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Updating PRI During Review (Firm)

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If you need to make changes to a previously resolved peer review information (PRI) case for any of the following reasons while undergoing a review, you may do so by updating the PRI. These changes will update the PRI and, if applicable, allow the firm to change the review type. The firm may be required to resubmit their scheduling information to validate their review team's qualifications. Reasons for updating may include:

- Adding or removing levels of service (engagement types)
- Adding or removing practice area codes
- Adding or removing industry codes
- Changing review type

Note: Once your enrollment update has been submitted, scheduling checks may or may not run depending on the change. If they run and identify any scheduling errors, they will need to be addressed.

Whether self initiated or by reviewer request, if no updates are needed, you can open the update (UPD) case and click **Delete Update** to close the case. **Delete Update** will close the case and negate any changes made. **Note:** The Delete Update button will not be available if the reviewer made revisions on your behalf.

If the review has already been assigned to a Report Acceptance Body (RAB) or the RAB has made an acceptance decision, you will not be able to request or make updates.

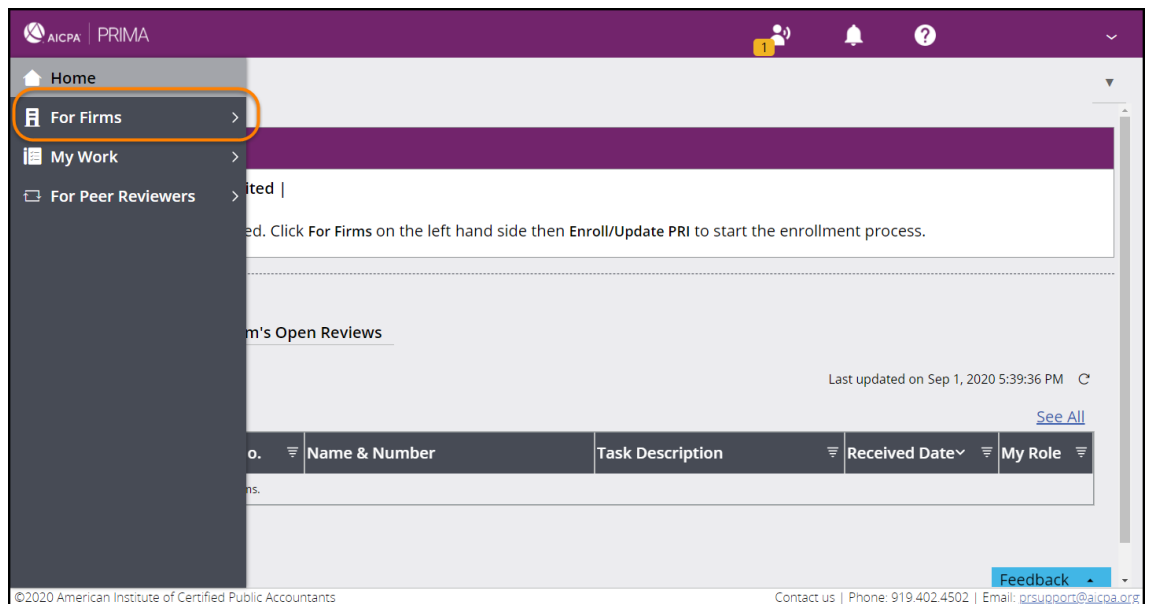
Note: For each of the sections below, you will see a purple header accompanied with an up arrow. Clicking on the arrow will expand and collapse each region, displaying additional information.

