

Configure NHS Trust Details

Last Modified on 05/03/2021 9:29 am GMT

Permissions

You will require an Access Role with the following permissions:

- Imports/Exports

Note: This article relates to the ESR Inbound process and is relevant to NHS organisations only. View the ESR Process Diagram or Feature Overview for a full description of the process.

- Navigate from the Home page to **Administrative Settings | Imports/Exports | NHS Trust Details**.
- Click **New Trust** to open the NHS Trust Details window.

NHS Trust Details

Trust Name * Trust VPD

Period Type Period Run

FTP Address FTP Username

FTP Password Run Sequence

Delimiter Character ESR Interface Version

- Complete the NHS Trust Details:

NHS Trust Details	Description
Trust Name	Enter the name of the trust.
Trust VPD	Enter the unique identifier of the trust.
Period Type	Select a frequency for the inbound interface from 'Weekly', 'Monthly', 'Lunar Month' or 'Bi-Weekly' to determine how often the export is run.
Period Run	Select a period run of 'Normal' or 'Supplementary'. Selecting 'Supplementary' allows an additional export to be run after payroll has closed for the period.
FTP Address	Enter the FTP destination of the NHS Hub that the financial export will be sent to.
FTP Username	Field not required.
FTP Password	Field not required.

NHS Trust Details	Description
Run Sequence	Displays the cumulative number of ESR Inbound Payment exports ran to date. The field will automatically increase as exports are run.
Delimiter Character	Enter a character to separate the elements in the person and assignment records on the ESR Outbound Import File. Characters most commonly used are comma, backslash or forward slash.
ESR Interface Version	Select which version of ESR is implemented for the trust. Note: If the field is disabled, element mappings have already been saved for the trust.

4. Click **Save** to confirm and return to the NHS Trusts page.
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