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Responding to an MFC in PRIMA (Firm)

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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 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 help icon. Below the header is a navigation sidebar on the left with icons for Home, Search, and other functions. The main content area shows a 'Home' section with a 'Due Date: 12/31/2020 | Assigned to: Firm' and a process flow: Peer Review Information (PRI) Form > Scheduling (SCH) Form > Review In Progress > Administrative Review > Technical Review > Committee Review. Below this is a section titled 'Action Items' with a sub-tab 'My Firm's Open Reviews'. It shows 'Last updated on Aug 31, 2020 5:22:23 PM' and 'My Action Items (1)' with a 'See All' link. A table lists the action items:

Case ID	Review No.	Name & Number	Task Description	Received Date	My Role
RVW-			Review in Progress	08/31/2020	Firm

At the bottom of the page, there is a footer with '©2020 American Institute of Certified Public Accountants' and contact information: 'Contact us | Phone: 919.402.4502 | Email: prsupport@aicpa.org'. A 'Feedback' button is also visible in the bottom right corner.

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 notifications (with a '2' badge), a bell, and a help icon. Below the header, a navigation bar shows 'Home' and 'RVW-'. A sidebar on the left contains navigation icons. The main content area is titled 'Review in Progress' and contains a table with the following data:

Firm Name	Review Due Date	ReviewNumber
Team Type	Review Status	
FOF	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 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 right of this section is a 'Print MFC's' button. Below the instructions is another table:

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

The footer of the application contains the text: '©2020 American Institute of Certified Public Accountants' on the left and 'Contact us | Phone: 919.402.4502 | Email: prsupport@aicpa.org' on the right.

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

The screenshot shows the PRIMA application interface. At the top, there is a purple header with the AICPA logo and the text 'PRIMA'. On the right side of the header, there are icons for a user profile (with a '2' notification badge), a bell, and a question mark. Below the header, a navigation sidebar is visible on the left with icons for Home, a search icon, and a list icon. The main content area is titled 'Home' and 'RVW-'. It contains a list of instructions: 'Click "Sign-Off" when the MFC/FFC is complete and includes all required elements.' and 'Click "Cancel" to close the MFC/FFC and enter responses later.' Below this, there are two tables. The first table, titled 'MFC's', has columns for 'MFC Number', 'MFC Status', and 'Disposition'. It contains two rows: 'MFC-1' with status 'Pending-Firm-Signature' and disposition 'Included on an FFC Form', and 'MFC-2' with status 'Firm-Signature-Received' and disposition 'Included on an FFC Form'. A 'Print MFC's' button is located to the right of this table. The second table, titled 'FFC's', has columns for 'FFC Number', 'FFC Status', and 'Related MFCs'. It contains one row: 'FFC-1' with status 'Firm-Signature-Received' and related MFCs 'MFC-2' and 'MFC-1'. A 'Print FFC's' button is located to the right of this table. At the bottom of the main content area, there are two buttons: 'Save' and 'Send to Captain'. The footer of the page contains copyright information: '©2020 American Institute of Certified Public Accountants' and contact information: 'Contact us | Phone: 919.402.4502 | Email: prsupport@aicpa.org'.

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

The screenshot displays the PRIMA application interface. At the top, the AICPA logo and 'PRIMA' are visible on the left, and user icons, a notification bell, and a help icon are on the right. The main content area shows a review form for 'Engagement letters'. The form includes 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.:** A large 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 'Request Revisions' button is highlighted with a blue box in the original image.

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

The screenshot displays the AICPA PRIMA interface. At the top, the AICPA logo and 'PRIMA' are visible on the left, and user icons, a notification bell with a '2' badge, and a help icon are on the right. The main content area is titled 'Home' and 'RVW-'. It 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 text box)
- 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 the text: '©2020 American Institute of Certified Public Accountants' on the left and 'Contact us | Phone: 919.402.4502 | Email: prsupport@aicpa.org' on the right.

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

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

The screenshot shows the PRIMA application interface. At the top, there is a purple header with the AICPA logo and the text 'PRIMA'. On the right side of the header, there are icons for a user profile (with a '2' notification badge), a bell, and a question mark. Below the header, there is a navigation bar with 'Home' and 'RVW-' tabs. 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', and 'Sign-Off'. The 'Sign-Off' button is highlighted with an orange circle.

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7. Click **Send to Captain**.

The screenshot displays the PRIMA application interface. At the top, there is a purple header with the AICPA logo and the text 'PRIMA'. On the right side of the header, there are icons for user profile, notifications (with a '2' badge), and help. Below the header, a navigation bar shows 'Home' and 'RVW-'. The main content area contains a list of instructions, two tables, and several buttons.

- 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

Print MFC's

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

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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