

# CNS FARM PRODUCT MONTHLY LIST USER INSTRUCTIONS

## Data File (CSV Format)

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Minnesota Business & Line System Requirements document can be accessed using link below:

[System Requirements](#)

The instructions and examples provided in the Data File document used Microsoft Excel 2013.

The CSV format (comma separate values) can also be opened by using other spreadsheets and database applications.

#### STEP 1: CNS Buyer receives email

CNS Buyer receives an email from the Office of the Secretary of State regarding the order.

You are receiving this message because your email address was provided as the contact for notification of this completed transaction.

Your CNS Farm Product Monthly List has been processed. To view this transaction, click on the following link:

<http://mbportal.sos.state.mn.us/Document/DownloadInventory?orderid=3eca788f-cd95-e411-ae63-001ec94ffe7f>

If the link does not open the window, you can access the information by copying and pasting the link into your browser address bar, then hit enter.

**Note: Your CNS Farm Product Monthly List will expire on June 30, 2015. To avoid duplicate subscriptions do not try to renew your CNS Farm Product Monthly List before June 1, 2015. In June, a reminder will be emailed with instructions for renewing your CNS Farm Product Monthly List.**

Should you need further assistance, please contact [ucc.dept@state.mn.us](mailto:ucc.dept@state.mn.us).

Thank you for your order.

Office of the Minnesota Secretary of State

## STEP 2: Order Status

Click on the link in the email and window opens to Order Status.

The screenshot shows the 'Order Status' page of the Minnesota Business & Lien System. The page header includes the state seal and the text 'Minnesota Business & Lien System Office of the Minnesota Secretary of State'. A navigation bar contains links for Home, Business, UCC / Tax Liens, CNS, Subscriptions, and FAQ. The main content area features a dark blue header with 'Order Status »'. Below this, the 'Order Number: 8042111' is displayed. A yellow message box states 'Your order has been processed.' The 'Items' section contains a table with the following data:

Item Number	Product
804211100022	CNS Farm Product Monthly List

Below the table, a list of links is provided:

- Acknowledgement
- [Data Report - 1/12/2015](#)
- Data File - 1/12/2015

At the bottom of the items section, there is a 'Receipt' link and a 'Return to Home Page' button.

## STEP 3: Access Data File

Double click on "Data File – (date created)"

• [Data File - 1/12/2015](#)

