



midyear_import

Table of Contents

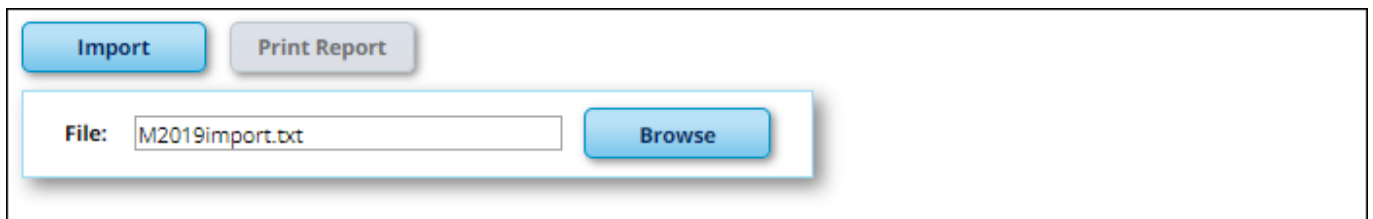
[State Reporting > Utilities > Import External File](#)

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 files. At the top, there are two buttons: 'Import' (highlighted in blue) and 'Print Report' (greyed out). Below these is a file input field with the text 'M2019import.txt' and a 'Browse' button (highlighted in blue).

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.
- 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 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.



Back Cover