Minnesota CNS Lienholder Import

Last Modified on 03/03/2022 9:56 am CST

Overview

The Minnesota CNS Lienholder import is used to bring in the Minnesota CNS Farm Product Monthly List into Agvance.

Setup

An email will be sent when the new Lienholder list is available. Select the link to access the file.

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://mblsportal.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

A Minnesota Business & Lien System webpage opens displaying that the order was processed. Select the most recent Data File available.

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\leftarrow \rightarrow $$ https://	/mblsportal.sos. state.mn.us /l	Document/DownloadInventory?orderid=3eca	P → 🔒 C 🧟 mblsportal.sos.state.mn.us ×		₩ 🛧 🔅
AN REAL		Business & Office of the Minne	Lien System	Sign In or Register	Â
ERS	Home Business	UCC / Tax Liens CNS Subsci	riptions	FAQ	
ES		Hardwood Station & State			
IN IN	Order Status »				
EG	Order Number: 804	2111			
EE.	Your order has be	een processed.			
EG	Items				
	Item Number	Product			
×	804211100022	CNS Farm Product Monthly List	 Data Report - 2/6/2015 Data File - 2/5/2015 Acknowledgement Data Report - 1/12/2015 Data File - 1/12/2015 		
			Receipt		
	Return to Home Pa	age			

The following message will display at the bottom of the window.

Do you want to open or save CNS_20150131_C_COMPLETE_Job9_RunOn20150202.Zip.zip (1.43 MB) from mblsportal.sos.state.mn.us?	:
Open Save 🔻 Cancel	

Select the dropdown arrow on the **Save** button, and select **Save As**.

A window opens to select where to save this file. Remember the saved location for the import.

A similar message will then appear saying the download has completed and asking to open the import. This is not necessary. Select the **X** on the far right corner.

The CNS_20150131_C_COMPLETE_Job9_RunOn20150205.Zip.zip download has completed.	Open 🔻	Open folder	View downloads	×	I

The file has now been downloaded and saved on the computer. The Internet window may now be closed.

Navigate to the file location, right-click on the file, and select Extract All....

rganize ▼ 👸 Open ▼ New folder										(
Exumples	•	Name			Date modified	Туре		Size		
Deskton		🗐 256184 1 Minnesota Lei	n Hol	ler Transfe	01/06/2015 1·25 PM	Microsoft Office	۵	794 KB		
Downloads		CNS Buyer Implementat	tion G	uide.docx	11/18/2014 2:36 PM	Microsoft Offici	e	49 KB		
Recent Places		S CNS 20141231 C COM	PLETE	Job9 Run	01/12/2015 10:18	Microsoft Office	e E	18.531 KB		
		CNS 20141231_C_COME	PLETE	Joh9 Run	01/13/2015 8:35 AM	Compressed (zi	nn	1 462 KB		
Libraries	_ [CNS 20150131 C COM	PLETE	Job9 Run	02/03/2015 10:39	Compressed (zi	pp	1.471 KB		
Documents		CNSMonthly_1_1.pdf.pd	-	Open		dobe Acrobat	D	13,851 KB		
a) Music				Open in new window						
E Pictures										
H Videos			Scan with Sophos Anti-Virus		1 8 17 17					
					phos Anti-Virus					
🖳 Computer		Edit w		Edit with Not	epad++					
🐔 Local Disk (C:)			Open with Restore previous versions Send to							
🍰 DVD Drive (D:) Integration Services Setup										
🛫 sql2008r2 (\\SERVERSQL) (K:)					•					
😪 sql2012 (\\SERVERSQL2) (P:)				Cut						
🚽 sql2008r2 (\\SERVERSQL2) (Q:)				Conv						
🚽 Lori Bennett (\\SERVERFILE\Home) (R:)				Coby						
🚽 sql2012 (\\SERVERSQL2) (T:)				Create shorto	ut					
👳 sql2008 (\\SERVERSQL) (V:)				Delete						
🖵 w (\\Serverfile) (W:)				Rename						
🚽 sql2005 (\\SERVERSQL) (X:)				Properties						
🚽 sql2012 (\\SERVERSSIS) (Y:)	-									

The Extract Compressed (Zipped) Folders window will appear.

	×
🕞 🚹 Extract Compressed (Zipped) Folders	
Select a Destination and Extract Files	
Files will be extracted to this <u>f</u> older:	
\Transfer Leinholder File\CNS_20150131_C_COMPLETE_Job9_RunOn20150202.Zip Browse	J
✓ Show extracted files when complete	
<u>E</u> xtract Can	cel

Select the Extract button, and the .ZIP file will be converted to a .CSV format that Agvance can import.

If the Show extracted files when complete option is selected on the Extract Compressed (Zipped) Folders window, the location of where the file was extracted will be given. A folder will be added to the .CSV file on the computer. The

location of this folder and file will need to be known upon entering Agvance to complete the import.

In Agvance, navigate to Grain / Transfers / Import / State Lienholder Data. Select the Minnesota (Central Notification System) option as the State Format.

Selecting the **Delete All Records for the Selected State** button, clears any existing Lien information.

Select the ... button to browse to the location of the saved file.

