



# Enhanced Reporting Requirements

The following draft screens provide guidance for the new  
Enhanced Reporting Requirements.

# Enhanced Reporting ROS Screens

The screenshot displays the Revenue ROS user interface. At the top left is the Revenue logo with the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. To the right are navigation tabs: 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. Further right are language options: 'GAELIGE', 'ENGLISH', 'ROS HELP', and a user profile section for 'SARA-ER-PAUCEK-PAUCEK' with an 'EXIT' button. A notification at the top right states 'No current tax clearance certificate.' Below this is a 'My Frequently Used Services' section with an 'Add a service' button and a search box containing 'MyEnquiries'. The main content area is titled 'Employer Services' and contains several service tiles. A red box highlights three new tiles: 'Employer Reporting Notifications (ERNs)' with a 'Request ERNs by file upload' link, 'Expenses/Benefits' with 'Submit Expenses/Benefits' and 'View Expenses/Benefits' links, and 'Enhanced reporting requirements' with an 'Expenses/Benefits Monthly Report' link. At the bottom is a 'File a Return' section.

Revenue  
Cáin agus Custaim na hÉireann  
Irish Tax and Customs

GAELIGE | ENGLISH | ROS HELP  
SARA-ER-PAUCEK-PAUCEK | EXIT

No current tax clearance certificate.

My Frequently Used Services Add a service + ^

MyEnquiries

Employer Services

Revenue Payroll Notifications (RPNs)  
[Request RPNs](#)

Payroll  
[Submit payroll](#)  
[View payroll](#)

Returns  
[Statement of Account](#)  
[View Latest Statement/Return](#)

Additional Services  
[PPS Number Checker](#)

Employer Reporting Notifications (ERNs)  
[Request ERNs by file upload](#)

Expenses/Benefits  
[Submit Expenses/Benefits](#)  
[View Expenses/Benefits](#)

Enhanced reporting requirements  
[Expenses/Benefits Monthly Report](#)

File a Return

The highlighted tabs are the new ERR functions.

# Enhanced Reporting Requirements ROS Screens

## Request Employer Reporting Notification (ERNs) by file upload

The following screens will show you the steps to upload a file where you require the “employment ID”

# Request ERNs by file upload

The screenshot shows the Revenue ROS user interface. At the top left is the Revenue logo with the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. To the right of the logo are navigation buttons: 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. In the top right corner, there are language options 'GAEILGE | ENGLISH | ROS HELP' and a user profile section with the name 'SARA-ER-PAUCEK-PAUCEK' and an 'EXIT' button. Below the navigation bar, a message states 'No current tax clearance certificate.' A dark grey bar contains 'My Frequently Used Services' and an 'Add a service' button with a plus icon. Below this is a search box containing 'MyEnquiries'. The main content area is titled 'Employer Services' and is divided into four columns of service tiles. The first column is 'Revenue Payroll Notifications (RPNs)' with a link 'Request RPNs'. The second column is 'Payroll' with links 'Submit payroll' and 'View payroll'. The third column is 'Returns' with links 'Statement of Account' and 'View Latest Statement/Return'. The fourth column is 'Additional Services' with a link 'PPS Number Checker'. Below these are three more tiles: 'Employer Reporting Notifications (ERNs)' with a link 'Request ERNs by file upload' (highlighted with a red box), 'Expenses/Benefits' with links 'Submit Expenses/Benefits' and 'View Expenses/Benefits', and 'Enhanced reporting requirements' with a link 'Expenses/Benefits Monthly Report'. At the bottom of the page is a teal bar with the text 'File a Return'.

When logged into ROS, select 'ERNs by file upload'

# Request ERNs by file upload

## Request ERNs by file upload

Upload your request file to automatically retrieve, in a downloadable file, ERNs for your existing or new employees. Your request file must be in either JSON or XML format.

[Learn more](#)

 **Browse files**

Choose file No file chosen

No files selected

### Digital certificate

This request must be signed using your ROS Digital Certificate

**Password**

On this screen, you can see the steps for a file upload.

Select your file using the “browse files” option.

Enter your ROS digital password and sign and submit

**Sign and Submit**

# Request ERNs by file upload

[← Back](#)

## ERN request results

### Summary results of ERN request

Your ERN request has been successfully received and the results will be shown below once processed. The response file for your payroll software has been automatically downloaded. This may be in your downloads folder. Please refer to this file for more information.

**ERNs returned**

1

Here you can see Revenue's response to your ERN submission.

### What do these results mean?

**ERNs returned**

This is the number of employee ERNs that were successfully returned.

# Enhanced Reporting Requirements ROS Screens

## Submit Expenses/Benefits by:

- File upload
- Online form

The following screens will show you the steps required for a expense/benefit submission



# Enhanced Reporting Requirements ROS Screens

Submit Expenses/Benefits by file upload

# Submit Expenses/Benefits by file upload

The screenshot shows the Revenue.ie website interface. At the top left is the Revenue logo with the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. To the right are navigation tabs: 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. Further right are language options: 'GAEILGE', 'ENGLISH', 'ROS HELP', 'SARA-ER-PAUCEK-PAUCEK', and 'EXIT'. A message in the top right corner states 'No current tax clearance certificate.' Below this is a 'My Frequently Used Services' section with an 'Add a service' button. A search bar labeled 'MyEnquiries' is present. The main content area is titled 'Employer Services' and contains a grid of service tiles. The 'Expenses/Benefits' tile has the link 'Submit Expenses/Benefits' highlighted with a red box. Other tiles include 'Revenue Payroll Notifications (RPNs)', 'Payroll', 'Returns', 'Additional Services', 'Employer Reporting Notifications (ERNs)', 'Enhanced reporting requirements', and 'File a Return'.

Revenue  
Cáin agus Custaim na hÉireann  
Irish Tax and Customs

GAEILGE | ENGLISH | ROS HELP  
SARA-ER-PAUCEK-PAUCEK | EXIT

No current tax clearance certificate.

My Frequently Used Services [Add a service](#)

MyEnquiries

### Employer Services

<b>Revenue Payroll Notifications (RPNs)</b> <a href="#">Request RPNs</a>	<b>Payroll</b> <a href="#">Submit payroll</a> <a href="#">View payroll</a>	<b>Returns</b> <a href="#">Statement of Account</a> <a href="#">View Latest Statement/Return</a>	<b>Additional Services</b> <a href="#">PPS Number Checker</a>
<b>Employer Reporting Notifications (ERNs)</b> <a href="#">Request ERNs by file upload</a>	<b>Expenses/Benefits</b> <a href="#">Submit Expenses/Benefits</a> <a href="#">View Expenses/Benefits</a>	<b>Enhanced reporting requirements</b> <a href="#">Expenses/Benefits Monthly Report</a>	

**File a Return**

To begin, select 'Submit expenses/benefits.'

# Submit Expenses/Benefits by file upload

## Enhanced Reporting Requirements

[← ROS homepage](#)

### Submit Expenses/Benefits

#### Upload expense(s)/benefit(s) file

If your software produces a file with your expense/benefit details, you can upload it here. Your file must be either in JSON or XML format.

