

OASYS Electronic Truth in Millage

Form DR-422 Series User Guide

For Property Appraisers



Florida Department of Revenue

Property Tax Oversight

September 2025

Contents

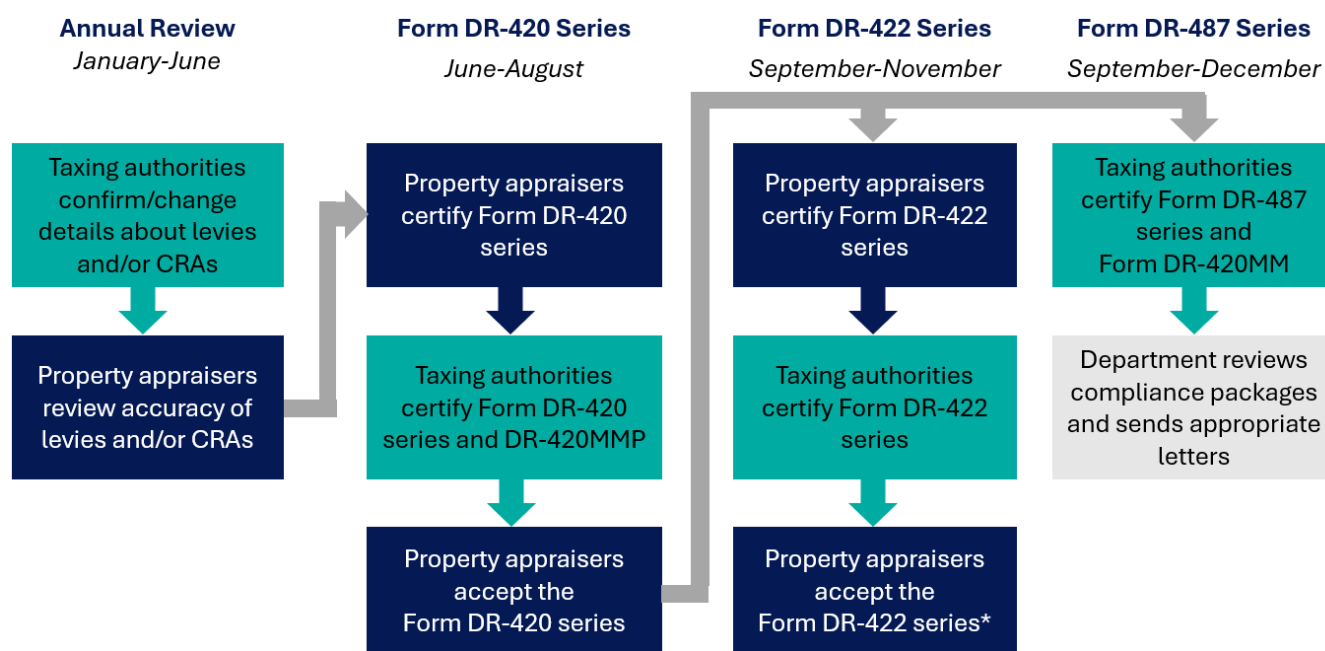
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1. Introduction

About the Truth in Millage (TRIM) Process: The TRIM process informs taxpayers and the public about the legislative process by which local taxing authorities determine ad valorem (property) taxes. Taxing authorities and property appraisers must follow chapter 200 of the Florida Statutes (F.S.), which governs TRIM as well as chapter 12D-17, Florida Administrative Code (F.A.C.), which states the specific requirements for TRIM compliance. The Department of Revenue (Department) publishes various TRIM products which provide additional information:

- [General TRIM overview](#) (on demand module)
- [Detailed TRIM information](#) (TRIM webpage)

The TRIM cycle runs with the tax year from January to December. The basic TRIM cycle is depicted here (see [addendum B](#) for form names mentioned in this graphic):



* Certification of a post-VAB Form DR-422 may extend this activity into the next calendar year.

Property appraisers, taxing authorities, and Property Tax Oversight (PTO) staff perform required TRIM duties in the OASYS electronic Truth in Millage (eTRIM) application within the [OASYS ePortal](#). To learn about general OASYS functionality, please review the [OASYS ePortal Inside PTO module](#).

Fundamental TRIM information is available in addenda to this user guide; see [addendum A](#) for important TRIM-related terminology, [addendum B](#) for a complete list of TRIM forms, and [addendum C](#) for important TRIM dates.

The second step for property appraisers in the annual TRIM cycle is to certify the final taxable value to the taxing authorities in the county (see property appraiser's September-November responsibilities in the TRIM cycle graphic above). Forms that comprise the DR-422 series are the mechanism for final value certification. Property appraisers must input and certify final valuation data for **Section I** of the Form DR-422 series for all principal taxing authorities, dependent special districts, and Municipal Service Taxing Units (MSTUs) within their county. If there is a water management district in the county,

the property appraiser must also input and certify final valuation data for any basin the district levies within the county. OASYS eTRIM generates a custom worklist for the property appraiser.

About This User Guide: This user guide contains instructions for property appraisers to complete and certify the TRIM forms which comprise the Form DR-422 series:

Form number	Form Title
Form DR-422	<i>Certification of Final Taxable Value</i>
Form DR-422DEBT	<i>Certification of Final Voted Debt Millage</i>

[Section 5](#) of this user guide details the manual process for inputting data for the Form DR-422 series. Data input for the Form DR-422 series can also be accomplished through batch upload of data. The procedure for batch uploads is described in [addendum D](#). [Section 6](#) details the process for final certification once data has been input and validated as complete by the OASYS eTRIM system.

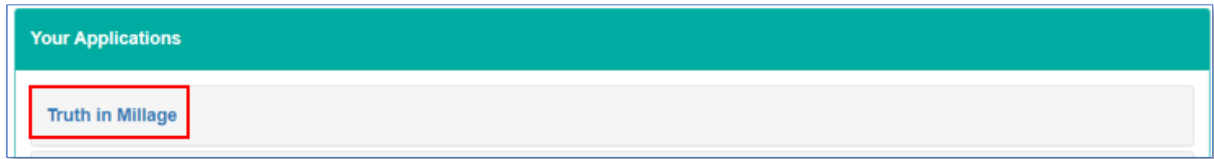
This user guide was developed to provide user support and assistance with the OASYS eTRIM application. This table shows the five user roles and the access levels for each:

User Role	Enter Data	Certify Data	View Data	Receive System Emails
User Primary with Certification	X	X	X	X
User Primary	X		X	X
User Backup	X		X	
View Only with Notifications			X	X
View Only			X	

The property appraiser's OASYS access manager can modify user roles and establish access for users.

2. Getting Started

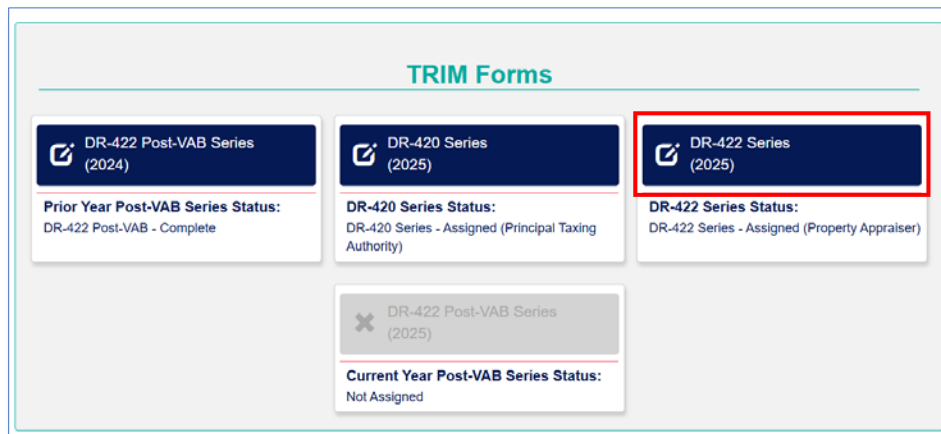
- 2.1 Log into [OASYS ePortal](#).
- 2.2 Navigate to the **Your Applications** section in your **OASYS ePortal Dashboard**.
Click **Truth in Millage** to launch the OASYS eTRIM application.



A custom **Property Appraiser Dashboard** will display.

- 2.3 From the **Property Appraiser Dashboard**, click the **DR-422 Series (yyyy)** button.

The **DR-422 Series - Property Appraiser Worklist** displays (see example on the following page).



