importfiletea

Table of Contents

Import External File

TSDS > Utilities > Import External File

This utility updates data in PEIMS tables from a text flat file created outside TxEIS. Each row in the file corresponds to a PEIMS record. The only PEIMS 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.

Import file:

Field	Description
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.

Click **Import**.

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

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.

Other functions and features:

Print Report	Click to print the PEIMS 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.

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

Back Cover