



## midyear\_import



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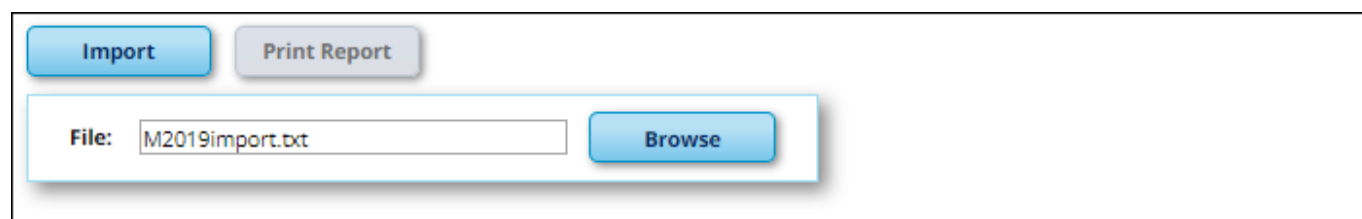
[State Reporting > Utilities > Import External File](#)

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.



The screenshot shows a web interface for importing data. At the top, there are two buttons: 'Import' (highlighted in blue) and 'Print Report' (greyed out). Below these is a file selection section. It includes a text input field labeled 'File:' containing the text 'M2019import.txt', and a blue 'Browse' button to its right.

Next to **File**, click **Browse** to select the file to import.

The first letter of the filename indicates the submission period. For the miyear 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.

File:

**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.

Click **Print Report** to print the Import External File Report.



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