



## **guide\_summer\_import**



# Table of Contents



Some districts may update data in TSDS tables from a text flat file created outside TxELS 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)
- Finance-SSA Actual (033)

All other records are skipped.

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

1. Next to File, click Browse to select the file to import. The first letter of the filename indicates the submission period. For Submission 3, the file name should begin with S. For Case Tool, the file name begins with C.

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. 3. Click Print Report to print the Import External File Report. Contact the TSDS PEIMS Coordinator at your regional education service center for further assistance.



## Back Cover