CNS FARM PRODUCT MONTHLY LIST USER INSTRUCTIONS

CNS Bulk Order Summary Data File

Data File (CSV Format)

Table of Contents

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.

Order 8684185 has been received and processed. To view this transaction, click on the following link:

http://mblsportal.sos.state.mn.us/Document/DownloadInventory?orderid=51844d0c-7dc0-e511-8164-0155d01c56d

Note: 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.
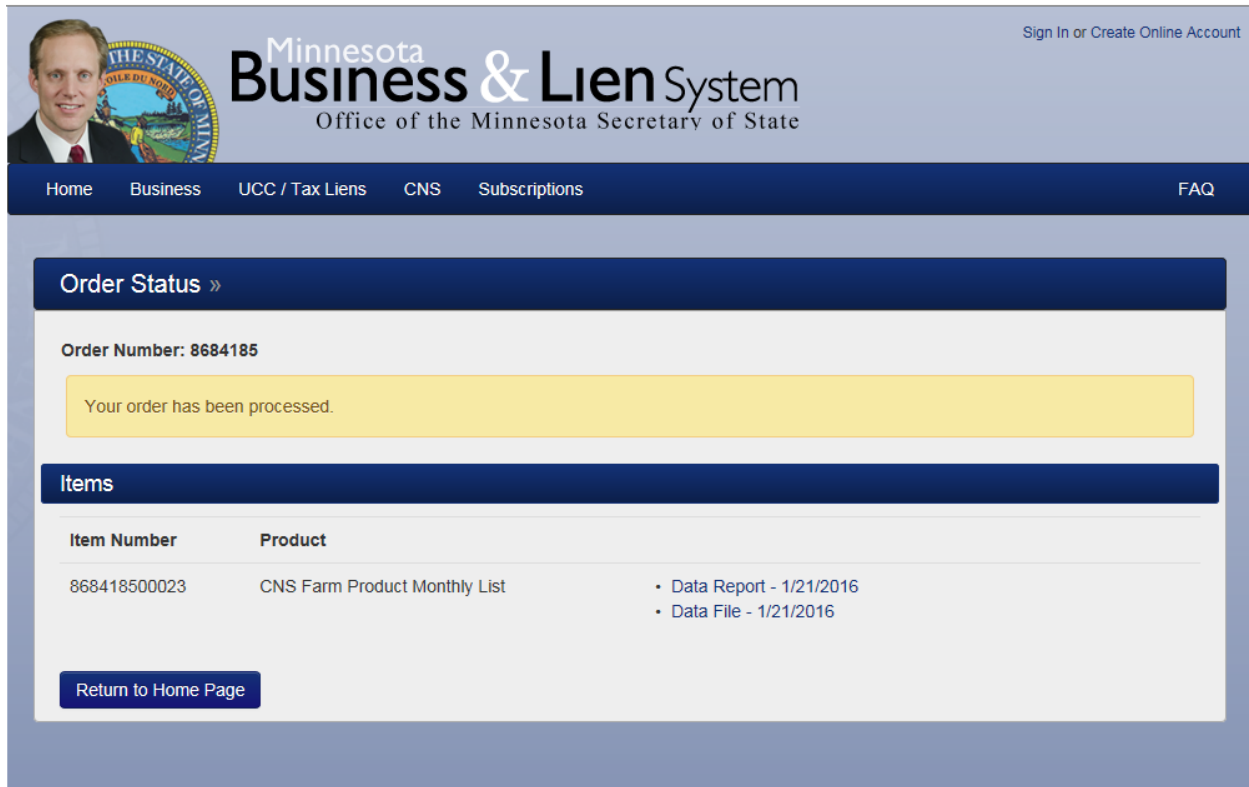
Should you need further assistance, please contact ucc.dept@state.mn.us.

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.
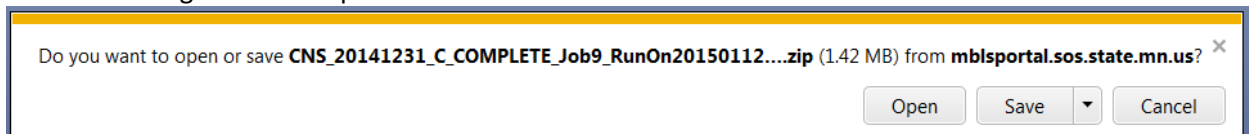
STEP 3: Access Data File

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

STEP 4: Open Data File

Receive message and click open.

