)**  
Status: **Open-SCH-Info-Req** Firm Name:

**Additional States**  
You may expand access to additional state boards of accountancy that are not prohibited from accessing peer review results. [View links to state boards of accountancy here.](#) By expanding access to other state boards of accountancy, you voluntarily agree to make your firm's peer review results available, including the acceptance letter, peer review report, letter of response, letter(s) signed by the reviewed firm accepting the peer review documents with the understanding that the firm agrees to take certain actions, and letter notifying the reviewed firm that certain required actions have been completed.

**Expand access to all states ?**

Enter the State Board(s) of Accountancy in the field below. Select as many as needed. Conversely you can choose to include all states, then remove the unwanted ones by clicking the "X" below. (48 of 48 items selected)

Alabama	Arizona	Arkansas	California	Colorado	Connecticut	Delaware	District of Columbia	Georgia	Guam	Hawaii	Idaho
Illinois	Indiana	Iowa	Kansas	Kentucky	Louisiana	Maine	Maryland	Michigan	Minnesota	Mississippi	Montana
Nebraska	Nevada	New Hampshire	New Jersey	New Mexico	New York	North Carolina	North Dakota	Oklahoma	Oregon		
Pennsylvania	Rhode Island	South Carolina	South Dakota	Tennessee	Texas	Utah	Vermont	Virgin Islands	Virginia	Washington	
West Virginia	Wisconsin	Wyoming									

**Sharing Peer Review Information**

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- Select **Opt Out** if you want to deny your Administering Entity the ability to provide your SBOA (or any SBOAs which you have expanded access) information listed in the question.

**Note:** The **Sharing Peer Review Information** question will not be displayed if you selected **Opt Out** in step 4 or if your state does not participate in FSBA.

**Scheduling (SCH)**  
Status: **Open-SCH-Info-Req** Firm Name:

**Sharing Peer Review Information**  
To renew a firm license/permit(s), state board(s) of accountancy (SBOAs) may need certain objective information to monitor the progress of a firm's peer review. By submitting this scheduling information, **you voluntarily grant permission to allow the Administering Entity to provide to the SBOA in the state where your firm's main office is located and any SBOAs to which you have expanded access in Facilitated State Board Access (FSBA) the information below, as applicable UNLESS YOU SELECT OPT OUT.**

- Extension letter(s) which includes the peer review due date that has been approved by the administering entity, if applicable
- Date of the letter acknowledging the peer review has been scheduled
- Estimated date the firm's review is scheduled to commence
- Date peer review documents are due to be received by the administering entity (peer review due date)
- Date the review will be presented to a report acceptance body for acceptance

**Opt Out**

**Public File**  
The [Peer Review Standards](#) states that neither the administering entity nor the AICPA shall make the results of the review, or other information related to the acceptance or completion of the review, available to the public, except as authorized or permitted by the firm under certain circumstances. [Learn more...](#)

Firms that are currently members of the [PCPS](#), [FBPAQC](#), or [GAQC](#) already have their peer review results included on the AICPA's Public File website.

[Help](#) [Save Changes](#) [Submit to Captain](#)

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7. Review the **Public File** information, and select **Yes** if you want your firm's results to be included.

**Scheduling (SCH)**  
Status: **Open-SCH-Info-Req** Firm Name:

**Public File**  
The [Peer Review Standards](#) states that neither the administering entity nor the AICPA shall make the results of the review, or other information related to the acceptance or completion of the review, available to the public, except as authorized or permitted by the firm under certain circumstances. [Learn more...](#)

Firms that are currently members of the [PCPS](#), [FBPAQC](#), or [GAQC](#) already have their peer review results included on the AICPA's Public File website.

Although your firm is not a member of those groups, your firm has the option to voluntarily disclose to the public its peer review results on the [AICPA's Public File](#) website, along with its - [Learn more...](#)

- Peer review report
- Peer review acceptance letter
- Letter of response (if applicable)
- Signed acceptance letter agreeing to corrective actions (if applicable)
- Notification of completed corrective actions (if applicable)

Do you want to include your firm's **PEER REVIEW RESULTS AND DOCUMENTS** on the **AICPA Public File** ?

**Yes** **No**

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8. Search for the reviewer / team captain by selecting **I know who my reviewer (captain) is**. You can then search by **Member Number**, **Member Name**, or **Firm Name**. Then click **Search**.

For tips on searching for a reviewer, see [Finding Team / Review Captain in PRIMA](#).

**Scheduling (SCH-)**  
Status: **Open-SCH-Info-Req** Firm Name:

**Select Captain**

Do you know who your reviewer (captain) is?

☒ I know who my reviewer (captain) is ☐ I don't know who my reviewer (captain) is

Can't find your reviewer? [Learn more...](#)  
Try Last Name only if you have issues finding your captain.