DR-422 Series - Property Appraiser Worklist

Tax Year: 2025
County: 59 - Osceola
Series Status: DR-422 Series - Assigned (Property Appraiser)

DR-422 Series Forms Ready

Review the list of forms presented below and click "Accept DR-422 Series" if all levy and CRA information is correct.

[Contact TRIM](#) if information is incorrect.

[Accept DR-422 Series](#)

DR-422 Series Completion

DR-422DEBT Forms (Certifications of Voted Debt Millage)

CSV Show 10 entries Filter:

PTA ID	Principal Taxing Authority	Levy ID	Levy Name	Levy Type	Voted	Debt
515	Osceola County Board of County Commissioners	631	Save Osceola - Voted, Debt	General	Yes	Yes
837	Central Florida Tourism Oversight District	935	Central Florida Tourism Oversight District - Voted, Debt	General	Yes	Yes

Showing 1 to 2 of 2 entries Previous 1 Next

DR-422 Forms (Certifications of Taxable Value)

CSV Show 10 entries Filter:

PTA ID	Principal Taxing Authority	Levy ID	Levy Name	Levy Type	Voted	Debt
515	Osceola County Board of County Commissioners	632	Osceola County BCC - Operating	General	No	No
515	Osceola County Board of County Commissioners	1257	Anorada	Municipal Service Taxing Unit	No	No
515	Osceola County Board of County Commissioners	1262	Bellalago	Municipal Service Taxing Unit	No	No
515	Osceola County Board of County Commissioners	1264	Blackstone Landing (Phase 1)	Municipal Service Taxing Unit	No	No
515	Osceola County Board of County Commissioners	1277	Emerald Lakes	Municipal Service Taxing Unit	No	No
515	Osceola County Board of County Commissioners	1278	Emergency Management Services (Fire/Rescue)	Municipal Service Taxing Unit	No	No
515	Osceola County Board of County Commissioners	1281	Hammock Point	Municipal Service Taxing Unit	No	No
515	Osceola County Board of County Commissioners	1284	Hidden Heights Trail	Municipal Service Taxing Unit	No	No
515	Osceola County Board of County Commissioners	1291	Indian Ridge	Municipal Service Taxing Unit	No	No
515	Osceola County Board of County Commissioners	1292	Indian Ridge Villas	Municipal Service Taxing Unit	No	No

Showing 1 to 10 of 41 entries Previous 1 2 3 4 5 Next

DR-422 Series - Section I Certification

DR-422 Series - Section I Not Ready to Certify

One or more forms in this series requires further action.

Review and complete the required forms.

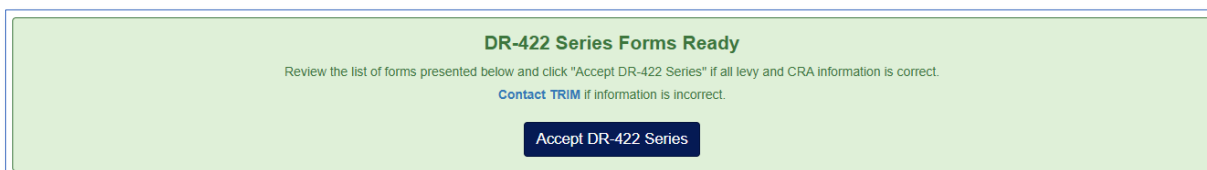
Once all forms are in **Complete** status, the series may be certified.

[Return to Dashboard](#)

3. The Property Appraiser Worklist

- 3.1** Initially, the only active button on the **Property Appraiser Worklist** is a button labeled **Accept DR-422 Series** (see worklist example on the previous page).

Carefully review the list of forms in each section. If any forms are missing from the **Property Appraiser Worklist** or if any information appears incorrect, please contact TRIM@floridarevenue.com.



If there are no concerns with the information displayed, click **Accept DR-422 Series**.

The **Property Appraiser Worklist** updates (see example at the end of this section). The updates include:

- A button to facilitate batch upload of Form DR-422 series data at the top (see [addendum D](#))
- Brief instructions
- Two new columns which are labeled:
 - Form Status
 - Action

- 3.2** In the **Form Status** column, for active DR-422 series forms, one of three statuses displays. If a taxing authority certified 0.0000 proposed millage rate for a levy (or levies) during **DR-420 Series Certification**, a **Form DR-422** or **DR-422DEBT** will not generate for that levy (or levies). The **Property Appraiser Worklist** displays “N/A” as the **Form Status** for that levy (or levies) and no “View/Edit” button displays in the **Action** column.

Status Name	Detail	Description
Incomplete	Initial or Interim	No data entered, only partial data entered, or data was entered but validations failed.
Recalculation Required	Interim	Changes to another form impacted a calculated value on this form.
Complete	Final	All data was entered, and all fields passed validation.

- 3.3** In the **Action** column, a **View/Edit** button displays for each active form needing completion and certification by the property appraiser. **NOTE:** The button is labeled **View** after certification of **Section I** data is complete (see [section 6](#)).
- 3.4** For users assigned the role **User Primary with Certification** (see user role table in [section 1](#)), the **Certify DR-422 Series** button appears at the bottom of the **Property Appraiser Worklist** once all active forms show the status as **Complete** (see [section 6](#)).

3.5 All data tables on the **Property Appraiser Worklist** can be sorted, filtered, and exported to a .CSV file.

Action	Instruction	Description
Sort data	Click the up/down arrow icon located to the right of the column header.	- The data sorts in either ascending or descending order. - Sort is either numeric or alphabetic based on the data in the column. - All data lines display.
Filter data	Enter text in the filter field located to the right above the data table.	- The data table only displays data lines that contain the filtered text. - Some data lines may be hidden. - Remove the text from the filter field to restore all lines in the data table.
Export data	Click the button labeled CSV located to the left above the data table.	- A .CSV file with data from that data table downloads to the user's computer. - Open the file to view or edit the exported data.
NOTE: Any sorting or filtering of the data tables reverts to non-filtered, system-generated ordering when the user clicks the View/Edit button. To maintain the sorting or filtering, right-click the View/Edit button and select Open in a new tab. When changes are made to the form in a new tab, the data table does not update until the browser page is refreshed. This also causes the data tables to revert to non-filtered, system-generated ordering.		

DR-422 Series - Property Appraiser Worklist

Tax Year: 2025

County: 59 - Osceola

Series Status: DR-422 Series - Assigned (Property Appraiser)

DR-422 Series Completion

DR-422 Series Batch Upload

If you are using a batch upload file, click **Batch Upload**.
You may upload more than once.

[Batch Upload](#)

Any CRA or levy data in a new batch will overwrite data previously uploaded for that CRA or levy.
After successful upload, values will display on individual forms below.

Completing this Form Series

1. Complete forms on this worklist using the **Edit** button in the Action column.

Forms will be in one of the following statuses:

- Incomplete** - the form has not been completely filled out, or did not pass validation
- Recalculation Required** - one or more form values need to be recalculated based on a change to another form in the series.
- Complete** - the form is complete and has passed validation.

2. **Certify the series.**

Certification instructions will appear at the bottom of the page when all forms are complete.

DR-422DEBT Forms (Certifications of Voted Debt Millage)

CSV Show 10 entries Filter

PTA ID	Principal Taxing Authority	Levy ID	Levy Name	Levy Type	Voted	Debt	Form Status	Action
515	Osceola County Board of County Commissioners	631	Save Osceola - Voted, Debt	General	Yes	Yes	Incomplete	View/Edit
837	Central Florida Tourism Oversight District	935	Central Florida Tourism Oversight District - Voted, Debt	General	Yes	Yes	Incomplete	View/Edit

Showing 1 to 2 of 2 entries Previous 1 Next

DR-422 Forms (Certifications of Taxable Value)

CSV Show 10 entries Filter

PTA ID	Principal Taxing Authority	Levy ID	Levy Name	Levy Type	Voted	Debt	Form Status	Action
515	Osceola County Board of County Commissioners	632	Osceola County BCC - Operating	General	No	No	Incomplete	View/Edit
515	Osceola County Board of County Commissioners	1257	Anorada	Municipal Service Taxing Unit	No	No	Incomplete	View/Edit
515	Osceola County Board of County Commissioners	1262	Bellalago	Municipal Service Taxing Unit	No	No	Incomplete	View/Edit
515	Osceola County Board of County Commissioners	1264	Blackstone Landing (Phase 1)	Municipal Service Taxing Unit	No	No	Incomplete	View/Edit
515	Osceola County Board of County Commissioners	1277	Emerald Lakes	Municipal Service Taxing Unit	No	No	Incomplete	View/Edit
515	Osceola County Board of County Commissioners	1278	Emergency Management Services (Fire/Rescue)	Municipal Service Taxing Unit	No	No	Incomplete	View/Edit
515	Osceola County Board of County Commissioners	1281	Hammock Point	Municipal Service Taxing Unit	No	No	Incomplete	View/Edit
515	Osceola County Board of County Commissioners	1284	Hidden Heights Trail	Municipal Service Taxing Unit	No	No	Incomplete	View/Edit
515	Osceola County Board of County Commissioners	1291	Indian Ridge	Municipal Service Taxing Unit	No	No	Incomplete	View/Edit
515	Osceola County Board of County Commissioners	1292	Indian Ridge Villas	Municipal Service Taxing Unit	No	No	Incomplete	View/Edit

Showing 1 to 10 of 41 entries Previous 1 2 3 4 5 Next

DR-422 Series - Section I Certification

DR-422 Series - Section I Not Ready to Certify

One or more forms in this series requires further action.

