

Monthly Return Stages

Stage	User				Can Progress To	Can Reverse To
01 Draft Enter expenditure, upload documents and answer checklist questions. LAG User progresses to "02 LAG User Review"	IP User	IP Manager	LAG User (Progresses Stage)		↓ 02	-
02 LAG User Review The LAG User reviews the Monthly Return and progresses to "03 LAG Manager Review"	LAG User				↓ 03	↑ 01
03 LAG Manager Review The LAG Manager approves the monthly return by progressing it to "04 LAG Manager Approved"	LAG Manager				↓ 04	↑ 02
04 LAG Manager Approved The Article 48 User progresses the Monthly Return to "05 Article 48 Check In Progress"	Pobal Article 48 User				↓ 05	↑ 03
05 Article 48 User Check In Progress The Article 48 User conducts the Article 48 Check. The Article 48 Manager verifies the Check and progresses to "06"	Pobal Article 48 User		Pobal Article 48 Manager		↓ 06	↑ 03
06 Department Checklist The Department User completes the Department Checklist, enters any Penalty and progresses to "07".	Department User				↓ 07	↑ 05
07 Monthly Return Payment Inspection The Inspectorate <u>may</u> do an Inspection. The Department User or Manager inputs the payment information and progresses to "08"	Department User (Progresses Stage)	Department Manager (Progresses Stage)	Inspector User	Inspector Manager	↓ 08	↑ 06
08 Monthly Return Complete A status for the completion of the Monthly Return	Department User				-	-