



# Enhanced Reporting Requirements ROS Screens

Submit Expenses/Benefits by file upload

# Submit Expenses/Benefits by file upload

The screenshot shows the Revenue.ie 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' with an 'EXIT' button. 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 labeled 'MyEnquiries' is present. The main content area is titled 'Employer Services' and contains several service tiles: '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; 'Additional Services' with a 'PPS Number Checker' link; 'Employer Reporting Notifications (ERNs)' with a 'Request ERNs by file upload' link; 'Expenses/Benefits' with 'Submit Expenses/Benefits' (highlighted with a red box) 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. To the right of the 'Expenses/Benefits' tile, there is a text instruction: '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

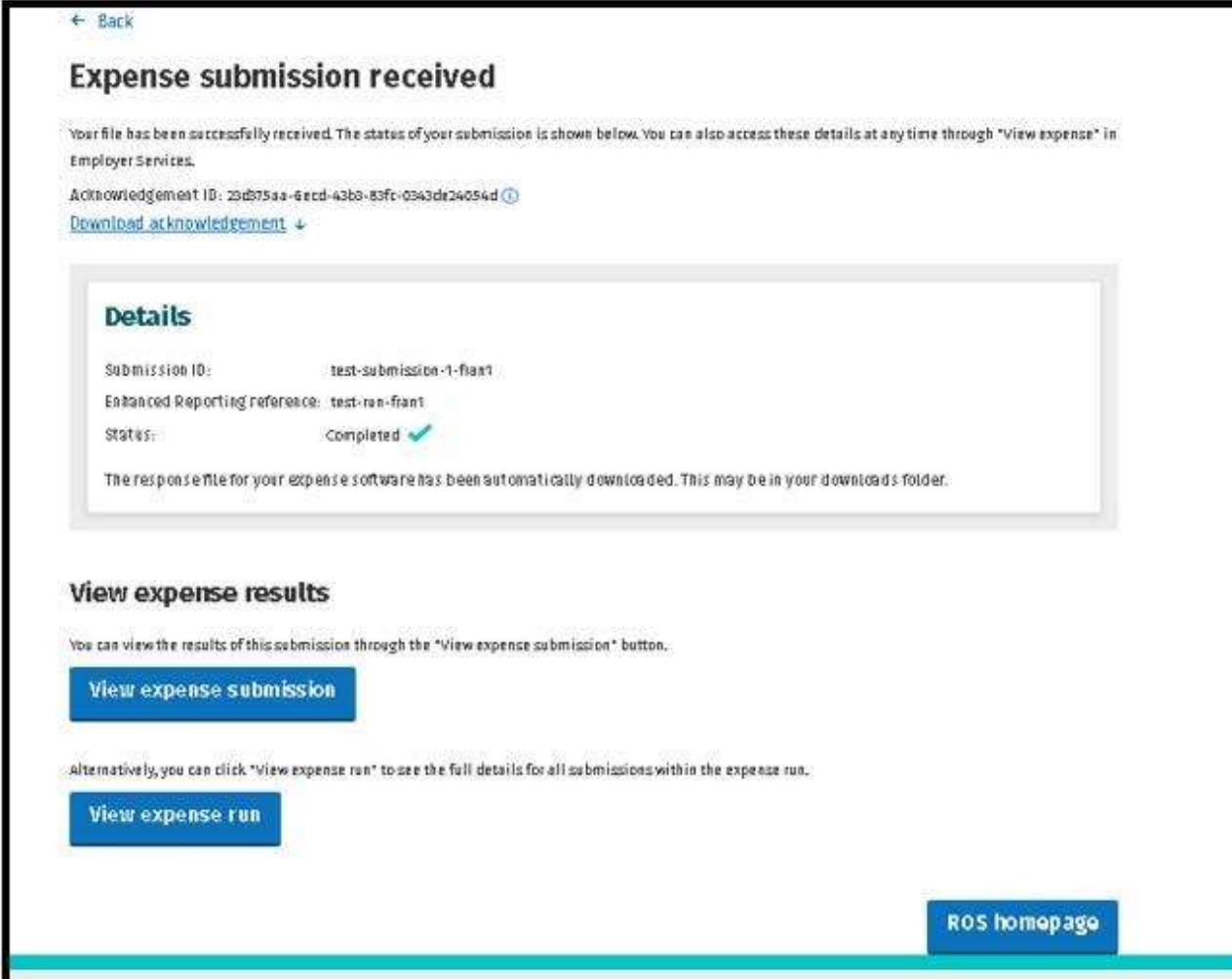
This request must be signed using your ROS Digital Certificate

Password

**Sign and Submit**

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

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← 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-0943de24054d ⓘ

[Download acknowledgement](#) ↴

### Details

Submission ID:	test-submission-1-frant
Enhanced Reporting reference:	test-run-frant
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