STEP 5: Data File Displays with Link for Summary Data File

Double click on "CNS Complete Summary" data file to open in Excel
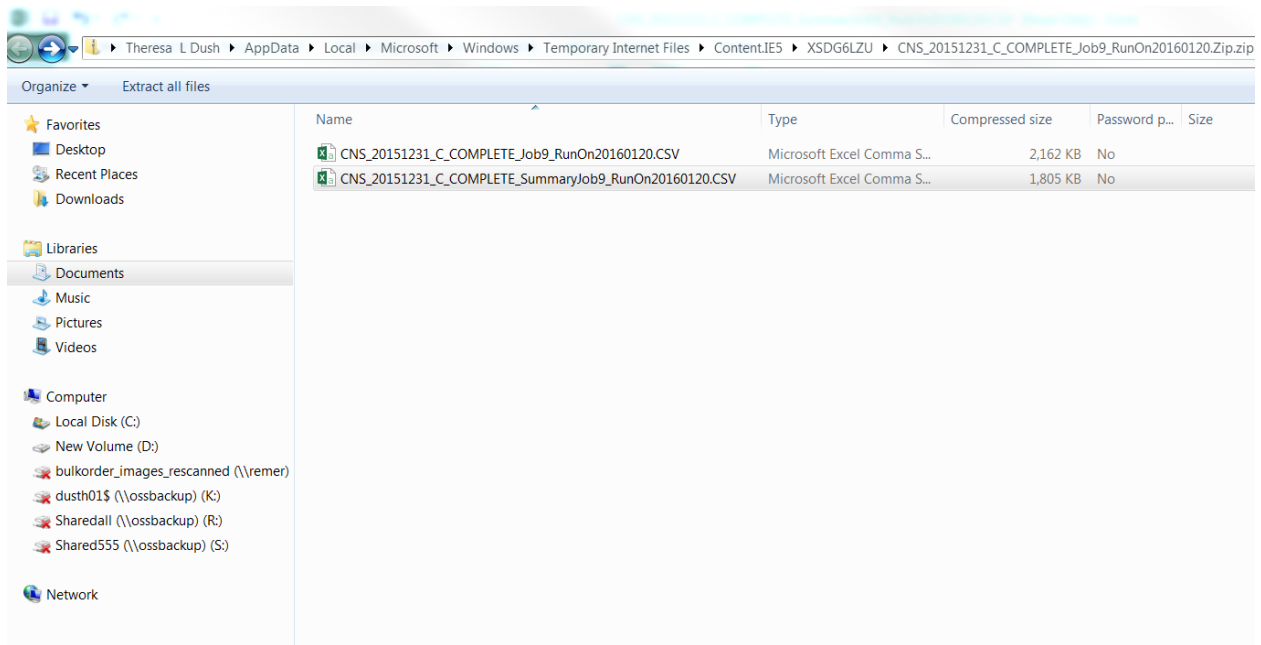
STEP 6: Excel File Displays

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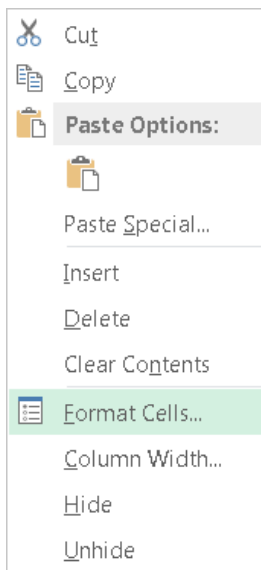

