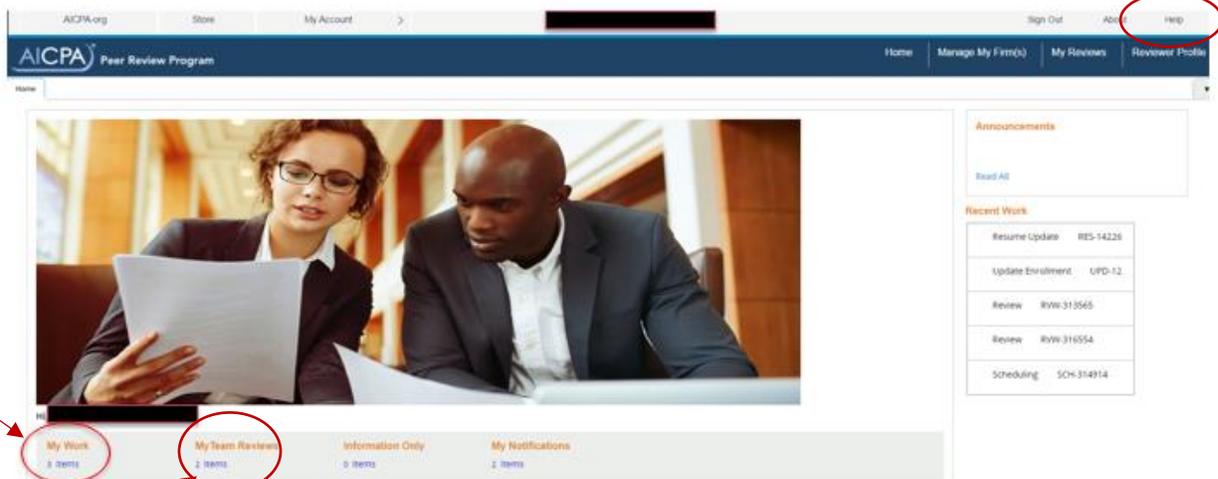# REVIEWER ALERT

PRIMA Reviewer Alert June 2017

This Reviewer Alert contains the following articles on the new Peer Review Integrated Management Application (PRIMA) to answer your most frequently asked questions.

- Accessing PRIMA and Where to Find Help
- How to Submit Matters for Further Consideration (MFCs) to the Firm for Its Response
- If the Firm Can't Find You as a Peer Reviewer (During the Scheduling Process)
- Helpful Tips
- How to Include "O" Level Experience on Your Resume
- Delays Caused by PRIMA's Implementation
- Overall Peer Review Process

Accessing PRIMA and Where to Find Help

- Use your aicpa.org username and password to access PRIMA
- Only one user at a time has access to make changes to a peer review
- **When a peer reviewer has the ability to make changes to the peer review, it will be included in your My Work (scheduling) or My Team Reviews (performing the review)**
- Use the "Help" link on the gray navigation bar in the top right corner of your screen to access the Knowledge Base, which has helpful articles for firms, reviewers and administrators on how to perform various tasks within PRIMA

The Knowledge Base contains other helpful articles like those included in this alert. We want to highlight the articles titled "Instructions for Peer Reviewers Using PRIMA" and "Instructions for Firms Using PRIMA." These articles walk each user through the peer review process and link to other articles with screenshots and instructions. These articles are in the top left box titled General Information. You can also search for them by typing "instructions" with quotation marks in the search field on the top left of your screen and then pressing Enter on your keyboard. Scroll through the results until you find instructions for firms and reviewers. We will continuously add articles to address frequently asked questions and update articles for any programming changes.

Additional PRIMA resources include:

- Getting Started in PRIMA document
  http://www.aicpa.org/InterestAreas/PeerReview/DownloadableDocuments/GetStartPRIMA.pdf
- Archived webcast for firms and peer reviewers from May 16, 2017 on the PRIMA webpage
  http://www.aicpa.org/InterestAreas/PeerReview/Pages/PRIMA.aspx
- Slides from the archived webcast with screenshots walking firms and peer reviews through various parts of the peer review process on the PRIMA webpage
  http://www.aicpa.org/InterestAreas/PeerReview/Pages/PRIMA.aspx

Back to Top

How to Submit Matters for Further Consideration (MFCs) to the Firm for Its Response

MFCs can be submitted to the firm in three steps:

1. Create MFC(s)
2. Approve individual MFC(s) for submission to the firm – if performed correctly, each MFC will have the status "Pending-Firm Signature"
3. Send Review Summary and/or MFC/FFC to Firm

The second step is the most frequently missed step in this process.

The Knowledge Base (help feature in PRIMA) features in-depth articles with detailed screen shots to walk reviewers and firms through the MFC process. In this article, we wanted to draw your attention to the most common issues for reviewers. In the list of related articles below, the target audience is included in parentheses.