[Submit expense/benefit by file upload](#)

#### Complete online form

If you do not have a file to upload, you can manually enter your expense/benefit details by using our online form.

[Submit expense/benefit by online form](#)

Now, select  
'submit  
expense/benefit  
by file upload'

# Submit Expenses/Benefits by file upload

## Submit expense/benefit by file upload

You can upload your expense/benefit submission file here. File must be in either JSON or XML format.

[Learn more](#)

 [Browse files](#)

*No files selected*

### Digital certificate

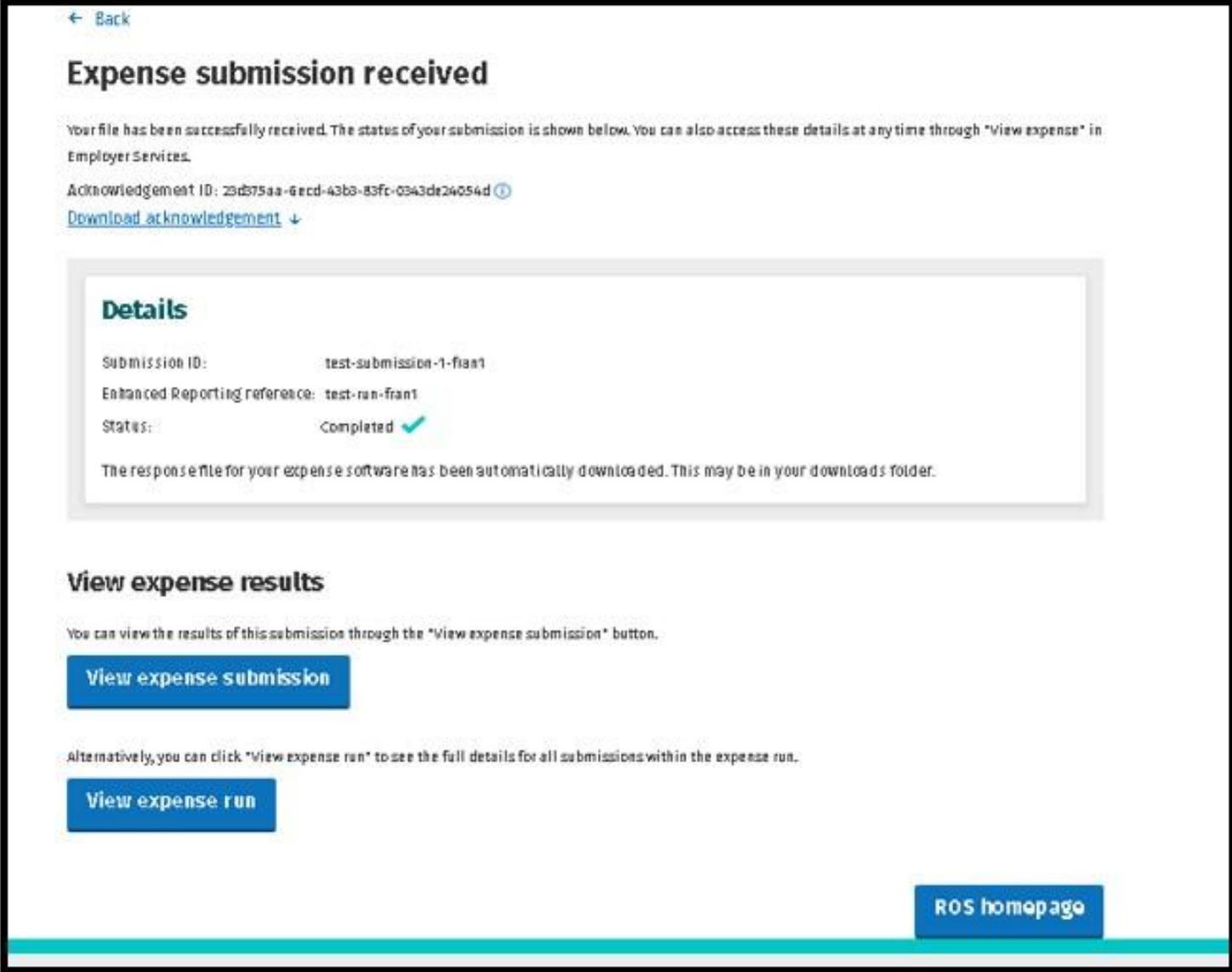
This request must be signed using your ROS Digital Certificate

**Password**

**Sign and Submit**

Select your file using the “browse files” option. Then enter your ROS digital password and select ‘Sign & Submit’

# Submit Expenses/Benefits by file upload



The screenshot shows a web interface for expense submission. At the top left, there is a blue arrow and the text 'Back'. Below this is the heading 'Expense submission received'. A paragraph of text states: 'Your file has been successfully received. The status of your submission is shown below. You can also access these details at any time through "View expense" in Employer Services.' This is followed by the Acknowledgement ID: '29d875aa-6ecd-43b8-83fc-0343de24054d' with a circular icon to its right. Below the ID is a blue link 'Download acknowledgement' with a downward arrow. A 'Details' section is enclosed in a light grey box and contains the following information: 'Submission ID: test-submission-1-fraa1', 'Enhanced Reporting reference: test-run-fraa1', and 'Status: Completed' with a green checkmark. Below the details box is a note: 'The response file for your expense software has been automatically downloaded. This may be in your downloads folder.' Underneath is the heading 'View expense results' and a paragraph: 'You can view the results of this submission through the "View expense submission" button.' This is followed by a blue button labeled 'View expense submission'. Another paragraph states: 'Alternatively, you can click "View expense run" to see the full details for all submissions within the expense run.' This is followed by a blue button labeled 'View expense run'. At the bottom right of the page is a blue button labeled 'ROS homepage'.

← Back

## Expense submission received

Your file has been successfully received. The status of your submission is shown below. You can also access these details at any time through "View expense" in Employer Services.

Acknowledgement ID: 29d875aa-6ecd-43b8-83fc-0343de24054d ⓘ

[Download acknowledgement](#) ↓

### Details

Submission ID: test-submission-1-fraa1

Enhanced Reporting reference: test-run-fraa1

Status: Completed ✓

The response file for your expense software has been automatically downloaded. This may be in your downloads folder.

## View expense results

You can view the results of this submission through the "View expense submission" button.

[View expense submission](#)

Alternatively, you can click "View expense run" to see the full details for all submissions within the expense run.