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	0	Lien Filing	Original Fil	Original Fil	Filing Statu	Terminatic	Debtor Or	Debtor Las	Debtor Firs	Debtor Mi	Debtor Suf	Debtor Ad	Debtor Cit	Debtor St	Debtor Zip	Secu
2	1	Effective F	2.01E+11	########	Active		1 STOP REALTY INC					20 4TH ST	KASSON	MN	55944	KASS
3	2	Effective F	2.01E+11	########	Active		29 SWINE LLP					32686 460	HANCOCK	MN	56244	AGC
4	3	Effective F	2.01E+11	########	Active		29 SWINE LLP					32686 460	HANCOCK	MN	56244	AGC
5	4	Effective F	2.01E+11	6/3/2013	Active		3 JS FARM PARTNERSHIP					2297 240T	ADA	MN	56510	FRAI
6	5	Effective F	8.56E+11	########	Active		4S LIVESTOCK INC					1111 540T	ARMSTRO	IA	50514 751	PRO
7	6	Effective F	8.56E+11	########	Active		4S LIVESTOCK INC					1111 540T	ARMSTRO	IA	50514 751	PRO
8	7	Effective F	8.56E+11	########	Active		4S LIVESTOCK INC					1111 540T	ARMSTRO	IA	50514 751	PRO
9	8	Effective F	8.56E+11	########	Active		4S LIVESTOCK INC					1111 540T	ARMSTRO	IA	50514 751	PRO
10	9	Effective F	8.56E+11	########	Active		4S LIVESTOCK INC					1111 540T	ARMSTRO	IA	50514 751	PRO
11	10	Effective F	8.56E+11	########	Active		4S LIVESTOCK INC					1111 540T	ARMSTRO	IA	50514 751	PRO

STEP 7: Reformat Column C (Original Filing Number)

- Highlight Column C

	A	B	C	D	E	F	
1	0	Lien Filing Type	Original Filing Number	Original Filing Date	Filing Status	Termination Filing Date	Debto
2	1	Effective Financing Statement	2.01436E+11	4/24/2014	Active		1 STOI
3	2	Effective Financing Statement	2.01437E+11	5/15/2014	Active		29 SW
4	3	Effective Financing Statement	2.01437E+11	5/15/2014	Active		29 SW
5	4	Effective Financing Statement	2.01333E+11	6/3/2013	Active		3 JS F/
6	5	Effective Financing Statement	8.55671E+11	11/20/2015	Active		4S LIV
7	6	Effective Financing Statement	8.55671E+11	11/20/2015	Active		4S LIV
8	7	Effective Financing Statement	8.55671E+11	11/20/2015	Active		4S LIV
9	8	Effective Financing Statement	8.55671E+11	11/20/2015	Active		4S LIV
10	9	Effective Financing Statement	8.55671E+11	11/20/2015	Active		4S LIV
11	10	Effective Financing Statement	8.55671E+11	11/20/2015	Active		4S LIV

- Right Click and select Format Cells from drop down menu

Cut

Copy

Paste Options:

Paste Special...

Insert

Delete

Clear Contents

Format Cells...

Column Width...

Hide

Unhide

- Select Number Tab
- Select Number under Category
- Change the Decimal Places to 0 (zero) by click the down arrow
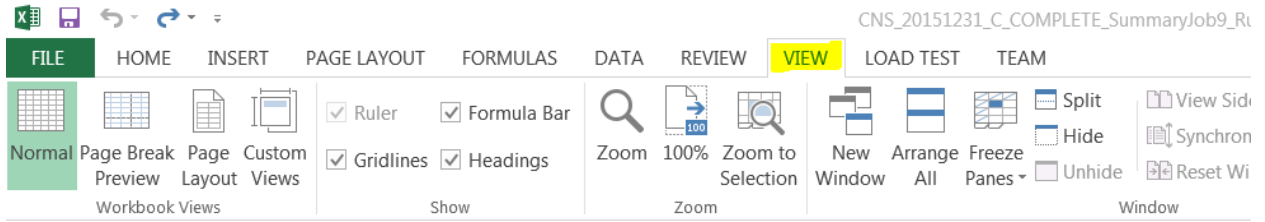- Click Ok
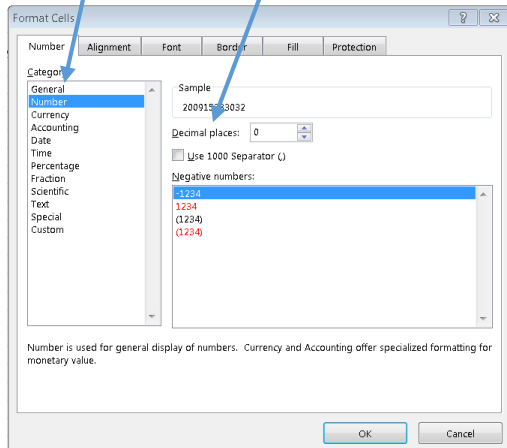
STEP 8: Expanding Columns

