

CNS FARM PRODUCT MONTHLY LIST
USER INSTRUCTIONS TO FILTER FOR MONTHLY UPDATES
OF NEW/ORIGINAL FILINGS

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

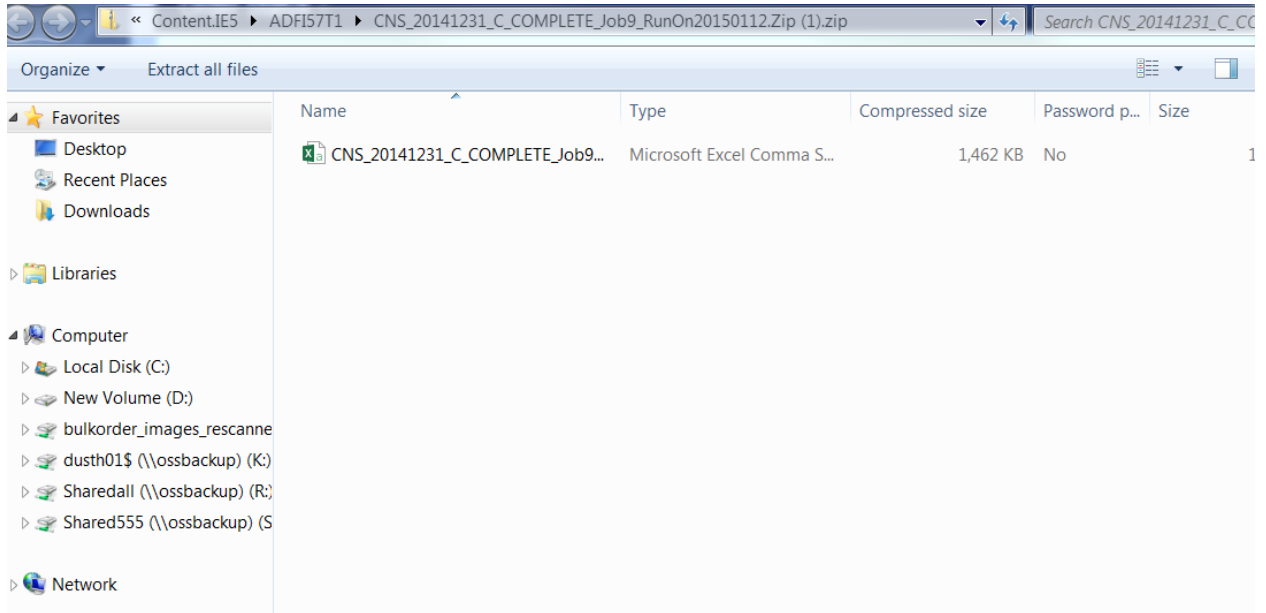
STEP 4: Open Data File

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

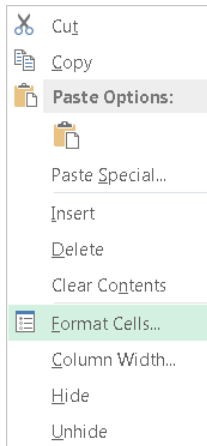
CNS Buyer has ability to save file to folder, desktop or drive or their choice OR can sort data and then save with sort results.

Step 7: Reformat Column D (Original Filing Number)

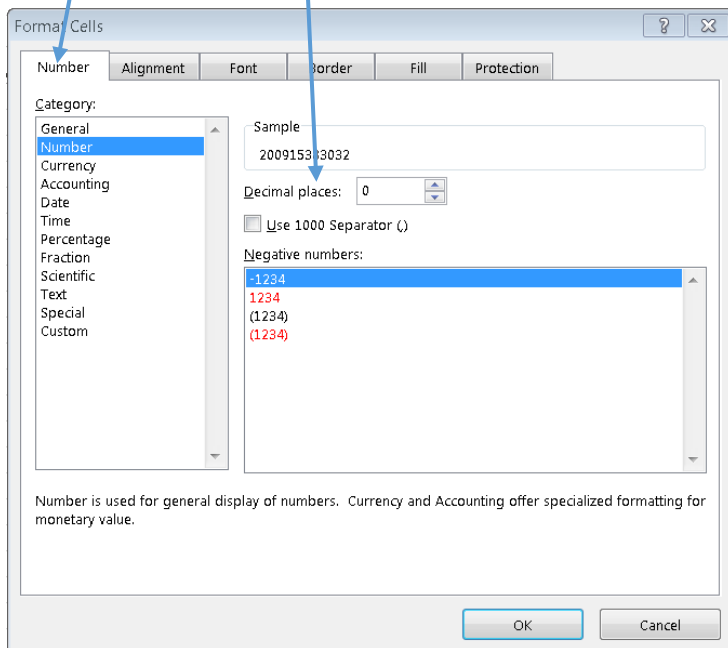
- Highlight Column D

	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



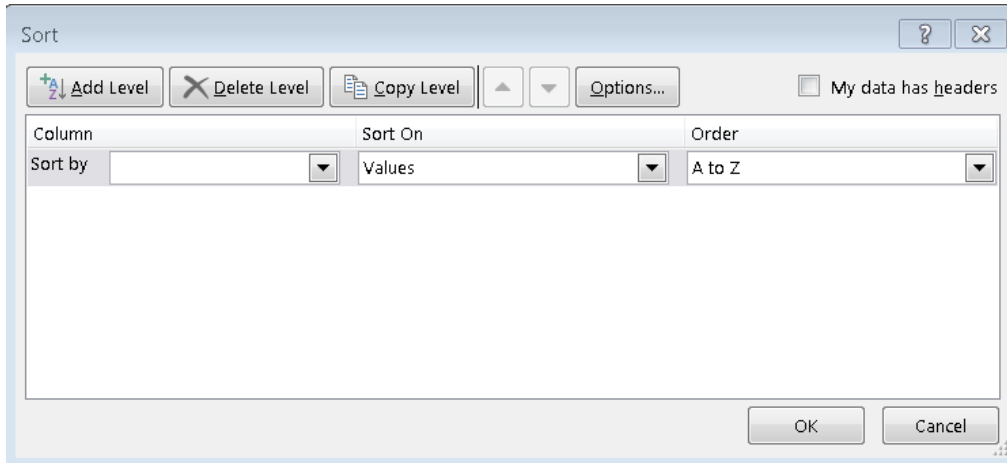
- Select Number Tab
- Select Number under Category
- Change the Decimal Places to 0 (zero) by click the down arrow
- Click Ok