[View expense run](#)

[ROS homepage](#)

Here you can see the acknowledgement of your submission

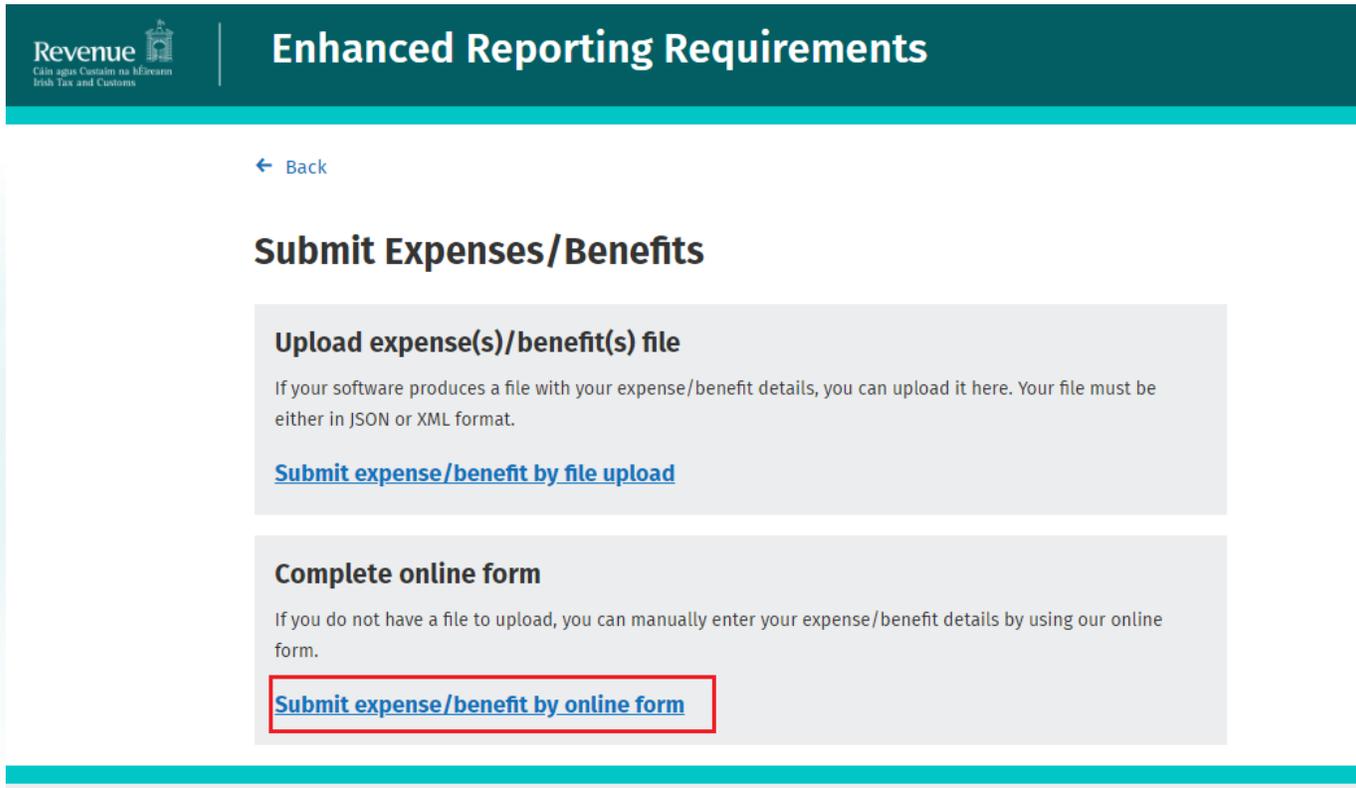
# Enhanced Reporting Requirements ROS Screens

## Submit Expenses/Benefits by online form

In this section you will find information on how to make a manual submission.

# Submit Expenses/Benefits by online form

The following slides show the flow when submitting an online form



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Irish Tax and Customs

## Enhanced Reporting Requirements

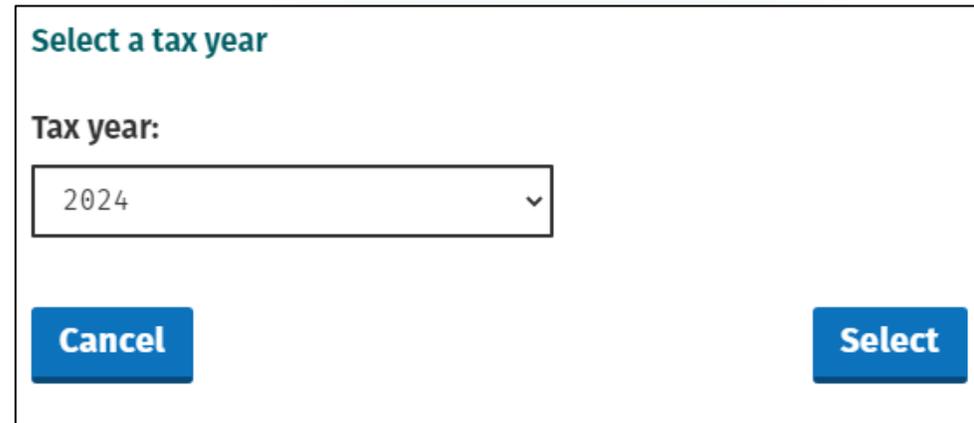
[← Back](#)

### Submit Expenses/Benefits

**Upload expense(s)/benefit(s) file**  
If your software produces a file with your expense/benefit details, you can upload it here. Your file must be either in JSON or XML format.  
[Submit expense/benefit by file upload](#)

**Complete online form**  
If you do not have a file to upload, you can manually enter your expense/benefit details by using our online form.  
[Submit expense/benefit by online form](#)

To begin, select 'Submit expenses/benefit by online form.'



Select a tax year

Tax year:

2024

Cancel Select

You can then select the appropriate year for this submission.

# Submit Expenses/Benefits by online form

## Create a new expense or benefit.

Please select an employee for whom an expense/benefit is being reported.

### Previously submitted employee details.

Search:

PPS Number	Employment ID	Employee Name	Action
	1	John Smith	<a href="#">Edit</a> <a href="#">Select</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

[My employee is not on the list →](#)

Here you have the option to “select” an existing employee or choose “My employee is not on the list”,

- ▶ If Expenses/Benefits were previously reported, employee details will be prepopulated. The user can “select” the existing employee details or choose “My employee is not on the list”, which will bring them to the next screen.
- ▶ If no Expenses/Benefits were previously reported, this screen will not be displayed and the user will be brought to the next screen

# Submit Expenses/Benefits by online form

[← Back](#)

## Employee Details

\* Denotes a required field

PPS Number

Employment ID

Employer Reference

## Personal Details

First Name \*

Family Name \*

Date of Birth

dd/mm/yyyy

## Address Details

Address Line 1

Address Line 2

County

Eircode

Country

[Next →](#)

Depending on the information available the user will have to complete different fields when submitting a claim

Where the PPSN and Employment ID are available the following additional fields are to be completed:

- ▶ First Name
- ▶ Family Name

Where the PPSN and Employment ID **are not** available the following fields are to be completed:

- ▶ Employer Reference
- ▶ First Name
- ▶ Family Name
- ▶ Date of Birth
- ▶ Address Details

# Submit Expenses/Benefits by online form

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### Expense/Benefit Details

\* Denotes a required field

#### Employee Details

Employee Name

Joe Bloggs

PPS Number

Employment ID

1

Employer Reference

#### Expense/Benefit Details

Category \*

Please select

Please select

Travel and Subsistence

Remote Working Daily Allowance

Small Benefit Exemption

Amount/Value \*

Date Of Payment/Benefit \*

DD/MM/YYYY

31/01/2024

Save →

- ▶ Employee Details input on previous screen are prepopulated.
- ▶ User selects the Category and sub category (for T&S) from the drop down menus and completes required fields.