Expand Columns A - AD for correct format and to display data.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	0	Lien Filing	Original Filing N	Original Fil	Filing Statu	Terminatio	Debtor Or	Debtor La	Debtor Fir	Debtor Mi	Debtor Su	Debtor Ad	Debtor Cit	Debotor St
2	1	Effective F	201436353310	########	Active		1 STOP REALTY INC					20 4TH ST	KASSON	MN
3	2	Effective F	201436612932	########	Active		29 SWINE LLP					32686 460	HANCOCK	MN
4	3	Effective F	201436612932	########	Active		29 SWINE LLP					32686 460	HANCOCK	MN
5	4	Effective F	201332588702	6/3/2013	Active		3 JS FARM PARTNERSHIP					2297 240T	ADA	MN
6	5	Effective F	855671300035	########	Active		4S LIVESTOCK INC					1111 540T	ARMSTRO	IA
7	6	Effective F	855671300035	########	Active		4S LIVESTOCK INC					1111 540T	ARMSTRO	IA
8	7	Effective F	855671300035	########	Active		4S LIVESTOCK INC					1111 540T	ARMSTRO	IA
9	8	Effective F	855671300035	########	Active		4S LIVESTOCK INC					1111 540T	ARMSTRO	IA
10	9	Effective F	855671300035	########	Active		4S LIVESTOCK INC					1111 540T	ARMSTRO	IA
11	10	Effective F	855671300035	########	Active		4S LIVESTOCK INC					1111 540T	ARMSTRO	IA

STEP 9: Freeze Top Row (Header Row)

Freezing the Top Row allows you to keep the header row visible while scrolling through the rest of the spreadsheet
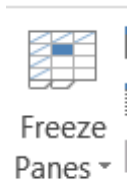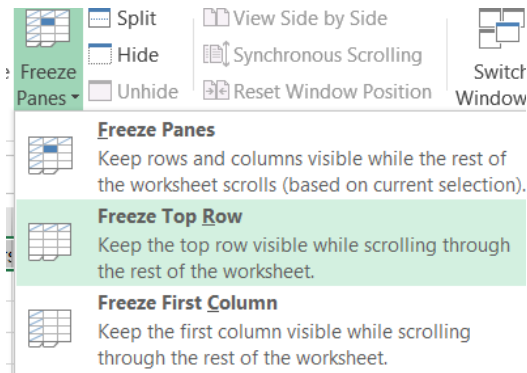
- Click "View" located on the Home Tab ribbon

- Click on row 1 to select Top or Header Row

- Click on "Freeze Panes"
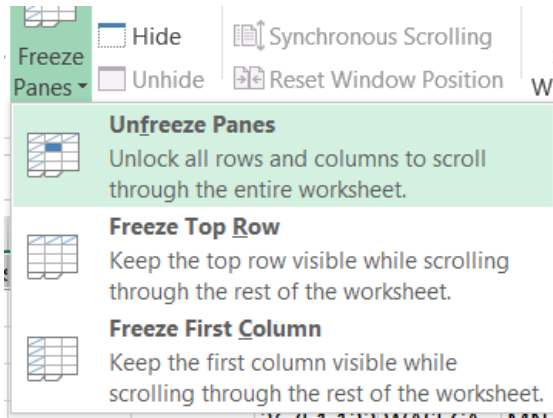

- Select "Freeze Top Row"

To unfreeze the top or header row:

- Click on "Freeze Panes"

- Select "Unfreeze Panes"

STEP 10: Using Find & Select

CNS Buyer has the ability to conduct a Find on the Data File.
> To search for an Individual by Last Name, highlight Column H
> To search for an Organization, highlight Column G

For example:

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

|	A	B	C	D	E	F	G	H	I
1	0	Lien Filing Type	Original Filing Number	Original Filing Date	Filing Statu	Termination Filing	Debtor Organization Name	Debtor Last Name	Debtor First Name
26	25	Effective Financing S	853914500031	11/12/2015	Active		A TEAM FARMS LLC		
27	26	Effective Financing S	853914500031	11/12/2015	Active		A TEAM FARMS LLC		
28	27	Effective Financing S	853914500031	11/12/2015	Active		A TEAM FARMS LLC		
29	28	Effective Financing S	853914500031	11/12/2015	Active		A TEAM FARMS LLC		
30	29	Effective Financing S	201437407277	7/28/2014	Active			AAKRE	ANDREW
31	30	Effective Financing S	201437407277	7/28/2014	Active			AAKRE	ANDREW
32	31	Effective Financing S	20039598313	11/26/2003	Active			AAKRE	DWIGHT
33	32	Effective Financing S	20039598313	11/26/2003	Active			AAKRE	DWIGHT
34	33	Effective Financing S	201437407277	7/28/2014	Active			AAKRE	ERICA
35	34	Effective Financing S	201437407277	7/28/2014	Active			AAKRE	ERICA