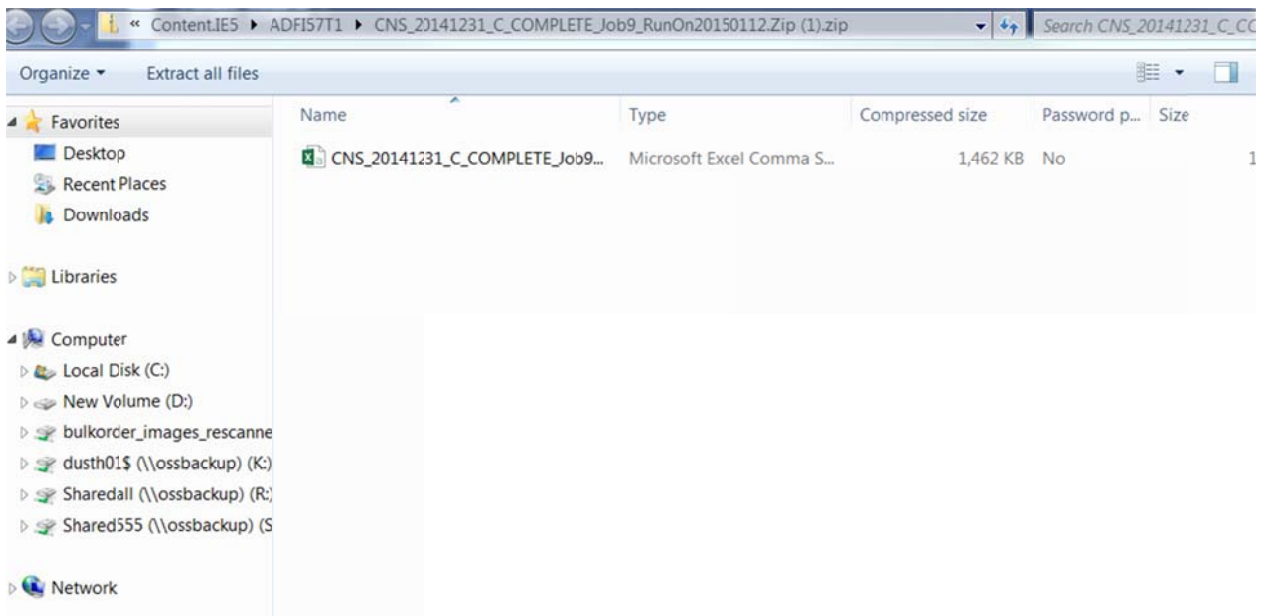
#### STEP 4: Open Data File

Receive message and click open.



#### STEP 5: Data File Displays

Double click "CNS" data file to open in Excel.



#### Step 6: Excel File Displays

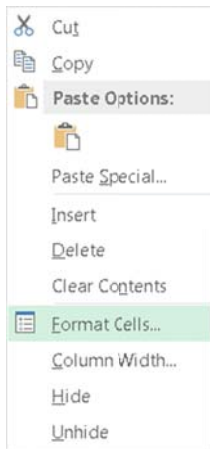
CNS Buyer has ability to save file to folder, desktop or drive or their choice OR can sort data and then save with sort results.

#### Step 7: Reformat Column D (Original Filing Number)

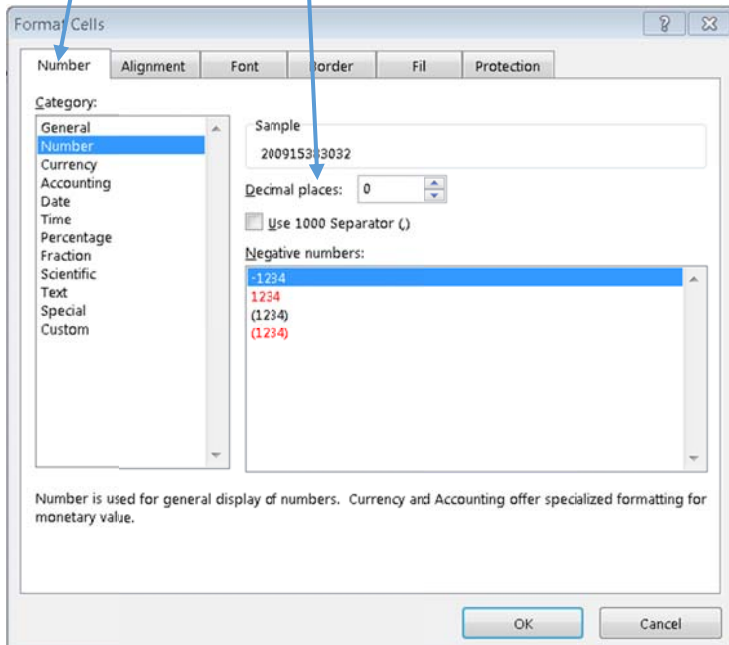
- Highlight Column D

	A	B	C	D	E	F	G	H
1	0	RUN_DATE	FILING_CA	PRODUCT	BEGIN_DATE	END_DATE	ITEM_TYP	COMPLETE
2								
3	1	Effective F	25 Goodhu	2E+11	CNS	Active	#####	#####
4	1	Effective F	78 Travers	2E+11	CNS	Active	#####	#####
5	1	Effective F	08 Brown	2E+11	CNS	Active	#####	#####
6								
7	1	Effective F	32 Jackson	2E+11	CNS	Active	#####	#####
8								
9	1	Effective F	56 Otter T	2E+11	CNS	Active	#####	#####
10								
11	1	Effective F	56 Otter T	2E+11	CNS	Active	#####	#####

