

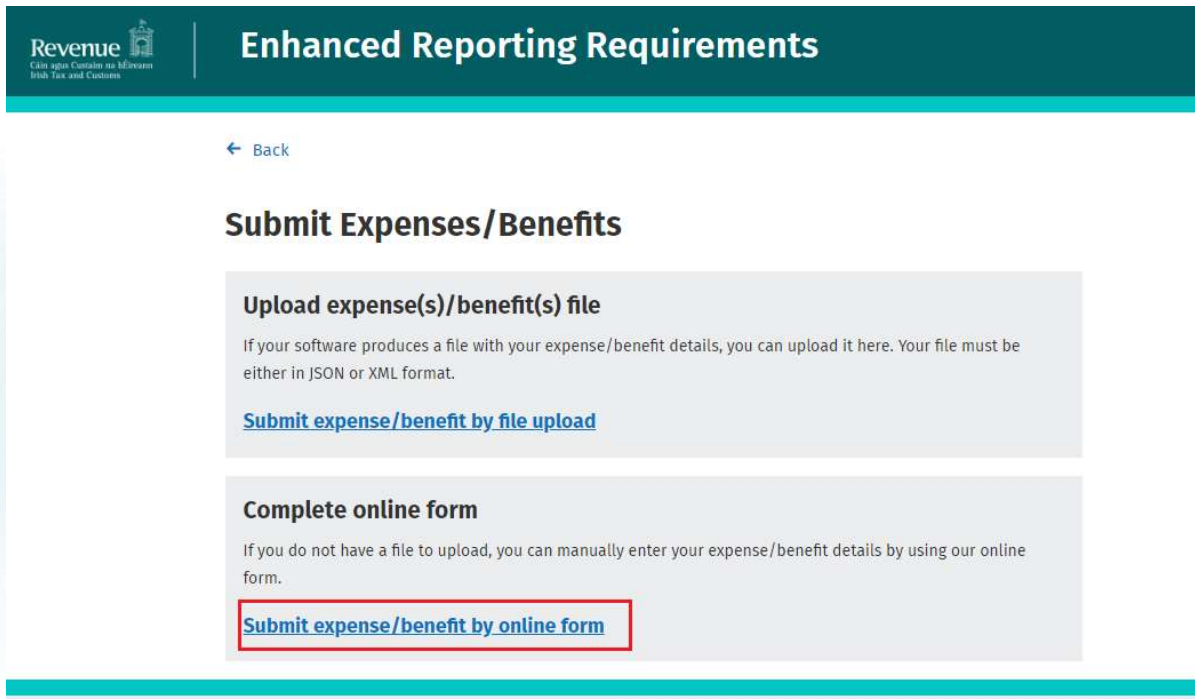
Enhanced Reporting Requirements ROS Screens

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



Revenue
Can gairt Cártaim na Míreann
Irish Tax and Customs

Enhanced Reporting Requirements

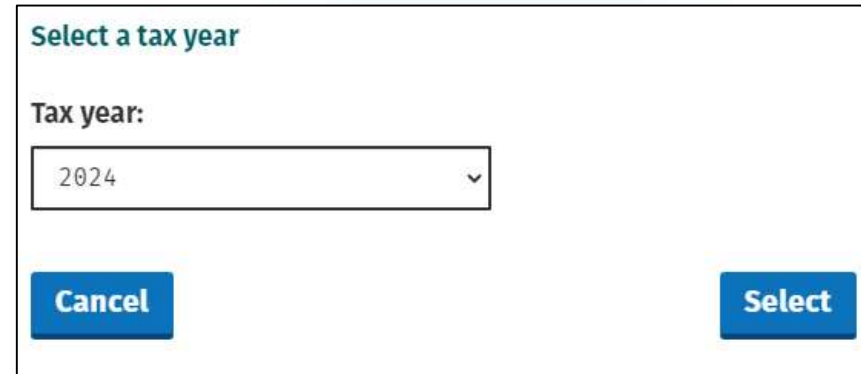
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Submit Expenses/Benefits

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	Edit Select

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

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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](#)