▼ Engagement Levels of Service to Determine Review Type

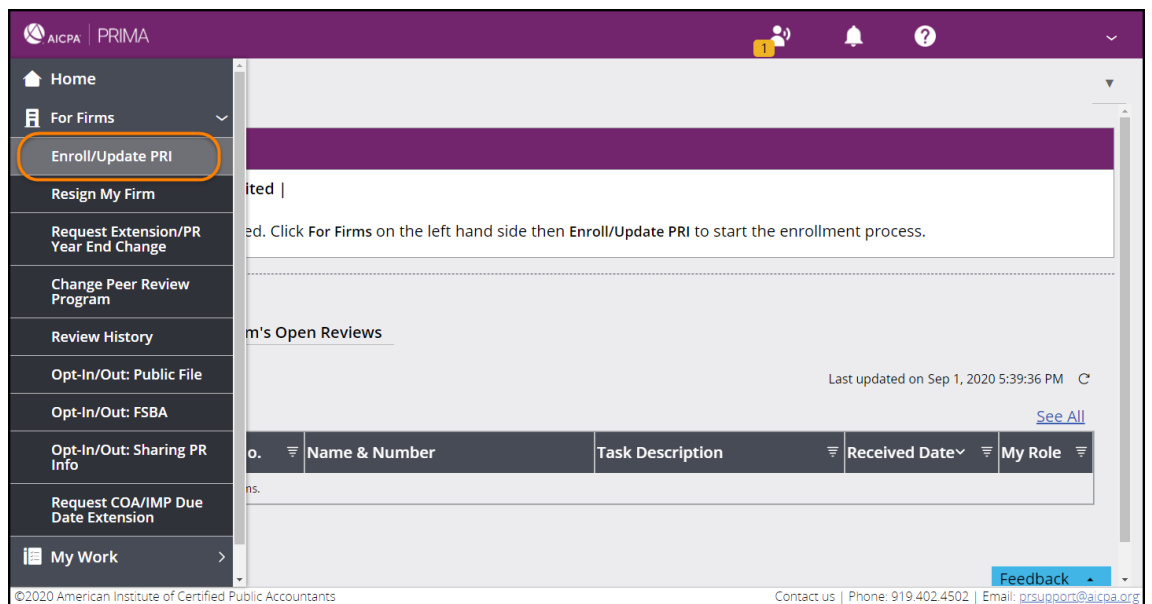
▼ PCAOB Reports

To update the peer review information form, perform the following steps:

1. If the firm initiates the update, start the case through firm self-service, click **For Firms**.



2. Click **Enroll/Update PRI**.



3. Locate the appropriate firm and click **Update**.

Home Enrollment

Enroll/Update my firm(s) Peer Review Program Details

Refresh List

Firm No	Firm Name	Address Line 1	Address Line 2	City	State	Zip	Click To Initiate
							Initiate

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4. If the reviewer made updates to the firm's PRI, the summary of those changes will be listed on the first page. Review the **Summary of Changes by TC**.

Home UPD-53136

Update Enrollment (UPD-53136)
Status: Pending-Approve Revision | Firm Name: |

Actions

Capture Firm Info Industries & Practice Areas

Summary of Changes By TC

Instructions

- The Following changes have been made by the captain. If you have questions regarding the changes, please contact the captain. Continue to the form to approve the changes or make edits as needed.

Engagement Levels of Service To Determine Review Type

Code & Practice Area	Category	Previous Response	New Response
55 - Preparation of financial statements that omit substantially all disclosures(with or without disclaimer reports)	Statements on Standards for Accounting and Review Services (SSARS)	Do not Perform	Performed

✓ Firm Information

✓ Associations and Non-CPA Owned Entities

Discard Changes Save Changes Next >>

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5. Review **Firm Information**. Update details, if needed.

Note: You will complete the following steps if the reviewer requested the update through PRIMA or made updates to the firm's PRI. The changes won't be made until the UPD case is submitted.

AICPA PRIMA

Home UPD-53136

Update Enrollment (UPD-53136)
Status: Pending-Approve Revision | Firm Name:

Actions

Firm Information

Firm Information

Firm Name Firm Number Address

Note
This information reflects the data in the AICPA's Service Center membership system. For more information contact the Peer Review Team at 919.402.4502. [Learn more...](#)

Employer Identification Number
Enter Employer Identification Number

Hint: Include only numeric fields; do not include any dashes or hyphens. [Learn more...](#)

Select your firm's Managing Partner [Learn more...](#)
--Select--

Is your Peer Review Contact different than the Managing Partner? [Learn more...](#)
☐ Yes ☒ No

Discard Changes Save Changes Next >>

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6. Click **Next**.

AICPA PRIMA

Home UPD-53136

Update Enrollment (UPD-53136)
Status: Pending-Approve Revision | Firm Name:

Actions

Firm Information

Firm Information

Firm Name Firm Number Address

Note
This information reflects the data in the AICPA's Service Center membership system. For more information contact the Peer Review Team at 919.402.4502. [Learn more...](#)

Employer Identification Number
Enter Employer Identification Number

Hint: Include only numeric fields; do not include any dashes or hyphens. [Learn more...](#)

Select your firm's Managing Partner [Learn more...](#)
--Select--

Is your Peer Review Contact different than the Managing Partner? [Learn more...](#)
☐ Yes ☒ No

Discard Changes Save Changes Next >>

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7. You will receive a pop-up. Click **I understand** to move to the next page.

Important Message

The answers on the next page are **very important**. If they are not correct, **your captain will not be able to complete the review** without you making corrections to this form. If you have questions about the type of work your firm performs please contact the **A&A Technical hotline at 877-242-7212**.

I understand

8. Review **Levels of Service, PCOAB Reports, Independence Standards, Engagements, and Practice Areas**. Update your responses as necessary.

Engagement Levels of Service to Determine Review Type

Hint: If applicable, select the level of services your firm performs whether issued or not. For financial forecasts, projections and agreed-upon procedures, please select "Performed/Expect to Perform" for the relevant level of service with the report date.

Only select 'expect to perform' if your firm will perform the engagement before your firm's peer review due date of 06/30/2021.