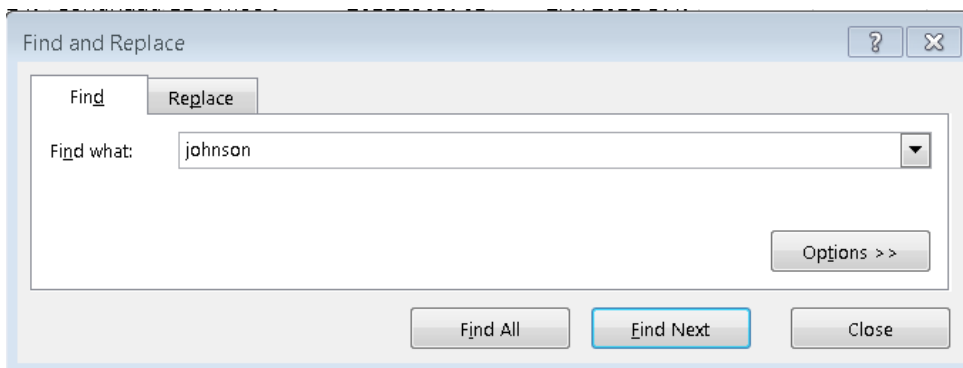- Click "Find & Select" located on Home Tab ribbon

- Select "Find" from the drop down menu
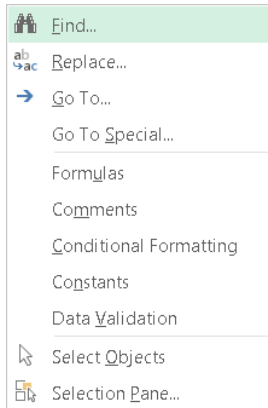
- Find and Replace window opens
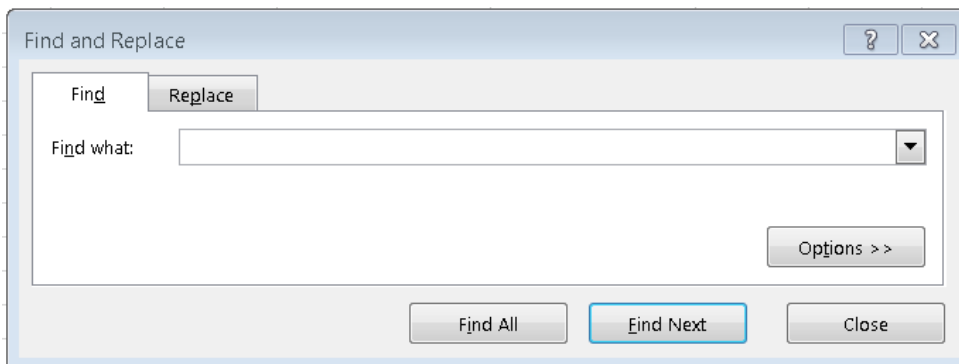
- Enter debtor's last name in "Find What"

- Click Find Next and first instance of "Johnson" is located in spreadsheet, click Find Next to until correct CNS Lien Filing for debtor has been located

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

- Highlight Column C (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" field
- Click Find Next

Filtering:

Step 1: To filter for a specific Debtor Name, highlight the entire spreadsheet by clicking in the field (highlighted in yellow below) to the left of letter A and above the number 1.

	A	B	C	D	E	F	G
1		0 Lien Filing Type	Original Filing Num	Original Filing Date	Filing Status		Termination Filing	Debtor Organizatic
2		1 Effective Financing	201437407277	41848	Active		
3		2 Effective Financing	201437407277	41848	Active		
4		3 Effective Financing	20039598313	37951	Active		
5		4 Effective Financing	20039598313	37951	Active		
6		5 Effective Financing	201437407277	41848	Active		
7		6 Effective Financing	201437407277	41848	Active		
8		7 Effective Financing	20039598313	37951	Active		
9		8 Effective Financing	20039598313	37951	Active		

Step 2: Click "Data" located on the Home Tab ribbon

Step 3: Click "Filter"
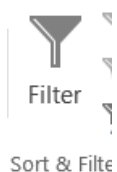
A down arrow is placed at the end of each column on the Header Row

