

CNS FARM PRODUCT MONTHLY LIST

USER INSTRUCTIONS TO FILTER BY PRODUCTS

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.

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 Minnesota Business & Lien System website. The 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 is titled "Order Status" and displays "Order Number: 8042111". A yellow message box states "Your order has been processed." Below this, an "Items" section lists the following:

Item Number	Product	Documents
80421110022	CNS Farm Product Monthly List	<ul style="list-style-type: none">AcknowledgementData Report - 1/12/2015Data File - 1/12/2015
		<ul style="list-style-type: none">Receipt

A "Return to Home Page" button is located at the bottom left of the items section.

STEP 3: Access Data File

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

A list of files is shown, with one item highlighted: "• Data File - 1/12/2015".

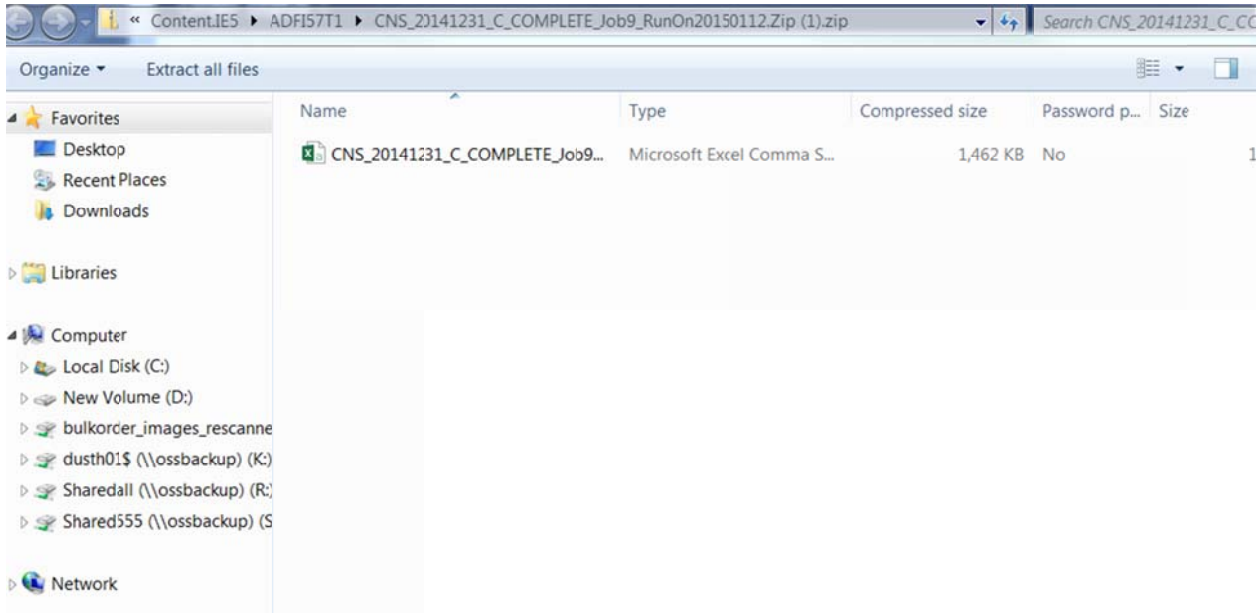
STEP 4: Open Data File

Receive message and click open.

A dialog box is displayed with the following text: "Do you want to open or save CNS_20141231_C_COMPLETE_Job9_RunOn20150112....zip (1.42 MB) from mbportal.sos.state.mn.us?". At the bottom right, there are three buttons: "Open", "Save", and "Cancel".

STEP 5: Data File Displays

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



Step 6: Excel File Displays

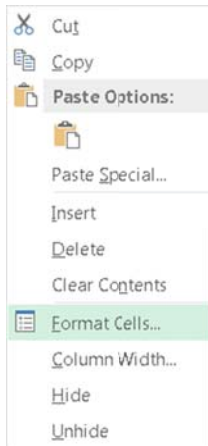
CNS Buyer has ability to save file to folder, desktop or drive or their choice OR can sort data and then save with sort results.

