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To acknowledge the peer review acceptance or implementation plan letter, perform the following steps:

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

The screenshot shows the PRIMA software interface. At the top, there is a navigation breadcrumb: Home > Due Date: 06/30/2023 | Assigned TO: Firm. Below this is a series of steps: Peer Review Information (PRI) Form, Scheduling (SCH) Form, Review In Progress, Administrative Review, Technical Review, Committee Review, and Corrective Actions/Implementation Plans. The 'Action Items' tab is selected, showing 'My Firm's Open Reviews'. A table lists 'My Action Items (2)'. The first item is circled in orange:

Case ID	Review No.	Name & Number	Task Description	Received Date	My Role
RVW-			Acknowledge Letter	07/23/2020	Firm

2. On the **Letter Acknowledgement** page, click the document title link to download and review letter.

The screenshot shows the AICPA PRIMA interface. At the top, there is a purple header with the AICPA logo and 'PRIMA' text. On the right side of the header, there are icons for a notification (with a '1' badge), a bell, and a question mark. Below the header, a navigation bar shows 'Home' and 'RVW-'. The main content area is titled 'Letter Acknowledgement' and 'Acknowledge Letter'. It contains a section with instructions: 'PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE OPENING THE ATTACHMENT(S) BELOW:'. The instructions state: 'Please review the attached document(s) including additional actions required of your firm. If there is more than one document attached below, please review all documents before acknowledging these items as these documents may contain multiple required actions. **Once you have reviewed the attached document(s), please acknowledge by clicking the orange "Acknowledge" button below.** If you have questions or concerns that would prevent you from acknowledging, please contact your Administering Entity. If you have other outstanding corrective actions and/or implementation plans, you are still responsible for completing them within PRIMA.' Below the instructions, there is a table with one row for an attachment. The attachment name 'IPLTR-Implementation Plan Letter.pdf' is highlighted with an orange box. The table also shows the date '07/23/2020 10:46 AM' and the file name 'Implementation Plan Letter'. At the bottom of the main content area, there is a statement: 'I acknowledge that I have reviewed and agree to the contents and terms of the attached letter' followed by an orange 'Acknowledge' button. The footer contains copyright information for 2020 American Institute of Certified Public Accountants and contact information: 'Contact us | Phone: 919.402.4502 | Email: prsupport@aicpa.org'.

3. Once the letter has been reviewed and accepted, click **Acknowledge**.

The screenshot displays the PRIMA application interface. At the top, the AICPA PRIMA logo is on the left, and user profile, notification, and help icons are on the right. The main content area is titled 'Home' and 'RVW-'. Below the title, there are tabs for 'TO DO' and 'Additional Information'. The 'TO DO' tab is active, showing a 'Letter Acknowledgement' section with the sub-heading 'Acknowledge Letter'. A large text box contains the following instructions: 'PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE OPENING THE ATTACHMENT(S) BELOW: Please review the attached document(s) including additional actions required of your firm. If there is more than one document attached below, please review all documents before acknowledging these items as these documents may contain multiple required actions. **Once you have reviewed the attached document(s), please acknowledge by clicking the orange "Acknowledge" button below.** If you have questions or concerns that would prevent you from acknowledging, please contact your Administering Entity. If you have other outstanding corrective actions and/or implementation plans, you are still responsible for completing them within PRIMA.' Below the instructions is a table with one row: 'IPLTR-Implementation Plan Letter.pdf', '07/23/2020 10:46 AM', and 'Implementation Plan Letter'. At the bottom of the main content area, there is a text field with the placeholder 'I acknowledge that I have reviewed and agree to the contents and terms of the attached letter' and an orange 'Acknowledge' button. The footer contains copyright information for the American Institute of Certified Public Accountants and contact details: '©2020 American Institute of Certified Public Accountants' and 'Contact us | Phone: 919.402.4502 | Email: prsupport@aicpa.org'.

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