A: Filter by Debtor Name:

Example: To locate all Active and Terminated filings for debtor with last name **"Zych"**
                Click the down arrow on Column H (Debtor Last Name)
                Click "Select All" to unselect all last names in list
                Select only the last name of **"Zych"**
                Click "OK"
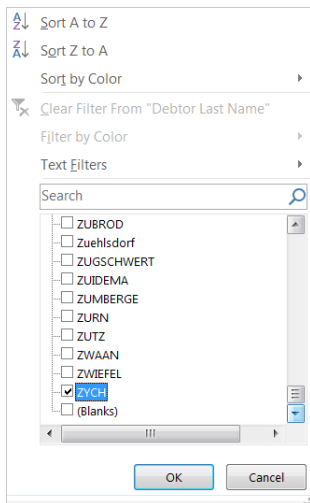
All CNS Lien Filings where Debtor Last Name is **"Zych"** now display

Narrow results even further by including First Name:

Example: To locate all Active and Terminated filings for debtor with last name **"Zych"** and first
                  name **"Christine"**
                  Click the down arrow on Column I (Debtor First Name)
                  Click "Select All" to unselect all first names in list
                  Select only the first name of **"Christine"**
                  Click "OK"

Only those CNS Lien Filings, Active or Terminated, where the Debtor Last Name is **"Zych"** and Debtor
First Name is **"Christine"** now display.

	A	B	C	D	E	F	G	H	I	J
1		Lien Filing Type	Original Filing N	Original Filing D	Filing Status	Termination Fili	Debtor Organiza	Debtor Last Na	Debtor First Na	Debtor Middle
38730	38729	Effective Financing	201124004864	40658	Active			ZYCH	CHRISTINE	
38731	38730	Effective Financing	201124004864	40658	Active			ZYCH	CHRISTINE	
63519	63518	Effective Financing	73	34759	Terminated	40672		Zych	Christine	
63520	63519	Effective Financing	73	34759	Terminated	40672		Zych	Christine	
63521	63520	Effective Financing	73	34759	Terminated	40672		Zych	Christine	
63522	63521	Effective Financing	73	34759	Terminated	40672		Zych	Christine	
66595										

B: Filter by Product and County Name

Repeat Steps 1-3 under Filtering.

Example: To display all lien filings with a Product of **"111 Field Corn"**
                  Click the down arrow on Column Z (Product Name)
                  Click "Select All" to unselect all items in list
                  Select **"111 Field Corn"**
                  Click "OK"
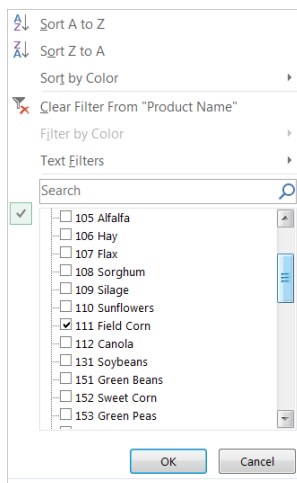
All CNS Lien Filings, Active or Terminated, where the Product is **"111 Field Corn"** now display

	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	Debtor	Debtor	Debtor	Debtor	Debto	Debtor	Secured	Secured	Secured	Secured	Secured	Secured	Secured	Secured	Secured	CNS Party ID	Product Name	County Name
18	A		15656 Wil	Evansville	MN		56366	Star Bank				P.O. Box 2	Barrett	MN	56311	21627	111 Field Corn	26 Grant
23			26511 720	HAYFIELD	MN		55940	BREMER BANK NATIONAL ASSOCIATION				372 ST PE	ST PAUL	MN	55102	108855	111 Field Corn	20 Dodge
24	ANN		26511 720	HAYFIELD	MN		55940	BREMER BANK NATIONAL ASSOCIATION				372 ST PE	ST PAUL	MN	55102	108856	111 Field Corn	20 Dodge
30	HUGH		10463 190	BARNSVILL	MN		56514	LEGENDARY LOAN LINK INC				1339 S LAK	WATERTO	SD	57201	107661	111 Field Corn	14 Clay
33	GADDY		10463 190	BARNSVILL	MN		56514	LEGENDARY LOAN LINK INC				1339 S LAK	WATERTO	SD	57201	107660	111 Field Corn	14 Clay
96	James		14354 388	Warner	SD		57479	Great Western Bank				5000 Soutl	Sioux Falls	SD	57108	106548	111 Field Corn	05 Benton
100	James		14354 388	Warner	SD		57479	Great Western Bank				5000 Soutl	Sioux Falls	SD	57108	106548	111 Field Corn	49 Morrison
104	James		14354 388	Warner	SD		57479	Great Western Bank				5000 Soutl	Sioux Falls	SD	57108	106548	111 Field Corn	54 Norman
108	James		14354 388	Warner	SD		57479	Great Western Bank				5000 Soutl	Sioux Falls	SD	57108	106548	111 Field Corn	73 Stearns
112	James		14354 388	Warner	SD		57479	Great Western Bank				5000 Soutl	Sioux Falls	SD	57108	106548	111 Field Corn	77 Todd
146			34847 650	BUTTERFI	MN		56120	TRIUMPH STATE BANK - BUTTERFIELD				100 2ND S	BUTTERFI	MN	56120	31124	111 Field Corn	83 Watonwan