Step 7: Reformat Column D (Original Filing Number)

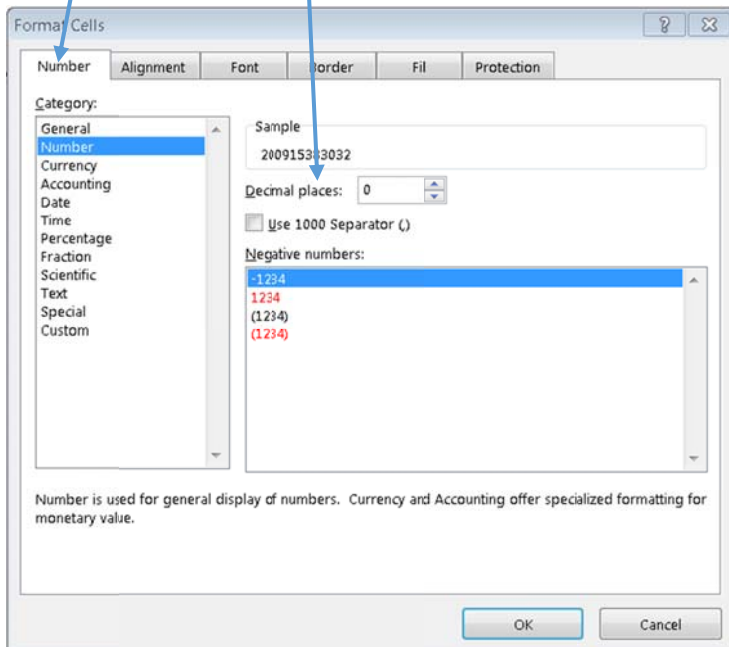
- Highlight Column D

	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								
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

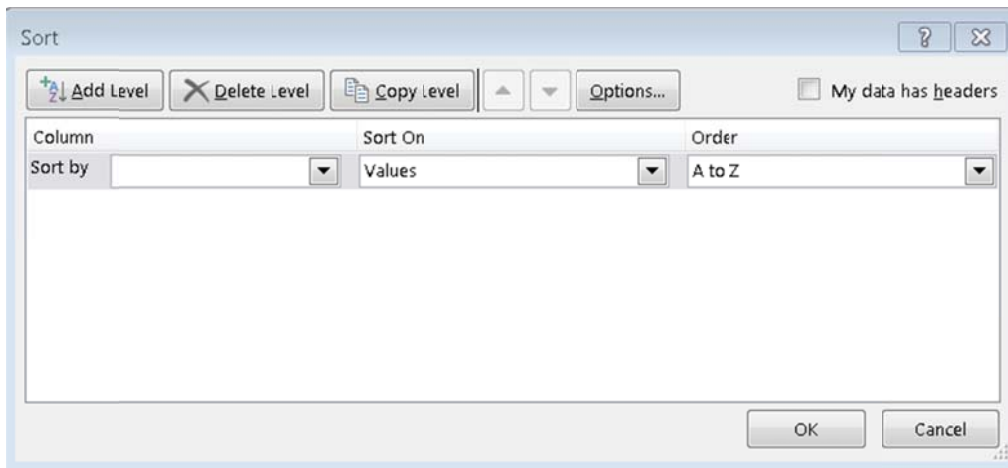


Step 8: Data File Sort Feature

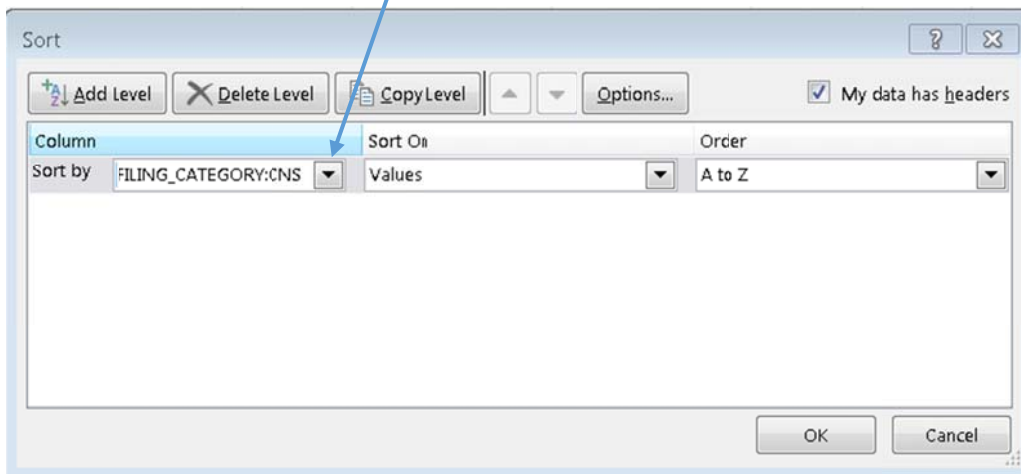
The following sort steps will group the entire lien notification file. This will include debtor(s), secured party(s), original filing number, filing number(s) for amendments and amendment type, collateral listings (products, counties, etc.).