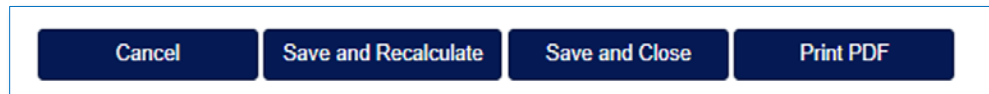
Review and complete the required forms.

Once all forms are in **Complete** status, the series may be certified.

[Return to Dashboard](#)

4. Cancel/Save/Print Buttons

All form screens display four action buttons below the form input fields: **Cancel**, **Save and Recalculate**, **Save and Close**, and **Print PDF**.



The functionality of each button is the same throughout the OASYS eTRIM application. Please note the description and caveat for each:

Button Label	Description	Caveat
Cancel	Returns the user to the Property Appraiser Worklist .	Any unsaved input will be lost.
Save and Recalculate	If the input is validated as complete by OASYS eTRIM, the system saves manually entered data and displays calculated values in appropriate fields without closing the form. NOTE: If the system is not able to validate the input as complete, additional data must be input and resaved (see 4.3).	Does not certify the form. TIP: Use this button to protect your work.
Save and Close	If the input is validated as complete by OASYS eTRIM, the system recalculates and saves data, closes the form, and returns the user to the Property Appraiser Worklist . NOTE: If the system is not able to validate the input as complete, additional data must be input and resaved (see 4.3).	Does not certify the form. TIP: Use this button to protect your work.
Print PDF	Downloads a printable PDF version of the form reflecting the saved input. The form remains open.	Does not save input.

4.1 To save manually input data, input all required data and click either **Save and Recalculate** or **Save and Close**.

4.2 When using the **Save and Close** button, if all required input fields are complete, the input is saved, and the system returns the user to the **Property Appraiser Worklist**. The **Form Status** updates to **Complete**.

When using the **Save and Recalculate** button, if all required input fields are complete, a message indicating the data was saved displays above the form.

 Form data has been saved [Return to worklist](#)

Click **Return to Worklist** to return to the **Property Appraiser Worklist**. The **Form Status** updates to **Complete**.

- 4.3** A message indicating the data did not pass all validation displays above the form if the user did not enter data in all required input fields.

 Form did not pass all validation. [Click here for additional information.](#)

To view the validation results, click **Click here for additional information**. The **Validation Results** dialog box opens with specific details of the validation issue(s). Below is an example of a **Validation Results** dialog box.

Validation Results ×			
	Validation Description	Result	Notes
1	(not used - check to make sure 422DEBT Sect 1 is filled)	Incomplete	Line 2
Close			

After reviewing the validation results, click **Close** to close the dialog box. Add the needed information in the form and click either **Save and Recalculate** or **Save and Close**. The system runs the validation again to check if all the input fields are complete. If the form is closed without the validation results resolved, the **Form Status** remains **Incomplete**.

5. Manually Completing Section I of the Form DR-422 Series

NOTE: This section of the user guide describes the process for manually inputting data into each form on the **Property Appraiser Worklist**. Alternatively, property appraisers may batch upload all form data or use a hybrid approach and batch upload data for some forms and manually input data for other forms. Instructions for batch uploading are provided in [Addendum D](#).

- 5.1** The custom **Property Appraiser Worklist** includes all required DR-422 series forms for the current TRIM cycle.

To access a form, click the **View/Edit** button in the last column of the **Property Appraiser Worklist**. The system will display the data fields for that form. Some data fields require user input while others are populated or calculated by OASYS eTRIM. The following tables provide details on data fields in Section I of each form in the DR-422 series. The tables below are presented in the order the forms appear on the **Property Appraiser Worklist**.

NOTE: If a taxing authority certified 0.0000 proposed millage rate for a levy (or levies) during DR-420 Series certification, Form DR-422 or Form DR-422DEBT will not generate for that levy (or levies). The **Property Appraiser Worklist** displays “N/A” as the **Form Status** for that levy (or levies) and no **View/Edit** button displays in the **Action** column. For example:

DR-422 Forms (Certifications of Taxable Value)								
CSV	Show 10 entries	Filter:						
PTA ID	Principal Taxing Authority	Levy ID	Levy Name	Levy Type	Voted	Debt	Form Status	Action
309	Indian River County Board of County Commissioners	385	Indian River County BCC - Operating	General	No	No	N/A	
309	Indian River County Board of County Commissioners	1115	General MSTU	Municipal Service Taxing Unit	No	No	Complete	View/Edit
309	Indian River County Board of County Commissioners	1116	Emergency Services District	Dependent Special District	No	No	N/A	
310	School District of Indian River County	389	School District of Indian River County - Operating	School District	No	No	Complete	View/Edit

- 5.2** For Section I of Form DR-422, enter data for the first question, line 2, and the taxing authority deadline.

Line Number	Form Detail	System Details
none	Is VAB still in session?	Binary user entry <i>Select Yes or No *</i>
1	Current year gross taxable value	System-populated <i>From Line 10 of current year Form DR-420</i>
2	Final current year gross taxable value	User entry **
3	Percentage of change in taxable value	System-calculated <i>Divides Line 2 by Line 1, then subtracts 1 from the product, multiplies by 100</i>

none	The principal taxing authority must complete this form and return it to the property appraiser by (enter time in military format – example 17:01 means 5:01 p.m.)	User entry Data format is mm/dd/yyyy hh:mm (must be p.m.) ***
------	--	---

* This entry is populated by the system on all forms. If the property appraiser selects “Yes,” that entry appears on all forms. If the property appraiser subsequently selects “No,” the entry changes on all forms.

** If the VAB is no longer in session, this entry is populated by the system on Line 7 (Prior Year Final Gross Taxable Value) of next year’s Form DR-420 or Form DR-420S.

*** This entry is populated by the system on all forms. If the property appraiser changes the date or time on one form, that entry appears on all forms.

Click **Save and Recalculate** or **Save and Close** (see [section 4](#)).

5.3 For Section I of Form DR-422DEBT, enter data for the first question, line 2, and the taxing authority deadline.

Line Number	Form Detail	System Details
none	Is VAB still in session?	Binary user entry Select Yes or No *
1	Current year gross taxable value	System-populated From Line 4 of current year Form DR-420DEBT
2	Final current year gross taxable value	User entry
3	Percentage of change in taxable value	System-calculated Divides Line 2 by Line 1, then subtracts 1 from the product, multiplies by 100
none	The principal taxing authority must complete this form and return it to the property appraiser by (enter time in military format – example 17:01 means 5:01 p.m.)	User entry Data format is mm/dd/yyyy hh:mm (must be p.m.) **

* This entry is populated by the system on all forms. If the property appraiser selects “Yes,” that entry appears on all forms. If the property appraiser subsequently selects “No,” the entry changes on all forms.

** This entry is populated by the system on all forms. If the property appraiser changes the date or time on one form, that entry appears on all forms.

Click **Save and Recalculate** or **Save and Close** (see [section 4](#)).

6. Certifying the DR-422 Series Forms to the Taxing Authorities

- 6.1 Depending on the status of the forms in the DR-422 series, one of two messages will display at the bottom of the **Property Appraiser Worklist**. If any form on the worklist shows the status as **Incomplete** or **Recalculation Required**, this message will display:

DR-422 Series - Section I Certification

DR-422 Series - Section I Not Ready to Certify
One or more forms in this series requires further action.
Review and complete the required forms.
Once all forms are in **Complete** status, the series may be certified.

