

CNS FARM PRODUCT MONTHLY LIST
USER INSTRUCTIONS TO FILTER BY PRODUCTS

Data File (CSV Format)

Revised 1/10/2025

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System Requirements

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

<https://www.sos.state.mn.us/business-liens/ucc-cns-tax-liens-help/online-filing-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 business.services@state.mn.us (Office of the Secretary of State) with order detail and link to access and download data file.

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

Order [REDACTED] has been received and processed.

Please be advised you will not receive any documents by mail.

To view or print your completed order click on the following temporary* link: <https://mblsportal.sos.mn.gov/Document/DownloadInventory?orderid=>

*All order download links are temporary and expire soon after the order is processed.

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

Thank you for your order.

Office of the Minnesota Secretary of State

Should you need further assistance please contact:

- Business Services: business.services@state.mn.us
- UCC or CNS: ucc.dept@state.mn.us

STEP 2: Order Status

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

Order Status »

Order Number: [REDACTED]

Your order has been processed. To view or print your items, click Refresh. Your items will display below Link(s).
Note: you will also receive an email with a link to access your completed items.

Item Number	Product	Link(s)
[REDACTED]	CNS Farm Product Monthly List	<ul style="list-style-type: none">• Data Report - 1/1/2025• Data File - 1/1/2025• Acknowledgement
		<ul style="list-style-type: none">• Receipt

[Return to Home Page](#)

STEP 3: Access Data File

Double click on “Data File – (date created)”

• [Data File - 1/12/2015](#)

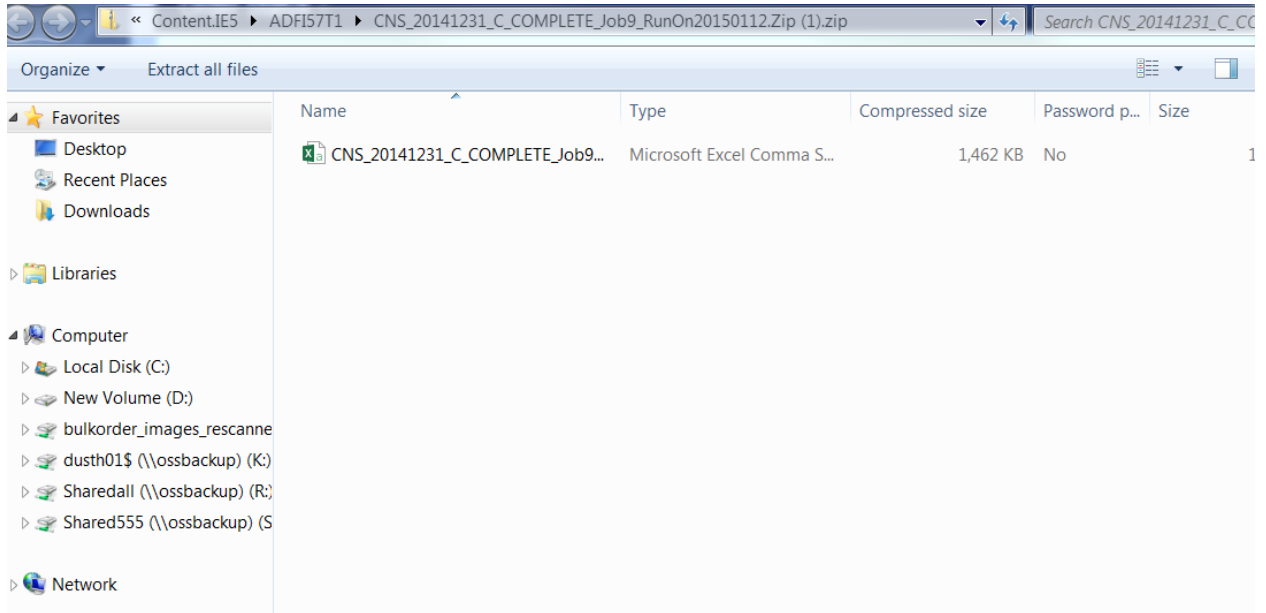
STEP 4: Open Data File

Receive message and click open.

Do you want to open or save **CNS_20141231_C_COMPLETE_Job9_RunOn20150112....zip** (1.42 MB) from **mblsportal.sos.state.mn.us?**

STEP 5: Data File Displays

Double click “CNS” data file to open in Excel.



Step 6: Excel File Displays

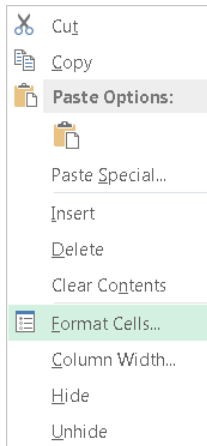
CNS Buyer has ability to save file to folder, desktop or drive or their choice OR can sort data and then save with sort results.