- Click to highlight the entire Excel file (position cursor in field before A and above 1)

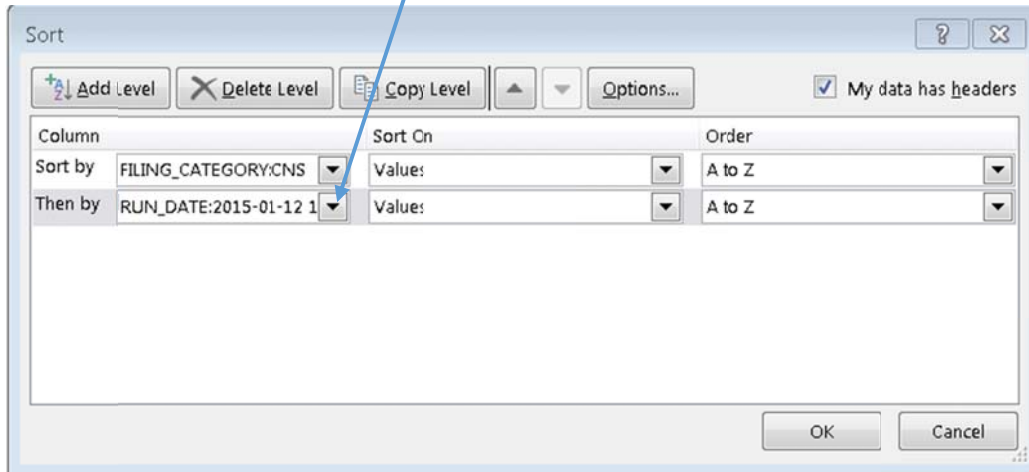
- With the Excel file highlighted, select the “Data” tab on the command line
- Click “Sort” on ribbon
- Sort box opens (see below)



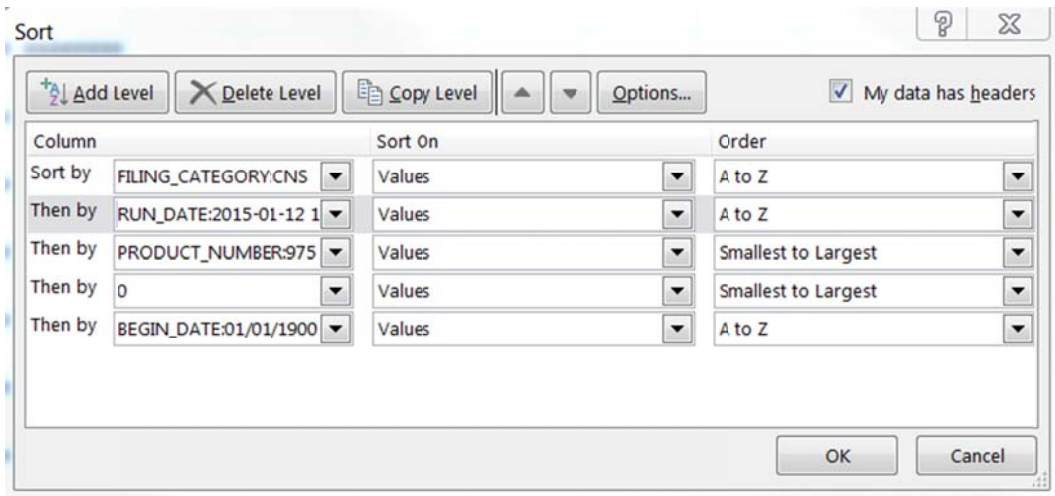
- Check box that “My data has headers” in upper right corner (see completed sort below)
- Click down arrow for “Sort By” and select “Filing Category” from drop down list
- Click “Add Level”