Search for your reviewer/captain by MEMBER NUMBER, MEMBER NAME (First Name, Last Name or Both) or FIRM NAME. When searching by member number do not include leading zeros.

Member Number	Member Name	Firm Name
<input type="text"/>		

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9. Select the reviewer / captain by clicking on the radio button.

**Scheduling (SCH-)**  
Status: **Open-SCH-Info-Req** Firm Name:

Try Last Name only if you have issues finding your captain.

Search for your reviewer/captain by MEMBER NUMBER, MEMBER NAME (First Name, Last Name or Both) or FIRM NAME. When searching by member number do not include leading zeros.

Member Number	Member Name	Firm Name
<input type="text" value="1234567"/>		

**Search Results (1)**

Select	Member Number	Member Name	Firm Name	Email	Firm Number
<input checked="" type="radio"/>					

**Firm Independence**

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10. If you selected **I don't know who my reviewer (captain) is**, you will be able to search for a reviewer by selecting the appropriate criteria below.

**Scheduling (SCH-)**  
Status: **Open-SCH-Info-Req** Firm Name:

**Select Captain**

Do you know who your reviewer (captain) is?

☐ I know who my reviewer (captain) is ☒ I don't know who my reviewer (captain) is

Please complete the following options, as applicable, to find a reviewer (captain) for your review.

1. Are you looking for a review captain from one or more specific states?  
**Note:** Engagement reviews aren't performed onsite and therefore we would not recommend you limit your search to your home state. The processing time will increase for each state you select.

☐ Yes ☒ No

Select the level of service you perform. If you perform multiple levels of service, select the highest level of service you perform.  
**Note:** You can select only one level of service at a time. If you want to change the level of service, unselect the already selected one and proceed.

- ☐ 30 Reviews of financial statements
- ☐ 40 Compilations of financial statements with disclosures
- ☐ 45 Compilations of financial statements that omit substantially all disclosures
- ☐ 50 Preparation of financial statements with disclosures (with or without disclaimer reports)
- ☐ 55 Preparation of financial statements that omit substantially all disclosures (with or without disclaimer reports)

Select any levels of service you perform from the following list. If none, continue with your search by selecting submit below:

- ☐ 62 Review Engagements (SSAE)
- ☐ 63 Agreed-upon Procedures Engagements (SSAE)

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11. Review **Firm Independence** and click **I Agree**.

Home SCH-

**Scheduling (SCH-)**  
Status: Open-SCH-Info-Req Firm Name: .

☐ 62 Review Engagements (SSAE)  
☐ 63 Agreed-upon Procedures Engagements (SSAE)

Search

**Firm Independence**

The reviewed firm and reviewing firm are responsible for determining independence and should consult the [Peer Review Standards](#) for detailed guidance.

By submitting this form to the team captain, you agree to have your review performed by the team/review captain and acknowledge there are no relationships or transactions between the reviewed firm and the reviewing firm (including team/review captain) (parties) that may give rise to a conflict of interest or the appearance of independence being impaired. Submitting this form to the team/review captain also gives them access to prior review documents. If the team/review captain adds additional team members, you will receive a notification to reaffirm your firm's independence.

I Agree

Help Save Changes Submit to Captain

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12. Click **Submit to Captain**.

Home SCH-

**Scheduling (SCH-)**  
Status: Open-SCH-Info-Req Firm Name: .

☐ 62 Review Engagements (SSAE)  
☐ 63 Agreed-upon Procedures Engagements (SSAE)

Search

**Firm Independence**

The reviewed firm and reviewing firm are responsible for determining independence and should consult the [Peer Review Standards](#) for detailed guidance.

By submitting this form to the team captain, you agree to have your review performed by the team/review captain and acknowledge there are no relationships or transactions between the reviewed firm and the reviewing firm (including team/review captain) (parties) that may give rise to a conflict of interest or the appearance of independence being impaired. Submitting this form to the team/review captain also gives them access to prior review documents. If the team/review captain adds additional team members, you will receive a notification to reaffirm your firm's independence.

I Agree

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The team captain will be notified to agree to perform the review. They will enter review dates and additional team members, if applicable.

If there are scheduling errors or added team members, the scheduling form will be returned to the firm for corrections and/or to confirm team independence.

For more information on confirming independence, see [Approving Reviewer Schedule after Adding Team Members \(Firm\)](#).

You can check the status of your review at any time on the **Home** page under **My Firm's Open Reviews**.

After Administering Entity approval and the reviewer begins the review, the reviewer will create any potential MFCs and FFCs and upload working papers. Any required follow-up for the firm will generate an assignment under **Action Items**.