- Creating an MFC in PRIMA (Reviewer)
- Creating an FFC in PRIMA (Reviewer)
- Creating a Disposition of MFC (DMFC) (Reviewer)
- Sending MFCs/FFCs to the Firm (Reviewer)
- Editing MFCs/FFCs (Reviewer)
- Printing MFCs, FFCs and DMFCs

As in PRISM, each MFC needs to be submitted individually to the firm for its response, otherwise they are just saved within PRIMA. The team/review captain is the only team member who can submit MFCs to the firm. Once an MFC is ready for the firm's response, please click "Approve" in the bottom corner of the MFC under the sign off.

This action will change the MFC status to Pending Firm Signature.

Then the review case can be submitted to the firm by clicking the Send Review Summary and/or MFC/FFC to Firm at the bottom of the screen.

Back to Top

If the Firm Can't Find You as a Peer Reviewer (During the Scheduling Process)

Some firms are having issues finding their team/review captains within PRIMA within the scheduling case. Here are some helpful tips for you to provide to your peer review clients if they can't find you in the scheduling case:

- Search by your member number (do not include a zero at the beginning)
- Search by only one criteria (member # or last name, avoid searching by firm name)
- When using the search function, include "%" between words to generate more results. For example, when entering in the full reviewer name, type John%Smith to access different possible combinations
- Check your reviewer resume to verify that you have updated it within the last year
- Check your reviewer resume to see that you are listed as a partner (if you are one). If your resume does not show you as a partner, please go to aicpa.org and update your account

There were some issues with peer reviewer resumes not carrying over into PRIMA. These issues were corrected the evening of June 6, 2017.

Back to Top

Helpful Tips

1. The Knowledge Base has helpful articles for firms, reviewers and administrators on how to perform various tasks within PRIMA. To access the Knowledge Base, click the "Help" link on the gray navigation bar on the top right corner of your screen.

2. To make changes to any case, you must access it in My Work or My Team Reviews on the PRIMA home page. Recent history is read-only. My Reviews contains only reviews that have been scheduled, which you currently cannot change.

3. MFCs need to be submitted individually before the review case is sent to the firm, see "How to Submit Matters for Further Consideration (MFCs) to the Firm for Its Response," for additional information. Also, you can access the Knowledge Base article titled "Sending MFCs/FFCs to the Firm (Reviewer)."

4. To create a Finding for Further Consideration (FFC), you must first dispose of the MFC on the Disposition of MFC (DMFC). Then, a create FFC button will appear on the Matters tab. FFCs can be created with the MFCs and submitted to the firm for its response at the same time, if that's how the MFCs will be disposed. Or FFCs can be created after the firm responds to the MFCs. For more information, access the Knowledge Base article titled, "Creating an FFC in PRIMA (Reviewer)."

5. You can print MFCs, the DMFC and FFCs once the review case has been submitted to the administering entity (AE) by accessing the review case under My Recent History or My Reviews, and then click on the Attachments tab and open the appropriate pdf. We are investigating how to make MFCs, the DMFC and FFCs printable before submission to the AE. For more information, access the Knowledge Base article titled "Printing MFCs, FFCs, and DMFCs."

6. Currently, if you update your reviewer resume, all practice areas will populate as differences from your firm's last peer review due to how this information was captured in PRIMA. We will change this in the future. For now, please select "Other" from the drop-down menu, if applicable. This selection will not result in any scheduling errors. For more information, access the Knowledge Base article titled "Entering Your Resume in PRIMA."

7. Firms are having issues finding their team/review captain, see "If the Firm Can't Find You as a Peer Reviewer (During the Scheduling Process)" which will be soon be added to the Knowledge Base with screenshots.

8. After scheduling is approved, a System Review case begins with the team captain. An Engagement Review case begins with the firm to complete what was previously the Engagement Summary Form.

9. Scheduling errors are first sent to the firm to correct. The firm can assign it to the team/review captain to correct or to the administrator. After the error is corrected, the scheduling checks will need to be re-run.

10. Once a review case has been created, if you need to add team members, please contact your AE to reset the review back to scheduling.

11. If you update the commencement date, the scheduling process may reopen and the review will no longer on appear on your dashboard. Accuracy of the commencement date is important and we are investigating changes to this process. For more information, access the Knowledge Base article titled "Changing Peer Review Dates in PRIMA (Reviewer)."

12. If you are performing a review and realize the firm did not properly include a level of service on its Peer Review Information (PRI), please submit a ticket to prsupport@aicpa.org to have it added to the PRI and review case. We are investigating changes to this process.

13. After a review has been presented to a Report Acceptance Body (RAB), if it is delayed subject to or deferred for questions or revisions requested by the RAB, the review case is sent back to the team/review captain to make revisions and address the follow-up actions from the RAB. The review case will appear in your My Team Reviews. For more information, access the Knowledge Base article titled "Responding to Delayed or Deferred Decisions (Reviewer)."

