## **CNS FARM PRODUCT MONTHLY LIST USER INSTRUCTIONS**

# 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 <u>business.services@state.mn.us</u> (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 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: <u>https://mblsportal.sos.mn.gov/Document/DownloadInventory?orderid=</u>

\*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: <u>business.services@state.mn.us</u>
- UCC or CNS: <u>ucc.dept@state.mn.us</u>

## STEP 2: Order Status

Order Status »		
Order Number:	-	
Your order has been Note: you will also re	processed. To view or print your items, click Refresh. Y eceive an email with a link to access your completed ite	′our items will display below Link(s). ms.
Items		
Item Number	Product	Link(s)
	CNS Farm Product Monthly List	<ul> <li>Data Report - 1/1/2025</li> <li>Data File - 1/1/2025</li> <li>Acknowledgement</li> </ul>
Return to Home Page		Receipt

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

## 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_RunOn20150112zip (1.42	MB) from <b>m</b> l	olsportal.s	os.sta	te.mn.us? ×
	Open	Save	•	Cancel

## STEP 5: Data File Displays

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

🕞 🌍 🚽 📙 « Content.IE5 🕨 A	DFI57T1 • CNS_20141231_C_COMPLETE_Jo	b9_RunOn20150112.Zip (1).zip	▼ \$ <sub>j</sub>	Search CNS_20141231_(	C_CC
Organize   Extract all files					1
🛯 🚖 Favorites	Name	Туре	Compressed size	Password p Size	
Eesktop Recent Places Downloads	DNS_20141231_C_COMPLETE_Job9	Microsoft Excel Comma S	1,462 KB	No	1
Libraries					
4 👰 Computer					
🛛 🧶 Local Disk (C:)					
> 🥪 New Volume (D:)					
b get bulkorder_images_rescanne					
▷ 🛫 dusth01\$ (\\ossbackup) (K:)					
▷ 🛫 Sharedall (\\ossbackup) (R:)					
▷ 🛫 Shared555 (\\ossbackup) (S					
🖻 🔍 Network					

### 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

	А	В	С	D	E	F	G	Н
1	0	RUN_DAT	FILING_CA	PRODUCT	BEGIN_DA	END_DATE	ITEM_TYP	COMPLETE
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 Jacksor	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

Number	Alignment	Font	Border	Fill	Protection		
Category: General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special Custom		Samp 2009 Decima Use Negatir 1234 (1234)	le 153;3032 I places: 0 1000 Separa ve numbers:	ator ()			
Number is u monetary va	ised for gener ilue.	ral display of n	umbers. Cur	rency and Acc	ounting offer spec	ialized formatting fo	, or

### 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)

Sort			8 🕺
tal Add Level ➤ Delete L	evel 🖹 Copy Level 🔺 🔻	Options	My data has <u>h</u> eaders
Column	Sort On	Order	
Sort by	▼ Values	<ul> <li>A to Z</li> </ul>	▼
			OK Cancel

- 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"

Sort			8 🛛
Add Level	🖹 Copy Level 🔷 💌 Options	]	📝 My data has <u>h</u> eaders
Column	Sort On	Order	
Sort by FILING_CATEGORY:CNS	Values 💌	A to Z	•
			OK Cancel

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

Sort					8 🔀
+ <mark>A</mark> ↓ <u>A</u> dd	Level	<u>C</u> opy Level	<u>Options</u>		📝 My data has <u>h</u> eaders
Column		Sort On		Order	
Sort by	FILING_CATEGORY:CNS	Values	-	A to Z	-
Then by	RUN_DATE:2015-01-12 1	Values	-	A to Z	<b>_</b>
	·				
					OK Cancel

- 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

-	Sort			<u> 8</u> X						
	▲ Copy Level Copy Level My data has headers									
	Column		Sort On	Order						
	Sort by	FILING_CATEGORY:CNS	Values 💌	A to Z						
	Then by	RUN_DATE:2015-01-12 1	Values	A to Z						
	Then by	PRODUCT_NUMBER:975	Values	Smallest to Largest						
	Then by	0 💌	Values	Smallest to Largest						
	Then by	BEGIN_DATE:01/01/1900	Values 💌	A to Z						
				OK Cancel						
-										

Step 9: Data File Output Results

А	В	С	D	E	F	G	Н	I	J	К	L	М	N
0	RUN_DAT	FILING_CA	PRODUCT	BEGIN_DA	END_DATE	ITEM_TYP	COMPLET	E FILE					
1	Effective F	01 Aitkin	57937	CNS	Active	########	########						
2	Effective F	01 Aitkin	57937	Continuati	88 Office of	2E+09	########						
2	Effective F	01 Aitkin	57937	Continuati	01 Aitkin	2.01E+10	########						
2	Effective F	01 Aitkin	57937	Continuati	88 Office of	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	М	DOTZLER		RT 3 BX 28
3	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	Secured	USDA Farn	n Service A	gency			130 SOUTH
5	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	100	100 All Cro	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 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.

А	В	С	D	E	F	G	Н	I	J	К	L	М	N
C	RUN_DAT	FILING_C	PRODUCT	BEGIN_DA	END_DATE	ITEM_TYPES: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 of	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 of	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	М	DOTZLER		RT 3 BX 28
3	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	Secured	USDA Farr	n Service A	gency			130 SOUTH
5	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	100	100 All Cro	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)

	А	В	С	D	E	F	G	Н	Ι	J	К	L	Μ
1	0	RUN_DAT	FILING_CA	PRODUCT_NUM	BEGIN_DA	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	Continuati	88 Office of	2001125236	7/11/2001 17:00					
4	2	Effective F	01 Aitkin	57937	Continuati	01 Aitkin	20061262547	7/5/2006 17:00					
5	2	Effective F	01 Aitkin	57937	Continuati	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	n Service A	gency		
10	5	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	100	100 All Cro	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



Find & Select •

• Select "Find" from the drop down menu



• Find and Replace window opens

Find and Rep	ce ? 🔀	8 🛛		
Fin <u>d</u>	Re <u>p</u> lace			
Fi <u>n</u> d what:	<b></b>			
	Op <u>t</u> ions >>			
	Find All Eind Next Close			

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

lace			8 🔀
Re <u>p</u> lace			
johnson			•
			Op <u>t</u> ions >>
	Find All	<u>E</u> ind Next	Close
	lace Reglace johnson	lace Reglace johnson Find All	lace           Reglace           johnson           Find All

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