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## Updating PRI Initiated by Reviewer (Firm)

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During the review, the reviewer can request revisions to PRI form and the request will be sent to the firm as an update (UPD) case. Additionally, the reviewer can update the firm's PRI and the summary of changes will be sent to the firm for approval as a UPD case. 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:

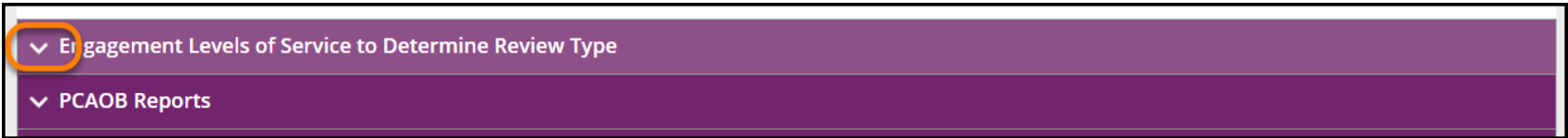
- Adding or removing levels of service (engagement types)
- Adding or removing industry codes
- Changing review type

**Note:** Once your enrollment update has been submitted, scheduling checks may or may not run depending on the change. If there are any identified 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.



To update the PRI initiated by the reviewer, perform the following steps:

1. If a reviewer requested the update through PRIMA or made updates to the firm's PRI, the case will be under the firm's **Action Items**, click the update (UPD) **Case ID**.

Home  
Due Date: 10/31/2020 | Assigned To: Review Team

Peer Review Information (PRI) Form > Scheduling (SCH) Form > **Review In Progress** > Administrative Review

Technical Review > Committee Review

**Action Items** My Firm's Open Reviews

Last updated on Sep 10, 2020 6:11:22 PM

My Action Items (1) [See All](#)

Case ID	Review No.	Name & Number	Task Description	Received Date	My Role
<a href="#">UPD-</a>			Update Peer Review Enrollment Info	09/10/2020	Firm

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2. If the reviewer made updates to the PRI, the summary of those changes will be listed on the first page. Review the **Summary of Changes by TC**. Click **Next**.

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

The screenshot shows the AICPA PRIMA interface for updating enrollment. The main heading is 'Update Enrollment (UPD-53136)' with a status of 'Pending-Approve Revision'. The 'Firm Information' section is highlighted with a red rounded rectangle and contains the following fields:

- 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 (with a text input field). Hint: Include only numeric fields; do not include any dashes or hyphens. [Learn more...](#)
- Select your firm's Managing Partner [Learn more...](#) (with a dropdown menu showing '--Select--')
- Is your Peer Review Contact different than the Managing Partner? [Learn more...](#) (with 'Yes' and 'No' radio buttons)

At the bottom of the form, there are three buttons: 'Discard Changes', 'Save Changes', and 'Next >>'. The footer contains copyright information for 2021 American Institute of Certified Public Accountants and contact details for the PRISupport team.

4. Click **Next**.

The screenshot shows the AICPA PRIMA interface for updating enrollment. The page title is 'Update Enrollment (UPD-53136)' with a status of 'Pending-Approve Revision' and a firm name. The 'Firm Information' section includes fields for Firm Name, Firm Number, and Address. Below this is a note about data accuracy and a link to 'Learn more...'. The 'Employer Identification Number' section has an input field and a hint: 'Include only numeric fields; do not include any dashes or hyphens. Learn more...'. A dropdown menu for 'Select your firm's Managing Partner' is set to '--Select--'. A question 'Is your Peer Review Contact different than the Managing Partner?' has 'Yes' and 'No' radio buttons. At the bottom, there are buttons for 'Discard Changes', 'Save Changes', and 'Next >>', with the 'Next >>' button circled in orange.

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

The screenshot shows the AICPA PRIMA interface for updating enrollment (UPD-53136). The status is 'Pending-Approve Revision'. An error message indicates a 'Managing Partner: Required Field'. The page is divided into sections: 'Capture Firm Info', 'Industries & Practice Areas', 'Summary of Changes By TC', 'Instructions', 'Engagement Levels of Service To Determine', and 'Firm Information'. An 'Important Message' modal box is overlaid on the 'Engagement Levels of Service' section. The modal text reads: '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.' Below the modal is a table with columns for 'Code & Practice Area', 'Category', 'Previous Response', and 'New Response'. The table contains one row with the following data:

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

At the bottom of the page, there are buttons for 'Discard Changes', 'Save Changes', and 'Next >>'. The footer includes copyright information for 2021 American Institute of Certified Public Accountants and contact details for PRISupport@aicpa.org.

6. Review **Levels of Service, PCOAB Reports, Independence Standards, Engagements, and Industries**. Update your responses as necessary.

