

Opening the DR590 data file in Microsoft Excel 2007 or later.

Download the file by clicking on the "Download" or "Alternate Download". Both links result in the same file, however if you are unable to download the file using one link, try the other, and vice versa. If prompted, save this file to your computer Desktop.

Real Estate Downloads							
Туре	Description	Metadata	Size	Date/Cycle	Download*		
Text CSV	DR590csv.zip Name, Address, Assessment Tax Roll Data	<u>View</u>	15 MB	3/11/2013 Weekly	Download <u>Alternate</u> Download		

Extract the contents of the downloaded file. This can be done in two ways.

First option: double-click on the ZIP file and drag and drop the .txt file to a folder of your choosing.

Second option: Right-click on the ZIP file and choose extract. Choose a folder to extract the file to.

DR590csv.zip 3/14/2013 1:05 PM Open Open in new window Extract All Scan for Viruses	Select a Destination and Extract Files Files will be extracted to this folder: C/Users/ \Desktop\DR590csv Browse Show extracted files when complete
	Extract Cancel

FOR YOUR CONVENIENCE:



Open Excel, click on the Data tab, click Get External Data, then choose From Text.

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Home Insert Page La	yout Formulas	s Data	Review Vi	ew Acro	bat Tea	m	۲	- =	х
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Connections	Sort	& Filter		Data	Tools		Outline	5	
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Access Web Text Sources C	onnections								
3 4									-

Navigate to the folder where you extracted the TXT file from the step above. Select the file, then click Next.

The Text Import Wizard screen will now display, allowing you to choose how to import the file. On Step 1, verify the data type of Delimited is selected. Click Next.

Text Import Wizard - Step 1 of 3
The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.
Original data type
Characterized in the st describes your data:
 Fixed width - Fields are aligned in columns with spaces between each field.
Start import at row: 1 File origin: 437 : OEM United States
Preview of file C: \Users \Steve \Desktop \DR 590csv.txt.
1 COUNTY, PARCEL, ROLL_TYPE, ROLL_YEAR, DOR_LAND_USE, COUNTY_LAND_USE, SPEC_ASSM
<u>3</u> 61,1425010000003000000,R,2013,090,,,23731,,23731,23731,23731,23731,,,,,
4 61,1425010000004000000,R,2013,090,,,26176,,,26176,26176,26176,26176,,,,, 5 61,1425010000005000000,R,2013,090,.,25028,.25028,25028,25028,25028,
4
Cancel < Back <u>N</u> ext > <u>F</u> inish

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Step Two, choose Comma under the delimiters section. As soon as Comma is checked, you should see the data preview window sort the data into their respective columns. Click Next.

Text Import Wizard - Step 2 of 3	2	x					
This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.							
Delimiters Tab Semicolon Comma Delimiters Treat consec Text gualifier: Other: Data greview	cutive delimiters as one						
COUNTY PARCEL 61 1425010000001000000 61 142501000000400000 61 142501000000400000 61 142501000005000000 4 III	ROLL_TYPE ROLL_YEAR DOR_LAND_USE COUNTY_LAND_ R 2013 090 R 2013 090 R 2013 090 R 2013 090 R 2013 090	USI A					
	Cancel < <u>B</u> ack <u>N</u> ext > <u>Fi</u>	nish					

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Step Three, due to the logic that Excel applies to large numbers, the parcel ID field may not import correctly under the default "General" data type. To change this, click on the parcel column, and choose "Text" in the Column data format section. Click Finish.

Text Import Wizard - Step 3 of 3				8 x			
This screen lets you select each colu Column data format General Text! Date: MDY Do not import column (skip)	umn and set the Dat 'General' converts remaining values to	a Format. numeric values o text.	to numbers, date v	values to dates, and all			
Gener 1Text	Gneral	General	General	General			
COUNT PARCEL	R LL_TYPE	ROLL_YEAR	DOR_LAND_USE	COUNTY_LAND_USE ^			
61 1425010000001000	000 R	2013	090				
61 142501000003000	000 R	2013	090				
	000 R	2013	090				
61 142501000005000	000 8	2013	pao	· · · · · · · · · · · · · · · · · · ·			
				•			
Cancel < <u>B</u> ack Next > <u>Finish</u>							

Excel will now import the file which may take up to 2-3 minutes to complete. Once imported, you can filter the data using the Sort & Filter function of Excel.