# Submit Expenses/Benefits by online form



**Your expense/benefit has been added and is ready to be submitted.**

You can submit it on the expense/benefits submission screen.

Would you like to add another expense/benefit for this employee?

**Yes, add another expense/benefit for this employee**

**Continue**

- ▶ Here the user can add another Expense/Benefit for the same employee, or continue with their submission.

# Submit Expenses/Benefits by online form

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### Submission items

The following items are ready for submission. Add another expense/benefit by clicking the 'Add new expense/benefit' link.

PPS Number    
[Clear filter](#)

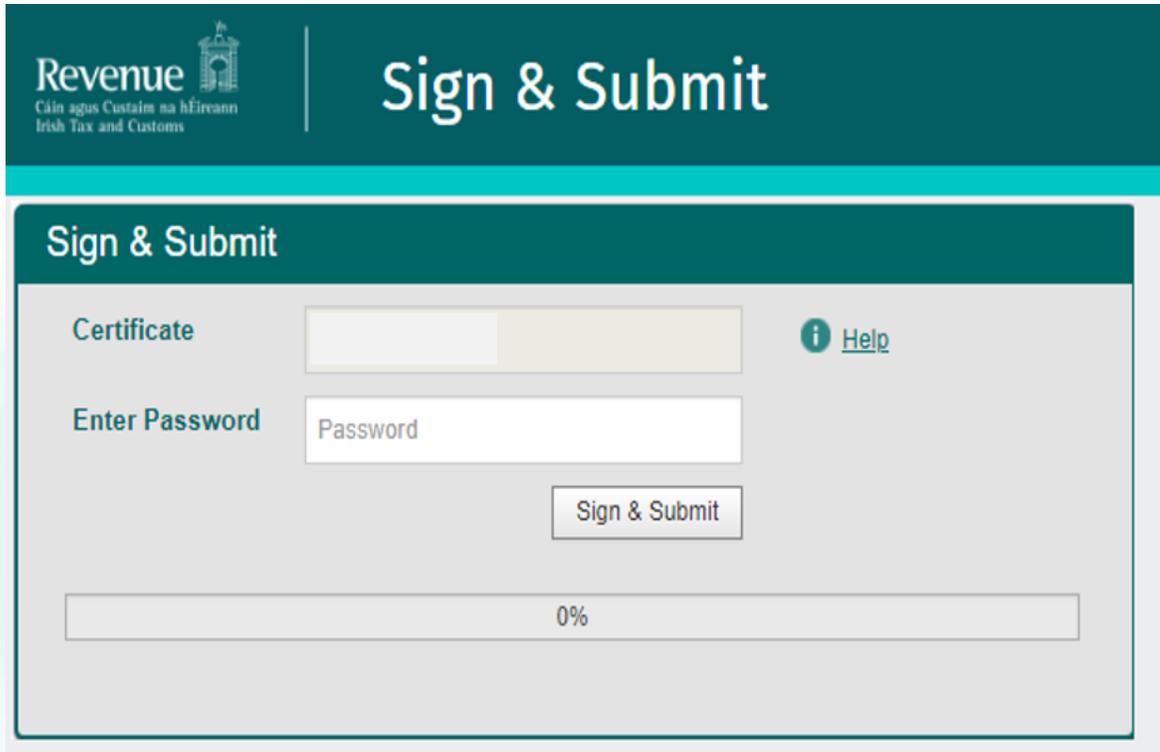
PPS Number	Employee Name	Employment ID	Employer Reference	Date of Payment/Benefit	Amount/Value	Category	Sub-Category	Actions
	Joe Bloggs	1	-	01/01/2024	€100.00	Travel and Subsistence	Travel Vouched	<a href="#">Amend</a> <a href="#">Delete</a>
	Joe Bloggs	1	-	02/01/2024	€50.00	Travel and Subsistence	Travel Unvouched	<a href="#">Amend</a> <a href="#">Delete</a>
	Joe Bloggs	1	-	15/01/2024	€500.00	Small Benefit Exemption	-	<a href="#">Amend</a> <a href="#">Delete</a>
	Jane Doe	1	-	31/01/2024	€32.00	Remote Working Daily Allowance	-	<a href="#">Amend</a> <a href="#">Delete</a>

[Add new expense/benefit →](#)

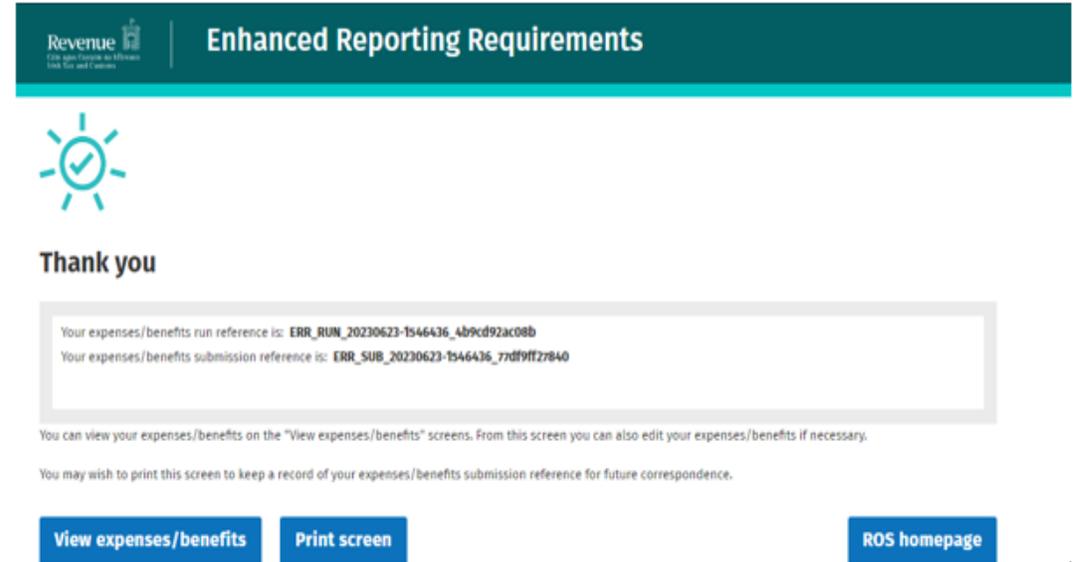
I confirm these details are correct

- ▶ The user can view each submission item before they confirm the details. They can amend, delete or add a new Expense/Benefit to the submission from this screen.
- ▶ When the user is ready they must tick the box confirming the details are correct and then select "Submit Expenses/Benefits".