Step 7: Reformat Column D (Original Filing Number)

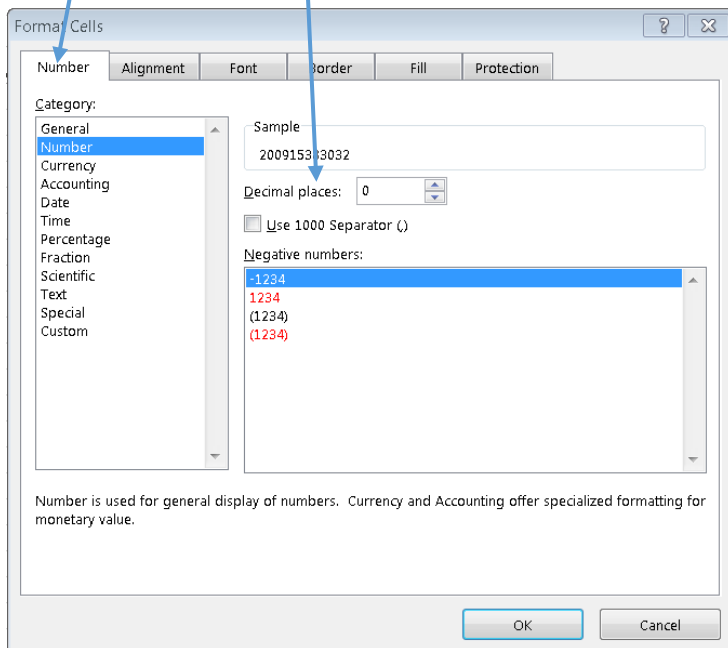
- Highlight Column D

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



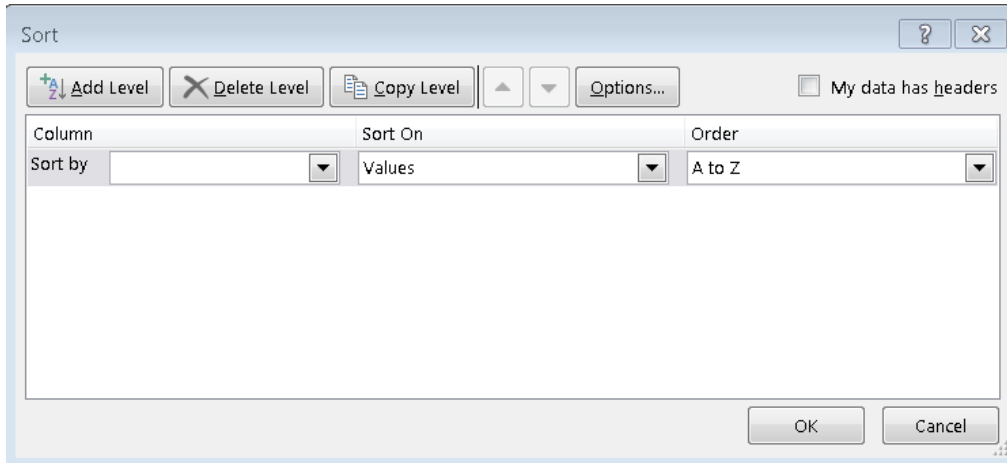
- Select Number Tab
- Select Number under Category
- Change the Decimal Places to 0 (zero) by click the down arrow
- Click Ok



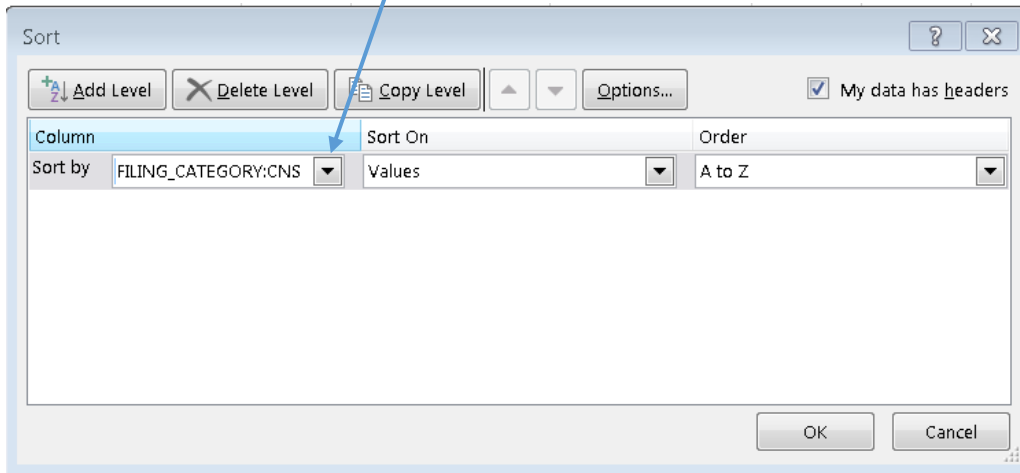
Step 8: Data File Sort Feature

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.).

