



# 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](#)

The screenshot shows a user interface for importing a file. At the top, there are two buttons: 'Import' and 'Print Report', both of which are disabled (greyed out). Below these buttons is a 'File:' label followed by an empty text input field. To the right of the input field is a blue 'Browse' button.

**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.

This screenshot shows the same interface as above, but with the 'Import' button now enabled (highlighted with a green border). The 'File:' input field now contains the text 'F\_20xx\_Import.txt'. The 'Print Report' button remains disabled. The 'Browse' button is still present and enabled.

Click **Import**.

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

ImportPrint Report

File:  Browse

**Import Results for File E2019S1.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

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.


**Print Report**


Click to [print the PEIMS Import External File Report](#).

**Review the report using the following buttons:**


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  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.

Records that resulted in an error are listed. The line number in the file corresponding to the record that caused an error is displayed in the first column, and the record itself is displayed in the second column. A summary of the import is printed on the last page of the report.

Date Run: 08-04-2019 6:29 PM		PEIMS Import External File Report		Page: 1 of 1
Cnty Dist: 163-901		TXEIS ISD		
Import File: E2019S1.txt				
Line Nbr	Record Type	Col(s)	PEIMS Records in Error	
No errors detected.				
<b>Import Results</b>				
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		

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



## Back Cover