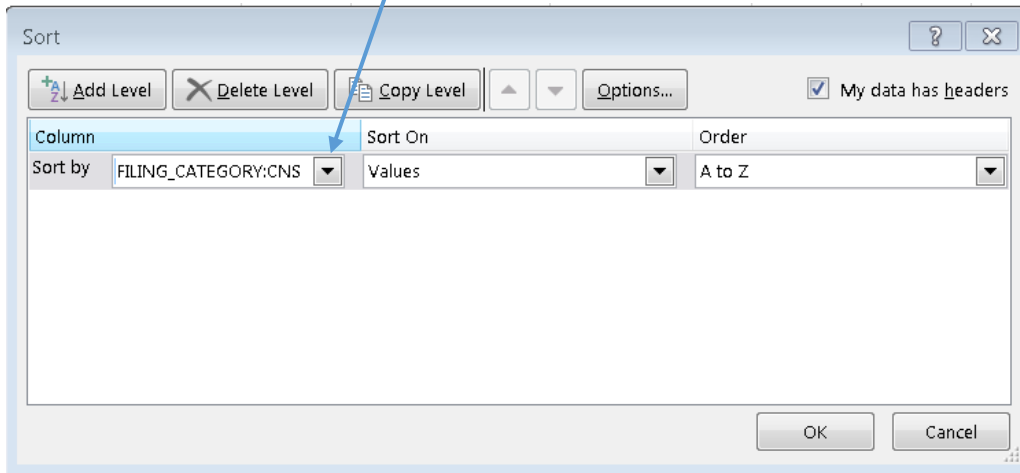
Step 8: Data File Sort Feature

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.).

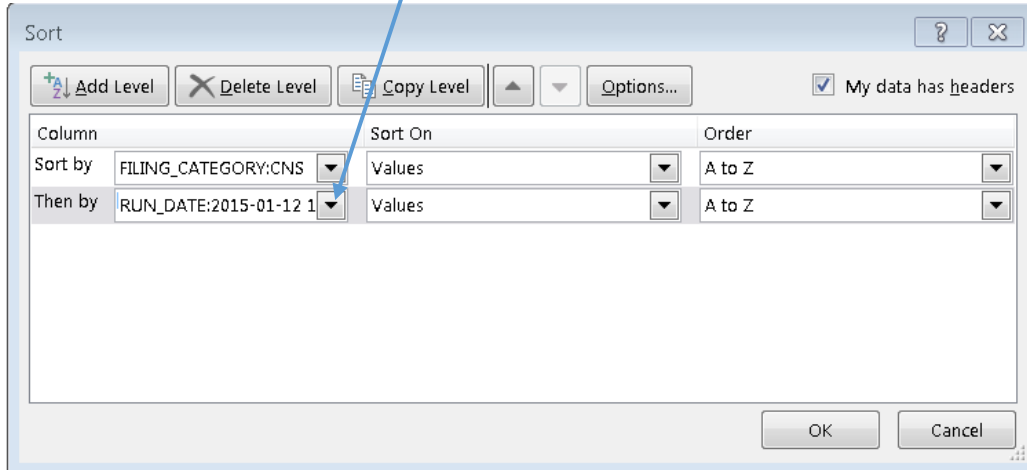
- Click to highlight the entire Excel file (position cursor in field before A and above 1)
- With the Excel file highlighted, select the “Data” tab on the command line
- Click “Sort” on ribbon
- Sort box opens (see below)



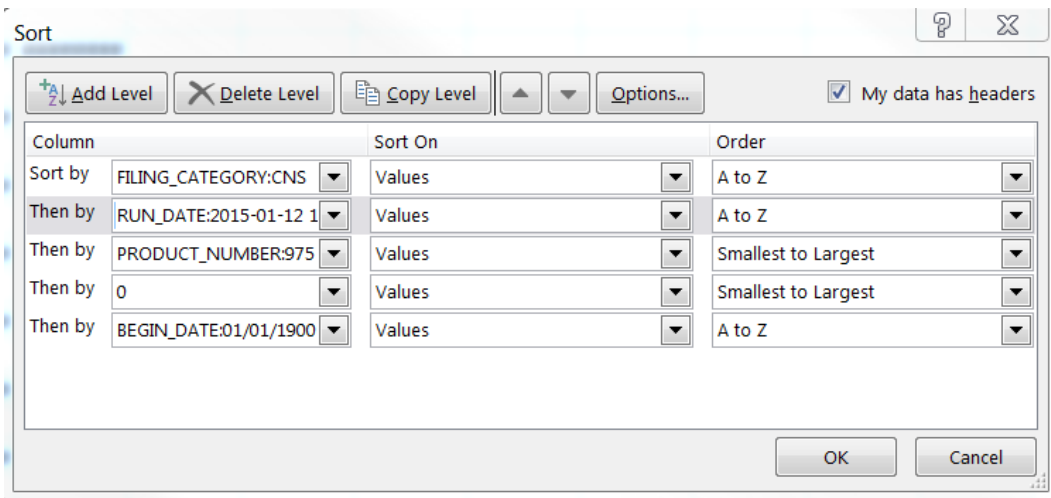
- Check box that “My data has headers” in upper right corner (see completed sort below)
- Click down arrow for “Sort By” and select “Filing Category” from drop down list
- Click “Add Level”



- 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	#####	#####							
2	Effective F01 Aitkin	57937	Continuati	88 Office c	2E+09	#####							
2	Effective F01 Aitkin	57937	Continuati	01 Aitkin	2.01E+10	#####							
2	Effective F01 Aitkin	57937	Continuati	88 Office c	2.01E+10	#####							
2	Effective F01 Aitkin	57937	Original Fil	01 Aitkin	57937	#####							
3	Effective F01 Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor			WILLIAM	F	DOTZLER		RT 3 BX 28
3	Effective F01 Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor			LINDA	M	DOTZLER		RT 3 BX 28
3	Effective F01 Aitkin	57937	Original Fil	01 Aitkin	57937	Secured			USDA Farm Service Agency				130 SOUTH
5	Effective F01 Aitkin	57937	Original Fil	01 Aitkin	57937	100	100 All Crd		1	Aitkin			Other
5	Effective F01 Aitkin	57937	Original Fil	01 Aitkin	57937	201	201 Milk		1	Aitkin			Other
5	Effective F01 Aitkin	57937	Original Fil	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.

