

## midyear\_import

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## State Reporting > Utilities > Import External File

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. **This only applies to Student-only districts.** 

The only TSDS record types available for importing are:

- Organization-District (010) (10010 LocalEducationAgencyExtension complex type)
- Organization-Campus (020) (10020 SchoolExtension complex type)
- Finance-Budget (030) (20030 BudgetExtension complex type) (not used for Midyear)
- Finance-Actual (032) (20032 ActualExtension complex type)
- Finance-SSA Actual (033) (20033 SharedServiceArrangementExtension complex type)

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



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

The first letter of the filename indicates the submission period. For the midyear submission, the file name should begin with M.

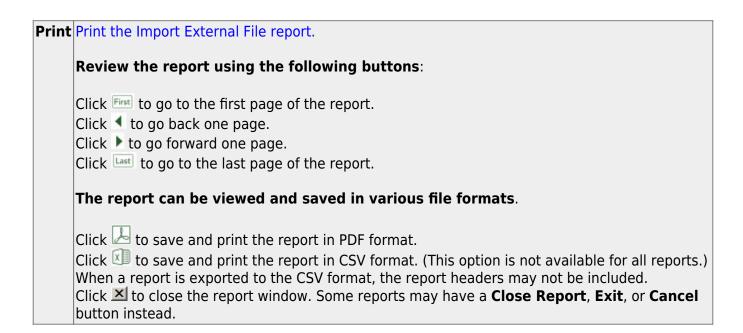
Once a file has been selected the **Import** button is enabled. Click **Import**.

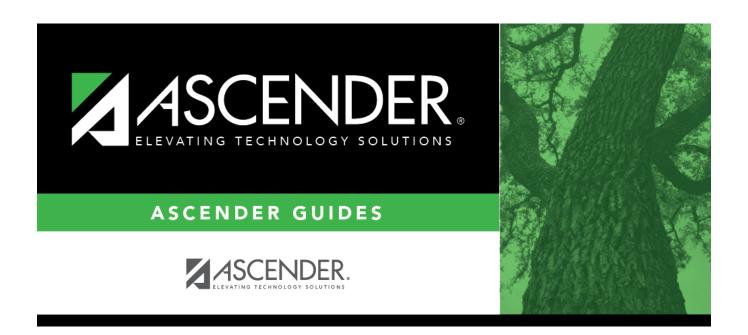
• When the import is complete, results are displayed, including counts of errors, records read, records skipped, and records by type.



• If any errors are encountered, no updates occur. Note that skipped records are not counted as errors.

Correct any errors, and then run the Delete/Clear 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.





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