# Submit Expenses/Benefits by online form



The screenshot shows the Revenue 'Sign & Submit' form. At the top left is the Revenue logo with the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. The main heading is 'Sign & Submit'. Below this, there are two input fields: 'Certificate' and 'Enter Password'. The 'Enter Password' field contains the text 'Password'. To the right of the 'Certificate' field is a 'Help' link. Below the input fields is a 'Sign & Submit' button. At the bottom of the form, there is a progress bar showing '0%'.



The screenshot shows the Revenue 'Enhanced Reporting Requirements' confirmation screen. At the top left is the Revenue logo with the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. The main heading is 'Enhanced Reporting Requirements'. Below this is a sun icon with a checkmark. The text 'Thank you' is displayed. Below this, there is a box containing two lines of text: 'Your expenses/benefits run reference is: ERR\_RUN\_20230623-1546436\_4b9cd92ac08b' and 'Your expenses/benefits submission reference is: ERR\_SUB\_20230623-1546436\_72df9ff27840'. Below this box, there are two lines of text: 'You can view your expenses/benefits on the "View expenses/benefits" screens. From this screen you can also edit your expenses/benefits if necessary.' and 'You may wish to print this screen to keep a record of your expenses/benefits submission reference for future correspondence.' At the bottom, there are three buttons: 'View expenses/benefits', 'Print screen', and 'ROS homepage'.

- ▶ Enter your ROS digital password and proceed by selecting Sign & Submit.
- ▶ A confirmation screen will then be displayed with the run reference and submission reference.

# Submit Expenses/Benefits by online form

## Enhanced Reporting Requirements

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### Expense/benefits submission

There is a partially completed expense/benefit submission currently on record dated 11/08/2024 at 12:35. Do you wish to keep these changes?

**No, discard**

**Yes, continue**

If Expenses/Benefits are input previously and the user did not complete the submission at the time, the above message will be displayed the next time the user logs on. They will have the option to discard or continue with the submission.



# Enhanced Reporting Requirements ROS Screens

## ROS Display Expenses/Benefits to Employer

The following screens show how an employer may view details of previous expenses/benefits submissions

# View Expenses/Benefits

The screenshot displays the Revenue ROS user interface. At the top left is the Revenue logo with the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. The top navigation bar includes 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. On the top right, there are language options 'GAELIGE | ENGLISH | ROS HELP' and a user profile 'SARA-ER-PAUCEK-PAUCEK | EXIT'. A notification states 'No current tax clearance certificate.' Below this is a 'My Frequently Used Services' section with an 'Add a service' button. A search bar contains 'MyEnquiries'. The main content area is titled 'Employer Services' and is divided into four columns: 'Revenue Payroll Notifications (RPNs)' with a 'Request RPNs' link; 'Payroll' with 'Submit payroll' and 'View payroll' links; 'Returns' with 'Statement of Account' and 'View Latest Statement/Return' links; and 'Additional Services' with a 'PPS Number Checker' link. Below these are three more sections: 'Employer Reporting Notifications (ERNs)' with a 'Request ERNs by file upload' link; 'Expenses/Benefits' with 'Submit Expenses/Benefits' and 'View Expenses/Benefits' links (the latter is highlighted with a red box); and 'Enhanced reporting requirements' with an 'Expenses/Benefits Monthly Report' link. At the bottom is a 'File a Return' section.

Revenue  
Cáin agus Custaim na hÉireann  
Irish Tax and Customs

GAELIGE | ENGLISH | ROS HELP  
SARA-ER-PAUCEK-PAUCEK | EXIT

No current tax clearance certificate.

My Frequently Used Services Add a service

MyEnquiries

Employer Services

Revenue Payroll Notifications (RPNs)  
[Request RPNs](#)

Payroll  
[Submit payroll](#)  
[View payroll](#)

Returns  
[Statement of Account](#)  
[View Latest Statement/Return](#)

Additional Services  
[PPS Number Checker](#)

Employer Reporting Notifications (ERNs)  
[Request ERNs by file upload](#)

Expenses/Benefits  
[Submit Expenses/Benefits](#)  
[View Expenses/Benefits](#)

Enhanced reporting requirements  
[Expenses/Benefits Monthly Report](#)

File a Return

You can view previous submissions made by selecting 'View Expenses/Benefits' when logged into ROS

# View Expenses/Benefits submission screens

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## View Expenses/Benefits

[Make a new submission](#)

Search by

- Select -  
- Select -  
Recently updated runs  
Runs by tax year  
Runs by month  
Run reference  
Submission ID

Search

## Expense/Benefit

These are your expenses/benefits run details. Please download the expenses/benefits run summary for further information.

[Download expense/benefits run summary](#) ↓

### Expense/Benefits run details

**Run Reference:** ERR\_RUN\_20230810-1218372\_e08d4bbde228

**Status:** Processed ⓘ

**Last Updated:** 10/08/2024

**Tax Year:** 2024

**Number of Expenses/Benefits:** 1

**Total Amount/Value of Expenses:** €50.00

**Number of Warnings:** 1

**Number of Submissions:** 1

You can search previous submissions under the following categories:

- ▶ Recently updated runs
- ▶ Runs by tax year
- ▶ Runs by month
- ▶ Run reference
- ▶ Submission ID

# View Expenses/Benefits submission screens

**Enhanced Reporting Requirements**

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## View Expenses/Benefits

Search by

Tax Year  [Search](#)

### Recently updated runs

The following expenses/benefits runs were recently submitted/updated. If your recent submission is not shown below, please search using the expense/benefit run reference or by period. Please do not resubmit your expense.

#### Expenses/Benefits run details

<b>Run Reference:</b> ERR_RUN_20231005-1250437_51d168e0617e	<b>Number of Expenses/Benefits:</b> 4
<b>Status:</b> Processed ⓘ	<b>Total Amount/Value of Expenses:</b> €682.00
<b>Last Updated:</b> 05/10/2024	<b>Number of Submissions:</b> 1
<b>Tax Year:</b> 2024	

[View expenses/benefits run](#)

[ROS homepage](#)

Here you can see an example of searched by “Recently updated runs”

# View Expenses/Benefits submission screens

Revenue  
Let's get started on this  
with the Revenue

## Enhanced Reporting Requirements

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### View Expenses/Benefits

Search by  [Search](#)

#### Expenses/Benefits runs tax year 2024

All expense/benefit runs which were submitted or last updated in the tax year selected are displayed below. Any expense/benefit run which was amended will display in the month it was last updated.

**January**  
There is no expense/benefit run which was submitted/last updated in this month.

**February**  
There is no expense/benefit run which was submitted/last updated in this month.

**September**  
There is no expense/benefit run which was submitted/last updated in this month.

**October**

Date Last Updated	Expense/Benefit Run Reference	Status	Action
05/10/2024 12:50PM	ERR_RUN_20231005-1250437_51d168e0617e	Completed	<a href="#">View</a>

[ROS homepage](#)

Here you can see an example of searched by “Runs by tax year”

# View Expenses/Benefits submission screens

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### View Expenses/Benefits

Search by

- Select -

Search

### Expenses/Benefits runs October 2024

All expense/benefit runs which were submitted or last updated in the month selected are displayed below.