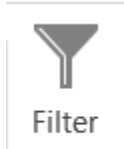
A	B	C	D	E	F	G	H	I	J	K	L	M	N
0	RUN_DATE	FILING_CA	PRODUCT	BEGIN_DATE	END_DATE	ITEM_TYPES:5,69	COMPLETE FILE						
1	Effective F01 Aitkin	57937	CNS	Active	11/22/1996 12:12	11/22/2016 23:59							
2	Effective F01 Aitkin	57937	Continuati	88 Office c	2001125236	7/11/2001 17:00							
2	Effective F01 Aitkin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

Step 11: Filter for Monthly Updates

To filter for monthly updates highlight Columns E, F, G and H. (Column E will display the filing name; Column F will display the filing status and county(s) where original filing and amendments were filed; Column G will display the original filing date and filing numbers for the original and amendments and Column H will display the lapse date and the dates when the original filing and amendments were filed, debtor/secured and product codes)

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

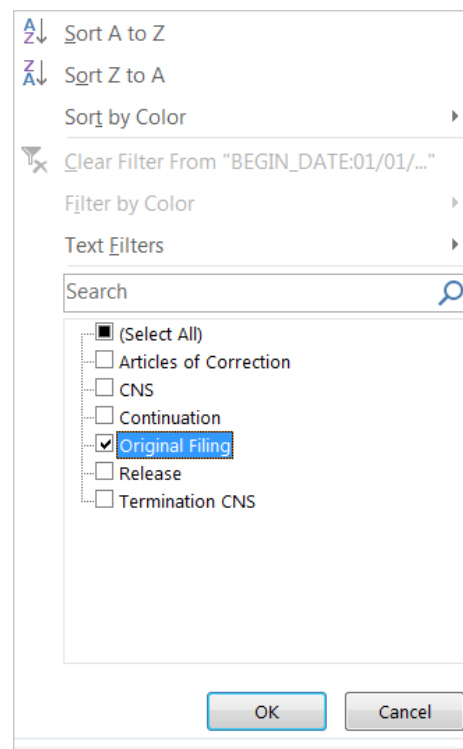
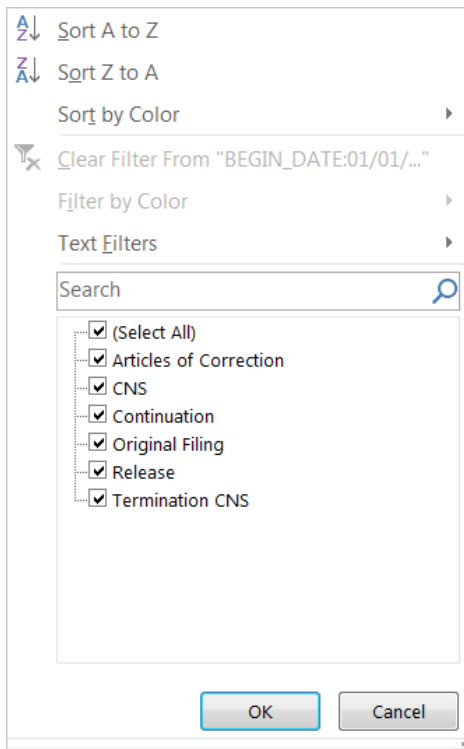
- Click “Filter”



A down arrow appears in each column

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1		0	RUN_DATE	FILING_CA	PRODUCT_NUMB	BEGIN	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 c	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 c	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	RT 3 BX 28	
8		3	Effective F 01	Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor		LINDA	M	DOTZLER	RT 3 BX 28	
9		3	Effective F 01	Aitkin	57937	Original Fil	01 Aitkin	57937	Secured		USDA Farm Service Agency			130 SOUTI	
10		5	Effective F 01	Aitkin	57937	Original Fil	01 Aitkin	57937		100	100 All	Crc	1	Aitkin	Other
11		5	Effective F 01	Aitkin	57937	Original Fil	01 Aitkin	57937		201	201 Milk		1	Aitkin	Other
12		5	Effective F 01	Aitkin	57937	Original Fil	01 Aitkin	57937		500	500 All	Liv	1	Aitkin	Other

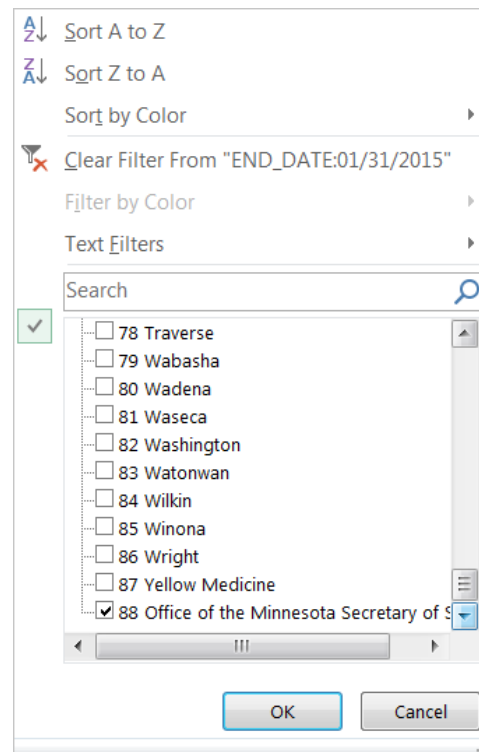
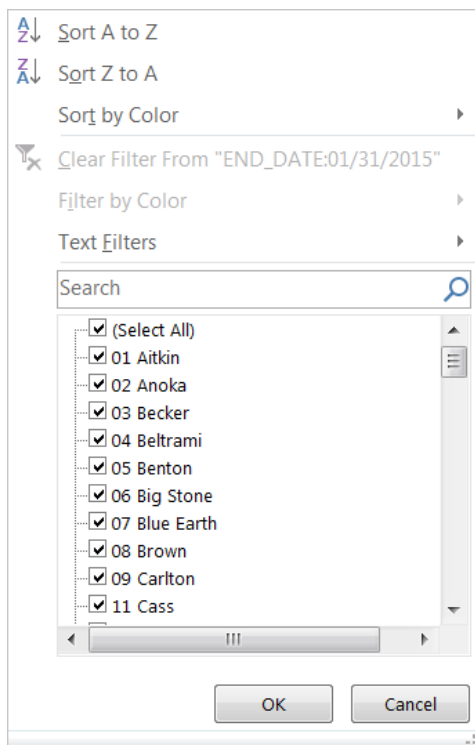
- Click the down arrow for Column E and click on the check mark before “Select All” to uncheck all boxes, then click in the box before “Original” to select



