ESR V1 Inbound Process

Start

Internet

Professional Services configuration of ESR for individual trust

Client runs the export

Imports/Exports | Financial Exports

Client re-runs the export

Imports/Exports | Export History

ESR Inbound File created

ESR Inbound file is picked up by the SelFileTransferService

N3 Domain

Puts the ESR Inbound file into the EsrFileTransfer database

FileTransferService picks up the file from the EsrFileTransfer database and puts it within the specified directory on ESR ftp site:

Account: *nselsel*
Directory: */In*

ESR Inbound file is picked up from the ftp by ESR

ESR

ESR Collection Area

Automated Process
Runs hourly

Workflow Notification

Holding Area

Generic Attendance Interface: Load File

Assignment Element Entry

End

SelFileTransferService can access data on both the internet and on the N3 connection domain

FileTransferService can only access data from the N3 connection domain

ESR Inbound Implementation Process

Start

NHS Trust Details

Add NHS Trust Details

Administrative Settings | Imports/Exports

Map NHS Trust ESR Elements to report columns

Administrative Settings | Imports/Exports

Expense Item Mapping

Create User Defined Fields

UDFs created on expense item to enable mapping of ESR pay elements

Map Expense Items

Map each Expense item to an ESR Pay Element using UDFs

Configure any additional Inbound options

Administrative Settings | Tailoring | General Options

Create Financial Export

Administrative Settings | Imports/Exports | Financial Exports

Export details configured: NHS Trust, Report and Export Type selected

Create ESR Report

Reports | Create Report

Report columns formulated: Calculated columns based on UDF mapping used to correctly assign expense items to relevant pay elements.

Additional expense criteria configured to determine supplementary expense policy

Financial Export

Run/Schedule Financial Export

Administrative Settings | Imports/Exports | Financial Exports

Header and footer created, each approved expense is added as a line in the file

View/Download files or re-run export

ESR Inbound File exported

End