If all forms on the **Property Appraiser Worklist** show the form status as **Complete** and the user's role is **User Primary with Certification**, this message and a button to certify the series will display:

DR-422 Series - Section I Certification

DR-422 Series - Section I Ready to Certify
If the forms are correct, certify Section I of this series below.
After certification, taxing authorities in your county will be able to complete Section II of this series.
[Certify DR-422 Series - Section I](#)

If the user does not have the role **User Primary with Certification**, this message will display:

DR-422 Series - Section I Certification

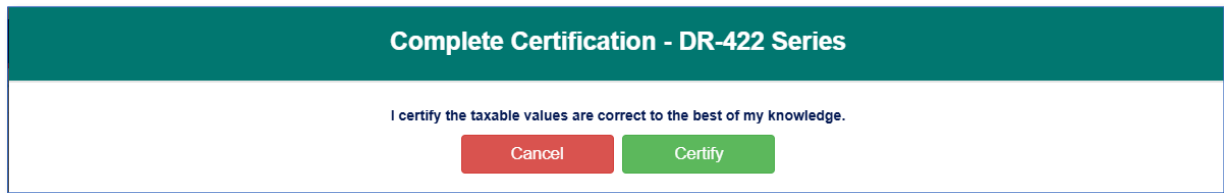
DR-422 Series - Section I Ready to Certify
If the information provided on the forms is correct, a certifying user in your office may certify this series.
After certification, taxing authorities in your county will be able to complete Section II of this series.
[Return to Dashboard](#)

NOTE: Only users with **User Primary with Certification** access to **OASYS eTRIM** can certify forms. If the **Certify DR-422 Series – Section I** button does not appear when all forms are in **Complete** status, contact the county's **OASYS Access Manager** for more information.

- 6.2 Before certifying, click the **View/Edit** button to review each form prior to certifying them. Forms can also be printed by clicking the **View/Edit** button, then clicking the **Print PDF** button. While viewing and printing are not required steps in OASYS eTRIM, it is a recommended best practice, especially if the valuation data was imported via batch upload. After ensuring that all form data is accurate, return to the **Property Appraiser Worklist**.

Click the **Certify DR-422 Series – Section I** button.

A dialog box with the certification statement appears.



The dialog box has a teal header with the text "Complete Certification - DR-422 Series". Below the header, the text "I certify the taxable values are correct to the best of my knowledge." is displayed. At the bottom, there are two buttons: a red "Cancel" button and a green "Certify" button.

Click the **Certify** button to certify the DR-422 series or click the **Cancel** button to return to the **Property Appraiser Worklist** without certifying the Form DR-422 series. When the **Certify** button is clicked, OASYS eTRIM applies the user's electronic signature certifying the forms and informs the respective taxing authorities the Form DR-422 series is available for Section II input and certification. This message displays at the bottom of the **Property Appraiser Worklist**:



The confirmation message has a teal header with the text "DR-422 Series - Section I Certification". Below the header, there is a green box containing the text "DR-422 Series - Section I Certified" and "Section I of this form series has been certified as follows:". Below this, it says "This form series was first certified on 6/24/2025 4:04:18 PM by dstpa-verak". At the bottom, there is a dark blue button with the text "Return to Dashboard".

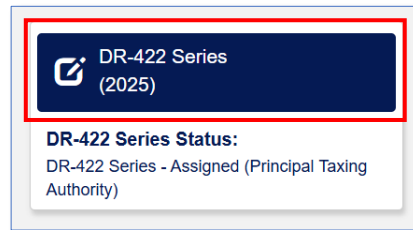
The **Property Appraiser Worklist** remains available for viewing certified forms.

NOTE: If the DR-422 series forms are certified indicating that the VAB is still in session, the property appraiser must complete Post-VAB DR-422 Series forms. See [section 8](#) for instructions.

7. Reviewing and Accepting the Form DR-422 Series from the Taxing Authorities

When the taxing authorities have completed and certified **Section II** of each applicable DR-422 series form, property appraiser users will receive an email notification.

- 7.1** Log into the **OASYS ePortal**. Click **Truth in Millage** to launch the OASYS eTRIM application. A custom **Property Appraiser Dashboard** will display.



NOTE: The status message for the **DR-422 Series (yyyy)** varies depending on the status:

- Assigned (Principal Taxing Authority) - **Section I** certified, assigned to taxing authorities
- Pending Acceptance (Property Appraiser) - **Section II** certified for all taxing authorities
- Certified (Complete) - property appraiser has accepted all certified forms, series complete

It is not necessary to wait until the status shows “Pending Acceptance (Property Appraiser)” indicating all taxing authorities have completed Section II certification; the property appraiser can view and accept certified DR-422 series forms once any taxing authority has certified **Section II**.

Click the button labeled **DR-422 Series (yyyy)**. The **Property Appraiser Worklist** displays. At the top of the worklist, a new section labeled **DR-422 Series Acceptance** lists all taxing authorities that have completed Section II of their respective forms. Two action buttons appear to the right of each taxing authority.

DR-422 Series Acceptance

Accepting Certified or Amended Forms

- Review forms certified or amended by the taxing authority.
 - Get PDF button will download a copy of the forms as certified or most recently amended by taxing authority.
- Accept forms from the taxing authority, if they are correct.
 - If all information is correct, click **Accept** in the action column.
 - If any information is incorrect, Contact TRIM.

Taxing Authority Series Certifications / Amendments

Taxing Authorities - Section II In Progress
One or more Taxing Authorities has not yet certified this series.

CSV Show 10 entries Filter:

PTA ID	Principal Taxing Authority	PTA Certified Date	Series Status	Action
200	Desoto County Board of County Commissioners	6/25/2025	DR-422 Series - Pending Acceptance (Property Appraiser)	Get PDF Accept

Showing 1 to 1 of 1 entries

Previous 1 Next

- 7.2** Click **Get PDF** to download and view the forms. All DR-422 series forms for the taxing authority download as a PDF. The file may save to your **Downloads** folder, or you may select a location in the file save dialog box.

Taxing Authority Series Certifications / Amendments

Taxing Authorities - Section II In Progress

One or more Taxing Authorities has not yet certified this series.

CSV Show 10 entries Filter:

PTA ID	Principal Taxing Authority	PTA Certified Date	Series Status	Action
200	Desoto County Board of County Commissioners	6/25/2025	DR-422 Series - Pending Acceptance (Property Appraiser)	Get PDF Accept

Showing 1 to 1 of 1 entries Previous 1 Next

NOTE: It is important to note that fields which do not apply to a particular taxing authority will display blank in the printed PDF.

- 7.3** Property appraisers may review the form data in both Section I and Section II on the PDF prior to accepting the taxing authority's forms. Open the downloaded PDF file and review the data.

NOTE: You may contact TRIM@floridarevenue.com to report errors or request assistance.

If the data appears correct, click **Accept** to accept the certified **Section II** data from that taxing authority. This confirms receipt of the forms.

Taxing Authority Series Certifications / Amendments

Taxing Authorities - Section II In Progress

One or more Taxing Authorities has not yet certified this series.

CSV Show 10 entries Filter:

PTA ID	Principal Taxing Authority	PTA Certified Date	Series Status	Action
200	Desoto County Board of County Commissioners	6/25/2025	DR-422 Series - Pending Acceptance (Property Appraiser)	Get PDF Accept

Showing 1 to 1 of 1 entries Previous 1 Next

The **DR-422 Series Acceptance** list updates; the **Accept** button is no longer available. The **Get PDF** button remains available for viewing and downloading the DR-422 series forms for that taxing authority.

DR-422 Series Acceptance

Taxing Authority Series Certifications / Amendments

Taxing Authorities - Section II In Progress

One or more Taxing Authorities has not yet certified this series.

CSV Show 10 entries Filter:

PTA ID	Principal Taxing Authority	PTA Certified Date	Series Status	Action
200	Desoto County Board of County Commissioners	6/25/2025	DR-422 Series - Certified (Complete)	Get PDF

Showing 1 to 1 of 1 entries Previous 1 Next

Once all forms on the **DR-422 Series Acceptance** list are accepted, the process is complete and the list updates to show it is no longer in progress.