#### October

Date Last Updated	Expense/Benefit Run Reference	Status	Action
05/10/2024 12:50PM	ERR_RUN_20231005- 1250437_51d168e0617e	Completed	<a href="#">View</a>

Here you can see an example of searched by "Runs by month"

# View Expenses/Benefits submission screens

The screenshot displays the 'View Expenses/Benefits' section of the Revenue Enhanced Reporting Requirements system. At the top, there is a teal header with the Revenue logo and the text 'Enhanced Reporting Requirements'. Below the header, a 'Back' link is visible. The main heading is 'View Expenses/Benefits'. A search bar contains a dropdown menu with '- Select -' and a blue 'Search' button. Below the search bar, the section is titled 'Expenses/Benefits run'. A message states: 'These are your expenses/benefits run details. Please download the expenses/benefits run summary for further information.' A link 'Download expenses/benefits run summary' with a download icon is provided. The 'Expenses/Benefits run details' section shows: Run Reference: ERR\_RUN\_20231005-1250437\_51d168e0617e, Status: Processed, Last Updated: 05/10/2024, Tax Year: 2024, Number of Expenses/Benefits: 4, Total Amount/Value of Expenses: €682.00, Number of Warnings: 0, and Number of Submissions: 1. Below this is a 'Recent Submissions' section with a table. The table has columns: Date submitted, Submission ID, Additions, Corrections, Deletions, Invalid Items, Amount, Status, and Action. One row is shown with the following data: Date submitted: 05/10/2024 12:50 PM, Submission ID: ERR\_SUB\_202310..., Additions: 4, Corrections: 0, Deletions: 0, Invalid Items: 0, Amount: €682.00, Status: Completed, and Action: View.

Revenue  
Case Report Centre on Submission  
Irish Tax and Customs

## Enhanced Reporting Requirements

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### View Expenses/Benefits

Search by  [Search](#)

### Expenses/Benefits run

These are your expenses/benefits run details. Please download the expenses/benefits run summary for further information.

[Download expenses/benefits run summary](#) ↓

#### Expenses/Benefits run details

Run Reference: ERR_RUN_20231005-1250437_51d168e0617e	Number of Expenses/Benefits: 4
Status: Processed ⓘ	Total Amount/Value of Expenses: €682.00
Last Updated: 05/10/2024	Number of Warnings: 0
Tax Year: 2024	Number of Submissions: 1

#### Recent Submissions

Date submitted	Submission ID	Additions	Corrections	Deletions	Invalid Items	Amount	Status ⓘ	Action
05/10/2024 12:50 PM	ERR_SUB_202310...	4	0	0	0	€682.00	Completed	<a href="#">View</a>

Here you can see an example of searched by “Run reference”

# View Expenses/Benefits submission screens

## Expense/Benefit Submission

These are the results from your expense/benefit submission. Please download the response file for further information.

[Download expense/benefit submission response](#) ↓

### Submission results

Run Reference: [ERR\\_RUN\\_20231005-1250437\\_51d168e0617e](#)

Submission ID: ERR\_SUB\_20231005-1250437\_fbb89a499c07

Status: Completed ⓘ

Date Submitted: 05/10/2024

Tax Year: 2024

### Submission items

Additions: 4

Corrections: 0

Deletions: 0

Invalid: 0

### ^ Additions

These items were added to the expense/benefit run and are included in the total amount for this submission.

Employee name	PPS Number	Employment ID	Employer reference	Payment Date	Category	Sub-Category	Amount	Action
Joe Bloggs		1	-	01/01/2024	Travel and Subsis...	Travel Vouched	€100.00	<a href="#">View</a>
Jane Doe		1	-	31/01/2024	Remote Working ...	-	€32.00	<a href="#">View</a>
Joe Bloggs		1	-	15/01/2024	Small Benefit Exe...	-	€500.00	<a href="#">View</a>
Joe Bloggs		1	-	02/01/2024	Travel and Subsis...	Travel Unvouched	€50.00	<a href="#">View</a>

Here you can see an example of searched by "Submission ID"

[ROS homepage](#)

# Warning Example 1

**^ Active items including Warnings**  
These are the active submission items including any items with warnings.

Submission ID	Employee name	PPS Number	Employment ID	Employer reference	Payment date	Category	Sub-Category	Amount	Action
ERR_SUB_202308...	Testing Tester		FCT	-	17/08/2024	Small Benefit Exe...	-	€200.00	<a href="#">View</a>
<ul style="list-style-type: none"><li>• <b>Warning:</b> Exemption can not exceed 2 per employee per tax year</li><li>• <b>Warning:</b> Value of Benefit can not exceed €1000</li></ul>									
ERR_SUB_202308...	Testing Tester		FCT	-	17/08/2024	Small Benefit Exe...	-	€5,000.00	<a href="#">View</a>
<ul style="list-style-type: none"><li>• <b>Warning:</b> Exemption can not exceed 2 per employee per tax year</li><li>• <b>Warning:</b> Value of Benefit can not exceed €1000</li></ul>									
ERR_SUB_202308...	Testing Tester		FCT	-	17/08/2024	Small Benefit Exe...	-	€300.00	<a href="#">View</a>
<ul style="list-style-type: none"><li>• <b>Warning:</b> Exemption can not exceed 2 per employee per tax year</li><li>• <b>Warning:</b> Value of Benefit can not exceed €1000</li></ul>									

Here you will see an example of a warning where more than 2 small benefits are submitted for one employee.

# Warning Example 2

^ **Active items including Warnings**  
These are the active submission items including any items with warnings.

Submission ID	Employee name	PPS Number	Employment ID	Employer reference	Payment date	Category	Sub-Category	Amount	Action
ERR_SUB_202308...	Testing Tester		FCTAgsubmiss - ion		17/08/2024	Remote Working ...	-	€50,000.00	<a href="#">View</a>

• **Warning:** Exceeds allowable amount

Here you will see a warning message where the allowable amount has been exceeded for “Remote Working Daily Allowance” for a single employee.

# Enhanced Reporting Requirements ROS Screens

## Expenses/Benefits Monthly Report

The following slides show how an employer can obtain a monthly report of expenses/benefits submitted to Revenue.

# Expenses/Benefits Monthly Report

Revenue  
Cáin agus Custaim na hÉireann  
Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

GAEILGE ENGLISH ROS HELP  
SARA-ER-PAUCEK-PAUCEK EXIT

No current tax clearance certificate.

