

Manage Financial Exports

Last Modified on 03/03/2021 4:43 pm GMT

Permissions

You will require an Access Role with the following permissions:

- Imports/Exports

Create a Financial Export

1. Navigate from the Home page to **Administrative Settings | Imports/Exports | Financial Exports**.
2. From the Page Options menu, click **Add Export** to open the Financial Export Details window.

Financial Export Details

Application	<input type="text" value="Custom Report"/>	▼
Report	<input type="text" value="170722"/>	▼
Export Type	<input type="text" value="Excel"/>	▼
Prevent negative payments	<input type="checkbox"/>	?
Expedite Payment Report	<input type="checkbox"/>	?

3. Complete the Financial Export Details fields:

Field	Description
Application	Select an application that the export will be based on.
NHS Trust	Select the relevant NHS trust from the drop-down list. Note: The 'NHS Trust' field only displays when 'Application' is set to 'ESR'.
Report	Select the report which will be used for the data export.
Export Type	Select which format to export the report data in. Note: The 'Export Type' field only displays when 'Application' is set to 'Custom Report'.
Prevent Negative Payments	Select the checkbox to only export positive payment values. Any negative payments for employees will be excluded.

Field	Description
Expedite Payment Report	Select the checkbox to mark the export as an Expedite Payment Report. Note: Option will only appear for Expedite customers only.

4. Click **Save** to confirm and return to the Financial Export Details page.

Schedule a Financial Export

1. Within the **Financial Export Details** page, click **Schedule** next to the financial export to open the Scheduled Reports page.

Financial Exports		Financial Export Details									
			Schedule	Export	Application Type ▲	Report Name	Report Description	Username	Last Export Date	Next Export Number	Export Type
			Schedule	Export	Custom Report	170722		LukeT_Admin		1	Excel

Scheduled Reports

Scheduled Reports

General Details

Output Type:

Delivery Method:

Email message body

Start Date:

End Date:

2. Complete the **General Details** section:

Scheduled Report General Details	Description
Output Type	Select the file export file type from Excel, CSV or Flat File.
Delivery Method	Select the intended destination of the export.
Email Message Body	Enter any additional text to add to the body of the email.
FTP Address	(Option only displays when delivery method is set to FTP Server).
Username	(Option only displays when delivery method is set to FTP Server).

Scheduled Report General Details	Description
Password	(Option only displays when delivery method is set to FTP Server).
Use Secure Connection (SSL)?	(Option only displays when delivery method is set to FTP Server). Selecting the checkbox will encrypt the information using a secure URL (HTTPS rather than HTTP).
Start Date	Enter a start date for the scheduled report.
End Date	Enter an end date for the scheduled report (this can be left blank to continue the schedule indefinitely).

3. Complete the **Schedule** section to determine when the report will be run.
4. Click **Save** to confirm.

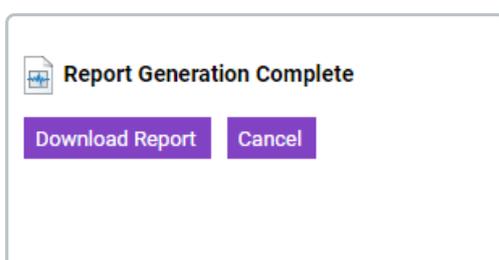
Perform the Export

1. Within the **Financial Export Details** page, click **Export** next to the financial export and then click **OK** when the dialog appears.

Note: Depending on your export application type, you may be required to configure additional options.

Financial Exports											
Financial Export Details											
			Schedule	Export	Application Type ▲	Report Name	Report Description	Username	Last Export Date	Next Export Number	Export Type
			Schedule	Export	Custom Report	170722		LukeT_Admin		1	Excel

2. Once the report has run, click **Download Report** to save a copy to your computer.



View Export History

1. Within the **Financial Export Details** page, click  next to the Financial Export to open the **Export History Details** page.

Export History				
Export History Details				
	Export Number ▲	Date Exported	Username	Export Status
	1	03/03/2021 16:42	LukeT_Admin	Export Succeeded

2. Click  next to an export to re-run the export and download a copy to your computer.
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