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Responding to an MFC in PRIMA (Firm)

Average **0.0**



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

Updated video instructions coming soon: [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 application 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 notifications (with a '2' badge), a bell, and a question mark. A left sidebar contains navigation icons for Home, a search icon, a list icon, a document icon, and a refresh icon.

The main content area is titled 'Home' and displays a progress bar for a review process. The steps in the progress bar are: 'Peer Review Information (PRI) Form', 'Scheduling (SCH) Form', 'Review In Progress' (highlighted in green), 'Administrative Review', 'Technical Review', and 'Committee Review'. Below the progress bar, there are two tabs: 'Action Items' (selected) and 'My Firm's Open Reviews'. The 'Action Items' tab shows a table with one item. The table has columns for Case ID, Review No., Name & Number, Task Description, Received Date, and My Role. The 'Case ID' cell for the first row contains the text 'RVW-' and is circled in orange. The 'Task Description' is 'Review in Progress', 'Received Date' is '08/31/2020', and 'My Role' is 'Firm'. A 'See All' link is located to the right of the table. At the bottom right of the table area, there is a 'Feedback' button. The footer contains copyright information for 2020 American Institute of Certified Public Accountants, contact information (Phone: 919.402.4502, Email: prsupport@aicpa.org), and a settings gear icon.

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.

The screenshot shows the AICPA PRIMA application 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 user profile (with a '2' notification badge), a bell for notifications, and a question mark for help. Below the header, a navigation bar shows 'Home' and 'RVW-'. The main content area is titled 'Review in Progress' and contains a summary table with the following data:

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

Below the table, there are three tabs: 'Firm/Team Summary', 'Review Summary', and 'Matters'. The 'Matters' tab is highlighted with an orange circle. Underneath the tabs, there is a section titled 'Instructions for Firm' with a help icon. It contains a bulleted list of instructions:

- 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.

At the bottom of the main content area, there is a table with a 'Print MFC's' button on the right. The table has the following data:

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.

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• 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	Pending-Firm-Signature	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

Buttons: Print MFC's, Print FFC's, Save, Send to Captain

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

AICPA PRIMA

Home RVW-

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.

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

Buttons: Cancel, Save, Request Revisions, Sign-Off

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

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 user profile with a '2' notification, a bell, and a question mark. Below the header is a navigation bar with 'Home' and 'RVW-'. The main content area contains a form with the following 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.** (Empty text box)
- 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:** (Empty field)
- Date:** 08/31/2020

At the bottom of the form, there are four buttons: 'Cancel', 'Save', 'Request Revisions' (highlighted with an orange circle), and 'Sign-Off'. The footer contains copyright information for 2020 American Institute of Certified Public Accountants and contact details: Phone: 919.402.4502 | Email: prsupport@aicpa.org.

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

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

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- 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.** (Empty 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:** (Empty field)
- Date:** 08/31/2020

At the bottom of the form, there are four buttons: 'Cancel', 'Save', 'Request Revisions', and 'Sign-Off'. The 'Sign-Off' button is highlighted with an orange circle.

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7. Click **Send to Captain**.

The screenshot shows the AICPA PRIMA application interface. At the top, there is a purple header with the AICPA logo and the text 'PRIMA'. Below the header, there is a navigation bar with 'Home' and 'RVW-'. The main content area contains a list of instructions, two tables, and several buttons.

Instructions:

- 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.

Table 1: MFC Data

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

Table 2: FFC Data

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

Buttons: Print MFC's, Print FFC's, 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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