- Click "OK" and Column E will only display "Original Filing"

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	0	RUN_DATE	FILING_CA	PRODUCT_NUMBE	BEGIN_DATE	END_DATE:01/31/2015	ITEM_TYPES:5,69	COMPLETE FILE						
6	2	Effective F 01	Aitkin	57937	Original Filing	01 Aitkin	57937	11/22/1996 12:12						
7	3	Effective F 01	Aitkin	57937	Original Filing	01 Aitkin	57937	Debtor		WILLIAM	F	DOTZLER		RT 3 BX 28
8	3	Effective F 01	Aitkin	57937	Original Filing	01 Aitkin	57937	Debtor		LINDA	M	DOTZLER		RT 3 BX 28
9	3	Effective F 01	Aitkin	57937	Original Filing	01 Aitkin	57937	Secured		USDA Farm Service Agency				130 SOUTH
10	5	Effective F 01	Aitkin	57937	Original Filing	01 Aitkin	57937		100	100 All Crc	1	Aitkin		Other
11	5	Effective F 01	Aitkin	57937	Original Filing	01 Aitkin	57937		201	201 Milk	1	Aitkin		Other
12	5	Effective F 01	Aitkin	57937	Original Filing	01 Aitkin	57937		500	500 All Liv	1	Aitkin		Other
16	2	Effective F 01	Aitkin	60418	Original Filing	01 Aitkin	60418	4/26/1999 11:33						
18	3	Effective F 01	Aitkin	60418	Original Filing	01 Aitkin	60418	Debtor		Gary	L	Wilkie		PO Bx 124
19	3	Effective F 01	Aitkin	60418	Original Filing	01 Aitkin	60418	Secured		Farm Service Agency USDA				130 South
20	5	Effective F 01	Aitkin	60418	Original Filing	01 Aitkin	60418		100	100 All Crc	1	Aitkin		Other
21	5	Effective F 01	Aitkin	60418	Original Filing	01 Aitkin	60418		500	500 All Liv	1	Aitkin		Other

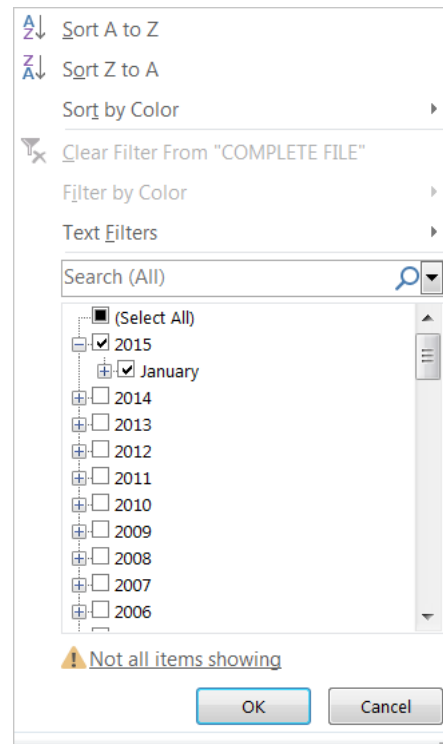
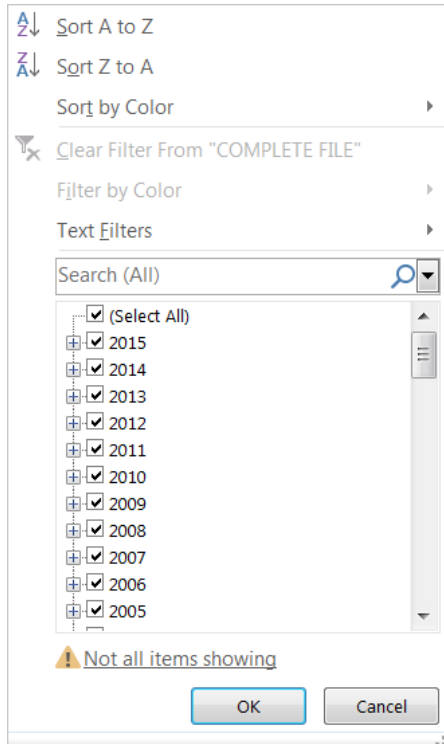
- Click the down arrow for Column F and click on the check mark before "Select All" to uncheck all boxes, then click in the box before "88 Office of the Minnesota Secretary of State" to select



- Click "OK" and Column F will display only "88 Office of the Minnesota Secretary of State"

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	0	RUN_DATE	FILING_CA	PRODUCT_NUMBE	BEGIN_DATE	END_DATE:01/31/2015	ITEM_TYPES:5,69	COMPLETE FILE						
15128	2	CNS Statut	88 Office c	8227	Original Filing	88 Office of the Minn	8227	8/13/1999 8:26						
15130	3	CNS Statut	88 Office c	8227	Original Filing	88 Office of the Minn	8227	Debtor		PAUL		SCHUTTE		24426 CO
15131	3	CNS Statut	88 Office c	8227	Original Filing	88 Office of the Minn	8227	Debtor		LISA	G	SCHUTTE		24426 CO
15132	3	CNS Statut	88 Office c	8227	Original Filing	88 Office of the Minn	8227	Secured		AGSTAR FARM CREDIT SERVICES ACA				1921 PREN
15133	5	CNS Statut	88 Office c	8227	Original Filing	88 Office of the Minn	8227		100	100 All Crc	53	Nobles		Other
15134	5	CNS Statut	88 Office c	8227	Original Filing	88 Office of the Minn	8227		500	500 All Liv	53	Nobles		Other
15138	2	CNS Statut	88 Office c	8635	Original Filing	88 Office of the Minn	8635	2/24/2000 8:53						
15140	3	CNS Statut	88 Office c	8635	Original Filing	88 Office of the Minn	8635	Secured		ULTIMA BANK MN				MAIN & M
15141	3	CNS Statut	88 Office c	8635	Original Filing	88 Office of the Minn	8635	Debtor		Vig Farms Inc				RR 1 BOX 6
15142	5	CNS Statut	88 Office c	8635	Original Filing	88 Office of the Minn	8635		100	100 All Crc	44	Mahnomen		ALL
15143	5	CNS Statut	88 Office c	8635	Original Filing	88 Office of the Minn	8635		100	100 All Crc	60	Polk		ALL