- 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 F 01 Aitkin	57937	CNS	Active	11/22/1996 12:12	11/22/2016 23:59							
2	Effective F 01 Aitkin	57937	Continuation	88 Office c	2001125236	7/11/2001 17:00							
2	Effective F 01 Aitkin	57937	Continuation	01 Aitkin	20061262547	7/5/2006 17:00							
2	Effective F 01 Aitkin	57937	Continuation	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 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.

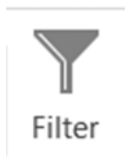
A	B	C	D	E	F	G	H	I	J	K	L	M	N
0	RUN_DATE	FILING_CA	PRODUCT	BEGIN_DATE	END_DATE	ITEM_TYPES:5,69	COMPLETE FILE						
1	Effective F 01 Aitkin	57937	CNS	Active	11/22/1996 12:12	11/22/2016 23:59							
2	Effective F 01 Aitkin	57937	Continuation	88 Office c	2001125236	7/11/2001 17:00							
2	Effective F 01 Aitkin	57937	Continuation	01 Aitkin	20061262547	7/5/2006 17:00							
2	Effective F 01 Aitkin	57937	Continuation	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: 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
1	0	RUN_DATE	FILING_CA	PRODUCT	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	Continuation	88 Office c	2001125236	7/11/2001 17:00						
4	2	Effective F 01 Aitkin	57937	Continuation	01 Aitkin	20061262547	7/5/2006 17:00						
5	2	Effective F 01 Aitkin	57937	Continuation	88 Office c	20112570793	9/30/2011 14:41						
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 SOUTI
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

- Click “Filter”

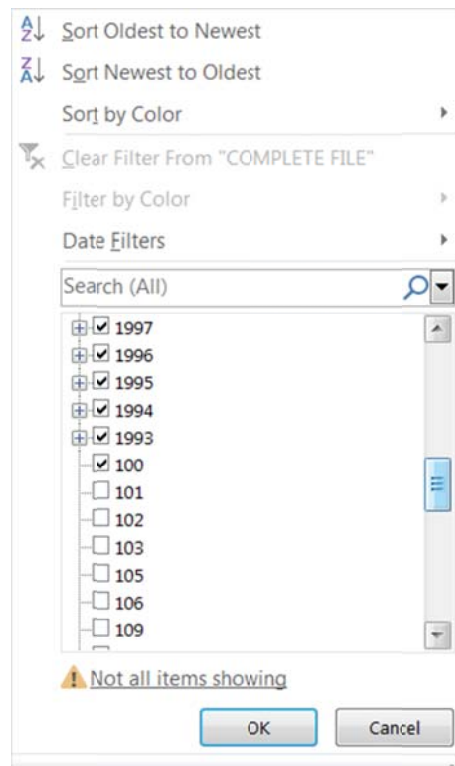
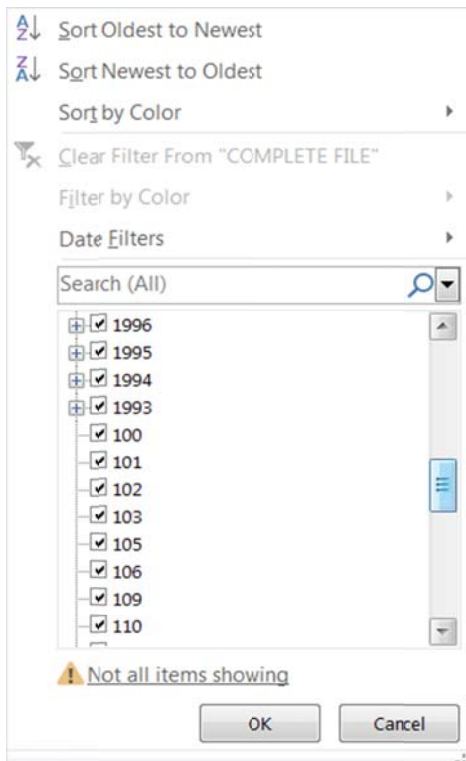


A down arrow appears for Column H

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	38 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					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	38 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	38 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					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	38 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	38 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	38 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					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.

