



midyear_import

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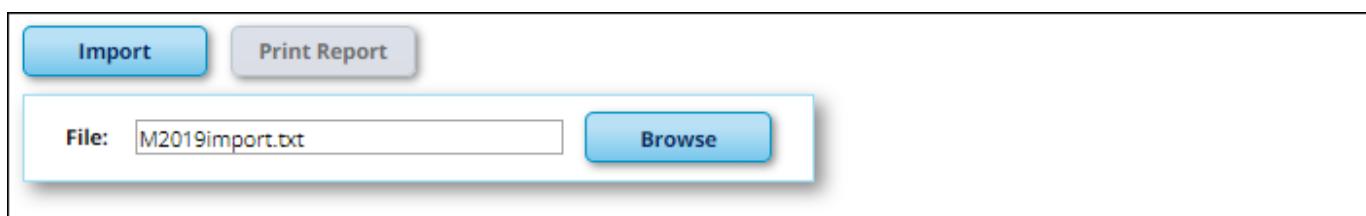
State Reporting > Utilities > Import External File

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 user interface for importing files. At the top are two buttons: 'Import' (highlighted in blue) and 'Print Report'. Below them is a file input field containing the text 'M2019import.txt'. To the right of the input field is a 'Browse' button. The entire interface is contained within a light gray box.

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 **Print Report**

File: **Browse**

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 [!\[\]\(35dc653d59570f8f891c312eeece91a2_img.jpg\)](#) to save and print the report in PDF format.

Click [!\[\]\(ab4e2b3fc7e7887b7a72f548aa6f5e60_img.jpg\)](#) 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 [!\[\]\(104fbf564e2e5a8fbd84f31656d114c7_img.jpg\)](#) to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.



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