



fall_import

Table of Contents

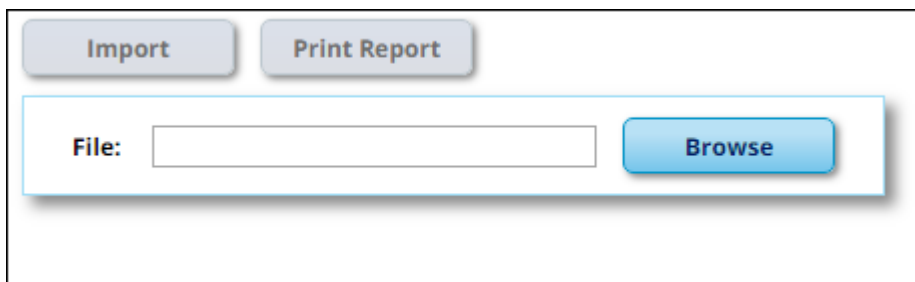
Some districts may update data in TSDS tables from a text flat file created outside TxEIS where each row in the file corresponds to a TSDS record.

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](#)



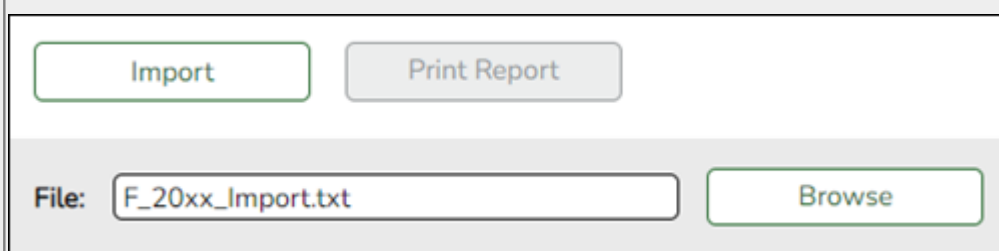
The screenshot shows the 'Import External File' interface. At the top, there are two buttons: 'Import' and 'Print Report', both of which are disabled (grayed out). Below these buttons is a section for file selection. It includes a label 'File:' followed by an empty text input field. To the right of the input field is a blue 'Browse' button.

File Click **Browse** to select the file to import.

The first letter of the filename indicates the submission period and must be one the following in order to be imported:

F (fall)
M (mid-year)
S (summer)
E (extended)

Once a file has been selected the **Import** button is enabled.



This screenshot shows the same interface as the previous one, but with a file selected. The 'File:' input field now contains the text 'F_20xx_Import.txt'. The 'Import' button is now enabled (highlighted with a green border), while the 'Print Report' button remains disabled. The 'Browse' button is still present and enabled.

Click **Import**.

When the import is complete, results are displayed, including counts of errors, records read, records skipped, and records by type.

Import

Print Report

File:

Browse

Import Results for File

Total Records with Errors:	0
Total Records Read:	1
Total Records Skipped:	1
010 Records:	0
020 Records:	0
030 Records:	0
032 Records:	0
033 Records:	0

Valid records are imported. Records marked with errors are not imported.

Correct any errors, and then run the [Delete Tables utility](#) to clear out the imported data; otherwise duplicate record errors will occur when you attempt to import a second time for the valid records that were imported originally.

**Print
Report**

Click to [print the PEIMS Import External File Report](#).

Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Records that resulted in an error are listed. The line number in the file corresponding to the record that caused an error is displayed in the first column, and the record itself is displayed in the second column. A summary of the import is printed on the last page of the report.

Date Run: 10-09-2019 12:23 PM
Cnty Dist: 987654

PEIMS Import Staff File Report
TXEIS ISD

Import File: F2019_Import.txt

Line Nbr	Col(s)	PEIMS Records in Error
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Import Results

Total Records with Errors:	0
Total Records Read:	0
Total Records Updated:	0
Total Records Inserted:	0

Contact the TSDS PEIMS Coordinator at your regional education service center for further assistance.



Back Cover