Finance DataImport Template (version: 2025.2.0)

The following document describes how to use the DataImport template for TEA's finance Ed-Fi resources.

Data Import templates are JSON files that contain a collection of data maps. A data map is the specification for how a CSV is mapped to an Ed-Fi resource and includes the preprocessor script..

Before loading data to the ODS, you need to understand what fields are required for each of the resources so you can put together a CSV file that contains the information you need to load. If rows in a file are missing a required field the entire data of that row will not be loaded into the ODS, and you will see an error message on the ingestion logs. Also, please note fields that are labeled "Value will be mapped to Ed-Fi descriptor", these fields use DataImport lookups to map from source values to Ed-Fi descriptors, in the event a source value is not present in the lookup the application will throw an error and data will not be imported in the ODS, and you will need to find the error in the logs and modify the respective lookup by adding the new value from the source file.

TEA's Finance DataImport template includes data maps which will correlate columns from the source CSV file to the specific fields of the Ed-Fi ODS resource:

1. PriorYearActualExts
2. BudgetExt
3. SharedServiceArrangementExt
4. PayrollExt
5. ContractedInstructionalStaffFTEExt

PriorYearActualExt CSV File.

This file should have the following columns with the respective information

Field	Expected Value	Required	Description
EducationOrganization	integer	true	The identifier assigned to an education organization.
FiscalYear	integer	true	Fiscal Year is the last digit of the fiscal year, e.g., the fiscal year is 6 for the 2015-16 fiscal year.
ActualAmount	integer	true	Actual Amount indicates the dollar value associated with actual financial account information.
ActualFund	string	true	Fund identifies the fund group and specific fund (when applicable) for actual financial data. **(Value will be mapped to Ed-Fi descriptor)**
ActualFunction	string	true	Function identifies a general operational area and groups together related activities. **(Value will be mapped to Ed-Fi descriptor)**
ActualObject	string	true	Object identifies an account, a transaction, or a source of funds. **(Value will be mapped to Ed-Fi descriptor)**
Organization	integer	true	Organization identifies the unique organizational unit within the district with which the account is associated.
ActualProgramIntent	string	true	ProgramIntent identifies the cost of instruction and other services that are directed toward a particular need of a specific set of students. **(Value will be mapped to Ed-Fi descriptor)**

BudgetExt CSV File.

This file should have the following columns with the respective information

Field	Expected Value	Required	Description
EducationOrganization	integer	true	The identifier assigned to an education organization.
FiscalYear	integer	true	FiscalYear is the last digit of the fiscal year, e.g., the fiscal year is 6 for the 2015-16 fiscal year.
BudgetAmount	integer	true	BudgetAmount indicates the dollar value associated with budget financial account information.
BudgetFund	string	true	Fund identifies the fund group and specific fund (when applicable) for budget data. **(Value will be mapped to Ed-Fi descriptor)**

Field	Expected Value	Required	Description
BudgetFunction	string	true	Function identifies a general operational area and groups together related activities. **(Value will be mapped to Ed-Fi descriptor)**
BudgetObject	string	true	Object identifies an account, a transaction, or a source of funds. **(Value will be mapped to Ed-Fi descriptor)**
Organization	integer	true	Organization identifies the unique organizational unit within the district with which the account is associated.
BudgetProgramIntent	string	true	ProgramIntent identifies the cost of instruction and other services that are directed toward a particular need of a specific set of students. **(Value will be mapped to Ed-Fi descriptor)**
BeginDate	string with format: **mm/dd/yyyy**	true	BeginDate indicates the month, day, and year for the specified data element becomes true of the student, staff, program, etc.
EndDate	string with format: **mm/dd/yyyy**	true	EndDate indicates the month, day, and year for the specified data element becomes false of the student, staff, program, etc.

SharedServiceArrangementExt CSV File.

This file should have the following columns with the respective information

Field	Expected Value	Required	Description
EducationOrganization	integer	true	The identifier assigned to an education organization
SSAMemberDistrictId	integer	true	SSAMemberDistrictID indicates the county-district number of the school district (as registered with the Texas Education Agency) which is a member district in the shared services arrangement.
SSAType	string	true	SSAType indicates the type of program or service provided by a shared services arrangement. **(Value will be mapped to Ed-Fi descriptor)**
FiscalYear	integer	true	FiscalYear is the last digit of the fiscal year, e.g., the fiscal year is 4 for the 2013-14 fiscal year.
ActualAmount	integer	true	ActualAmount indicates the dollar value associated with actual financial account information.
SSAFund	string	true	Fund identifies the fund group and specific fund (when applicable) for actual financial data. **(Value will be mapped to Ed-Fi descriptor)**

PayrollExt CSV File.

This file should have the following columns with the respective information

Field	Expected Value	Required	Description
EducationOrganization	integer	true	The identifier assigned to an education organization.
Staff	string	true	A unique alphanumeric code assigned to a staff.
FiscalYear	integer	true	FiscalYear is the last digit of the fiscal year, e.g., the fiscal year is 4 for the 1993-94 fiscal year.
PayrollAmount	integer	true	PayrollAmount indicates the dollar value that is paid to a staff member for a given payroll activity per year.
PayrollFund	string	true	Fund identifies the fund group and specific fund for payroll data. **(Value will be mapped to Ed-Fi descriptor)**
PayrollFunction	string	true	Function identifies a general operational area and groups together related activities. **(Value will be mapped to Ed-Fi descriptor)**
PayrollObject	string	true	Object identifies an account, a transaction, or a source of funds. **(Value will be mapped to Ed-Fi descriptor)**
Organization	integer	true	Organization identifies the unique organizational unit within the district with which the account is associated
PayrollProgramIntent	string	true	ProgramIntent identifies the cost of instruction and other services that are directed toward a particular need of a specific set of students. **(Value will be mapped to Ed-Fi descriptor)**

Field	Expected Value	Required	Description
PayrollActivity	string	true	PayrollActivity indicates the types of duty for which a staff member receives salary, salary supplements, or bonuses. **(Value will be mapped to Ed-Fi descriptor)**
BeginDate	string with format: **mm /dd/yyyy**	true	BeginDate indicates the month, day, and year for the specified data element becomes true of the student, staff, program, etc.
EndDate	string with format: **mm /dd/yyyy**	true	EndDate indicates the month, day, and year for the specified data element becomes false of the student, staff, program, etc.

ContractedInstructionalStaffFTEExt CSV File.

This file should have the following columns with the respective information

Field	Expected Value	Required	Description
EducationOrganization	integer	true	The identifier assigned to an education organization.
CiStaffProgramIntent	string	true	ProgramIntent identifies the cost of instruction and other services that are directed toward a particular need of a specific set of students. **(Value will be mapped to Ed-Fi descriptor)**
School	integer	true	The identifier assigned to a school.
TotalContractedInstrStaffFTE	integer	true	TotalContractedInstrStaffFTE is a standard measurement of the portion of professional contracted instructional staff, expressed as a multiple of the standard work day, such as 7.7 FTEs.