- Click the down arrow for Column H and click on the check mark before “Select All” to uncheck all boxes, then click the plus (+) before 2015 and click in the box before the month that you want updates for (in this example, the month is January); then scroll down and after the years, select all product codes; Debtor and Secured



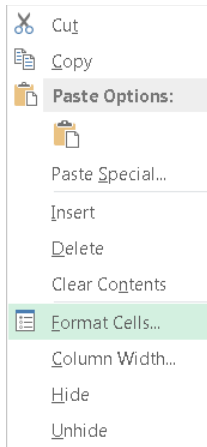
Click “OK”

Step 12: Reformat Column G (Filing Number)

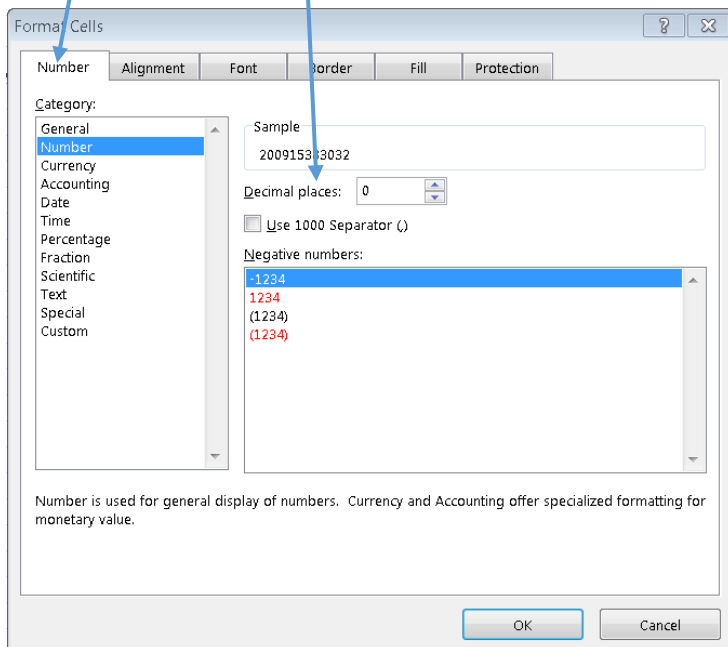
- Highlight Column D

	A	B	C	D	E	F	G	H
1		0 RUN_DATE	FILING_CA	PRODUCT_NUMBER	BEGIN_DATE:01/31/2015	END_DATE:01/31/2015	ITEM_TYPES:5,6,9	COMPLETE FILE
5130	3	CNS Statut	88 Office c	8227	Original Filing	88 Office of the Minn	8227	Debtor
5131	3	CNS Statut	88 Office c	8227	Original Filing	88 Office of the Minn	8227	Debtor
5132	3	CNS Statut	88 Office c	8227	Original Filing	88 Office of the Minn	8227	Secured
5140	3	CNS Statut	88 Office c	8635	Original Filing	88 Office of the Minn	8635	Secured
5141	3	CNS Statut	88 Office c	8635	Original Filing	88 Office of the Minn	8635	Debtor
5148	3	CNS Statut	88 Office c	10413	Original Filing	88 Office of the Minn	10413	Debtor
5149	3	CNS Statut	88 Office c	10413	Original Filing	88 Office of the Minn	10413	Debtor
5150	3	CNS Statut	88 Office c	10413	Original Filing	88 Office of the Minn	10413	Secured

- 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



Column B will show the Lien Type (CNS Statutory Lien vs Effective Financing Statement) and Column H will display the filing date of the new/original filing

