

Finance DataImport Template (version: 2025.2.1)

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 TX 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.

Another thing to note: if your data changes and the CSV is reprocessed, DataImport will send the updated information to the ODS/API. However, the API will only update the data if the resource's primary key (PK) value has not changed. Otherwise, a new record will be inserted, and the old record will remain untouched. You need to delete the old record if your intention is to change the primary key or if the record is no longer needed in the ODS because it is no longer present in your CSV data.

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 | PK | Description |
|-----------------------|----------------|----------|------|--|
| EducationOrganization | integer | true | true | The identifier assigned to an education organization. |
| FiscalYear | integer | true | 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 | true | Fund identifies the fund group and specific fund (when applicable) for actual financial data. (Value will be mapped to TX descriptor) |
| ActualFunction | string | true | true | Function identifies a general operational area and groups together related activities. (Value will be mapped to TX descriptor) |
| ActualObject | string | true | true | Object identifies an account, a transaction, or a source of funds. (Value will be mapped to TX descriptor) |
| Organization | integer | true | true | Organization identifies the unique organizational unit within the district with which the account is associated. |
| ActualProgramIntent | string | true | 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 TX descriptor) |

BudgetExt CSV File.

This file should have the following columns with the respective information

| Field | Expected Value | Required | PK | Description |
|-----------------------|----------------|----------|------|---|
| EducationOrganization | integer | true | true | The identifier assigned to an education organization. |
| FiscalYear | integer | true | 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 | true | Fund identifies the fund group and specific fund (when applicable) for budget data. (Value will be mapped to TX descriptor) |
| BudgetFunction | string | true | true | Function identifies a general operational area and groups together related activities. (Value will be mapped to TX descriptor) |

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|---------------------|------------|------|------|--|
| BudgetObject | string | true | true | Object identifies an account, a transaction, or a source of funds. (Value will be mapped to TX descriptor) |
| Organization | integer | true | true | Organization identifies the unique organizational unit within the district with which the account is associated. |
| BudgetProgramIntent | string | true | 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 TX descriptor) |
| BeginDate | yyyy-MM-dd | true | true | BeginDate indicates the month, day, and year for the specified data element becomes true of the student, staff, program, etc. |
| EndDate | yyyy-MM-dd | | | 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 | pk | Description |
|-----------------------|----------------|----------|------|--|
| EducationOrganization | integer | true | true | The identifier assigned to an education organization |
| SSAMemberDistrictId | integer | true | 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 | true | SSAType indicates the type of program or service provided by a shared services arrangement. (Value will be mapped to TX descriptor) |
| FiscalYear | integer | true | 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 | | | ActualAmount indicates the dollar value associated with actual financial account information. |
| SSAFund | string | true | true | Fund identifies the fund group and specific fund (when applicable) for actual financial data. (Value will be mapped to TX descriptor) |

PayrollExt CSV File.

This file should have the following columns with the respective information

| Field | Expected Value | Required | PK | Description |
|-----------------------|----------------|----------|------|--|
| EducationOrganization | integer | true | true | The identifier assigned to an education organization. |
| Staff | string | true | true | A unique alphanumeric code assigned to a staff. |
| FiscalYear | integer | true | 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 | true | Fund identifies the fund group and specific fund for payroll data. (Value will be mapped to TX descriptor) |
| PayrollFunction | string | true | true | Function identifies a general operational area and groups together related activities. (Value will be mapped to TX descriptor) |
| PayrollObject | string | true | true | Object identifies an account, a transaction, or a source of funds. (Value will be mapped to TX descriptor) |
| Organization | integer | true | true | Organization identifies the unique organizational unit within the district with which the account is associated |
| PayrollProgramIntent | string | true | 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 TX descriptor) |
| PayrollActivity | string | true | true | PayrollActivity indicates the types of duty for which a staff member receives salary, salary supplements, or bonuses. (Value will be mapped to TX descriptor) |
| BeginDate | yyyy-MM-dd | true | true | BeginDate indicates the month, day, and year for the specified data element becomes true of the student, staff, program, etc. |
| EndDate | yyyy-MM-dd | | | 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 | PK | Description |
|------------------------------|----------------|----------|------|--|
| EducationOrganization | integer | true | true | The identifier assigned to an education organization. |
| CiStaffProgramIntent | string | true | 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 TX descriptor) |
| School | integer | true | 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. |