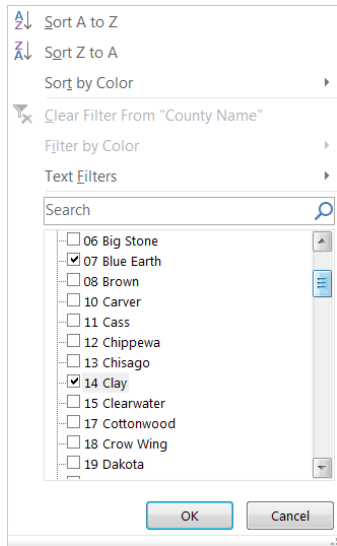Narrow results even further by County Name(s):

To locate all lien filings with Product **"111 Field Corn"** where the County is **"Blue Earth and Clay"**
Click the down arrow on Column AA (County Name)
Click "Select All" to unselect all items in list
Select **"Blue Earth"** and **"Clay"**
Click "OK"

All CNS Lien Filings, Active or Terminated, with a Product of **"111 Field Corn"** where the County is **"Blue Earth" or "Clay"** now display

	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	Debtor	Debtor	Debtor	Debtor	Debtor	Debtor	Debto	Debtor	Secured	Secured	Secured	Secured	Secured	Secured	Secured	Secured	Secured	CNS Par	Product	County	Year	Quantit
34	ABARR	DONALD	HUGH		10463 190	BARNSVILL	MN		56514	LEGENDARY LOAN LINK INC				1339 S LAK	WATERTO	SD	57201	107661	111 Field C	14 Clay		ALL
37	ABARR	JENNIFER	GADDY		10463 190	BARNSVILL	MN		56514	LEGENDARY LOAN LINK INC				1339 S LAK	WATERTO	SD	57201	107660	111 Field C	14 Clay		ALL
504	Anderegg	Mitchell	W.		216 Oak D	Eagle Lake	MN		56024	Pioneer Bank				301 Main S	Mapleton	MN	56065 030	106782	111 Field C	07 Blue Earth		
5729	BRANTNEI	JUSTIN	PERRY		9384 160T	FELTON	MN		56536	BELL STATE BANK & TRUST				1333 8TH S	MOORHEA	MN	56560	105972	111 Field C	14 Clay		
5736	BRANTNEI	TIFFANY	ELIZABETH		9384 160T	FELTON	MN		56536	BELL STATE BANK & TRUST				1333 8TH S	MOORHEA	MN	56560	108384	111 Field C	14 Clay		
8588	Davis	Debra	Ann		48770 190	Lake Cryst	MN		56055	AgQuest Financial Services, Inc.				711 Front S	Morgan	MN	56266	109321	111 Field C	07 Blue Earth		
8589	Davis	Floyd	Stephen		48770 190	Lake Cryst	MN		56055	AgQuest Financial Services, Inc.				711 Front S	Morgan	MN	56266	109320	111 Field C	07 Blue Earth		
9951	Eidem	Laura	J		6176 110tl	Felton	MN		56536	American Federal Bank				1301 30th	Fargo	ND	58103	108380	111 Field C	14 Clay		
9959	Eidem	Trent	J		6176 110tl	Felton	MN		56536	American Federal Bank				1301 30th	Fargo	ND	58103	108379	111 Field C	14 Clay		

C: Filter for New Effective Financing Statements / CNS Statutory Liens

Repeat Steps 1-3 under Filtering.