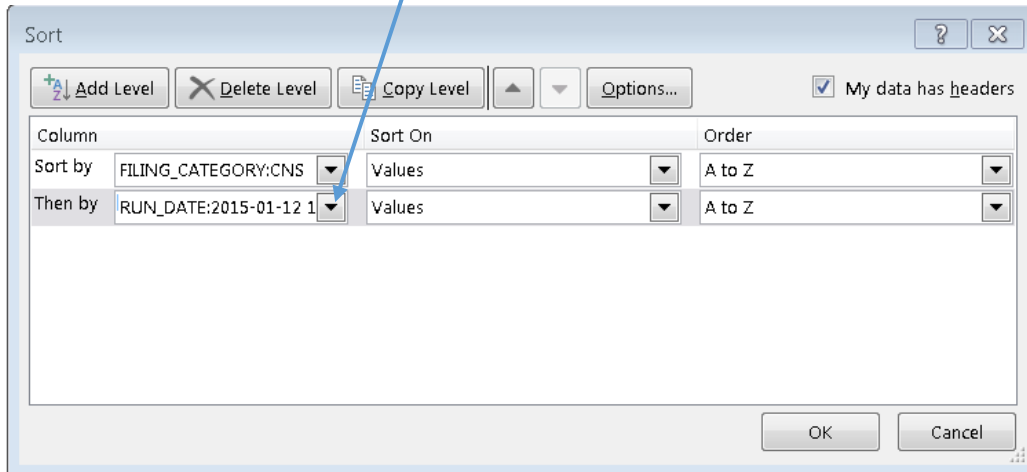
- Click to highlight the entire Excel file (position cursor in field before A and above 1)
- With the Excel file highlighted, select the “Data” tab on the command line
- Click “Sort” on ribbon
- Sort box opens (see below)



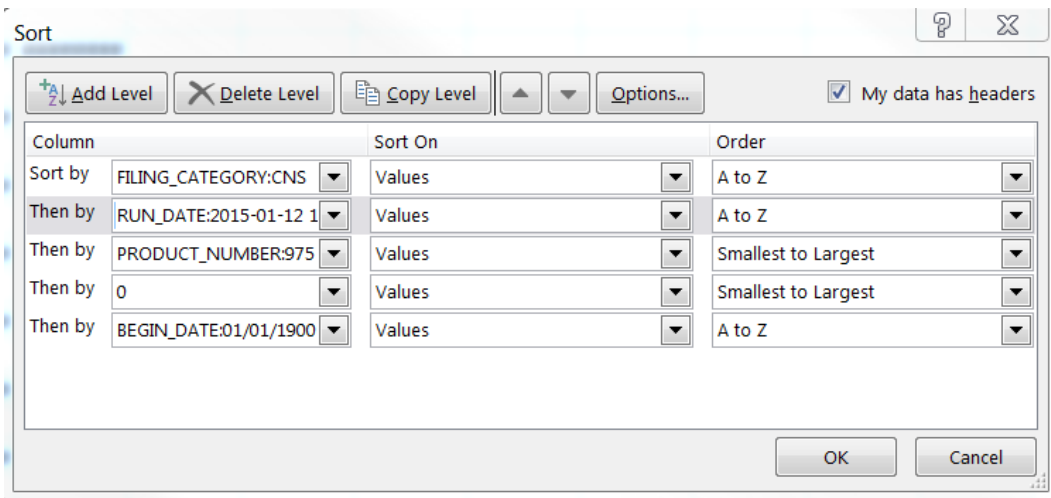
- Check box that “My data has headers” in upper right corner (see completed sort below)
- Click down arrow for “Sort By” and select “Filing Category” from drop down list
- Click “Add Level”



- 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 F01 Aitkin	57937	CNS	Active	11/22/1996 12:12	11/22/2016 23:59							
2	Effective F01 Aitkin	57937	Continuation	88 Office c	2001125236	7/11/2001 17:00							
2	Effective F01 Aitkin	57937	Continuation	01 Aitkin	20061262547	7/5/2006 17:00							
2	Effective F01 Aitkin	57937	Continuation	88 Office c	20112570793	9/30/2011 14:41							
2	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937	11/22/1996 12:12							
3	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937	Debtor			WILLIAM	F	DOTZLER		RT 3 BX 28
3	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937	Debtor			LINDA	M	DOTZLER		RT 3 BX 28
3	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937	Secured			USDA Farm Service Agency				130 SOUTH
5	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937		100	100 All Crc		1	Aitkin		Other
5	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937		201	201 Milk		1	Aitkin		Other
5	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937		500	500 All Live		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.