- Right Click and select Format Cells from drop down menu



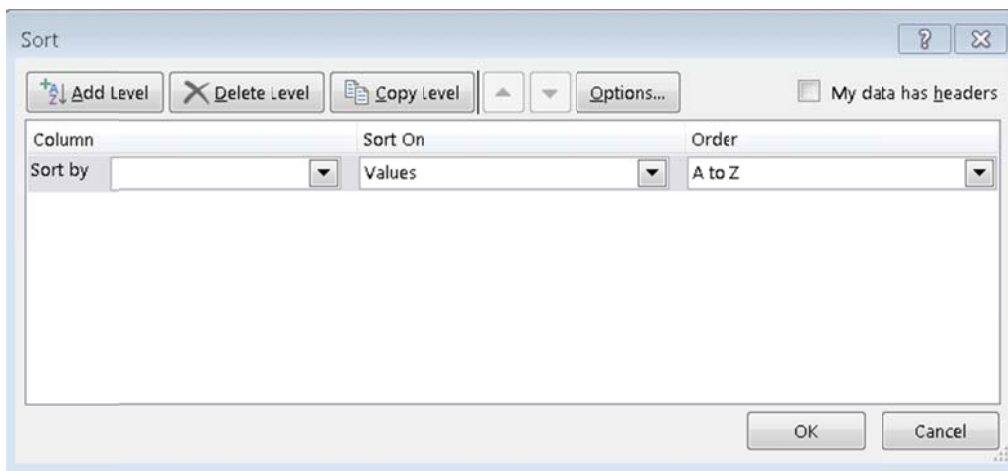
- Select Number Tab
- Select Number under Category
- Change the Decimal Places to 0 (zero) by click the down arrow
- Click Ok



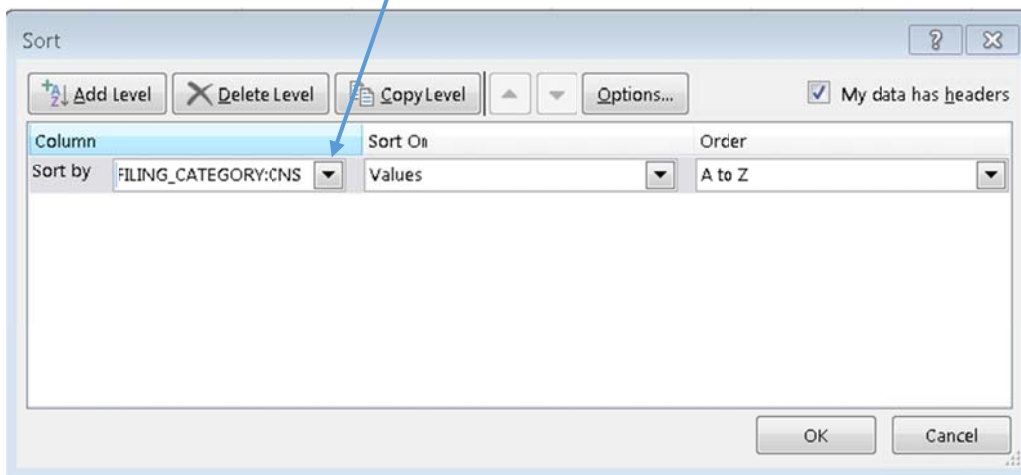
## Step 8: Data File Sort Feature

The following sort steps will group the entire lien notification file. This will include debtor(s), secured party(s), original filing number, filing number(s) for amendments and amendment type, collateral listings (products, counties, etc.).

