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.

Import Results for File M2019import.txt
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

- 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.

Print	Print the Import External File report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last 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.

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