Example: To locate and display only **NEW Effective Financing Statements filed in February, 2016 or New CNS Statutory Liens**
Click the down arrow on Column B (Lien Filing Type)
Click "Select All" to unselect all items in list
Select **"Effective Financing Statement" or "CNS Statutory Liens"**
Click "OK"
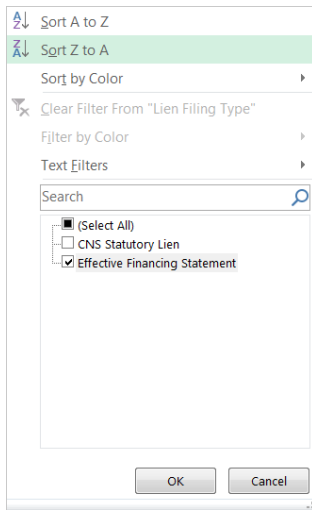
Only **"Effective Financing Statements"** will display in Column B

	A	B	C	D	E	F	G	H	I	J	K
		Lien Filing Type	Original Filing Num	Original Filing Date	Filing Status	Termination Filing	Debtor Organizatio	Debtor Last Name	Debtor First Name	Debtor Middle Na	Debtor Suffix
1											
2		1 Effective Financing St	201437407277	7/28/2014	Active			AAKRE	ANDREW		
3		2 Effective Financing St	201437407277	7/28/2014	Active			AAKRE	ANDREW		
4		3 Effective Financing St	20039598313	11/26/2003	Active			AAKRE	DWIGHT	G	
5		4 Effective Financing St	20039598313	11/26/2003	Active			AAKRE	DWIGHT	G	
6		5 Effective Financing St	201437407277	7/28/2014	Active			AAKRE	ERICA	L	
7		6 Effective Financing St	201437407277	7/28/2014	Active			AAKRE	ERICA	L	
8		7 Effective Financing St	874304000035	2/22/2016	Active			AAKRE	JORDAN	MARTYN	
9		8 Effective Financing St	874304000035	2/22/2016	Active			AAKRE	JORDAN	MARTYN	

Click the down arrow on Column D (Original Filing Date)
Click "Select All" to unselect all dates in list
Click the + sign before **"2016"**, you will see the available months for that year
Select **"February"**
Click "OK"
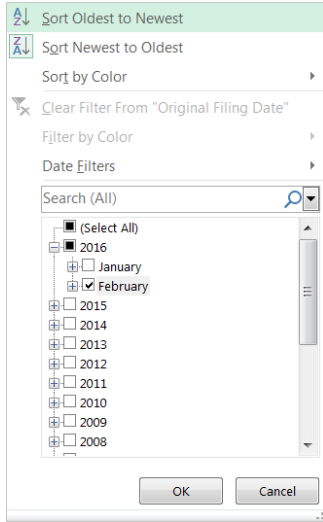
"Effective Financing Statements" filed for the month of **"February, 2016"** will display

	A	B	C	D	E	F	G	H	I	J	K
1		Lien Filing Type	Original Filing Num	Original Filing Date	Filing Status	Termination Filing	Debtor Organizatio	Debtor Last Name	Debtor First Name	Debtor Middle Na	Debtor Suffix
8		7 Effective Financing St	874304000035	2/22/2016	Active			AAKRE	JORDAN	MARTYN	
9		8 Effective Financing St	874304000035	2/22/2016	Active			AAKRE	JORDAN	MARTYN	
12		11 Effective Financing St	874304000035	2/22/2016	Active			AAKRE	REBEKAH	JO	
13		12 Effective Financing St	874304000035	2/22/2016	Active			AAKRE	REBEKAH	JO	
176		175 Effective Financing St	875262200035	2/26/2016	Active			AHLNESS	RILEY	L	
199		198 Effective Financing St	873176800038	2/16/2016	Active			AHRENHOLZ	KENDRA		
203		202 Effective Financing St	873176800038	2/16/2016	Active			AHRENHOLZ	TERRY	M	
1082		1081 Effective Financing St	871641400032	2/8/2016	Active			ANDERSON	SHAE	R	
1167		1166 Effective Financing St	871660500046	2/8/2016	Active			ANDREWS	DUSTIN	M	
1168		1167 Effective Financing St	871660500046	2/8/2016	Active			ANDREWS	DUSTIN	M	