



# Enhanced Reporting Requirements

Request Monthly ERR Report: Data Items

## Enhanced Reporting Requirements – Request Monthly ERR Report: Data Items

Version

1.0

Version Date

19/07/2023

### Column Descriptions

Column	Description
Item Line Number	Numeric reference to data item
Data Item	Name of data item
Condition	When the data element is to be supplied
Description and Validation	Description of the data element and the validation rules that apply
Context	How the data element can be used by employers/agents

### Latest Version History

Version	Change Date	Element	Change Description
0.1	19/07/2023	All	Document Created
0.2	22/02/24	Advance Payment	Add new sub-category for Advance Payment

## Enhanced Reporting Requirements – Request Monthly ERR Report: Data Items

### **Audience**

This document is for any software provider who has chosen to build or update their products to allow for Enhanced Reporting Requirements.

### **Document context**

This document provides a non-technical overview of the data items in a Monthly ERR Report download. This document is designed to be read in conjunction with rest of the Revenue Commissioners' ERR documentation suite including the relevant technical documents.

### ***Note on 'Deleted Line Items':***

Totals from previously deleted line items will not be included in the response unless they have been resubmitted.

### ***Note on 'Invalid Line Items'***

Totals from invalid line items will not be included in the response.

### **Note on 'Conditional' data items:**

*Where the data item is applicable, the field is mandatory and must be completed. Where the data item is not applicable, the field is not required to be completed. For example, the Agent TAIN field is conditional. This means that if an agent is requesting the Monthly ERR Report Download, this field is mandatory.*

## Enhanced Reporting Requirements – Request Monthly ERR Report: Data Items

### Request Monthly ERR Report Request Header

Header item line number	Data Item	Condition	Description and validation	Context
<b>301.</b>	Employer Registration Number	Mandatory	The registration of the employer (up to 9 chars). Must be valid Employer Registered number. Format is 7 digits (including leading zeros) followed by either 1 or 2 letters.	Used to identify employer to which the period details relate.
<b>302.</b>	Agent TAIN	Conditional	Mandatory if the return is being requested by an Agent on behalf of an Employer.	Used to identify the agent requesting on behalf of the employer and to ensure that an agent link exists for this employer agent relationship for the period that the request relates to.
<b>303.</b>	Software Used	Mandatory	Third party software product identifier.	Helpdesk support
<b>304.</b>	Software Version	Mandatory	Third party software product identifier.	Helpdesk support
<b>305.</b>	Tax Year	Mandatory	Tax year to which the request relates. Format to be YYYY. Minimum value to be 2024.	Tax year that expenses / benefit Report is being requested for.
<b>306.</b>	Month	Mandatory	Month to process for Report breakdown	Month to process for Report breakdown

## Enhanced Reporting Requirements – Request Monthly ERR Report: Data Items

### Request Monthly ERR Report Response Data Items

Data item Line number	Data Item	Description and validation	Context
<b>307.</b>	Employer Registration Number	The registration of the employer (up to 9 chars). Must be valid Employer Registered number. Format is 7 digits (including leading zeros) followed by either 1 or 2 letters.	Used to identify employer to which the period details relate.
<b>308.</b>	Agent TAIN	Mandatory if the report is being requested by an Agent on behalf of an Employer.	Used to identify the agent requesting on behalf of the employer and to ensure that an agent link exists for this employer agent relationship for the period that the request relates to.
<b>309.</b>	Tax Year	Tax year to which the request relates. Format to be YYYY. Minimum value to be 2024.	Tax year that expenses / benefit report is being requested for.
<b>310.</b>	Month	Month to process for Report breakdown	Month to process for report breakdown
<b>311.</b>	Number of Expenses/Benefits	The number of expenses/benefits accounted for in the requested report.	
<b>312.</b>	Total Amount	The total expenses/benefits reported for the requested month.	The overall total expenses/benefits reported for the requested month. (Only expense/benefit figures with pay dates in the selected month are included in this total).

## Enhanced Reporting Requirements – Request Monthly ERR Report: Data Items

### Data Items Detailing Expenses/Benefits Totals by Category and Sub Category<sup>1</sup>

Header item line number	Data Item	Description and validation	Context
<b>313.</b>	Category	<p>This is the category the Reportable Benefit refers to. Initial categories to be included are:</p> <ul style="list-style-type: none"> <li>• Travel and Subsistence</li> <li>• Remote Working Daily Allowance</li> <li>• Small Benefits Exemption</li> </ul>	Identifies the category.
<b>314.</b>	Category Total (€)	The total expenses/benefits reported for that category in the requested month.	(Only expense/benefit figures with pay dates in the selected month are included in this total).
<b>315.</b>	Sub Category	<p>This is the sub category the Reportable Benefit refers to. Initial sub categories to be included are:</p> <p>Travel and Subsistence:</p> <ul style="list-style-type: none"> <li>• Travel Vouched</li> <li>• Travel Unvouched</li> <li>• Subsistence Vouched</li> <li>• Subsistence Unvouched</li> <li>• Eating on Site</li> <li>• Site Based Employees</li> <li>• Emergency Travel</li> </ul>	Identifies the sub category if applicable.

<sup>1</sup> Totals from previously deleted line items will not be included in the response unless they have been resubmitted.

## Enhanced Reporting Requirements – Request Monthly ERR Report: Data Items

Header item line number	Data Item	Description and validation	Context
		<ul style="list-style-type: none"> <li>Advance Payment</li> </ul>	
<b>316.</b>	Sub Category Total (€)	The total expenses/benefits reported for that sub category in the requested month.	(Only expense/benefit figures with pay dates in the selected month are included in this total).

### Data Items Detailing ERR Runs in the Response<sup>2</sup>

Header item line number	Data Item	Description and validation	Context
<b>317.</b>	ERR Run Reference	The ERR run reference.	The reference number identifies a specific ERR run.
<b>318.</b>	ERR Run Submission Date	The date that the ERR run was submitted/last updated. This date may relate to a submission outside of the month provided.	The date the ERR run was submitted/last updated.
<b>319.</b>	Run Reference Total	The total expenses/benefits reported in the ERR Run with pay dates in the requested month.	(Only expense/benefit figures with pay dates in the selected month are included in this total).

<sup>2</sup> Totals from previously deleted line items will not be included in the response unless they have been resubmitted.