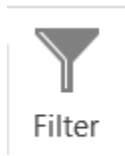
A	B	C	D	E	F	G	H	I	J	K	L	M	N
0	RUN_DATE	FILING_CA	PRODUCT	BEGIN_DATE	END_DATE	ITEM_TYPES:5,69	COMPLETE FILE						
1	Effective F01 Aitkin	57937	CNS	Active	11/22/1996 12:12	11/22/2016 23:59							
2	Effective F01 Aitkin	57937	Continuation	88 Office c	2001125236	7/11/2001 17:00							
2	Effective F01 Aitkin	57937	Continuation	01 Aitkin	20061262547	7/5/2006 17:00							
2	Effective F01 Aitkin	57937	Continuation	88 Office c	20112570793	9/30/2011 14:41							
2	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937	11/22/1996 12:12							
3	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937	Debtor			WILLIAM	F	DOTZLER		RT 3 BX 28
3	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937	Debtor			LINDA	M	DOTZLER		RT 3 BX 28
3	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937	Secured			USDA Farm Service Agency				130 SOUTH
5	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937		100	100 All Crc		1	Aitkin		Other
5	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937		201	201 Milk		1	Aitkin		Other
5	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937		500	500 All Live		1	Aitkin		Other

Step 11: Filter for Specific Products

To filter for specific counties, highlight column H (Column I will display product code and product name)

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_TYPES:5,69	COMPLETE FILE						
1	Effective F01 Aitkin	57937	CNS	Active	11/22/1996 12:12	11/22/2016 23:59							
2	Effective F01 Aitkin	57937	Continuation	88 Office c	2001125236	7/11/2001 17:00							
2	Effective F01 Aitkin	57937	Continuation	01 Aitkin	20061262547	7/5/2006 17:00							
2	Effective F01 Aitkin	57937	Continuation	88 Office c	20112570793	9/30/2011 14:41							
2	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937	11/22/1996 12:12							
3	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937	Debtor			WILLIAM	F	DOTZLER		RT 3 BX 28
3	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937	Debtor			LINDA	M	DOTZLER		RT 3 BX 28
3	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937	Secured			USDA Farm Service Agency				130 SOUTH
5	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937		100	100 All Crc		1	Aitkin		Other
5	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937		201	201 Milk		1	Aitkin		Other
5	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937		500	500 All Live		1	Aitkin		Other

- Click "Filter"

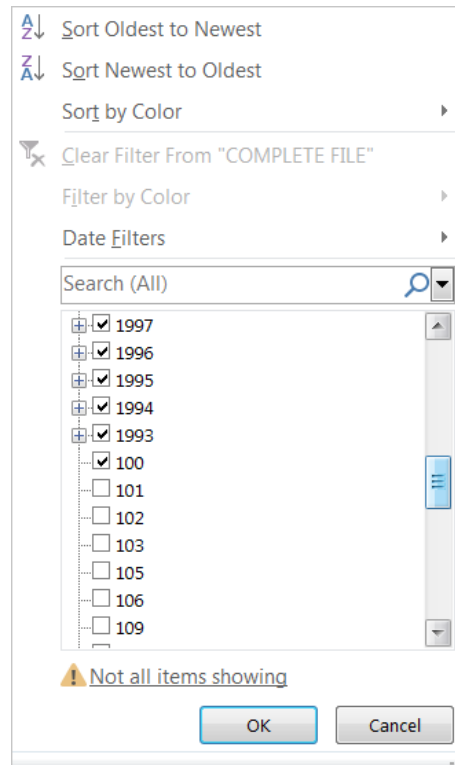
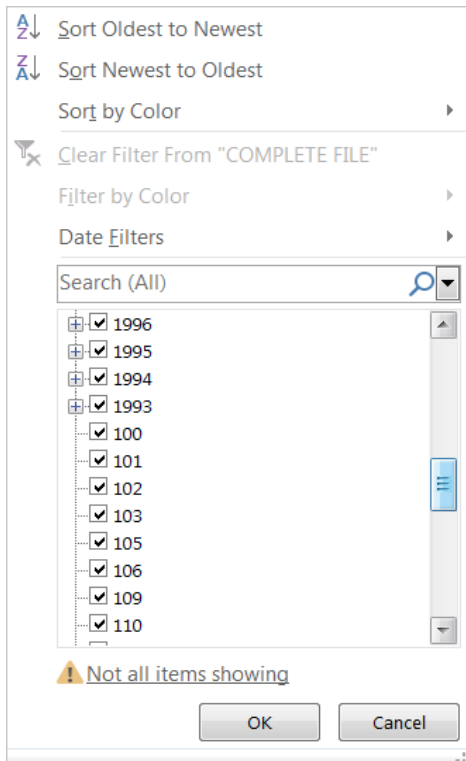


A down arrow appears for Column H

H
COMPLETE FILE ▾
11/22/2016 23:59
7/11/2001 17:00
7/5/2006 17:00
9/30/2011 14:41
11/22/1996 12:12

- Click the down arrow and uncheck the products code numbers after the years for products that you DO NOT WANT DISPLAYED (See Appendix A for Product Code List)

Example: To display only products 100 (All Products) and 171 (Sugar Beets) uncheck all product codes except for 100 and 171. NOTE: Do not uncheck (Select All) as this will cause other data to not display.



