

# NHS Trust Element Mapping

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## Permissions

You will require an Access Role with the following permissions:

- Imports/Exports

1. Navigate from the Home page to **Administrative Settings | Import/Exports | NHS Trust Details**.

NHS Trusts				Trust Name ▲	Trust VPD	Run Sequence	ESR Interface Version
				Allocate Azure Main Esr V1.0	264	7	v1.0
				Allocate Azure Main Esr V2.0	263	11	v2.0

2. Locate the trust that you would like to modify and click to open the ESR Element Mappings page. A list of expense items that have not been mapped will be displayed.
3. From the Page Options menu, click **Add Mapping** to open the ESR Element Mapping page.

**Note:** Click to modify elements that are already mapped.

4. Within the ESR Elements tab, for each ESR Element, match up the relevant 'Report Columns' with 'ESR Field' names.

ESR Element Mapping			
ESR Elements		Expense Item Types	
<b>General Options</b>			
ESR Element	Business Miles TAS NR NHS ▼		
<b>ESR Element Field Mappings</b>			
ESR Field Name	Claim Start Date	Report Column	[None] ▼
ESR Field Name	Claim End Date	Report Column	[None] ▼
ESR Field Name	Claimed Mileage	Report Column	[None] ▼

5. Within the **Expense Item Types** tab, select the check boxes to associate expense items with the NHS Trust.

## ESR Element Mapping

ESR Elements

Expense Item Types

### Associated Expense Item Types

[Expense Item with Square Brackets]	<input type="checkbox"/>	_Corry_FR	<input type="checkbox"/>
_Corry_MBOFR	<input type="checkbox"/>	_SG item udf	<input type="checkbox"/>

6. Click **Save** to confirm and return to the ESR Element Mappings page. A list of any elements that have been mapped will be displayed.

		ESR Element Name ▲
		Business Miles NR NHS
		Business Miles TAS NR NHS
		Congestion Charge NR NP NT NNI NHS
		Course Expenses NR NP NT NNI NHS