🖷 Import State Lienholder Data 🛛 💌
This process will import lien holder information from the file you specify into your agvance database. The records are matched up to your Agvance customers using the social security number of the customer (debtor). This process may also delete records from your list of lien holders if those records no longer exist in the master list (which is the file you are importing).
Last Import Date and Time: 02/04/2015 h:mm tt
State Format Minnesota (Central Notification System)
Import File Name P:\Lori\LBHUMSTV\CNS File Feb 2015\CNS_2018
Delete All Records for the Selected State Cancel

A new window opens. Browse to the location of the file that was extracted and saved. Select the correct file, and choose **Open**.

Note: There is now only one file to import.

💼 Choose a File to Import							×
G 🔾 🗢 🕌 « Function:	al Lead 🕨 Transfer Leinholder File 🕨 CNS_20150	131_C_COMPLETE_Job	9_RunOn20150202.Zip	▼ ⁴	Search CNS_20150	131_C_COI	м 🔎
Organize 🔻 New folde	er				:==	• 🗍	?
A	Name	Date modified	Туре	Size			
Documents	🚳 CNS_20150131_C_COMPLETE_Job9_Run	02/03/2015 10:54	Microsoft Office E	18,642 KB			
J Music							
Pictures Videos							
👰 Computer							
DVD Drive (D:) Ir							
🚽 sql2008r2 (\\SER							
🖵 Lori Bennett (\\\$							
🚽 sql2012 (\\SERVI 🚽							
File n	ame: CNS_20150131_C_COMPLETE_Job9_RunOn2	20150202.CSV		•	All Files (*.*)		-
					Open	Cancel	

The correct file path will now be shown in the *Import File Name* area of the *Import State Lienholder Data* window. Select **Import** to complete the import.

While the import is in progress, the Importing Lienholder Information window will appear with a green progress bar.

Importing Lienholder Information
Scanning R:\Functional Lead\Transfer Leinholder

During this import, the computer may go into a *Not Responding* state. Let the process complete without additional clicking; however, other Agvance modules can be accessed at this time.

The windows will disappear when the import is complete.

Run the Lien Holders Report at Grain / Grain Reports / Lien Holders Import and select Complete Listing from the Print Information dropdown menu. The report will run and be imported into Agvance.

Using the Export

To use the imported Minnesota Lienholder file, *Add a Settlement* with a *Priced* destination record. A **Lien** button displays on the *Paynames* tab which matches the customer on the transaction from the imported state records file.

🖳 Add a Settlement	
General Paynames Comments	
Pay Via ACH	
Check Number	
Paynames	Туре
1 M Tom Jones	Payee
3	· · · · · · · · · · · · · · · · · · ·
	Reversed Posted GB Recon Transfer Ownership Save Cancel

When editing a *Settlement*, the **Lien** button is only visible when the **Apply to Destination** button is used. The button displays red when the current customer does not have a *MN Lien Holder ID* on set on the *Grain Information* tab of the customer file.

By default, the match criteria is an exact match on the customer's address, city, and state, along with the customer's last name within the name of the lien records. These filters may be modified to search manually to locate the customer's lienholder number.

If an ID number is found, selecting the lienholder ID number saves the ID to the Customer file, and the *Paynames* are reloaded using the newly assigned ID.

rofile CRM Grain Information	
Grain Tax Exempt MN Lien Holder ID 1099 Amount 1099 Type None 1099 Amt Paid To Date 1099 Amt Paid To Date 0.00 Pay to ACH Account Information ACH Routing# Account Type Checking Condo / Lessed Storage Customer Lessed Units 0.0000	Authorized to use Grain Bank

Agvance Grain Settlement Report

When choosing Installment Sale or Deferred Payment in the Select Destination area of the Settlement Destination Report, an Include Only Blank MN Lienholder IDs option is available. This option filters the report for only customers without the Minnesota Lien Holder ID completed on the Grain Information tab when adding or editing a customer at Hub / File / Open / Customers.

	Report Criteria					
Settlement Source Report	Select Customers All	Select	Class.		Include Comments	Include Only Blank MN Lienholder IDs
Settlement Destination Report	Select Commodities All	Select		l	New Page Per Primary Sort	te
Settlement Advance Report	Select Locations All	Select	1		Include Customer Advand	e
Domestic Production Report	Select Destination	Status	Posted Stat	us	Print Secondary Sort Headi	ng
1099 Grain Interest Report Settlement Date vs. G/L Posting	Installment Sale V	Oçen ∨	AI	~	Detail Deductions / Addition Include Grading Factors	S
pen Storage Batch Summary	Iotaling Options	Interest [Date	Settle	Date	
	Primary Sort Total	06/27/20	18	Start Date	06/27/2018	
	Secondary Sort			End Date	06/27/2018	
	Total by Commodity	Service (Chg Date	_		
	Deduction / Addition	06/27/20	18	Entry	Date	
	Total by Grade			Start Date	06/27/2018	
O Print	Use Price	Stg Chg I	Date	End Date	06/27/2018	
Preview	Base Price Calculated Actual Price	06/27/20	018	Due D	Date Range	
Load Set Save Set	Contract Signed	Expira	ation Date	Start Date	06/27/2018	
	All Contracts ~			End Date	06/27/2018	
OK Cancel	Sort By Primary	Secondary				
	Commodity ~	None		~		?