My Frequently Used Services [Add a service](#) + ^

MyEnquiries

### Employer Services

<b>Revenue Payroll Notifications (RPNs)</b> <a href="#">Request RPNs</a>	<b>Payroll</b> <a href="#">Submit payroll</a> <a href="#">View payroll</a>	<b>Returns</b> <a href="#">Statement of Account</a> <a href="#">View Latest Statement/Return</a>	<b>Additional Services</b> <a href="#">PPS Number Checker</a>
<b>Employer Reporting Notifications (ERNs)</b> <a href="#">Request ERNs by file upload</a>	<b>Expenses/Benefits</b> <a href="#">Submit Expenses/Benefits</a> <a href="#">View Expenses/Benefits</a>	<b>Enhanced reporting requirements</b> <a href="#">Expenses/Benefits Monthly Report</a>	

**File a Return**

To begin select 'Expenses/Benefits Monthly Report'

# Expenses/Benefits Monthly Report



## Enhanced Reporting Requirements

[← Back](#)

### Expenses/Benefits Monthly Report

Tax Year

Month

**Generate report →**

- ▶ A monthly report can be generated here.
- ▶ You can select the Tax Year and Month from the drop down menus and select “Generate report”.

# Expenses/Benefits Monthly Report

## Your Expenses/Benefits Monthly Report

Print



This report will not be saved. If you wish to maintain a copy you will need to select the print option.  
Only Expenses/Benefits with pay dates in the requested month are included in the totals.  
This information is accurate as of 05/10/2024.

▶ Here you can print your monthly report as required.

### Period Details

Registration Number	
Tax Year	2024
Month	January
Number of Expenses	4
Total Amount	€682.00

### Expenses/Benefits Totals By Category and Sub-Category

Category/Sub-Category	Total Amount
Remote Working Daily Allowance	€32.00
Travel and Subsistence	€150.00
Travel Vouched	€100.00
Travel Unvouched	€50.00
Small Benefit Exemption	€500.00

### Enhanced Reporting Run Reference Details

Run references with Expenses/Benefits submitted with pay dates in the requested month are shown below. Run references may contain submissions for multiple months.

Show  entries

Search:

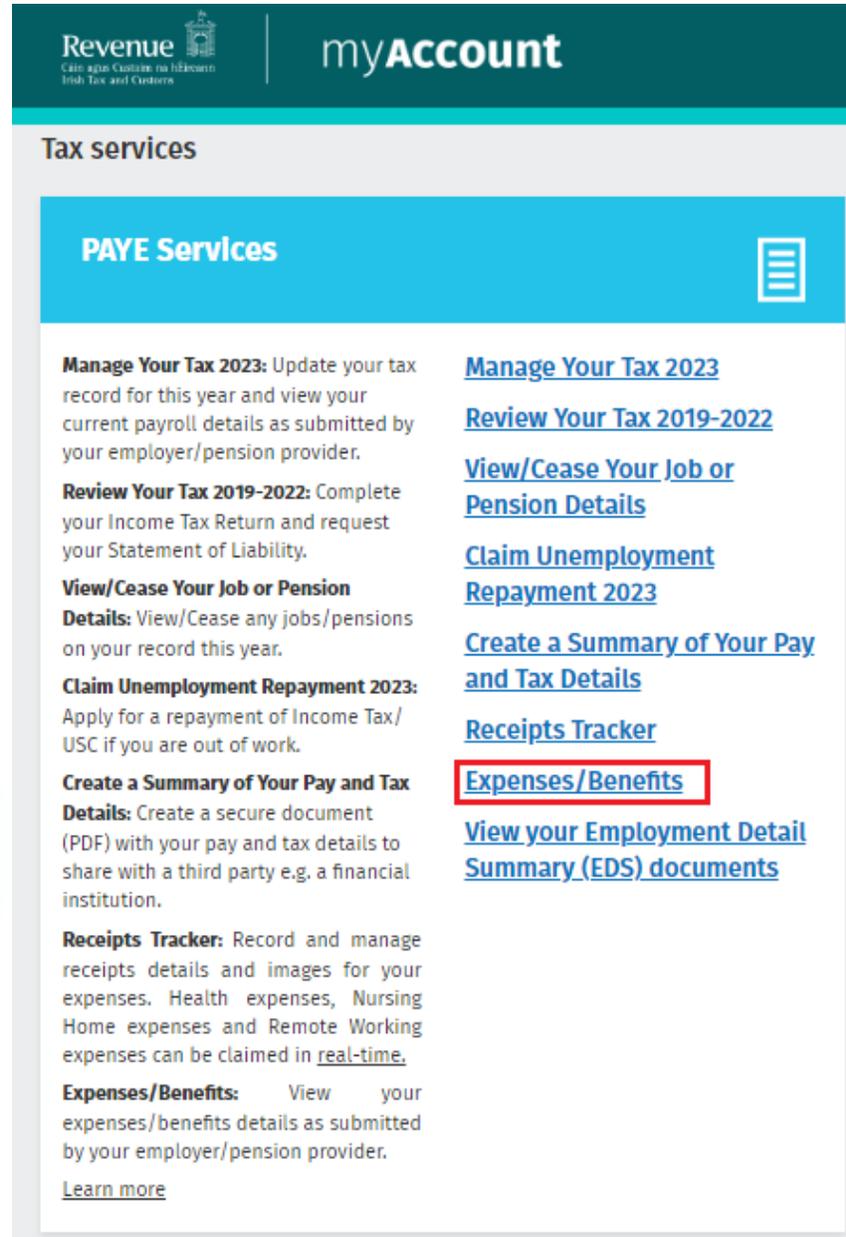
ERR Run Reference	Submission Date	Total
ERR_RUN_20231005-1250437_51d168e0617e	05/10/2024	€682.00

Previous **1** Next

# myAccount screens

## Display Expenses/Benefits to Employee

In 2024, employees will be able to view expenses/benefits information, submitted to Revenue by their employers, in MyAccount



**Revenue**  
Cairt again. Custom for Ireland  
Irish Tax and Customs

**myAccount**

## Tax services

### PAYE Services

**Manage Your Tax 2023:** Update your tax record for this year and view your current payroll details as submitted by your employer/pension provider.

**Review Your Tax 2019-2022:** Complete your Income Tax Return and request your Statement of Liability.

**View/Cease Your Job or Pension Details:** View/Cease any jobs/pensions on your record this year.

**Claim Unemployment Repayment 2023:** Apply for a repayment of Income Tax/ USC if you are out of work.

**Create a Summary of Your Pay and Tax Details:** Create a secure document (PDF) with your pay and tax details to share with a third party e.g. a financial institution.

**Receipts Tracker:** Record and manage receipts details and images for your expenses. Health expenses, Nursing Home expenses and Remote Working expenses can be claimed in real-time.

