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**.

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.

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]	☐	_Corry_FR	☐
_Corry_MBOFR	☐	_SG item udf	☐

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