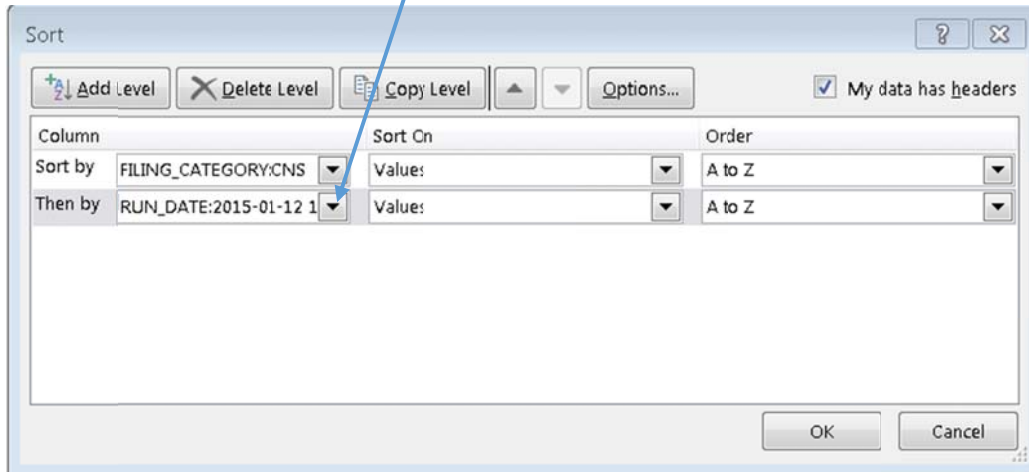
- Click to highlight the entire Excel file (position cursor in field before A and above 1)
- With the Excel file highlighted, select the “Data” tab on the command line
- Click “Sort” on ribbon
- Sort box opens (see below)



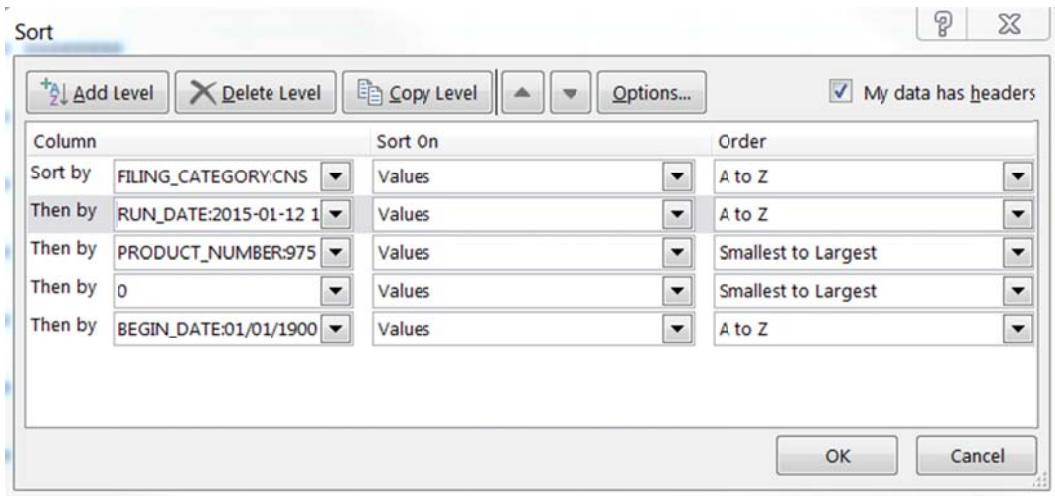
- Check box that “My data has headers” in upper right corner (see completed sort below)
- Click down arrow for “Sort By” and select “Filing Category” from drop down list
- Click “Add Level”



- Click down arrow for “Then By” and select “Run Date” from drop down list
- Click “Add Level”



- Click down arrow for “Then By” and select “Product Number” from drop down list
- Click “Add Level”
- Click down arrow for “Then By” and select “0” from drop down list
- Click “Add Level”
- Click down arrow for “Then By” and select “Begin Date” from drop down list
- Click OK