- Click "OK" and Column H will display product code and Column I will display the product code and product name

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
4	2	Effective F01 Aitkin	57937	Continuation	01 Aitkin	20061262547	7/5/2006 17:00							
5	2	Effective F01 Aitkin	57937	Continuation	88 Office c	20112570793	9/30/2011 14:41							
6	2	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937	11/22/1996 12:12							
7	3	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937	Debtor			WILLIAM	F	DOTZLER		RT 3 BX 28
8	3	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937	Debtor			LINDA	M	DOTZLER		RT 3 BX 28
9	3	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937	Secured	USDA Farm Service Agency						130 SOUTH
10	5	Effective F01 Aitkin	57937	Original Filing	01 Aitkin	57937	100	100 All Crops		1	Aitkin			Other
13	1	Effective F01 Aitkin	60418	CNS	Terminate	4/26/1999 11:33	4/26/2014 23:59							
14	2	Effective F01 Aitkin	60418	Continuation	01 Aitkin	20041019151	1/14/2004 14:58							
15	2	Effective F01 Aitkin	60418	Continuation	88 Office c	20081409072	12/4/2008 13:06							
16	2	Effective F01 Aitkin	60418	Original Filing	01 Aitkin	60418	4/26/1999 11:33							
17	2	Effective F01 Aitkin	60418	Termination C	88 Office c	20102113142	8/9/2010 14:49							
18	3	Effective F01 Aitkin	60418	Original Filing	01 Aitkin	60418	Debtor			Gary	L	Wilkie		PO Bx 124
19	3	Effective F01 Aitkin	60418	Original Filing	01 Aitkin	60418	Secured	Farm Service Agency USDA						130 South
20	5	Effective F01 Aitkin	60418	Original Filing	01 Aitkin	60418	100	100 All Crops		1	Aitkin			Other
22	1	Effective F01 Aitkin	2E+10	CNS	Active	11/19/2001 17:00	11/19/2016 23:59							
23	2	Effective F01 Aitkin	2E+10	Continuation	01 Aitkin	20061262551	7/5/2006 17:00							
24	2	Effective F01 Aitkin	2E+10	Continuation	88 Office c	20112493059	7/11/2011 14:59							
25	2	Effective F01 Aitkin	2E+10	Original Filing	01 Aitkin	20012235280	11/19/2001 17:00							
26	3	Effective F01 Aitkin	2E+10	Original Filing	01 Aitkin	20012235280	Debtor			Neil	T	Radaich		15496 Cou
27	3	Effective F01 Aitkin	2E+10	Original Filing	01 Aitkin	20012235280	Secured	Farm Service Agency						130 South
29	1	Effective F01 Aitkin	2E+10	CNS	Terminate	4/3/2003 14:34	4/3/2013 23:59							
30	2	Effective F01 Aitkin	2E+10	Continuation	88 Office c	20071914345	11/30/2007 15:41							
31	2	Effective F01 Aitkin	2E+10	Original Filing	01 Aitkin	20037003485	4/3/2003 14:34							
32	2	Effective F01 Aitkin	2E+10	Termination C	88 Office c	20081362463	10/22/2008 13:21							
33	3	Effective F01 Aitkin	2E+10	Original Filing	01 Aitkin	20037003485	Debtor			THOMAS	F	REMUS		63706 210
34	3	Effective F01 Aitkin	2E+10	Original Filing	01 Aitkin	20037003485	Debtor			JOAN	M	REMUS		63706 210
35	3	Effective F01 Aitkin	2E+10	Original Filing	01 Aitkin	20037003485	Secured	USDA ACTING THRU FARM SERVICE AGENCY						130 SOUTH
36	5	Effective F01 Aitkin	2E+10	Original Filing	01 Aitkin	20037003485	100	100 All Crops		1	Aitkin			Other

Step 12: Hide Unwanted Data

Once the data has been filtered to display only the specific products, the CNS user then can hide all unwanted data.

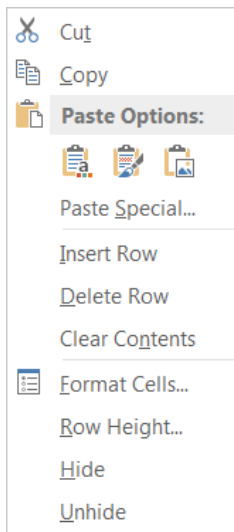
Example: Filing Number 20012235280 does not display the specific product(s) selected in Column I and is unwanted data.