Taxing Authority Series Certifications / Amendments					
CSV		Show 10 entries	Filter		
PTA ID	Principal Taxing Authority	PTA Certified Date	PTA Last Amended Date	Series Status	Action
200	Desoto County Board of County Commissioners	7/28/2025		DR-422 Series - Certified (Complete)	Get PDF
201	School District of Desoto County	8/4/2025		DR-422 Series - Certified (Complete)	Get PDF
202	City of Arcadia	7/24/2025		DR-422 Series - Certified (Complete)	Get PDF
797	Southwest Florida Water Management District	7/24/2025	8/29/2025	DR-422 Series - Certified (Complete)	Get PDF
Showing 1 to 4 of 4 entries					
Previous					Next

The status message on the **Property Appraiser Dashboard** for the **DR-422 Series (yyyy)** also updates to indicate the process is complete.

 DR-422 Series
(2025)

DR-422 Series Status:
DR-422 Series - Certified (Complete)

8. DR-422 Post-VAB Series Completion and Certification

If the VAB was still in session when **Section I** data for the DR-422 Series was certified to the taxing authorities (see [section 6](#)), the property appraiser must complete and certify **DR-422 Post-VAB Series** forms to the taxing authorities after the VAB session is concluded. This can be done before or after accepting Section II data from the taxing authority (see [section 7](#)). Section I data can be added to OASYS eTRIM using the batch upload method (see [addendum D](#)) or manually (see 8.3).

- 8.1** Log into the **OASYS ePortal**. Click **Truth in Millage** to launch the OASYS eTRIM application. A custom **OASYS eTRIM Dashboard** will display.

Click the **DR-422 Post-VAB Series (yyyy)** button.

The screenshot shows the 'TRIM Forms' dashboard with four status boxes:

- DR-422 Post-VAB Series (2024)**
Prior Year Post-VAB Series Status:
DR-422 Post-VAB - Complete
- DR-420 Series (2025)**
DR-420 Series Status:
DR-420 Series - Assigned (Principal Taxing Authority)
- DR-422 Series (2025)**
DR-422 Series Status:
DR-422 Series - Assigned (Principal Taxing Authority)
- DR-422 Post-VAB Series (2025)** (highlighted with a red border)
Current Year Post-VAB Series Status:
DR-422 Post-VAB - Assigned (Property Appraiser)

The **Property Appraiser Worklist** displays.

- 8.2** Click **Accept DR-422 Post-VAB Series** to begin work on the forms.

The screenshot shows the 'DR-422 PostVab Series - Property Appraiser Worklist' page with the following information:

- Tax Year:** 2024
- County:** 16 - Broward
- Series Status:** DR-422 Post-VAB - Assigned (Property Appraiser)

Below this information, a green box contains the text:

DR-422 Post-VAB Series Forms Ready
Review the list of forms presented below and click "Accept DR-422 Post-VAB Series" if all levy information is correct.
[Contact TRIM](#) if information is incorrect.

A button labeled **Accept DR-422 Post-VAB Series** is highlighted with a red oval.

The **Property Appraiser Worklist** updates (see example on following page).

DR-422 PostVab Series - Property Appraiser Worklist

Tax Year: 2024
County: 16 - Broward
Series Status: DR-422 Post-VAB - In Progress (Property Appraiser)

DR-422 Post-VAB Series Completion

DR-422 Post Vab Series Batch Upload

If you are using a batch upload file, click Batch Upload.
You may upload more than once.

[Batch Upload](#)

Any CRA or levy data in a new batch will overwrite data previously uploaded for that CRA or levy.
After successful upload, values will display on individual forms below.

Completing this Form Series

1. Complete forms on this worklist using the Edit button in the Action column.

Forms will be in one of the following statuses:

- **Incomplete** - the form has not been completely filled out, or did not pass validation
- **Recalculation Required** - one or more form values need to be recalculated based on a change to another form in the series.
- **Complete** - the form is complete and has passed validation.

2. Certify the series.

Certification instructions will appear at the bottom of the page when all forms are complete.

DR-422 Post-VAB Forms Certifications of Final Taxable Value

CSV Show 10 entries Filter

Principal Taxing Authority	Levy ID	Levy Name	Form Type	Form Status	Action
Broward County Board of County Commissioners	69	Broward County BCC - Operating	DR-422 Post-VAB	Incomplete	View/Edit
Broward County Board of County Commissioners	985	Cocomar Water Control District	DR-422 Post-VAB	Incomplete	View/Edit
Broward County Board of County Commissioners	986	Fire Rescue	DR-422 Post-VAB	Incomplete	View/Edit
Broward County Board of County Commissioners	987	Consolidated Street Lighting Subdistrict	DR-422 Post-VAB	Incomplete	View/Edit
Broward County Board of County Commissioners	988	Broward Unincorporated County MSD	DR-422 Post-VAB	Incomplete	View/Edit
Broward County Board of County Commissioners	989	Water Management (District 2)	DR-422 Post-VAB	Incomplete	View/Edit
Broward County Board of County Commissioners	990	Water Management (District 3)	DR-422 Post-VAB	Incomplete	View/Edit
Broward County Board of County Commissioners	991	Water Management (District 4A)	DR-422 Post-VAB	Incomplete	View/Edit
Broward County Board of County Commissioners	992	Water Management (District 4B)	DR-422 Post-VAB	Incomplete	View/Edit
Broward County Board of County Commissioners	993	Water Management (District 4C)	DR-422 Post-VAB	Incomplete	View/Edit

Showing 1 to 10 of 63 entries Previous 1 2 3 4 5 6 7 Next

DR-422DEBT Post-VAB Forms Certifications of Final Voted Debt Millage

CSV Show 10 entries Filter

Principal Taxing Authority	Levy ID	Levy Name	Form Type	Form Status	Action
Broward County Board of County Commissioners	1784	Parks and Land Bonds - Debt	DR-422DEBT Post-VAB	Incomplete	View/Edit
Broward County Public Schools	1907	Broward County Public Schools - Voted, Debt	DR-422DEBT Post-VAB	Incomplete	View/Edit
City of Coral Springs	1796	General Refunding Bonds (Series 2013) - Debt	DR-422DEBT Post-VAB	Incomplete	View/Edit
City of Coral Springs	1909	Public Safety (General Operation), 2015 - Voted, Debt	DR-422DEBT Post-VAB	Incomplete	View/Edit
City of Dania Beach	83	City of Dania Beach - Voted, Debt	DR-422DEBT Post-VAB	Incomplete	View/Edit
City of Deerfield Beach	86	General Obligation Refunding Bonds (Series 2012B-2) - Debt	DR-422DEBT Post-VAB	Incomplete	View/Edit
City of Deerfield Beach	1785	General Obligation Bonds (Series 2008) - Debt	DR-422DEBT Post-VAB	Incomplete	View/Edit
City of Fort Lauderdale	88	General Obligation Bonds (Series 2011A) and 2023 Refunding - Debt	DR-422DEBT Post-VAB	Incomplete	View/Edit
City of Fort Lauderdale	1816	General Obligation Refunding Bonds (2015 Series) - Debt	DR-422DEBT Post-VAB	Incomplete	View/Edit
City of Fort Lauderdale	1954	Parks (Series 2019) - Voted, Debt	DR-422DEBT Post-VAB	Incomplete	View/Edit

Showing 1 to 10 of 31 entries Previous 1 2 3 4 Next

[Return to Dashboard](#)

- 8.3** To manually input data, click any **View/Edit** button in the **Action** column and follow the general procedure described in [section 5](#). Enter data for line 2. To batch upload data, click **Batch Upload** and follow the general procedure described in [Addendum D](#).

NOTE: OASYS eTRIM automatically populates **No** for **Is VAB still in session?**. This does not display on the input screen but does appear in the PDF version when viewed or printed.

Line Number	Form Detail	System Details
1	Current year gross taxable value	System-populated <i>From Line 10 of current year Form DR-420 (or Form DR-420DEBT)</i>
2	Final current year gross taxable value	User Entry *
3	Percentage of change in taxable value	System-calculated <i>Divides Line 2 by Line 1, then subtracts 1 from the product, multiplies by 100</i>

* For non-debt levies, if the VAB is no longer in session, this entry is system-populated to next year's DR-420 or DR-420S Line 7 (Prior Year Final Gross Taxable Value).

Click **Save and Recalculate** or **Save and Close** (see [section 4](#)).

NOTE: If the property appraiser certifies the prior year's DR-422 Post-VAB Series after certifying the current year's DR-420 Series, the certified values do not update on the current year's DR-420 Series.

- 8.4** The final step is certifying Section I data on the DR-422 Post-VAB Series forms. To certify DR-422 Post-VAB Series forms, follow the general procedure described in [section 6](#). Depending on the status of the forms in the DR-422 Post-VAB Series, one of two messages will display at the bottom of the **Property Appraiser Worklist**. If any form on the worklist shows the status as **Incomplete** or **Recalculation Required**, this message will display:

DR-422 (Post-VAB) Series Certification

DR-422 (Post-VAB) Series Not Ready to Certify

One or more forms in this series requires further action.
Review and complete the required forms.