	A	B	C	D	E	F	G	H	I	J
36339	2	CNS Statutory Lien	88 Office of the Mii	807883300031	Original Filing	88 Office of the Mii	807883000000	1/26/2015 11:48		
36340	3	CNS Statutory Lien	88 Office of the Mii	807883300031	Original Filing	88 Office of the Mii	807883000000	Debtor		LEROY
36341	3	CNS Statutory Lien	88 Office of the Mii	807883300031	Original Filing	88 Office of the Mii	807883000000	Secured		CARGILL INC - AG HORIZONS
36342	5	CNS Statutory Lien	88 Office of the Mii	807883300031	Original Filing	88 Office of the Mii	807883000000		100	100 All Crops
36343	5	CNS Statutory Lien	88 Office of the Mii	807883300031	Original Filing	88 Office of the Mii	807883000000		100	100 All Crops
36345	2	CNS Statutory Lien	88 Office of the Mii	808234500021	Original Filing	88 Office of the Mii	808235000000	1/27/2015 14:37		
36346	3	CNS Statutory Lien	88 Office of the Mii	808234500021	Original Filing	88 Office of the Mii	808235000000	Debtor		Rick
36347	3	CNS Statutory Lien	88 Office of the Mii	808234500021	Original Filing	88 Office of the Mii	808235000000	Debtor		Tammy
36348	3	CNS Statutory Lien	88 Office of the Mii	808234500021	Original Filing	88 Office of the Mii	808235000000	Secured		S & S Farms of Pickerel Lake Township, L
36349	5	CNS Statutory Lien	88 Office of the Mii	808234500021	Original Filing	88 Office of the Mii	808235000000		111	111 Field Corn
36350	5	CNS Statutory Lien	88 Office of the Mii	808234500021	Original Filing	88 Office of the Mii	808235000000		131	131 Soybeans
36352	2	CNS Statutory Lien	88 Office of the Mii	808743400024	Original Filing	88 Office of the Mii	808743000000	1/29/2015 12:46		
36354	3	CNS Statutory Lien	88 Office of the Mii	808743400024	Original Filing	88 Office of the Mii	808743000000	Debtor		David
36355	3	CNS Statutory Lien	88 Office of the Mii	808743400024	Original Filing	88 Office of the Mii	808743000000	Secured		Dawson Co-op Credit Union
36356	5	CNS Statutory Lien	88 Office of the Mii	808743400024	Original Filing	88 Office of the Mii	808743000000		111	111 Field Corn
36357	5	CNS Statutory Lien	88 Office of the Mii	808743400024	Original Filing	88 Office of the Mii	808743000000		131	131 Soybeans
36358	5	CNS Statutory Lien	88 Office of the Mii	808743400024	Original Filing	88 Office of the Mii	808743000000		171	171 Sugar Beets
36365	3	Effective Financing	88 Office of the Mii	147	Original Filing	88 Office of the Mii	147	Debtor		Roger
36366	3	Effective Financing	88 Office of the Mii	147	Original Filing	88 Office of the Mii	147	Secured		First National Bank of McIntosh
36367	5	Effective Financing	88 Office of the Mii	147	Original Filing	88 Office of the Mii	147		100	100 All Crops
36374	3	Effective Financing	88 Office of the Mii	151	Original Filing	88 Office of the Mii	151	Debtor		Lauris
36375	3	Effective Financing	88 Office of the Mii	151	Original Filing	88 Office of the Mii	151	Secured		First National Bank of McIntosh
36376	5	Effective Financing	88 Office of the Mii	151	Original Filing	88 Office of the Mii	151		500	500 All Livestock
36383	3	Effective Financing	88 Office of the Mii	153	Original Filing	88 Office of the Mii	153	Debtor		Michael
36384	3	Effective Financing	88 Office of the Mii	153	Original Filing	88 Office of the Mii	153	Secured		First National Bank of McIntosh
36385	5	Effective Financing	88 Office of the Mii	153	Original Filing	88 Office of the Mii	153		500	500 All Livestock

Step 13: Hide Unwanted Data

Once the data has been filtered to display only the new/original filings, the CNS user then can hide all unwanted data.

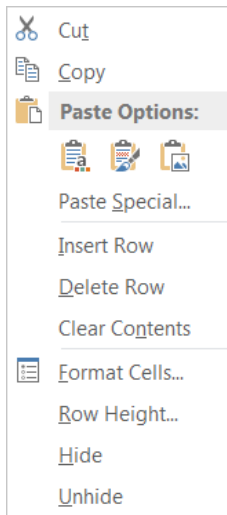
Example: For all CNS Statutory Liens or Effective Financing Statements that do not display a date for the month selected in Column H, those rows would be considered unwanted data.

	A	B	C	D	E	F	G	H	I	J
36274	3	CNS Statutory Lien	88 Office of the Mii	798840900030	Original Filing	88 Office of the Mii	798841000000	Debtor		MATTHEW
36275	3	CNS Statutory Lien	88 Office of the Mii	798840900030	Original Filing	88 Office of the Mii	798841000000	Secured		DARLENE
36276	5	CNS Statutory Lien	88 Office of the Mii	798840900030	Original Filing	88 Office of the Mii	798841000000		111	111 Field Corn
36279	3	CNS Statutory Lien	88 Office of the Mii	799989100043	Original Filing	88 Office of the Mii	799989000000	Debtor		T
36280	3	CNS Statutory Lien	88 Office of the Mii	799989100043	Original Filing	88 Office of the Mii	799989000000	Debtor		CAROLYN
36281	3	CNS Statutory Lien	88 Office of the Mii	799989100043	Original Filing	88 Office of the Mii	799989000000	Secured		BORDER STATE BANK
36282	5	CNS Statutory Lien	88 Office of the Mii	799989100043	Original Filing	88 Office of the Mii	799989000000		501	501 Cattle / Calves
36287	3	CNS Statutory Lien	88 Office of the Mii	801626500028	Original Filing	88 Office of the Mii	801627000000	Debtor		Bo
36288	3	CNS Statutory Lien	88 Office of the Mii	801626500028	Original Filing	88 Office of the Mii	801627000000	Secured		First Farmers & Merchants Bank
36289	5	CNS Statutory Lien	88 Office of the Mii	801626500028	Original Filing	88 Office of the Mii	801627000000		111	111 Field Corn
36290	5	CNS Statutory Lien	88 Office of the Mii	801626500028	Original Filing	88 Office of the Mii	801627000000		501	501 Cattle / Calves
36293	3	CNS Statutory Lien	88 Office of the Mii	803286800025	Original Filing	88 Office of the Mii	803287000000	Debtor		Neil
36294	3	CNS Statutory Lien	88 Office of the Mii	803286800025	Original Filing	88 Office of the Mii	803287000000	Secured		First Farmers & Merchants State Bank
36295	5	CNS Statutory Lien	88 Office of the Mii	803286800025	Original Filing	88 Office of the Mii	803287000000		131	131 Soybeans
36296	5	CNS Statutory Lien	88 Office of the Mii	803286800025	Original Filing	88 Office of the Mii	803287000000		103	103 Oats
36297	5	CNS Statutory Lien	88 Office of the Mii	803286800025	Original Filing	88 Office of the Mii	803287000000		105	105 Alfalfa
36298	5	CNS Statutory Lien	88 Office of the Mii	803286800025	Original Filing	88 Office of the Mii	803287000000		106	106 Hay
36299	5	CNS Statutory Lien	88 Office of the Mii	803286800025	Original Filing	88 Office of the Mii	803287000000		111	111 Field Corn
36301	2	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000	1/5/2015 16:47		
36302	3	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000	Debtor		Jared
36303	3	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000	Secured		Central Minnesota Credit Union
36304	5	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000		111	111 Field Corn
36305	5	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000		502	502 Hogs / Pigs
36306	5	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000		502	502 Hogs / Pigs
36307	5	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000		111	111 Field Corn
36309	2	CNS Statutory Lien	88 Office of the Mii	804602000026	Original Filing	88 Office of the Mii	804602000000	1/7/2015 15:52		
36311	3	CNS Statutory Lien	88 Office of the Mii	804602000026	Original Filing	88 Office of the Mii	804602000000	Debtor		Thomas
36312	3	CNS Statutory Lien	88 Office of the Mii	804602000026	Original Filing	88 Office of the Mii	804602000000	Debtor		Lucille
36313	3	CNS Statutory Lien	88 Office of the Mii	804602000026	Original Filing	88 Office of the Mii	804602000000	Secured		AgCountry Farm Credit Services, PCA

