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

1. Next to File, click Browse to select the file to import. The first letter of the filename indicates the submission period. For Submission 1, the file name should begin with F. 2. Once a file has been selected the Import button is enabled. Click Import. zz When the import is complete, results are displayed, including counts of errors, records read, records skipped, and records by type. zz 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.

Back Cover