Once all forms are in **Complete** status, the series may be certified.

Return to Dashboard

If all forms on the **Property Appraiser Worklist** show the form status as **Complete** and the user's role is **User Primary with Certification**, this message and a button to certify the series will display:

If the user does not have the role **User Primary with Certification**, this message will display:

NOTE: Only users with **User Primary with Certification** access to **OASYS eTRIM** can certify forms. If the **Certify DR-422 (Post VAB) Series** button does not appear when all forms are in **Complete** status, contact the county's OASYS Access Manager for more information.

- 8.5** Before certifying, click the **View/Edit** button to review each form prior to certifying them. Forms can also be printed by clicking the **View/Edit** button, then clicking the **Print PDF** button. While viewing and printing are not required steps in OASYS eTRIM, it is a recommended best practice, especially if the valuation data was imported via batch upload. After ensuring that all form data is accurate, return to the **Property Appraiser Worklist**.

Click the **Certify DR-422 (Post VAB) Series** button.

A dialog box with the certification statement appears.

Click the **Certify** button to certify the Form DR-422 Post-VAB Series or click the **Cancel** button to return to the **Property Appraiser Worklist** without certifying the series. When the **Certify**

button is clicked, OASYS eTRIM applies the user's electronic signature certifying the forms and informs the respective taxing authorities the Form DR-422 Post-VAB Series is available.

This message displays at the bottom of the **Property Appraiser Worklist**:

DR-422 (Post-VAB) Series Certification

DR-422 (Post-VAB) Series Certified

This form series has been certified as follows:

This form series was first certified on 7/31/2025 12:55:37 PM by dvlpa-verak2

[Return to Dashboard](#)

The **Property Appraiser Worklist** remains available for viewing certified forms.

NOTE: Unlike the initial certification of the DR-422 Series, taxing authorities do not input data in Section II or recertify the DR-422 Post-VAB Series forms. OASYS eTRIM notifies relevant the taxing authorities of the property appraiser's post-VAB certification of the DR-422 Post-VAB Series.

Addendum A - Terminology

TRIM Entities

Dependent District	District that is governed by the governing body of the county or municipality.
Independent Special District	Special district that is not a dependent district of a county special district or municipality.
Municipal Service Taxing Unit (MSTU)	Counties may establish municipal service taxing or benefit units for any part or all of the unincorporated area of the county. These may provide fire protection; law enforcement; beach erosion control; recreation service and facilities; water; alternative water supplies, including, but not limited to, reclaimed water and water from aquifer storage and recovery and desalination systems; streets; sidewalks; street lighting; garbage and trash collection and disposal; waste and sewage collection and disposal; drainage; transportation; indigent health care services; mental health care services; and other essential facilities and municipal services from funds derived from service charges, special assessments, or taxes within such unit only.
Taxing Authority	Includes, but is not limited to, any county, municipality, authority, special district, or other public body of the state, any school district, library district, neighborhood improvement district created pursuant to the Safe Neighborhoods Act, metropolitan transportation authority, municipal service taxing or benefit unit (MSTU or MSBU), or water management district.
Value Adjustment Board (VAB)	The purpose of the value adjustment board (VAB) is to hear appeals regarding property value assessments, denied exemptions or classifications, ad valorem tax deferrals, portability decisions, and change of ownership or control. Taxpayers or their representatives file petitions with the VAB clerk in the county where the property is located.

Millage Terminology

Adjusted millage	Adjustment of the final millage rate(s) calculated on Form DR-422, line 3.
Aggregate millage	Overall millage rate used to determine an overall rate for principal taxing authorities with dependent districts.
Dedicated increment value	The portion of the tax increment value used to determine the payment to the redevelopment trust fund (see s. 200.001(8)(h), F.S.).
Final millage	Millage adopted at the final budget hearing.
Maximum millage	The maximum millage rate allowed by vote.
Millage cap	The maximum millage rate allowed by law.
Other voted millage	Millage rate approved by referendum.
Proposed millage	The millage rate necessary to fund the proposed budget (on Form DR-420).
Rolled-back rate	The rate that would generate prior year tax revenues less allowances for new construction, additions, deletions, annexations, and improvements, increasing value by at least 100% and tangible personal property value in excess of 115% of the previous year's value.
Tax increment value	The cumulative increase in taxable value from the base year to the current year within the defined geographic area. It is used to determine the payment to a redevelopment trust fund under s. 163.387(1), F.S. or an ordinance, resolution, or agreement to fund a project or finance essential infrastructure (in this case, the taxing authority must certify the boundaries and beginning date to the property appraiser).
Tentative millage	The proposed millage rate adopted at the initial TRIM hearing (appears in the budget summary advertisement).
Truth in Millage (TRIM)	Establishes the statutory requirements that all taxing authorities levying a millage must follow, including all notices and budget hearing requirements.

Addendum B - TRIM Forms

Form number	Form Title and short description
Form DR-420	<i>Certification of Taxable Value</i> Property appraisers certify values and taxing authorities provide proposed millage rates.
Form DR-420S	<i>Certification of School Taxable Value</i> Property appraisers certify values and school districts provide millage rates, or the millage rates considered by a taxing authority pursuant to Sections 200.065(2)(a)1. and (2)(b), F.S., to fulfill the tentative budget.
Form DR-420DEBT	<i>Certification of Voted Debt Millage</i>
Form DR-420MM	<i>Maximum Millage Levy Calculation, Final Disclosure</i>
Form DR-420MMP	<i>Maximum Millage Levy Calculation, Preliminary Disclosure</i>
Form DR-420TIF	<i>Tax Increment Adjustment Worksheet</i>
Form DR-422	<i>Certification of Final Taxable Value</i> Taxing authorities indicate final adopted millage rates.
Form DR-422DEBT	<i>Certification of Final Voted Debt Millage</i>
Form DR-421	<i>Certification for Taxing Authorities that Do Not Levy Ad Valorem Taxes</i>
Form DR-487	<i>Certification of Compliance</i> List of compliance requirements.
Form DR-487V	<i>Voting Record for Final Adoption of Millage Levy</i>

TRIM forms are available on the Department's [Property Tax Oversight forms website](#).

Addendum C - Important TRIM Dates

July 1	Last day for the property appraiser to certify the DR-420 Series forms.
July 1 through 31	The board of county commissioners' (BOCC) budget officer delivers a tentative budget to the board.
August 4	Last day for taxing authorities to certify Form DR-420, Form DR-420MMP, and any additional forms to the property appraiser.
August 24	Last day the property appraiser can mail TRIM notices to property owners.
September 3 through 18	The time in which regular taxing authorities must hold their hearings on tentative budget and proposed millage rate. This is the final hearing period for school districts.
September 18 through October 3 <i>(Could be advertised as early as September 4, depending on the tentative hearing date.)</i>	The taxing authority must advertise its intent to adopt a final millage rate and budget within this period. • The taxing authority must hold the public hearing to adopt the final millage rate and budget two to five days after the advertisement appears in the newspaper. • The taxing authority must send the resolution or ordinance adopting the final millage rate to the property appraiser, tax collector, and PTO within three days after the final hearing. The resolution should be submitted within 101 days of the July 1 certification of taxable value (by October 9). • Within three days after the taxing authority receives the Form DR-422 (and possibly Form DR-422DEBT), the taxing authority completes and certifies the final millage rates to the property appraiser.

Addendum D – Instructions for Batch Upload of Data

- D.1** To complete the **DR-422 Series** via batch upload for either the **DR-422 Series Completion** or the **DR-422 Post-VAB Series Completion**, click the **Batch Upload** button on the **Property Appraiser Worklist**.

DR-422 Series Completion

DR-422 Series Batch Upload

If you are using a batch upload file, click **Batch Upload**.

You may upload more than once.

Batch Upload

Any CRA or levy data in a new batch will overwrite data previously uploaded for that CRA or levy.
After successful upload, values will display on individual forms below.

DR-422 Post-VAB Series Completion

DR-422 Post Vab Series Batch Upload

If you are using a batch upload file, click **Batch Upload**.

You may upload more than once.

Batch Upload

Any CRA or levy data in a new batch will overwrite data previously uploaded for that CRA or levy.
After successful upload, values will display on individual forms below.

