



**fall\_import**



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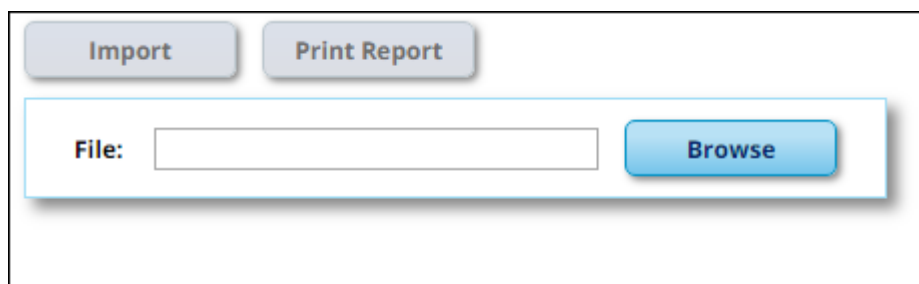
Some districts may update data in TSDS tables from a text flat file created outside TxEIS where each row in the file corresponds to a TSDS record.

The only TSDS record types available for importing are:

- Organization-District (010)
- Organization-Campus (020)
- Finance-Budget (030)
- Finance-Actual (032) (not used for Fall)
- Finance-SSA Actual (033) (not used for Fall)

**IMPORTANT!** Only these record types can be imported. **All other records are skipped.**

[State Reporting](#) > [Utilities](#) > [Import External File](#)



The screenshot shows a web interface for importing external files. At the top, there are two buttons: 'Import' and 'Print Report'. Below these, there is a section for file selection. It includes a label 'File:' followed by a text input field. To the right of the input field is a blue 'Browse' button. The entire interface is enclosed in a rectangular frame.

1. Next to File, click Browse to select the file to import. The first letter of the filename indicates the submission period. For Submission 1, the file name should begin with F. 2. Once a file has been selected the Import button is enabled. Click Import. zz When the import is complete, results are displayed, including counts of errors, records read, records skipped, and records by type. zz If any errors are encountered, no updates occur. Note that skipped records are not counted as errors. 3. Click Print Report to print the Import External File Report.



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