AICPA PRIMA

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

Actions

Capture Firm Info > Industries & Practice Areas

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		
9 - Audits Under Statements on Auditing Standards	Performed	Expect to Perform	Do not Perform

Government Auditing Standards (GAS)

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

Discard Changes Save Changes << Back Submit

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7. Enter **Engagement Dates** for any new engagements selected on your **Industries**.

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

**Update Enrollment (UPD-53136)**  
 Status: Pending-Approve Revision | Firm Name: [Redacted] Actions ▾

▼ Firm Personnel Information

▲ 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 (SASs)**

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

Initial Engagement Period End Date*	Initial Engagement Report Date*
<input type="text"/>	<input type="text"/>

**International Standards**

Code & Practice Area	Response

Discard Changes Save Changes << Back Submit

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



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### 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 year-end.

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.

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](#).

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9. Review **Acknowledgements** and click **Submit** to confirm any updates.

**Note:** 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 ▾  
Refresh  
Print

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.

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

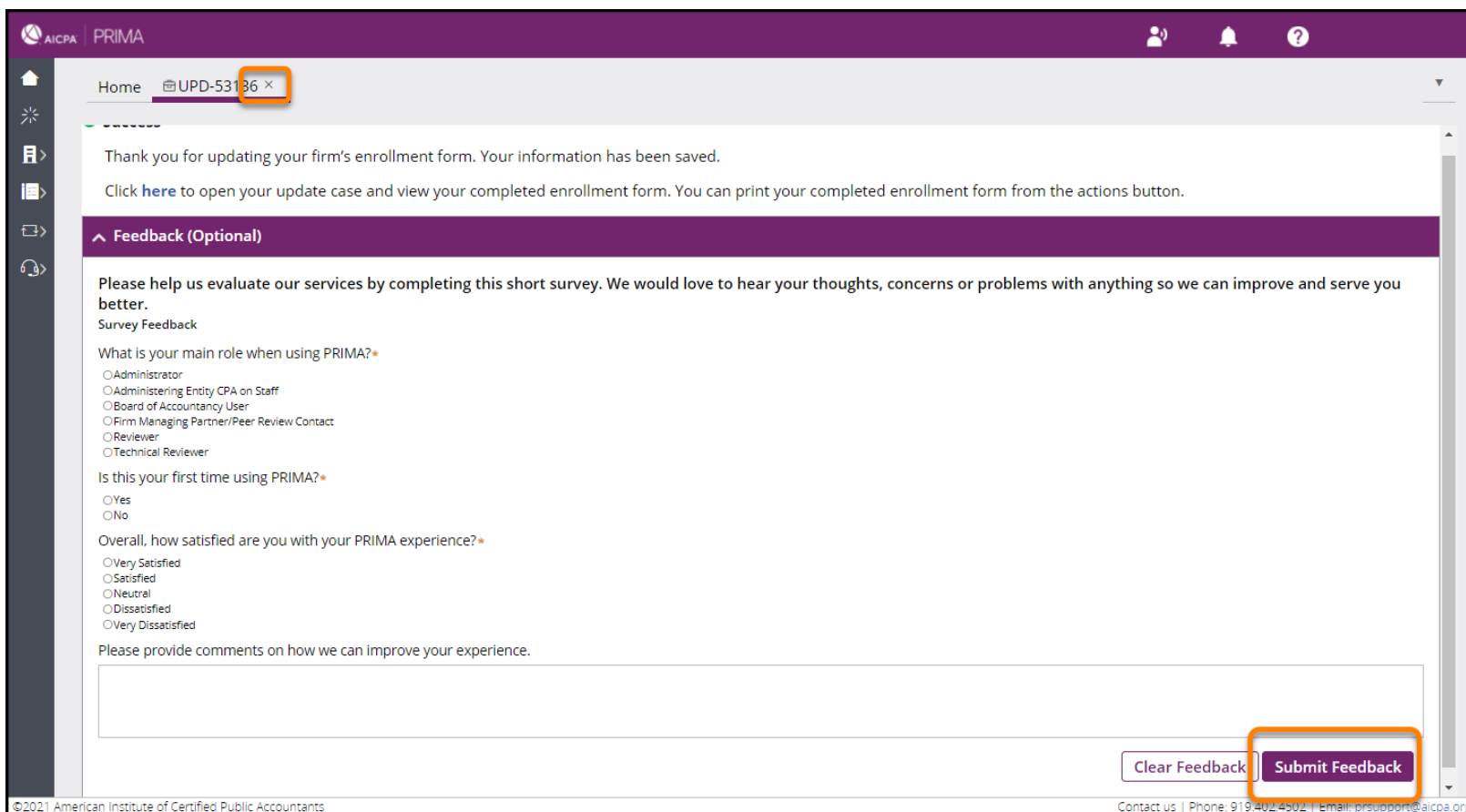
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10. The **Feedback** section is optional. Your feedback is encouraged as it helps us to improve the PRIMA systems for future improvements.

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

If you do not want to provide feedback, 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"**.



**Related Article:**

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