## Step 9: Data File Output Results

A	B	C	D	E	F	G	H	I	J	K	L	M	N
0	RUN_DATE	FILING_CA	PRODUCT	BEGIN_DATE	END_DATE	ITEM_TYPE	COMPLETE FILE						
1	Effective F 01 Aitkin	57937	CNS	Active	#####	#####							
2	Effective F 01 Aitkin	57937	Continuati	88 Office c	2E+09	#####							
2	Effective F 01 Aitkin	57937	Continuati	01 Aitkin	2.01E+10	#####							
2	Effective F 01 Aitkin	57937	Continuati	88 Office c	2.01E+10	#####							
2	Effective F 01 Aitkin	57937	Original Fil	01 Aitkin	57937	#####							
3	Effective F 01 Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor			WILLIAM	F	DOTZLER		RT 3 BX 28
3	Effective F 01 Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor			LINDA	M	DOTZLER		RT 3 BX 28
3	Effective F 01 Aitkin	57937	Original Fil	01 Aitkin	57937	Secured	USDA Farm Service Agency						130 SOUTI
5	Effective F 01 Aitkin	57937	Original Fil	01 Aitkin	57937	100	100 All Crc	1	Aitkin				Other
5	Effective F 01 Aitkin	57937	Original Fil	01 Aitkin	57937	201	201 Milk	1	Aitkin				Other
5	Effective F 01 Aitkin	57937	Original Fil	01 Aitkin	57937	500	500 All Liv	1	Aitkin				Other

## Step 10: Expanding Columns

Expand Columns G & H for correct format and to display data. Additional columns may also need to be expanded to display data.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
0	RUN_DATE	FILING_CA	PRODUCT	BEGIN_DATE	END_DATE	ITEM_TYPE	5,69	COMPLETE FILE					
1	Effective F 01 Aitkin	57937	CNS	Active	11/22/1996 12:12	11/22/2016 23:59							
2	Effective F 01 Aitkin	57937	Continuati	88 Office c	2001125236	7/11/2001 17:00							
2	Effective F 01 Aitkin	57937	Continuati	01 Aitkin	20061262547	7/5/2006 17:00							
2	Effective F 01 Aitkin	57937	Continuati	88 Office c	20112570793	9/30/2011 14:41							
2	Effective F 01 Aitkin	57937	Original Fil	01 Aitkin	57937	11/22/1996 12:12							
3	Effective F 01 Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor			WILLIAM	F	DOTZLER		RT 3 BX 28
3	Effective F 01 Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor			LINDA	M	DOTZLER		RT 3 BX 28
3	Effective F 01 Aitkin	57937	Original Fil	01 Aitkin	57937	Secured	USDA Farm Service Agency						130 SOUTI
5	Effective F 01 Aitkin	57937	Original Fil	01 Aitkin	57937	100	100 All Crc	1	Aitkin				Other
5	Effective F 01 Aitkin	57937	Original Fil	01 Aitkin	57937	201	201 Milk	1	Aitkin				Other
5	Effective F 01 Aitkin	57937	Original Fil	01 Aitkin	57937	500	500 All Liv	1	Aitkin				Other

## Step 11: Save Data File

CNS Buyer has ability to save sorted Data File in Excel format to folder or drive or their choice.

## Step 12: Using Find & Select

CNS Buyer has the ability to conduct a Find on the Data File.

For example:

- Debtor Last Name: Johnson



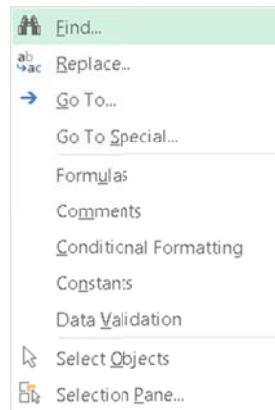
- Highlight Column L (debtor last name)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	0	RUN_DATE	FILING_CA	PRODUCT_NUM	BEGIN_DATE	END_DATE	ITEM_TYPES:5,69	COMPLETE FILE					
2	1	Effective F01	Aitkin	57937	CNS	Active	11/22/1996 12:12	11/22/2016 23:59					
3	2	Effective F01	Aitkin	57937	Cortinuati	88 Office c	2001125236	7/11/2001 17:00					
4	2	Effective F01	Aitkin	57937	Cortinuati	01 Aitkin	20061262547	7/5/2006 17:00					
5	2	Effective F01	Aitkin	57937	Cortinuati	88 Office c	20112570793	5/30/2011 14:41					
6	2	Effective F01	Aitkin	57937	Original Fil	01 Aitkin	57937	11/22/1996 12:12					
7	3	Effective F01	Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor			WILLIAM F	DOTZLER	
8	3	Effective F01	Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor			LINDA M	DOTZLER	
9	3	Effective F01	Aitkin	57937	Original Fil	01 Aitkin	57937	Secured			USDA Farm Service Agency		
10	5	Effective F01	Aitkin	57937	Original Fil	01 Aitkin	57937		100	100 All Crc	1	Aitkin	
11	5	Effective F01	Aitkin	57937	Original Fil	01 Aitkin	57937		201	201 Milk	1	Aitkin	
12	5	Effective F01	Aitkin	57937	Original Fil	01 Aitkin	57937		500	500 All Liv	1	Aitkin	