	A	B	C	D	E	F	G	H	I	J	K	L
4	2	Effective Financing	01 Aitkin	57937	Continuation	01 Aitkin	20061262547	7/5/2006 17:00				
5	2	Effective Financing	01 Aitkin	57937	Continuation	88 Office of the Mir	20112570793	9/30/2011 14:41				
6	2	Effective Financing	01 Aitkin	57937	Original Filing	01 Aitkin	57937	11/22/1996 12:12				
7	3	Effective Financing	01 Aitkin	57937	Original Filing	01 Aitkin	57937	Debtor		WILLIAM	F	DOTZLER
8	3	Effective Financing	01 Aitkin	57937	Original Filing	01 Aitkin	57937	Debtor		LINDA	M	DOTZLER
9	3	Effective Financing	01 Aitkin	57937	Original Filing	01 Aitkin	57937	Secured	USDA Farm Service Agency			
10	5	Effective Financing	01 Aitkin	57937	Original Filing	01 Aitkin	57937	100	100 All Crops		1	Aitkin
13	1	Effective Financing	01 Aitkin	60418	CNS	Terminated	4/26/1999 11:33	4/26/2014 23:59				
14	2	Effective Financing	01 Aitkin	60418	Continuation	01 Aitkin	20041019151	1/14/2004 14:58				
15	2	Effective Financing	01 Aitkin	60418	Continuation	88 Office of the Mir	20081409072	12/4/2008 13:06				
16	2	Effective Financing	01 Aitkin	60418	Original Filing	01 Aitkin	60418	4/26/1999 11:33				
17	2	Effective Financing	01 Aitkin	60418	Termination CNS	88 Office of the Mir	20102113142	8/9/2010 14:49				
18	3	Effective Financing	01 Aitkin	60418	Original Filing	01 Aitkin	60418	Debtor		Gary	L	Wilkie
19	3	Effective Financing	01 Aitkin	60418	Original Filing	01 Aitkin	60418	Secured	Farm Service Agency USDA			
20	5	Effective Financing	01 Aitkin	60418	Original Filing	01 Aitkin	60418	100	100 All Crops		1	Aitkin
22	1	Effective Financing	01 Aitkin	20012235280	CNS	Active	11/19/2001 17:00	11/19/2016 23:59				
23	2	Effective Financing	01 Aitkin	20012235280	Continuation	01 Aitkin	20061262551	7/5/2006 17:00				
24	2	Effective Financing	01 Aitkin	20012235280	Continuation	88 Office of the Mir	20112493059	7/11/2011 14:59				
25	2	Effective Financing	01 Aitkin	20012235280	Original Filing	01 Aitkin	20012235280	11/19/2001 17:00				
26	3	Effective Financing	01 Aitkin	20012235280	Original Filing	01 Aitkin	20012235280	Debtor		Neil	T	Radaich
27	3	Effective Financing	01 Aitkin	20012235280	Original Filing	01 Aitkin	20012235280	Secured	Farm Service Agency			
29	1	Effective Financing	01 Aitkin	20037003485	CNS	Terminated	4/3/2003 14:34	4/3/2013 23:59				
30	2	Effective Financing	01 Aitkin	20037003485	Continuation	88 Office of the Mir	20071914345	11/30/2007 15:41				
31	2	Effective Financing	01 Aitkin	20037003485	Original Filing	01 Aitkin	20037003485	4/3/2003 14:34				
32	2	Effective Financing	01 Aitkin	20037003485	Termination CNS	88 Office of the Mir	20081362463	10/22/2008 13:21				
33	3	Effective Financing	01 Aitkin	20037003485	Original Filing	01 Aitkin	20037003485	Debtor		THOMAS	F	REMUS
34	3	Effective Financing	01 Aitkin	20037003485	Original Filing	01 Aitkin	20037003485	Debtor		JOAN	M	REMUS
35	3	Effective Financing	01 Aitkin	20037003485	Original Filing	01 Aitkin	20037003485	Secured	USDA ACTING THRU FARM SERVICE AGENCY			
36	5	Effective Financing	01 Aitkin	20037003485	Original Filing	01 Aitkin	20037003485	100	100 All Crops		1	Aitkin

- Click on the row numbers, 22 - 27 and highlight all columns (A – T) for Filing Number 20012235280