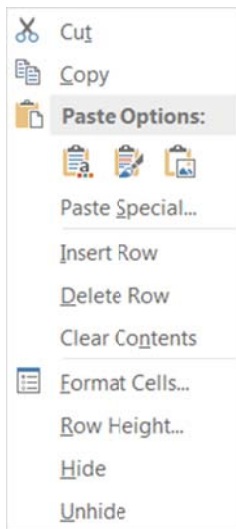
Example: Filing Number 20012235280 does not display the specific product(s) selected in Column I and is unwanted data.

	A	B	C	D	E	F	G	H	I	J	K	L
4	2	Effective Financing	01 Aitkin	57917	Continuation	01 Aitkin	20061262547	7/5/2006 17:00				
5	2	Effective Financing	01 Aitkin	57917	Continuation	88 Office of the Mir	20112570793	9/30/2011 14:41				
6	2	Effective Financing	01 Aitkin	57917	Original Filing	01 Aitkin	57917	11/22/1996 12:12				
7	3	Effective Financing	01 Aitkin	57917	Original Filing	01 Aitkin	57917	Debtor		WILLIAM	F	DOTZLER
8	3	Effective Financing	01 Aitkin	57917	Original Filing	01 Aitkin	57917	Debtor		LINDA	M	DOTZLER
9	3	Effective Financing	01 Aitkin	57917	Original Filing	01 Aitkin	57917	Secured	USDA Farm Service Agency			
10	5	Effective Financing	01 Aitkin	57917	Original Filing	01 Aitkin	57917	100	100 All Crops			
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			
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			

- 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 Aitkn		57917 Continuation	01 Aitkn	20061262547	7/5/2006 17:00				
5		2 Effective Financing	01 Aitkn		57917 Continuation	88 Office of the Mir	20112570793	9/30/2011 14:41				
6		2 Effective Financing	01 Aitkn		57917 Original Filing	01 Aitkn	57937	11/22/1996 12:12				
7		3 Effective Financing	01 Aitkn		57917 Original Filing	01 Aitkn	57937 Debtor			WILLIAM	F	DOTZIER
8		3 Effective Financing	01 Aitkn		57917 Original Filing	01 Aitkn	57937 Debtor			LINDA	M	DOTZIER
9		3 Effective Financing	01 Aitkn		57917 Original Filing	01 Aitkn	57937 Secured		USDA Farm Service Agency			
10		5 Effective Financing	01 Aitkn		57917 Original Filing	01 Aitkn	57937		100 100 All Crops		1 Aitkn	
13		1 Effective Financing	01 Aitkn		604:8 CNS	Terminated	4/26/1999 11:33	4/26/2014 23:59				
14		2 Effective Financing	01 Aitkn		604:8 Continuation	01 Aitkn	20041019151	1/14/2004 14:58				
15		2 Effective Financing	01 Aitkn		604:8 Continuation	88 Office of the Mir	20081409072	12/4/2008 13:06				
16		2 Effective Financing	01 Aitkn		604:8 Original Filing	01 Aitkn	604:8	4/26/1999 11:33				
17		2 Effective Financing	01 Aitkn		604:8 Termination CNS	88 Office of the Mir	20102113142	8/9/2010 14:49				
18		3 Effective Financing	01 Aitkn		604:8 Original Filing	01 Aitkn	604:8 Debtor			Gary	L	Wilkie
19		3 Effective Financing	01 Aitkn		604:8 Original Filing	01 Aitkn	604:8 Secured		Farm Service Agency USDA			
20		5 Effective Financing	01 Aitkn		604:8 Original Filing	01 Aitkn	604:8		100 100 All Crops		1 Aitkn	
22		1 Effective Financing	01 Aitkn		20012235280 CNS	Active	11/19/2001 17:00	11/19/2016 23:59				
23		2 Effective Financing	01 Aitkn		20012235280 Continuation	01 Aitkn	20061262551	7/5/2006 17:00				
24		2 Effective Financing	01 Aitkn		20012235280 Continuation	88 Office of the Mir	20112493059	7/11/2011 14:59				
25		2 Effective Financing	01 Aitkn		20012235280 Original Filing	01 Aitkn	20012235280	11/19/2001 17:00				
26		3 Effective Financing	01 Aitkn		20012235280 Original Filing	01 Aitkn	20012235280 Debtor			Neil	T	Radaiah
27		3 Effective Financing	01 Aitkn		20012235280 Original Filing	01 Aitkn	20012235280 Secured		Farm Service Agency			
29		1 Effective Financing	01 Aitkn		20037003485 CNS	Terminated	4/3/2003 14:34	4/3/2013 23:59				
30		2 Effective Financing	01 Aitkn		20037003485 Continuation	88 Office of the Mir	20071914345	11/30/2007 15:41				
31		2 Effective Financing	01 Aitkn		20037003485 Original Filing	01 Aitkn	20037003485	4/3/2003 14:34				
32		2 Effective Financing	01 Aitkn		20037003485 Termination CNS	88 Office of the Mir	20081362453	10/22/2008 13:21				
33		3 Effective Financing	01 Aitkn		20037003485 Original Filing	01 Aitkn	20037003485 Debtor			THOMAS	F	REMUS
34		3 Effective Financing	01 Aitkn		20037003485 Original Filing	01 Aitkn	20037003485 Debtor			JOAN	M	REMUS
35		3 Effective Financing	01 Aitkn		20037003485 Original Filing	01 Aitkn	20037003485 Secured		USDA ACTING THRU FARM SERVICE AGENCY			
36		5 Effective Financing	01 Aitkn		20037003485 Original Filing	01 Aitkn	20037003485		100 100 All Crops		1 Aitkn	