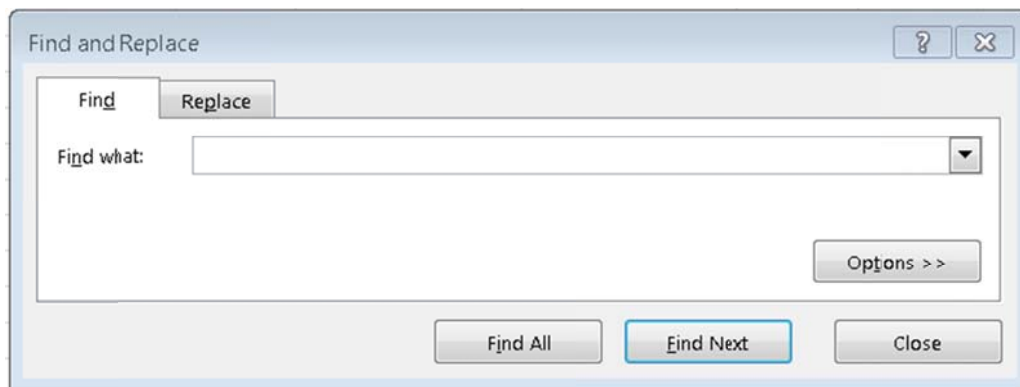
- Click “Find & Select” located on Home Tab ribbon



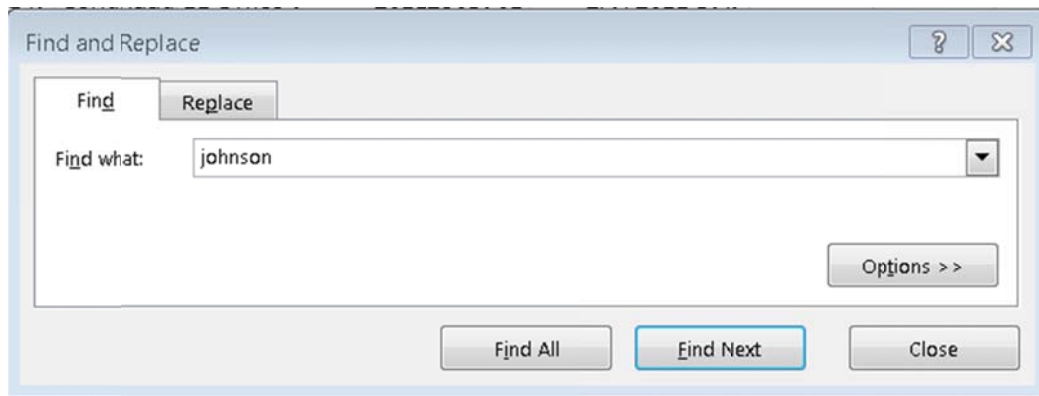
- Select “Find” from the drop down menu



- Find and Replace window opens



- Enter debtor's last name in "Find What"



- Click Find Next

Filing Number: (follow same process as Find for debtor last name above)

- Highlight Column D (original filing number)
- Click "Find & Select" located on Home Tab ribbon
- Select "Find" from the drop down menu
- Find and Replace window opens
- Enter filing number in "Find What"
- Click Find Next