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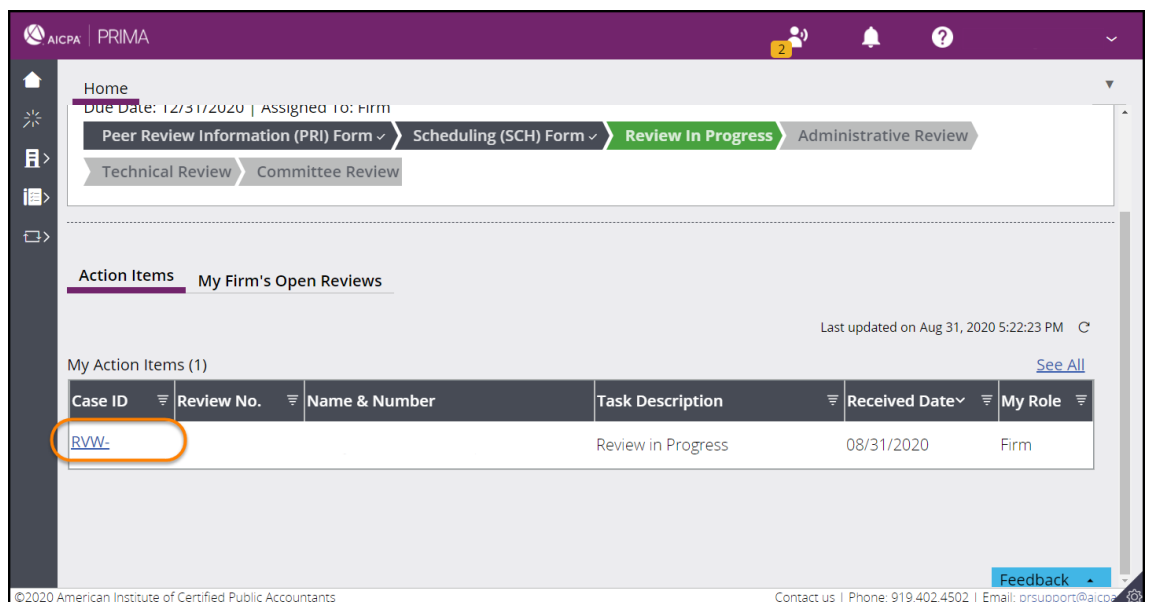
Average 5.0

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

For video instructions, see [Responding to MFCs/FFCs \(Firm\) - Video](#).

To respond to MFCs, perform the following steps:

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



The screenshot shows the AICPA PRIMA interface. At the top, there's a navigation bar with 'AICPA | PRIMA' and user icons. Below it, a breadcrumb trail shows 'Home' > 'Due Date: 12/31/2020 | Assigned to: Firm'. A progress bar indicates the current stage: 'Review In Progress' (highlighted in green), with other stages being 'Peer Review Information (PRI) Form', 'Scheduling (SCH) Form', 'Administrative Review', 'Technical Review', and 'Committee Review'. The main content area is titled 'Action Items' and 'My Firm's Open Reviews'. It shows 'My Action Items (1)' with a table containing one row. The 'Case ID' column has a link 'RVW-' which is circled in orange. The table also shows 'Review No.', 'Name & Number', 'Task Description' (Review in Progress), 'Received Date' (08/31/2020), and 'My Role' (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
RVW-			Review in Progress	08/31/2020	Firm

2. Click the **Matters** tab.

Review in Progress

Firm Name	Review Due Date	ReviewNumber
Team Type FOF	12/31/2020	
	Review Status Pending - Working Papers	

Firm/Team Summary Review Summary **Matters**

Instructions for Firm

- To see details about each MFC/FFC, click the arrow next to the MFC/FFC Number to expand it.
- Click "Save" to allow you to make changes later before submitting to the peer review team.
- Click "Request Revisions" to save changes and inform the peer review team to make changes to the reviewer portion of the MFC/FFC.
- Click "Sign-Off" when the MFC/FFC is complete and includes all required elements.
- Click "Cancel" to close the MFC/FFC and enter responses later.

[Print MFC's](#)

MFC Number	MFC Status	Disposition
MFC-1	Pending-Firm-Signature	Included on an FFC Form

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3. Click on **MFC Number** to expand the MFC details.

Review in Progress

Instructions for Firm

- Click "Sign-Off" when the MFC/FFC is complete and includes all required elements.
- Click "Cancel" to close the MFC/FFC and enter responses later.

[Print MFC's](#)

MFC Number	MFC Status	Disposition
MFC-1	Pending-Firm-Signature	Included on an FFC Form
MFC-2	Firm-Signature-Received	Included on an FFC Form

[Print FFC's](#)

FFC Number	FFC Status	Related MFCs
FFC-1	Firm-Signature-Received	MFC-2 MFC-1

[Save](#) [Send to Captain](#)

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

The screenshot shows the AICPA PRIMA RVW- form. The form is titled 'Home' and 'RVW-'. It contains several sections: 'Category' (Engagement letters), 'Language' (The accountant did not have an engagement letter for the engagement.), 'Description' (The accountant did not have an engagement letter for the engagement.), '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.' (text area), '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' (test), 'Captain' (text area), and 'Date' (08/31/2020). The 'Reviewed firm agrees with the description of the matter?' section is highlighted with an orange box. The 'Yes' radio button is selected.

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

The screenshot shows the AICPA PRIMA RVW- form. The form is titled 'Home' and 'RVW-'. It contains several sections: 'Category' (Engagement letters), 'Language' (The accountant did not have an engagement letter for the engagement.), 'Description' (The accountant did not have an engagement letter for the engagement.), '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.' (text area), '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' (test), 'Captain' (text area), and 'Date' (08/31/2020). The 'Request Revisions' button is highlighted with an orange box.

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

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

Home **RVW-**

Category: Engagement letters
 Description: The accountant did not have an engagement letter for the engagement.

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: test

Captain:
 Date: 08/31/2020

[Cancel](#) [Save](#) [Request Revisions](#) [Sign-Off](#)

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7. Click **Send to Captain**.

Home **RVW-**

- Click "Sign-Off" when the MFC/FFC is complete and includes all required elements.
- Click "Cancel" to close the MFC/FFC and enter responses later.

MFC Number	MFC Status	Disposition
MFC-1	Firm-Signature-Received	Included on an FFC Form
MFC-2	Firm-Signature-Received	Included on an FFC Form

FFC Number	FFC Status	Related MFCs
FFC-1	Firm-Signature-Received	MFC-2 MFC-1

[Save](#) [Send to Captain](#)

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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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