- 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	579:7	Continuation	01 Aitkin	20061262547	7/5/2006 17:00				
5		2	Effective Financing	579:7	Continuation	88 Office of the Min	20112570793	9/30/2011 14:41				
6		2	Effective Financing	579:7	Original Filing	01 Aitkin	57937	11/22/1996 12:12				
7		3	Effective Financing	579:7	Original Filing	01 Aitkin	57937	Debtor		WILLIAM	F	DOTZLER
8		3	Effective Financing	579:7	Original Filing	01 Aitkin	57937	Debtor		LINDA	M	DOTZLER
9		3	Effective Financing	579:7	Original Filing	01 Aitkin	57937	Secured	USDA Iarm Service Agency			
10		5	Effective Financing	579:7	Original Filing	01 Aitkin	57937	100	100 AllCrops		1 Aitkin	
13		1	Effective Financing	604:8	CNS	Terminated	4/26/1999 11:33	4/26/2014 23:59				
14		2	Effective Financing	604:8	Continuation	01 Aitkin	20041019151	1/14/2004 14:58				
15		2	Effective Financing	604:8	Continuation	88 Office of the Min	20081409072	12/4/2008 13:06				
16		2	Effective Financing	604:8	Original Filing	01 Aitkin	60418	4/26/1999 11:33				
17		2	Effective Financing	604:8	Termination CNS	88 Office of the Min	20102113112	8/9/2010 14:49				
18		3	Effective Financing	604:8	Original Filing	01 Aitkin	60418	Debtor		Gary	L	Wilkie
19		3	Effective Financing	604:8	Original Filing	01 Aitkin	60418	Secured	Farm Service Agency USDA			
20		5	Effective Financing	604:8	Original Filing	01 Aitkin	60418	100	100 AllCrops		1 Aitkin	
29		1	Effective Financing	2003700345	CNS	Terminated	4/3/2003 14:34	4/3/2013 23:59				
30		2	Effective Financing	2003700345	Continuation	88 Office of the Min	20071914345	11/30/2007 15:41				
31		2	Effective Financing	2003700345	Original Filing	01 Aitkin	20037003485	4/3/2003 14:34				
32		2	Effective Financing	2003700345	Termination CNS	88 Office of the Min	20081362463	10/22/2008 13:21				
33		3	Effective Financing	2003700345	Original Filing	01 Aitkin	20037003485	Debtor		THOMAS	F	REMUS
34		3	Effective Financing	2003700345	Original Filing	01 Aitkin	20037003485	Debtor		JOAN	M	REMUS
35		3	Effective Financing	2003700345	Original Filing	01 Aitkin	20037003485	Secured	USDA ACTING THRU FARM SERVICE AGENCY			
36		5	Effective Financing	2003700345	Original Filing	01 Aitkin	20037003485	100	100 AllCrops		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:

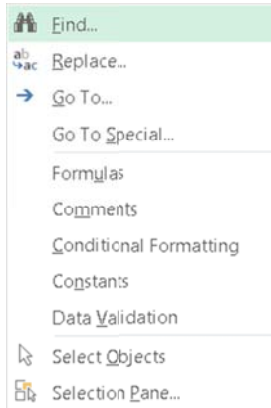
- Debtor Last Name: Johnson
- Highlight Column L (debtor last name)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		0	RUN_DATE	FILING_C	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	Cortinuati	88 Office of	2001125236	7/11/2001 17:00					
4		2	Effective F 01 Aitkin	57937	Cortinuati	01 Aitkin	20061262547	7/5/2006 17:00					
5		2	Effective F 01 Aitkin	57937	Cortinuati	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 Liv		1 Aitkin		

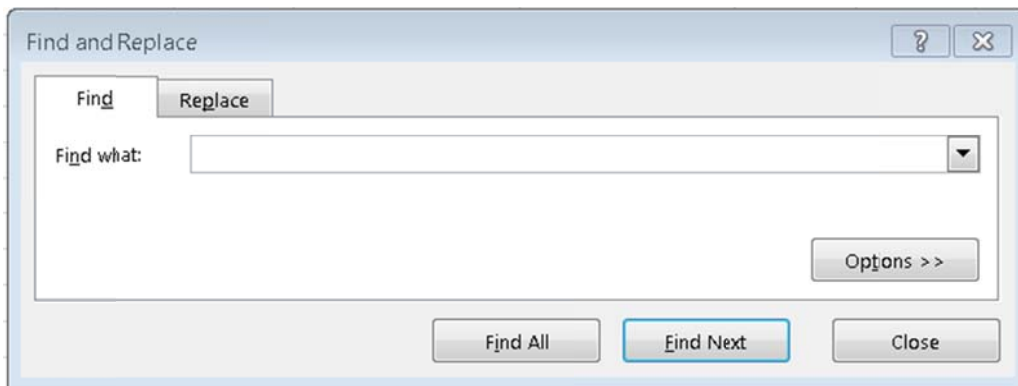
- Click “Find & Select” located on Home Tab ribbon



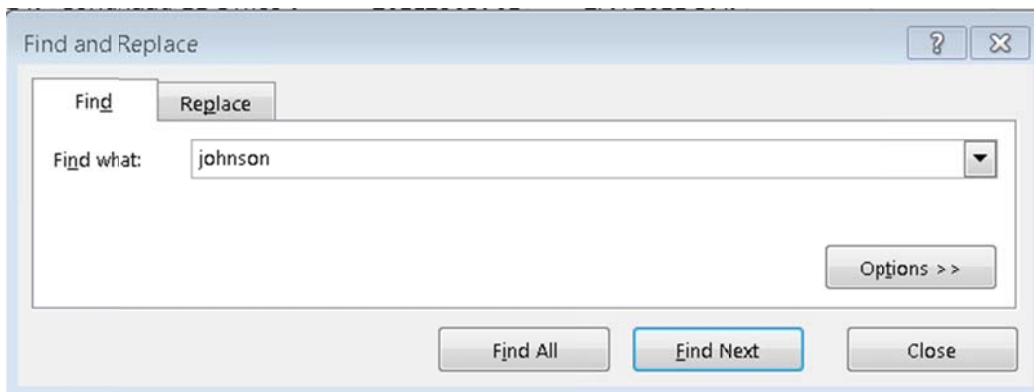
- Select “Find” from the drop down menu



- 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

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