If you have questions on the levels of service that you perform, contact the A&A Technical Hotline at 877-242-7212.

Statements on Auditing Standards (SASs)

Code & Practice Area	Response	Performed	Expect to Perform	Do not Perform
9 - Audits Under Statements on Auditing Standards				

Government Auditing Standards (GAS)

Code & Practice Area	Response	Performed	Expect to Perform	Do not Perform
25 - Financial Audits (GAS)				
26 - Attestation Engagements (Examination, Review, or Agreed-upon Procedures under GAS)				
27 - Performance Audits (GAS)				

9. Enter **Engagement Dates** for any new engagements selected on your **Industries & Practice areas**.

Note: This step will not show if you have no new selections from your **Industries & Practice areas**.

Update Enrollment (UPD-53136)
Status: Pending-Approve Revision | Firm Name:

Engagement Dates

If your firm performs more than one engagement of each type, include the first engagement your firm performed of this type. [Learn more...](#)

Statements on Auditing Standards (SAS)

Code & Practice Area	Response
9 - Audits Under Statements on Auditing Standards	Do not Perform

Government Auditing Standards (GAS)

Code & Practice Area	Response
25 - Financial Audits (GAS)	Performed
26 - Attestation Engagements (Examination, Review, or Agreed-upon Procedures under GAS)	Do not Perform
27 - Performance Audits (GAS)	Do not Perform

International Standards

Code & Practice Area	Response
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Initial Engagement Period End Date: Initial Engagement Report Date:

Discard Changes Save Changes << Back Submit

10. Review the **Summary**. To print the summary before submitting, click **Print**.

Update Enrollment (UPD-53136)
Status: Pending-Approve Revision | Firm Name:

This also applies whether the year-end (or report date, for financial forecasts, projections, or agreed upon procedures) falls within the peer review year or the period subsequent to the peer review year.

I understand that failure to properly represent my firm's practice, may result in my firm's enrollment being dropped or terminated and, if dropped or terminated, will result in referral of the matter for investigation of a possible violation to the appropriate regulatory, monitoring, and enforcement bodies.

I understand and accept

The AICPA has created an Assurance Research Advisory Group (ARAG), which seeks to drive research relative to assurance issues that are most pressing to the profession by requesting and funding research proposals from academia. In addition to providing funding, the AICPA facilitates the voluntary disclosure of anonymized peer review data to research teams who submit an approved proposal. The goal of this voluntary process is to encourage research into the correlations between firm policies/characteristics and performance (as measured by peer review results), thereby identifying factors which influence audit quality in support of the Enhancing Audit Quality initiative. Data will be anonymized before it is provided to researchers such that there will be no indication of a firm's name, employer identification number, location or the name of its personnel. All members of the research teams will be required to sign a confidentiality agreement before receiving the data. The types of data which will be shared with researchers are described [here](#).

Please note that by submitting your Peer Review Information Form, you voluntarily agree that your firm's anonymized peer review data will be shared with approved research teams UNLESS YOU OPT OUT.

For further information and other questions and answers, [click here](#).

Opt-in Opt-out

Discard Changes Save Changes << Back Submit

Actions
Refresh
Print

11. Review **Acknowledgements** and click **Submit** to confirm your changes.

Home UPD-53136

Update Enrollment (UPD-53136)
Status: Pending-Approve Revision | Firm Name:

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☐ I understand and accept

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12. The **Feedback** section is optional. Your feedback is encouraged as it helps us to improve the PRIMA systems for future improvements.

To provide feedback, click the radio buttons next to your responses and click **Submit Feedback**.

If you do not want to provide feedback, you can close the tab by selecting the "X" at the top of the tab.

Note: You will need to hover your mouse over the tab to reveal the "X".

Home UPD-53136 X

Thank you for updating your firm's enrollment form. Your information has been saved.

Click [here](#) to open your update case and view your completed enrollment form. You can print your completed enrollment form from the actions button.

Feedback (Optional)

Please help us evaluate our services by completing this short survey. We would love to hear your thoughts, concerns or problems with anything so we can improve and serve you better.

Survey Feedback

What is your main role when using PRIMA?*

- ☐ Administrator
- ☐ Administering Entity CPA on Staff
- ☐ Board of Accountancy User
- ☐ Firm Managing Partner/Peer Review Contact
- ☐ Reviewer
- ☐ Technical Reviewer

Is this your first time using PRIMA?*

- ☐ Yes
- ☐ No

Overall, how satisfied are you with your PRIMA experience?*

- ☐ Very Satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Dissatisfied
- ☐ Very Dissatisfied

Please provide comments on how we can improve your experience.

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Related Article:

[Codes Used in PRIMA](#)

[Updating PRI Initiated by Reviewer \(Firm\)](#)