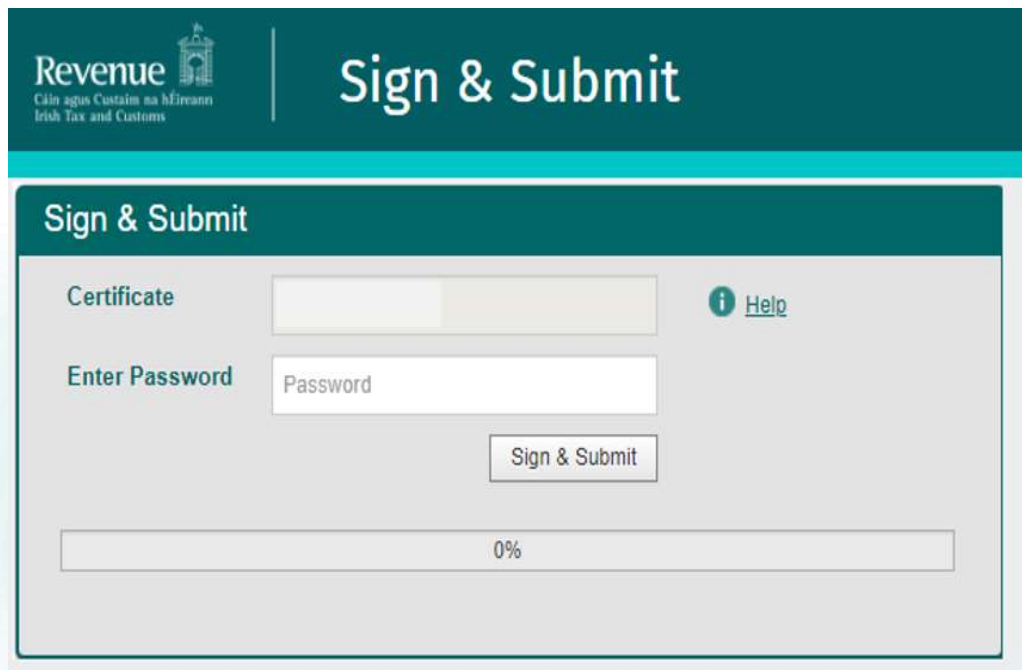
PPS Number	Employee Name	Employment ID	Employer Reference	Date of Payment/Benefit	Amount/Value	Category	Sub-Category	Actions
	Joe Bloggs	1	-	01/01/2024	€100.00	Travel and Subsistence	Travel Vouched	Amend Delete
	Joe Bloggs	1	-	02/01/2024	€50.00	Travel and Subsistence	Travel Unvouched	Amend Delete
	Joe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

[Add new expense/benefit](#) →

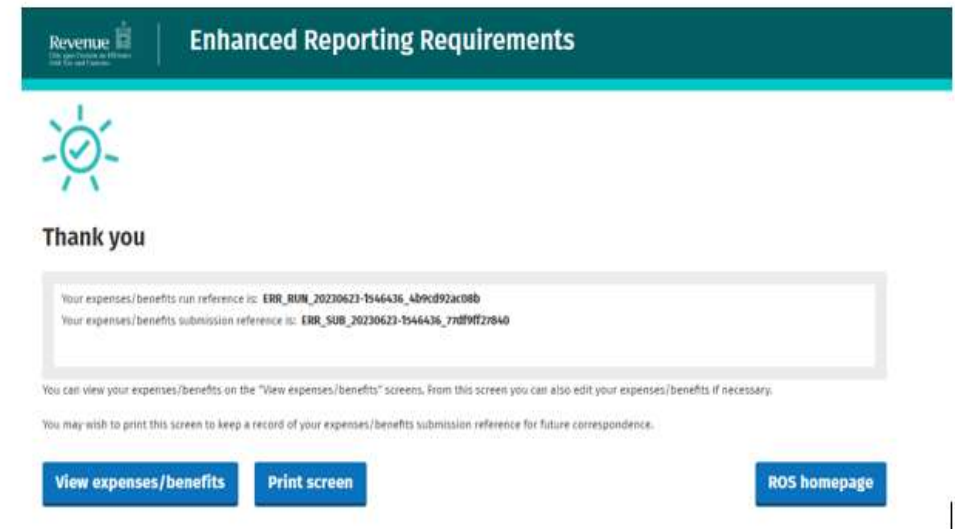
I confirm these details are correct

- ▶ 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 is a progress bar showing '0%'.



The screenshot shows the Revenue 'Enhanced Reporting Requirements' confirmation screen. At the top left is the Revenue logo. The main heading is 'Enhanced Reporting Requirements'. Below this is a green checkmark icon. The text 'Thank you' is displayed. Below this 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_77d9ff27840'. Below this box is a paragraph 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. You may wish to print this screen to keep a record of your expenses/benefits submission reference for future correspondence.' At the bottom 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.