**Expenses/Benefits:** View your expenses/benefits details as submitted by your employer/pension provider.

[Learn more](#)

[Manage Your Tax 2023](#)

[Review Your Tax 2019-2022](#)

[View/Cease Your Job or Pension Details](#)

[Claim Unemployment Repayment 2023](#)

[Create a Summary of Your Pay and Tax Details](#)

[Receipts Tracker](#)

[Expenses/Benefits](#)

[View your Employment Detail Summary \(EDS\) documents](#)

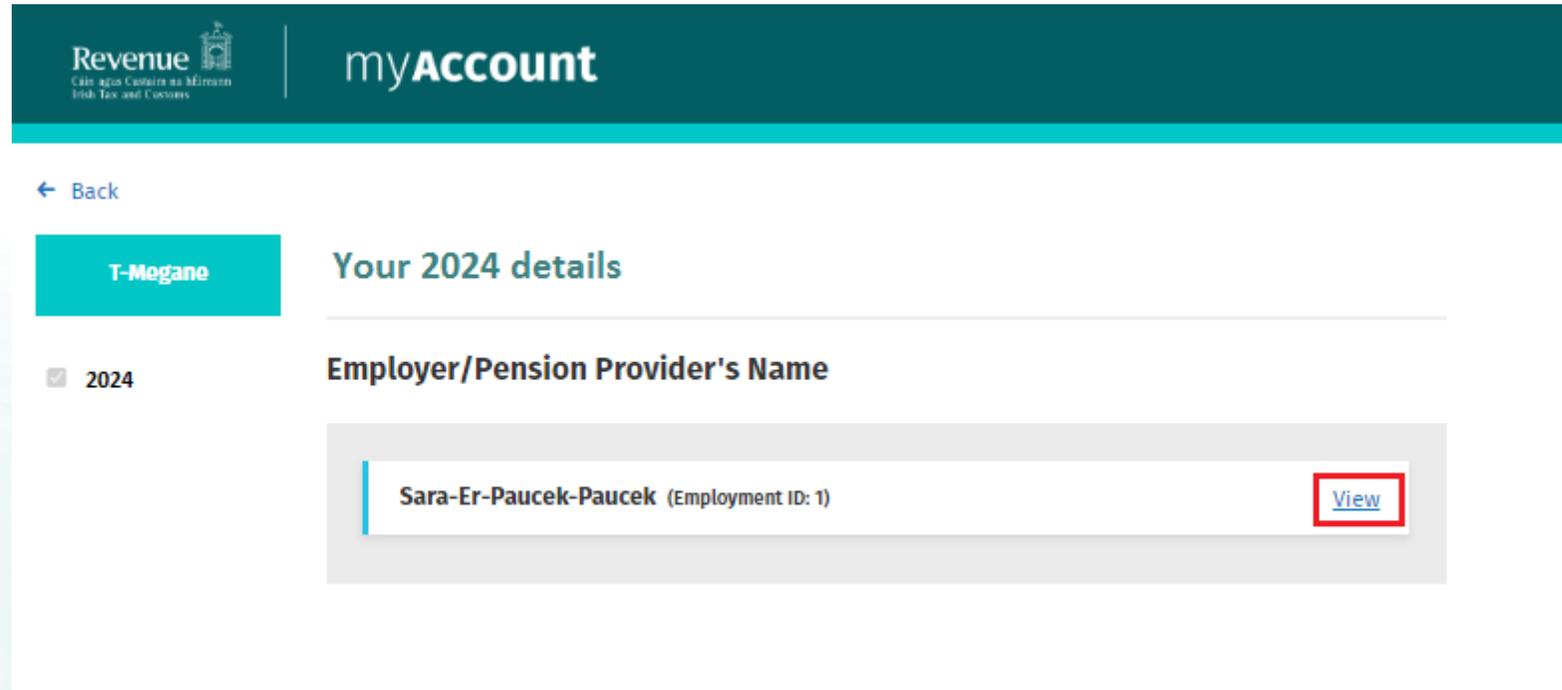
To begin, the employee selects 'Expenses/Benefits' from the PAYE Services card

# myAccount

The screenshot displays the 'myAccount' interface for Revenue. At the top, there is a dark teal header with the Revenue logo and the text 'myAccount'. Below the header, a blue arrow points to a 'Back' link. The main section is titled 'Expenses and benefits'. Underneath, there is a 'TAX YEAR' dropdown menu with '2024' selected. To the right of the dropdown is a blue 'View' button, which is highlighted with a red rectangular box.

An employee can choose the year they want to view, starting in 2024.

# myAccount



The screenshot shows the Revenue myAccount interface. At the top left is the Revenue logo with the text 'Cais agus Custair na Míreann Irish Tax and Customs'. To its right is the 'myAccount' title. Below the header, there is a 'Back' link with a left-pointing arrow. A teal sidebar on the left contains the user's name 'T-Megane' and a checked checkbox for the year '2024'. The main content area is titled 'Your 2024 details' and features a section for 'Employer/Pension Provider's Name'. A grey box contains the text 'Sara-Er-Paucek-Paucek (Employment ID: 1)' and a red-bordered 'View' button.

Employees can view Expense/Benefits submitted by their employers here.

# myAccount

[← Back](#)

## Expenses/Benefits reported by the following employer/pension provider

The expenses/benefits shown reflect the information submitted by your employer/pension provider.

Employer/Pension Provider's Details	Expenses/Benefits Details Year to Date
<b>Employer/Pension Provider's Name</b> Sara-Er-Paucek-Paucek	Travel and Subsistence €150.00
<b>Employer/Pension Provider's Registration Number</b>	Travel Vouched €100.00
<b>Employment ID</b> 1	Travel Unvouched €50.00
	Small Benefit Exemption €500.00



An employee can view the Expenses/Benefits submitted by their employer.

Rolled up totals for each category and sub category are displayed

## Expenses/Benefits details

These are your expenses/benefits details for the selected tax year. **If you have any queries regarding the details reported below, please contact your employer/pension provider in the first instance.** If you continue to have concerns regarding the details reported, please contact Revenue through [MyEnquiries](#)

Expenses/Benefits List				
Payment Date	Category	Sub-Category	Amount	Action
01/01/2024	Travel and Subsistence	Travel Vouched	€100.00	<a href="#">View</a>
02/01/2024	Travel and Subsistence	Travel Unvouched	€50.00	<a href="#">View</a>
15/01/2024	Small Benefit Exemption	-	€500.00	<a href="#">View</a>



An employee can view each submission.

# myAccount



myAccount

← Back

Print

## Employer/Pension Provider's Details

Employer/Pension Provider's Name Sara-Er-Paucek-Paucek  
Employer/Pension Provider's  
Registration Number  
Employment ID 1

## Expenses/Benefits Details

Category Travel and Subsistence  
Sub Category Travel Vouched  
Amount/Value €100.00  
Payment Date 01/01/2024

## Reference Details

ERR Run Reference ERR\_RUN\_20231005-  
1250437\_51d168e0617e  
Submission ID ERR\_SUB\_20231005-  
1250437\_fbb89a499c07  
Line Item ID ERR\_EXB\_20231005-  
1250528\_90f63ce4b186

This is the Expenses/Benefits information employees will see. Employees will have an option to print the information shown on screen.

# myAccount: Joint Assessed



## Enhanced Reporting Requirements

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**ELENORA**

CONRAD

### Your 2024 details

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#### Employer/Pension Provider's Name

2024

Sara-Er-Bayer And Sons (Employment ID: 2) [View](#)

For jointly-assessed couples/civil partners, expenses/benefits information will be displayed for both spouses/civil partners.



Thank you

Please visit [www.revenue.ie/err](http://www.revenue.ie/err)  
regularly as screens are subject to  
change/update