14. Generally, the firm's peer review contact is the individual who should make changes/take action on behalf of the firm. The firm's managing partner may update the enrollment information as long as there is not an open Peer Review Information (PRI) case.

15. AE Oversight reports will be sent to the team/review captain prior to the RAB for review and to make any changes as necessary to the review process.

16. If you receive overdue notifications and the firm is not being responsive, please inform the AE. They will initiate non-cooperation procedures against the firm rather than you, the peer reviewer.

17. Currently, only one member of the peer review team may make changes to the review case at a time. However, the review case appears under My Work for all the peer review team members. We are investigating this feature so that in the future, multiple peer review team members may work concurrently in the review case.

18. License documents are optional documents to upload for both Engagement and System Reviews.

19. PRIMA handles firms enrolled in a state society-sponsored program the same way as firms enrolled in the AICPA Peer Review Program.

20. Firms are responsible for uploading support for their corrective actions and implementation plans. If a report is from an outside party, the firm should obtain approval of the outside party from its AE before the outside party performs any work. The final report should be a pdf from the outside party with the outside party's signature.

Back to Top

How to Include "O" Level Experience on Your Resume

Peer reviewers may include experience from an associated firm on their resumes if they are currently supervising or performing engagements; performing Engagement Quality Control Reviews; or supervising or performing the inspection of engagements as part of the associated firm's monitoring process.

To include "O" experience on your resume, you must be associated with the firm in PRIMA. To associate yourself with multiple firms, please log in on aicpa.org. You can then access your employer information and add the firm with which you are associated. Once an association has been made, the firm(s) will appear in your resume for you to identify as the source of the "O" level experience.

If you encounter any issues, please email prsupport@aicpa.org with your member number and the firm with which you would like to associate.

Back to Top

Delays Caused by PRIMA's Implementation

We understand you can't complete various stages of the peer review process due to PRIMA's implementation. As a result, we will not drop or terminate firms due to delays caused by PRIMA. In addition, we have encouraged AEs to consider extensions to peer review due dates for PRIMA delays. However, it is the firm's responsibility to ensure that any change in its review due date is recognized by any other organizations that require it to have a peer review. This includes, but is not limited to, state boards of accountancy, the Government Accountability Office and other regulators.

We have also encouraged Report Acceptance Bodies (RABs) to consider delays related to PRIMA when issuing feedback to reviewers. Lastly, we have encouraged AEs to evaluate if PRIMA caused delays in the submission of working papers or requested revisions and if so, to give peer reviewers more time before suspension.

Back to Top

Overall Peer Review Process

Below is a list of the various steps of the peer review process in PRIMA. The list may assist in your understanding of the process and what your next steps will be.

1. (If not enrolled), the firm logs in to enroll under Manage My Firm(s).
2. Once completed, the enrollment form is sent to the administrator for approval.
3. The Peer Review Information case (PRI) is created for the firm 210 days prior to the due date of its peer review (specifically the peer review contact) to complete based upon the enrollment form.
4. The PRI is sent to the administrator for approval (they may request revisions).
5. The Scheduling case (SCH) is created for the peer review contact to complete and select the team/review captain.
6. The team/review captain adds any additional team members and acknowledges independence.
7. The peer review contact receives the SCH case to acknowledge independence of the peer review team. Scheduling checks are run.
8. The administrator approves the SCH case (they may request revisions).
9. The review case is created. For Engagement Reviews, the review case goes to the peer review contact to complete the engagement statistics or they can send to the review captain to complete. For System Reviews, the review case goes to the team captain (the team captain can send to the firm to complete the review summary).
10. The team/review captain uploads working papers, creates MFCs and FFCs (if applicable).

11. MFCs and FFCs are sent to the peer review contact to complete. After the firm responds, they are sent back to the team/review captain. If there is a Letter of Response (LOR), the firm sends to the team/review captain outside of PRIMA to review and upload into PRIMA.
12. The team/review captain submits working papers to the administrator.
13. The administrator assigns a technical reviewer (the administrator may request revisions).
14. The technical reviewer completes the technical review (they may request revisions).
15. The technical reviewer marks the review ready for the RAB. The review then goes to the administrator.
16. The administrator assigns the review to a Committee.
17. The administrator enters the committee decisions; if there are corrective actions or implementation plans, those cases are created and the acceptance letter is sent to the firm.
18. If the review is deferred or delayed subject to, the review case is sent back to the team/review captain to make revisions and address the follow-up actions from the RAB.
19. If the peer review report grade is non-passing, the peer review contact logs in and acknowledges the acceptance letter.
20. Each corrective action (COA) or implementation plan (IMP) is a separate case. The peer review contact uploads support for each one individually and sends to the technical reviewer.
21. The technical reviewer approves each one individually. They can either accept it or send it to the RAB (see above for the administrator committee process).
22. Each time a COA or IMP is accepted, PRIMA notifies the firm. When a COA or IMP is completed, PRIMA sends a letter to the firm.

Back to Top