	A	B	C	D	E	F	G	H	I	J	K	L
4		2 Effective Financing	01 Aitkin		57937 Continuation	01 Aitkin	20061262547	7/5/2006 17:00				
5		2 Effective Financing	01 Aitkin		57937 Continuation	88 Office of the Min	20112570793	9/30/2011 14:41				
6		2 Effective Financing	01 Aitkin		57937 Original Filing	01 Aitkin	57937	11/22/1996 12:12				
7		3 Effective Financing	01 Aitkin		57937 Original Filing	01 Aitkin	57937 Debtor			WILLIAM	F	DOTZLER
8		3 Effective Financing	01 Aitkin		57937 Original Filing	01 Aitkin	57937 Debtor			LINDA	M	DOTZLER
9		3 Effective Financing	01 Aitkin		57937 Original Filing	01 Aitkin	57937 Secured		USDA Farm Service Agency			
10		5 Effective Financing	01 Aitkin		57937 Original Filing	01 Aitkin	57937		100 100 All Crops		1 Aitkin	
13		1 Effective Financing	01 Aitkin		60418 CNS	Terminated	4/26/1999 11:33	4/26/2014 23:59				
14		2 Effective Financing	01 Aitkin		60418 Continuation	01 Aitkin	20041019151	1/14/2004 14:58				
15		2 Effective Financing	01 Aitkin		60418 Continuation	88 Office of the Min	20081409072	12/4/2008 13:06				
16		2 Effective Financing	01 Aitkin		60418 Original Filing	01 Aitkin	60418	4/26/1999 11:33				
17		2 Effective Financing	01 Aitkin		60418 Termination CNS	88 Office of the Min	20102113142	8/9/2010 14:49				
18		3 Effective Financing	01 Aitkin		60418 Original Filing	01 Aitkin	60418 Debtor			Gary	L	Wilkie
19		3 Effective Financing	01 Aitkin		60418 Original Filing	01 Aitkin	60418 Secured		Farm Service Agency USDA			
20		5 Effective Financing	01 Aitkin		60418 Original Filing	01 Aitkin	60418		100 100 All Crops		1 Aitkin	
22		1 Effective Financing	01 Aitkin	20012235280	CNS	Active	11/19/2001 17:00	11/19/2016 23:59				
23		2 Effective Financing	01 Aitkin	20012235280	Continuation	01 Aitkin	20061262551	7/5/2006 17:00				
24		2 Effective Financing	01 Aitkin	20012235280	Continuation	88 Office of the Min	20112493059	7/11/2011 14:59				
25		2 Effective Financing	01 Aitkin	20012235280	Original Filing	01 Aitkin	20012235280	11/19/2001 17:00				
26		3 Effective Financing	01 Aitkin	20012235280	Original Filing	01 Aitkin	20012235280 Debtor			Neil	T	Radaich
27		3 Effective Financing	01 Aitkin	20012235280	Original Filing	01 Aitkin	20012235280 Secured		Farm Service Agency			
29		1 Effective Financing	01 Aitkin	20037003485	CNS	Terminated	4/3/2003 14:34	4/3/2013 23:59				
30		2 Effective Financing	01 Aitkin	20037003485	Continuation	88 Office of the Min	20071914345	11/30/2007 15:41				
31		2 Effective Financing	01 Aitkin	20037003485	Original Filing	01 Aitkin	20037003485	4/3/2003 14:34				
32		2 Effective Financing	01 Aitkin	20037003485	Termination CNS	88 Office of the Min	20081362463	10/22/2008 13:21				
33		3 Effective Financing	01 Aitkin	20037003485	Original Filing	01 Aitkin	20037003485 Debtor			THOMAS	F	REMUS
34		3 Effective Financing	01 Aitkin	20037003485	Original Filing	01 Aitkin	20037003485 Debtor			JOAN	M	REMUS
35		3 Effective Financing	01 Aitkin	20037003485	Original Filing	01 Aitkin	20037003485 Secured		USDA ACTING THRU FARM SERVICE AGENCY			
36		5 Effective Financing	01 Aitkin	20037003485	Original Filing	01 Aitkin	20037003485		100 100 All Crops		1 Aitkin	

- Right Click on the highlighted rows (116 – 122) and click “Hide”. Unwanted data is hidden, is not deleted and can be unhidden.



	A	B	C	D	E	F	G	H	I	J	K	L
4		2	Effective Financing	57937	Continuation	01 Aitkin	20061262547	7/5/2006 17:00				
5		2	Effective Financing	57937	Continuation	88 Office of the Min	20112570793	9/30/2011 14:41				
6		2	Effective Financing	57937	Original Filing	01 Aitkin	57937	11/22/1996 12:12				
7		3	Effective Financing	57937	Original Filing	01 Aitkin	57937	Debtor		WILLIAM	F	DOTZLER
8		3	Effective Financing	57937	Original Filing	01 Aitkin	57937	Debtor		LINDA	M	DOTZLER
9		3	Effective Financing	57937	Original Filing	01 Aitkin	57937	Secured	USDA Farm Service Agency			
10		5	Effective Financing	57937	Original Filing	01 Aitkin	57937	100	100 All Crops		1	Aitkin
13		1	Effective Financing	60418	CNS	Terminated	4/26/1999 11:33	4/26/2014 23:59				
14		2	Effective Financing	60418	Continuation	01 Aitkin	20041019151	1/14/2004 14:58				
15		2	Effective Financing	60418	Continuation	88 Office of the Min	20081409072	12/4/2008 13:06				
16		2	Effective Financing	60418	Original Filing	01 Aitkin	60418	4/26/1999 11:33				
17		2	Effective Financing	60418	Termination CNS	88 Office of the Min	20102113142	8/9/2010 14:49				
18		3	Effective Financing	60418	Original Filing	01 Aitkin	60418	Debtor		Gary	L	Wilkie
19		3	Effective Financing	60418	Original Filing	01 Aitkin	60418	Secured	Farm Service Agency USDA			
20		5	Effective Financing	60418	Original Filing	01 Aitkin	60418	100	100 All Crops		1	Aitkin
29		1	Effective Financing	20037003485	CNS	Terminated	4/3/2003 14:34	4/3/2013 23:59				
30		2	Effective Financing	20037003485	Continuation	88 Office of the Min	20071914345	11/30/2007 15:41				
31		2	Effective Financing	20037003485	Original Filing	01 Aitkin	20037003485	4/3/2003 14:34				
32		2	Effective Financing	20037003485	Termination CNS	88 Office of the Min	20081362463	10/22/2008 13:21				
33		3	Effective Financing	20037003485	Original Filing	01 Aitkin	20037003485	Debtor		THOMAS	F	REMUS
34		3	Effective Financing	20037003485	Original Filing	01 Aitkin	20037003485	Debtor		JOAN	M	REMUS
35		3	Effective Financing	20037003485	Original Filing	01 Aitkin	20037003485	Secured	USDA ACTING THRU FARM SERVICE AGENCY			
36		5	Effective Financing	20037003485	Original Filing	01 Aitkin	20037003485	100	100 All Crops		1	Aitkin

- Repeat to hide all unwanted data.