These instructions should work for all DR590 files statewide. You can access other Florida county files by going to http://dor.myflorida.com, click on Property, then Data Portal. Click on Tax Roll and GIS data, then Tax Roll Data Files. As of the creation of this document, the direct link is http://sdrftp03.dor.state.fl.us/Tax Roll Data Files/

Some fields in the DR590 contain numerical codes. To cross reference these values to their respective descriptions, please download RefCodes.xls found in the Reference Downloads section of our downloads page. This is a native Excel file, so the steps outlined above do not apply when opening this file.

FOR YOUR CONVENIENCE:



Parcel ID Formats:

The PCPA website displays Parcel Identification Numbers Section-Township-Range-Sub-Block-Lot with hyphens (STR) and the DR590 has the parcels in the Range-Township-Section-Sub-Block-Lot without hyphens (RTS).

Instructions to Convert RTS to STR in Excel

1. Select the column to the right of the Parcel column, right click and select Insert.



2. Select the new column and right click for Format Cells...



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3. Check that the Number Tab - Category is set to General and hit OK. This allows the formula to function.

			Forn	nat Ce	lls		?	×
Number	Alignment	Font	Border	Fill	Protection			
<u>C</u> ategory: General Number Currency	^	Sample						
Accountin Date Time Percentag Fraction Scientific Text Special	ng ge	General	format cell	s have no :	specific num	ber format.		
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.520010010		_			-10	4	010	

4. Paste the following formula into the cell C2:

=MID(B2,5,2) & "-" & MID(B2, 3,2) & "-" & MID(B2,1,2) & "-" & MID(B2,7,4) & "-" & MID(B2,11,5) & "-" & MID(B2,16,4)

	Cli	pboard 🕞	Font		Est.	Alig	nment	E.	Num	nber	- G
C	= MID(B2,5,2) & "-" & MID(B2,3,2) & "-" & MID(B2,1,2) & "-" & MID(B2,7,4) & "-" & MID(B2,11,5) & "-" & MID(B2,16,4)										
	Α	В	С	D	E	F	G	н	1	J	K
1	COUNTY	PARCEL		ROLL_TYPE	ROLL_YEAR	DOR_LAND_USE	COUNTY_LAND_USE	SPEC_ASSM	JUST_VAL	CHG_AMT	CHG_C
2	61	1425010000001000000	01-25-14-0000-00100-000	R	2016	90			27148		
3	61	142501000003000000		(Ctrl) -	2016	90			24606		
4	61	142501000004000000		R	2016	90			27633		
5	61	14250100000500000		R	2016	90			25847		

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5. Select the C2 cell and scroll to the last row and shift-click the last cell to select the range of cells.

	Α	В	C	D	
259917	61	22263200100420000D0		R	
259918	61	22263200100420000E0		R	
259919	61	22263200100420000F0		R	
259920	61	22263200100420000G0		R	
259921	61	2226320010043000000		R	
259922	61	2226320010044000000		R	
259923	61	2226320010048000000		R	
259924	61	2226320010049000000		R	
259925	61	2226320010055000000		R	
259926	61	2226320010055000010		R	
259927	61	2226320010056000000		R	
259928	61	2226320010056000010		R	
259929	61	2226320010057000010		R	
259930	61	2226320010058000000		R	
259931	61	2226320020499000000		R	
259932	61	2226330000001000000		R	
259933	61	222633000002000000		R	
259934	61	222633000003000000		R	
259935					
259936					

6. Use the Fill Down option to use the formula in C2 against the remaining parcel ID numbers and complete the conversion in column C.

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