- Click on the row numbers and highlight all columns (A – T)

	A	B	C	D	E	F	G	H	I	J
36274	3	CNS Statutory Lien	88 Office of the Mii	798840900030	Original Filing	88 Office of the Mii	798841000000	Debtor		MATTHEW
36275	3	CNS Statutory Lien	88 Office of the Mii	798840900030	Original Filing	88 Office of the Mii	798841000000	Secured		DARLENE
36276	5	CNS Statutory Lien	88 Office of the Mii	798840900030	Original Filing	88 Office of the Mii	798841000000		111 111 Field Corn	76
36279	3	CNS Statutory Lien	88 Office of the Mii	799989100043	Original Filing	88 Office of the Mii	799989000000	Debtor		T
36280	3	CNS Statutory Lien	88 Office of the Mii	799989100043	Original Filing	88 Office of the Mii	799989000000	Debtor		CAROLYN
36281	3	CNS Statutory Lien	88 Office of the Mii	799989100043	Original Filing	88 Office of the Mii	799989000000	Secured		BORDER STATE BANK
36282	5	CNS Statutory Lien	88 Office of the Mii	799989100043	Original Filing	88 Office of the Mii	799989000000		501 501 Cattle / Calves	36
36287	3	CNS Statutory Lien	88 Office of the Mii	801626500028	Original Filing	88 Office of the Mii	801627000000	Debtor		Bo
36288	3	CNS Statutory Lien	88 Office of the Mii	801626500028	Original Filing	88 Office of the Mii	801627000000	Secured		First Farmers & Merchants Bank
36289	5	CNS Statutory Lien	88 Office of the Mii	801626500028	Original Filing	88 Office of the Mii	801627000000		111 111 Field Corn	25
36290	5	CNS Statutory Lien	88 Office of the Mii	801626500028	Original Filing	88 Office of the Mii	801627000000		501 501 Cattle / Calves	25
36293	3	CNS Statutory Lien	88 Office of the Mii	803286800025	Original Filing	88 Office of the Mii	803287000000	Debtor		Neil
36294	3	CNS Statutory Lien	88 Office of the Mii	803286800025	Original Filing	88 Office of the Mii	803287000000	Secured		First Farmers & Merchants State Bank
36295	5	CNS Statutory Lien	88 Office of the Mii	803286800025	Original Filing	88 Office of the Mii	803287000000		131 131 Soybeans	55
36296	5	CNS Statutory Lien	88 Office of the Mii	803286800025	Original Filing	88 Office of the Mii	803287000000		103 103 Oats	55
36297	5	CNS Statutory Lien	88 Office of the Mii	803286800025	Original Filing	88 Office of the Mii	803287000000		105 105 Alfalfa	55
36298	5	CNS Statutory Lien	88 Office of the Mii	803286800025	Original Filing	88 Office of the Mii	803287000000		106 106 Hay	55
36299	5	CNS Statutory Lien	88 Office of the Mii	803286800025	Original Filing	88 Office of the Mii	803287000000		111 111 Field Corn	55
36301	2	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000		1/5/2015 16:47	
36302	3	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000	Debtor		Jared
36303	3	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000	Secured		Central Minnesota Credit Union
36304	5	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000		111 111 Field Corn	73
36305	5	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000		502 502 Hogs / Pigs	73
36306	5	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000		502 502 Hogs / Pigs	73
36307	5	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000		111 111 Field Corn	73
36309	2	CNS Statutory Lien	88 Office of the Mii	804602000026	Original Filing	88 Office of the Mii	804602000000		1/7/2015 15:52	
36311	3	CNS Statutory Lien	88 Office of the Mii	804602000026	Original Filing	88 Office of the Mii	804602000000	Debtor		Thomas
36312	3	CNS Statutory Lien	88 Office of the Mii	804602000026	Original Filing	88 Office of the Mii	804602000000	Debtor		Lucille
36313	3	CNS Statutory Lien	88 Office of the Mii	804602000026	Original Filing	88 Office of the Mii	804602000000	Secured		AgCountry Farm Credit Services, PCA
36314	5	CNS Statutory Lien	88 Office of the Mii	804602000026	Original Filing	88 Office of the Mii	804602000000		101 101 Wheat/Durum	57
36315	5	CNS Statutory Lien	88 Office of the Mii	804602000026	Original Filing	88 Office of the Mii	804602000000		131 131 Soybeans	57
36316	5	CNS Statutory Lien	88 Office of the Mii	804602000026	Original Filing	88 Office of the Mii	804602000000		111 111 Field Corn	57