- D.2** The **Batch Upload** screen displays:

Using Batch Upload to Import Form Data

1. Prepare your batch file for import.
Batch upload templates can be found in the Resources section above.

2. Select and import your file.

1. Click **Choose File** and select your prepared batch file.
2. Click **Import**.

A message will display indicating that data import was successful or failed.

Upload Series Batch File

File Type: DR-422 Series Batch File

Is VAB In Session: ☐ Yes ☒ No

The principal taxing authority must complete this form and return it to the property appraiser by:

Choose File To Upload: No file chosen

Import

Return to DR-422 Series Worklist

The example above is for batch upload for **DR-422 Series Completion**. When completing a batch upload for **DR-422 Post-VAB Series Completion**, the VAB question and completion date are not required. The example below is for batch upload for **DR-422 Post-VAB Series Completion**.

Upload Series Batch File

File Type: DR-422 Series Post-VAB Batch File

Choose File To Upload: No file chosen

Import

Return to DR-422 Series Post-VAB Worklist

If the batch upload is for **DR-422 Series Completion**, select **Yes** or **No** in response to “**Is VAB In Session**” and enter a date and time in response to “**The principal taxing authority must complete this form and return it to the property appraiser by.**”

Click **Choose File**.

Select the appropriate file from the file browser dialog box. See D.3 below for instructions on proper file layout.

The data file must be a comma delimited text file with .CSV or .TXT file name extension. See [addendum E](#) for instructions on converting an Excel file to .CSV or .TXT.

Click the **Import** button.

D.3 Data for batch upload must be saved as a comma delimited text file with the file extension of .CSV or .TXT. The file must be formatted as follows:

- The file does not include field names or a header row.
- Each line contains one record.
- Only use numeric characters; no currency symbols or thousands/millions commas.
- Commas separate field values.
- Field 2 identifies the record (form) type; it is a single numeric digit (1, 2, or 4).
 - 1 for Form DR-422 (non-school)
 - 2 for Form DR-422DEBT
 - 4 for Form DR-422 (school)

There are no requirements for file names.

Data files may contain records for only one form type, or data files may contain records for multiple form types. Users may import multiple bulk upload data files.

Form DR-422 (school and non-school) and **Form DR-422DEBT**: The required fields for each line of data include these fields, separated by a comma, which must appear in this sequence:

Field Number	Description	Form Line (if any)	Specifications
Field 1	County ID		Two digits
Field 2	Record Type (<i>see description above</i>)		1, 2, or 4
Field 3	Levy ID		Numeric
Field 4	Final Current Year Gross Taxable Value	Form DR-422 - Line 2 or Form DR-422DEBT - Line 2	Numeric

A Microsoft Excel file containing four templates is available under the **Resources** tab within OASYS eTRIM. The file has two tabs, one for each form type, and basic instructions.

Batch load data prepared in Microsoft Excel must be saved as a comma delimited file in order to properly import into OASYS eTRIM. See [addendum E](#) for instructions on converting a Microsoft Excel file to .CSV or .TXT.

D.4 To avoid or quickly resolve validation errors, check the comma delimited data file for these common errors:

- 1) Verify your County ID is correct.
- 2) Verify the Levy IDs are correct.
- 3) Delete extraneous blank spaces before or after a value in your file.

For example, this file has additional blank spaces around some values.

```
32,      3, 568      , 78957895, 565656, 8500
```

To correct this file, remove the additional spaces as shown in the example below.

```
32, 3, 568, 78957895, 565656, 8500
```

- 4) Remove any commas after the last value in each line.

For example, this file has extra commas after the last value in the line.

```
32, 3, 568, 78957895, 565656, 8500,,,,,
```

To correct this file, delete all extra commas after the last value in the line.

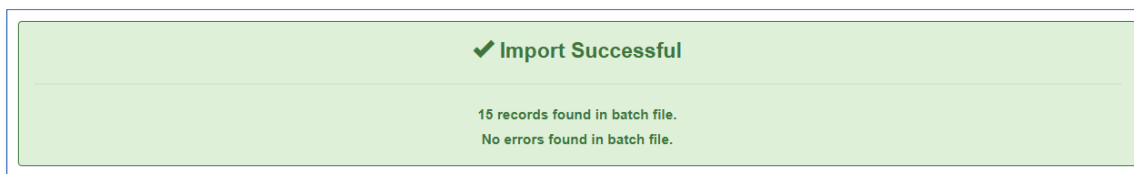
```
32, 3, 568, 78957895, 565656, 8500
```

- 5) Write numeric values over 999 without commas since the system interprets commas as field delimiters.

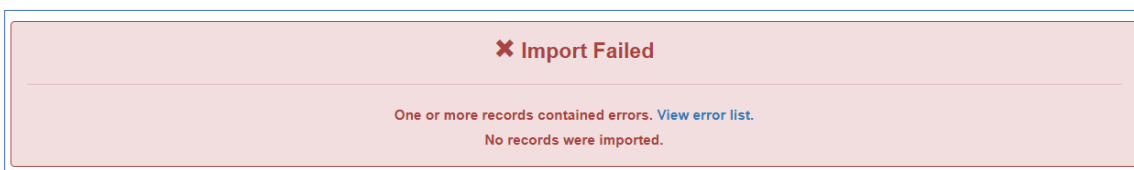
For example, write "2356" instead of "2,356."

- 6) Do not insert text in a numeric field.

D.5 OASYS eTRIM validates uploaded batch data files. If the file uploads successfully, a confirmation message will display on the batch upload screen.



If the validation fails, no data will transfer from the batch file and a message with a link to view an error list will display. Click the linked text labeled **View error list**.



A **Validation Results** dialog box appears. All errors are listed by line number. Errors can be sorted or filtered. Take note of the errors or export the list to a CSV file.

Close the dialog box.

Make the necessary corrections to the data file and upload it to OASYS eTRIM again.

Line number	Error
61	Levy ID invalid (not related to the PA county).

When all batch upload files have been imported successfully, click the **Return to DR-422 Worklist** button at the bottom of the screen to return to the **Property Appraiser Worklist**.

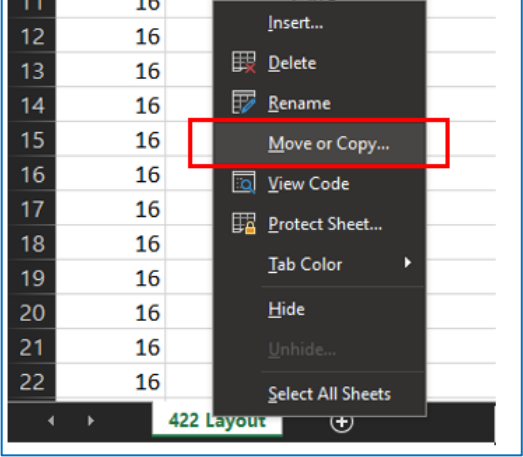
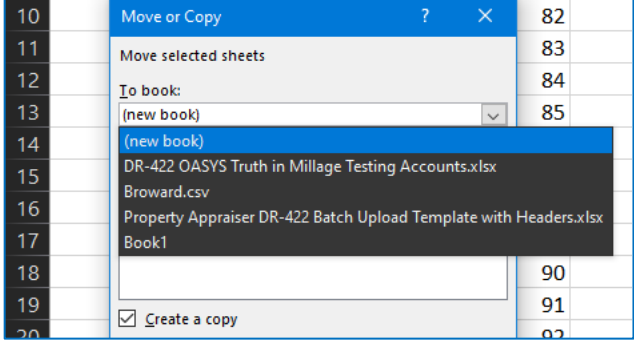
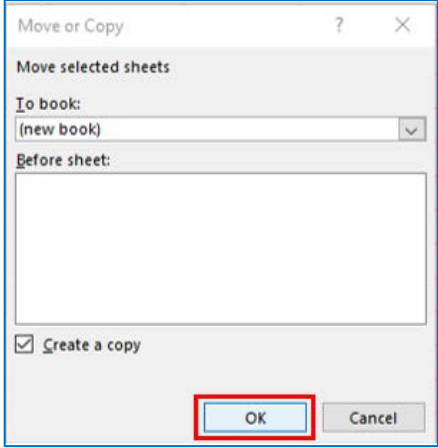
NOTE: Closely review the **Property Appraiser Worklist** to check that all form statuses show as **Complete**. Any forms not completed using the batch upload process should be completed manually (see [section 5](#)). Click the **View/Edit** button to review each form prior to certifying them (see [section 6](#)). Forms can also be printed by clicking the **View/Edit** button, then clicking the **Print PDF** button. While viewing and printing are not required steps in OASYS eTRIM, it is recommended by the Department as a best practice, especially if the valuation data was imported via batch upload.