Step 13: Save Sorted and Filtered Data

CNS Buyer has ability to save sorted and filtered Data File in Excel format to folder or drive or their choice. Once saved, CNS user can access file at any time and view only data for specified products but will still have the option to click the link sent in the email to view all CNS data.

- Click File
- Click Save As
- Save to Folder, Drive, Desktop, etc.

Step 14: Using Find & Select

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

For example:

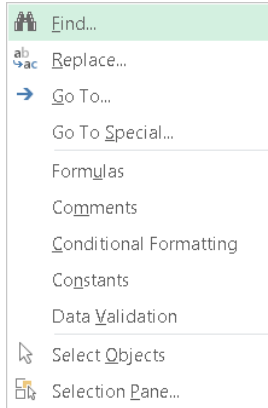
- Debtor Last Name: Johnson
- Highlight Column L (debtor last name)

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

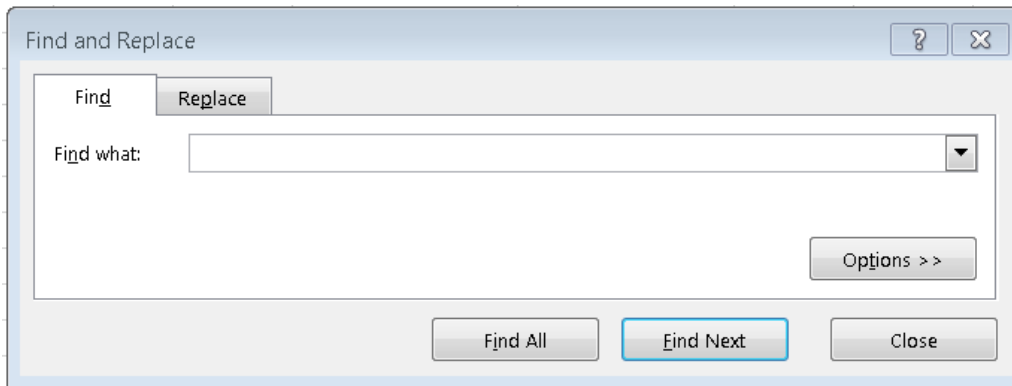
- Click “Find & Select” located on Home Tab ribbon



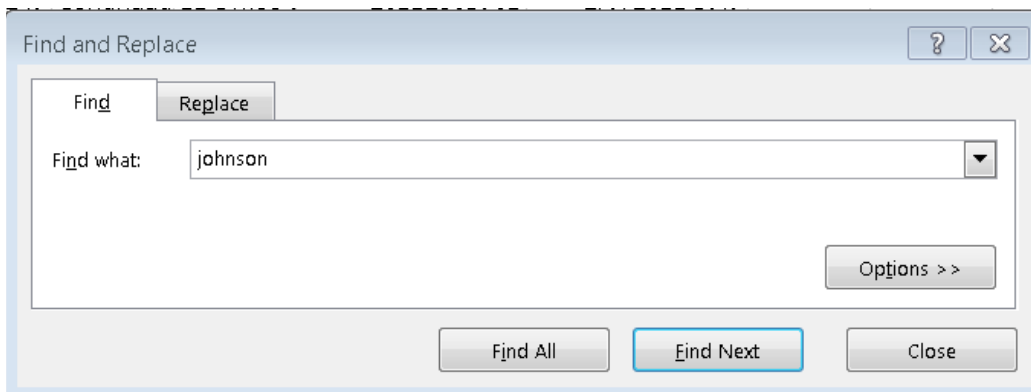
- Select “Find” from the drop down menu



- 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

PRODUCT CODE LIST

100 All Crops	159 Cucumbers
101 Wheat/Durum	160 Green Lima Beans
102 Barley	171 Sugar Beets
103 Oats	172 Wool
104 Rye	201 Milk
105 Alfalfa	202 Eggs
106 Hay	203 Cheese
107 Flax	204 Apples
108 Sorghum	205 Honey/Bees Wax
109 Silage	206 Wild Rice
110 Sunflowers	500 All Livestock
111 Field Corn	501 Cattle/Calves
112 Canola	502 Hogs/Pigs
131 Soybeans	503 Sheep/Lambs
151 Green Beans	504 Horses
152 Sweet Corn	505 Mink
153 Green Peas	506 Broilers
154 Potatoes	507 Turkeys
155 Dry Edible Beans	508 Fish
156 Snap Beans	509 Goats
157 Onion	510 Chickens
158 Carrots	511 Bison