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



	A	B	C	D	E	F	G	H	I	J	
36301		2	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000	1/5/2015 16:47		
36302		3	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000	Debtor	Jared	
36303		3	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000	Secured	Central Minnesota Credit Union	
36304		5	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000	111	111 Field Corn	73
36305		5	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000	502	502 Hogs / Pigs	73
36306		5	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000	502	502 Hogs / Pigs	73
36307		5	CNS Statutory Lien	88 Office of the Mii	804058400022	Original Filing	88 Office of the Mii	804058000000	111	111 Field Corn	73
36309		2	CNS Statutory Lien	88 Office of the Mii	804602000026	Original Filing	88 Office of the Mii	804602000000	1/7/2015 15:52		
36311		3	CNS Statutory Lien	88 Office of the Mii	804602000026	Original Filing	88 Office of the Mii	804602000000	Debtor	Thomas	
36312		3	CNS Statutory Lien	88 Office of the Mii	804602000026	Original Filing	88 Office of the Mii	804602000000	Debtor	Lucille	
36313		3	CNS Statutory Lien	88 Office of the Mii	804602000026	Original Filing	88 Office of the Mii	804602000000	Secured	AgCountry Farm Credit Services, PCA	
36314		5	CNS Statutory Lien	88 Office of the Mii	804602000026	Original Filing	88 Office of the Mii	804602000000	101	101 Wheat/Durum	57
36315		5	CNS Statutory Lien	88 Office of the Mii	804602000026	Original Filing	88 Office of the Mii	804602000000	131	131 Soybeans	57
36316		5	CNS Statutory Lien	88 Office of the Mii	804602000026	Original Filing	88 Office of the Mii	804602000000	111	111 Field Corn	57
36318		2	CNS Statutory Lien	88 Office of the Mii	805005400026	Original Filing	88 Office of the Mii	805005000000	1/9/2015 13:28		
36319		3	CNS Statutory Lien	88 Office of the Mii	805005400026	Original Filing	88 Office of the Mii	805005000000	Debtor	Jerry	
36320		3	CNS Statutory Lien	88 Office of the Mii	805005400026	Original Filing	88 Office of the Mii	805005000000	Secured	Legend Seeds, Inc.	
36321		5	CNS Statutory Lien	88 Office of the Mii	805005400026	Original Filing	88 Office of the Mii	805005000000	111	111 Field Corn	49
36322		5	CNS Statutory Lien	88 Office of the Mii	805005400026	Original Filing	88 Office of the Mii	805005000000	131	131 Soybeans	49
36323		5	CNS Statutory Lien	88 Office of the Mii	805005400026	Original Filing	88 Office of the Mii	805005000000	105	105 Alfalfa	49
36325		2	CNS Statutory Lien	88 Office of the Mii	805195000045	Original Filing	88 Office of the Mii	805195000000	1/12/2015 17:00		
36326		3	CNS Statutory Lien	88 Office of the Mii	805195000045	Original Filing	88 Office of the Mii	805195000000	Debtor	CHRISTOPHER	
36327		3	CNS Statutory Lien	88 Office of the Mii	805195000045	Original Filing	88 Office of the Mii	805195000000	Secured	KODABANK	
36328		5	CNS Statutory Lien	88 Office of the Mii	805195000045	Original Filing	88 Office of the Mii	805195000000	101	101 Wheat/Durum	45
36329		5	CNS Statutory Lien	88 Office of the Mii	805195000045	Original Filing	88 Office of the Mii	805195000000	131	131 Soybeans	45
36330		5	CNS Statutory Lien	88 Office of the Mii	805195000045	Original Filing	88 Office of the Mii	805195000000	171	171 Sugar Beets	45

Repeat to hide all unwanted data.

Step 14: 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 at any time and view only data for specified counties but will still have the option to click the link on the sent email to view all CNS data.

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

Step 15: Using Find & Select

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

For example:

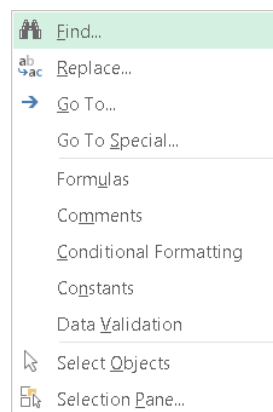
- Debtor Last Name: Johnson
- Highlight Column L (debtor last name)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	0	RUN_DATE	FILING_CA	PRODUCT_NUN	BEGIN_DA	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	Continuati	88 Office c	2001125236	7/11/2001 17:00					
4	2	Effective F01	Aitkin	57937	Continuati	01 Aitkin	20061262547	7/5/2006 17:00					
5	2	Effective F01	Aitkin	57937	Continuati	88 Office c	20112570793	9/30/2011 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 Live	1	Aitkin		

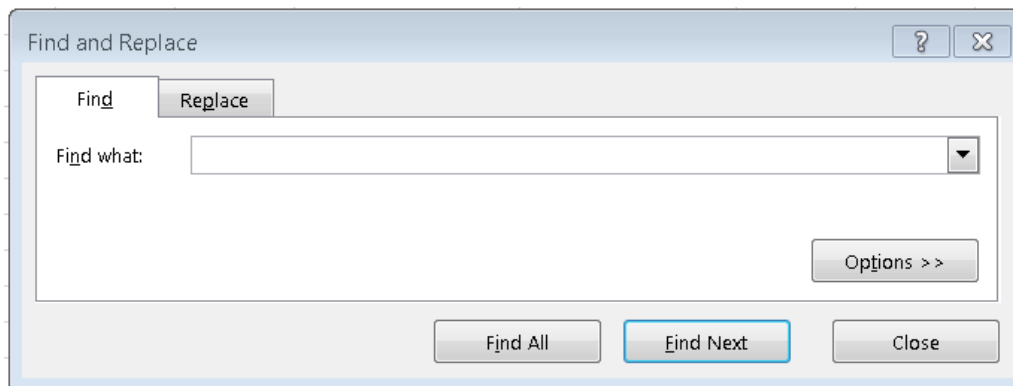
- Click "Find & Select" located on Home Tab ribbon



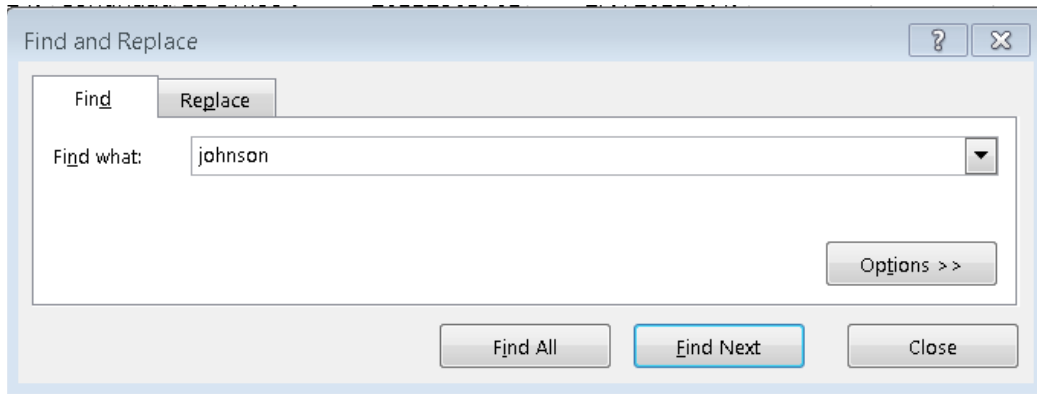
- Select "Find" from the drop down menu



- 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