- D.6** Contact pto-oasys@floridarevenue.com for assistance if you experience persistent issues with the batch upload process.

Addendum E - Converting Excel Template to .CSV or .TXT

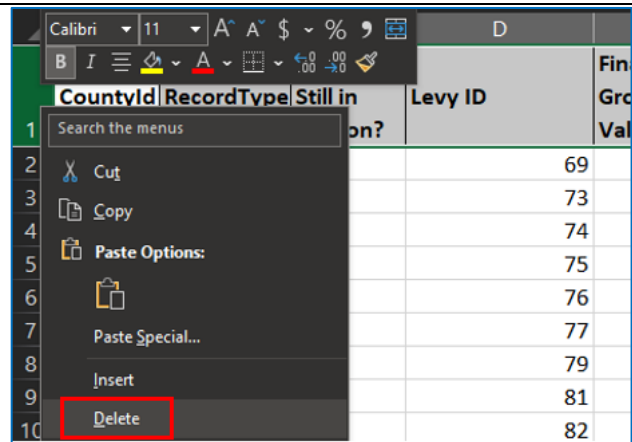
Batch upload data prepared in the Microsoft Excel template must be converted to either .CSV or .TXT before being imported into OASYS eTRIM. Follow these steps to successfully convert and prepare the file.

Step 1: After inserting the form data into the template, copy the spreadsheet to a new workbook:

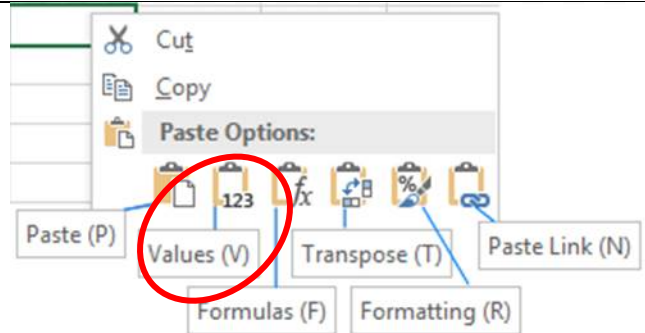
- Right click on the tab name at the bottom of the file. - Select Move or Copy.	
- Check the Create a copy box. - Select (new book) from the To book: dropdown menu.	
Click OK The data appears in a new Excel workbook.	

Step 2: Prepare the data for import into OASYS eTRIM:

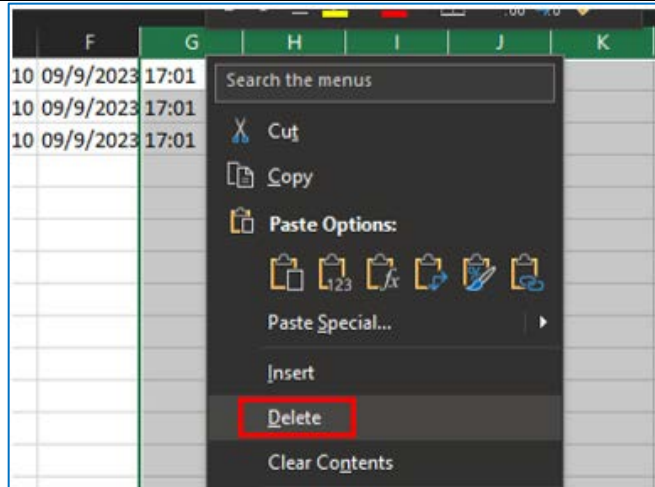
- Remove the headers by right clicking Row 1 and selecting **Delete**.



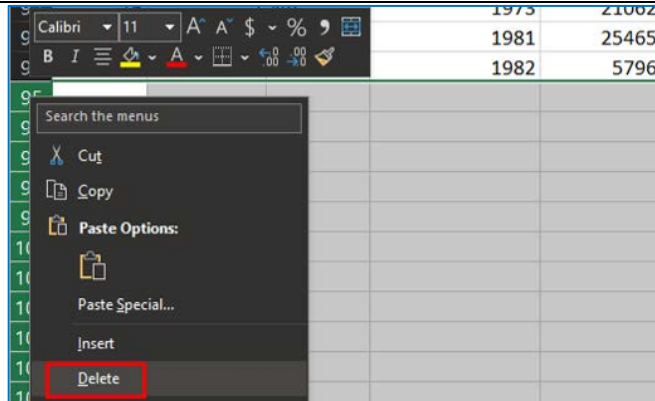
- Ensure all data is recognized as numeric values by selecting all data in your file (Ctrl+A) and copy it (Ctrl+C).
- Click on the cell in Row 1, Column A.
- Paste the data as values into the original fields (Ctrl+V).



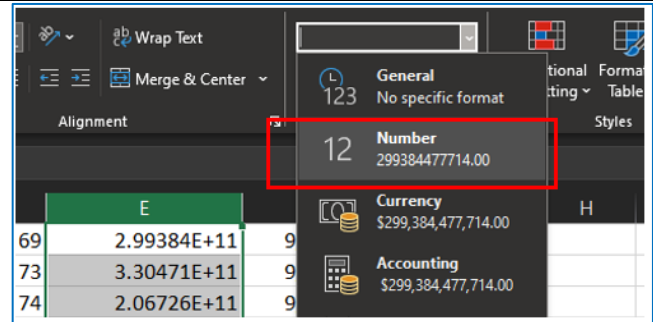
- Highlight ten columns to the right of your data and delete them.



- Select ten rows below your data and delete them.

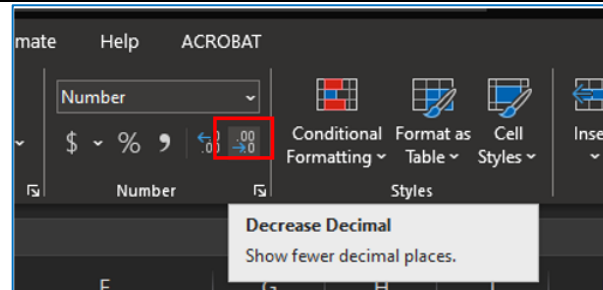


- Highlight columns that contain dollar values and format them to numbers. The columns need attention:
 - DR-420 file: columns D, E, F, G, H
 - DR-420DEBT file: columns D, E, F
 - DR-420S file: columns D, E, F, G, H
 - DR-420TIF file: columns E, F, G
 - DR-422 and DR-422DEBT file: column E



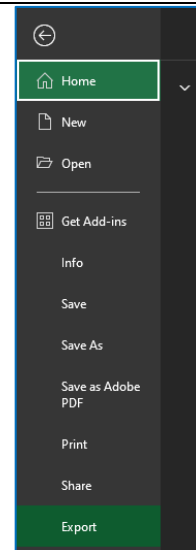
This is an example from the DR-422 series file format.

- The prior action causes the values to have two decimal places. Remove the decimal places by clicking the **Decrease Decimal** button twice.

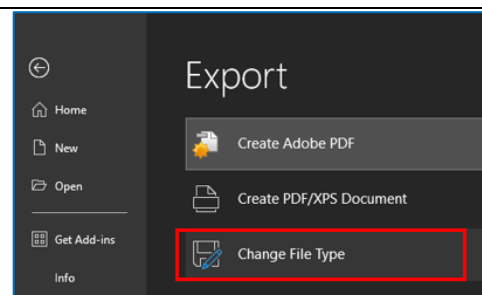


Step 3: Export the data to .CSV or .TXT:

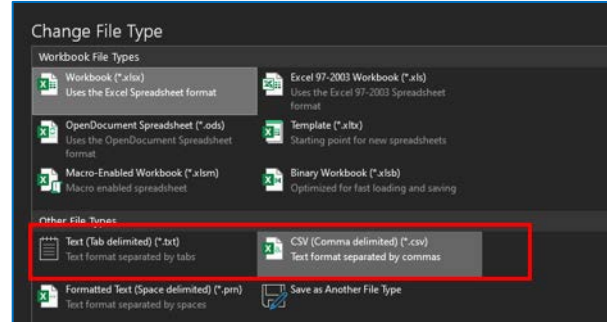
- Click **File** in the top left corner of the spreadsheet.
- Click **Export**.



- Click **Change File Type**.



- Select either **CSV** or **Text**.



- Click **Save As**.
- Name and save the file.

The file may now be uploaded to OASYS eTRIM.

