Minnesota Business Snapshot (MBS)

Customized Order User Guide

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Overview

The Office of the Minnesota Secretary of State offers the ability to purchase customized data.

A Data Request in the context of this document is a means for requesting a set of records based on responses provided from the Minnesota Business Snapshot (MBS) survey. Data requests are a complete set of active MBS responses based on the order criteria.

Data can be purchased at any time and is provided as a complete data set of records each time an order is placed based on the order criteria.

Note: Submission of MBS information is voluntary and is only asked for from an original filing and subsequent annual renewals and/or annual reinstatements.

The following business types will be included in this request:

- Assumed Name
- Business Corporation (Domestic)
- Business Corporation (Foreign)
- Cooperative Association
- Cooperative (Domestic)
- Cooperative (Foreign)
- Limited Liability Company (Domestic)
- Limited Liability Company (Foreign)
- Limited Liability Partnership (Domestic)
- Limited Liability Partnership (Foreign)
- Limited Partnership (Domestic)
- Limited Partnership (Foreign)
- Nonprofit Corporation (Domestic)
- Nonprofit Corporation (Foreign)

Data Format

The data report will be electronically downloaded in a comma separated value (CSV) format that is delivered as a compressed (zip) file.

Business Record & MBS Data Format

These records include only the set of MBS response answers which are active at the time the MBS Customized Order file is generated.

The fields for the business filing record and MBS questions and responses are provided in the table below.

Business Record	Description
Business Filing Type	Business Type
Business Name	Current Minnesota Business Name registered in Minnesota
File Number	Original Filing Number assigned to this business entity Note: The quotation marks at the end of the file number are not a part of the original file number. Example: The true file number for 4V-200" is 4V-200
Filing Date	Original Filing Date the business entity was created on

Status	Filing Status Indicates the business record status in Minnesota
	
	Current values are:
	  Active
	  Inactive

Business Address Type	The primary business address required for the entity
Address 1	Address line 1
Address 2	Address line 2
City	City Name
Region Code	Region Code (For U.S. this is the state)
Zip Code	Postal Code (For U.S. this is the 5 digit zip code)
Zip Code Ext	Postal Code Extension (For U.S. this is the 4 digit zip code extension)
Country Name	Country Name
Business Party Name Type	The primary business party name for the entity (Note: Not all entities require a primary party name) Only one Business Party Name Type is provided

Business Record	Description
	Example: If there are two registered agents for a business, the output will list only one of the agents.
Party Full Name	Business Party Name Type listed as Individual or Organization Name
Minnesota Business Snapshot Response Date	Business filing date where the MBS survey data was provided
Number of Minnesota Based Full Time Employees	Only one of the following responses is allowed for this MBS question: • [0-5] • [6-50] • [51-200] • [201-500] • [Over 500] Note: Responses are enclosed in brackets to prevent formatting issues.
NAICS Code	Using the NAICS codes below, the customer can select only one code that best describes the entity. a) Agriculture, Forestry, Fishing and Hunting (Code 11) b) Mining (Code 21) c) Utilities (Code 22) d) Construction (Code23) e) Manufacturing (Codes 31-33) f) Wholesale Trade (Code 42) g) Retail Trade (Codes 44-45) h) Transportation and Warehousing (Codes 48-49) i) Information (Code 51) j) Finance and Insurance (Code 52) k) Real Estate Rental and Leasing (Code 53) l) Professional, Scientific, and Technical Services (Code 54) m) Management of Companies and Enterprises (Code 55) n) Administrative and Support and Waste Management and Remediation Services (Code 56) o) Educational Services (Code 61) p) Health Care and Social Assistance (Code 62)

Business Record	Description
	q) Arts, Entertainment, and Recreation (Code 71) r) Accommodation and Food Services (Code 72) s) Other Services (except Public Administration) (Code 81) t) Public Administration (Code 92)
Full Time or Part Time Endeavor for those Primarily Responsible for Operating this Entity	Only one of the following responses is allowed: • Full time • Part time
Gross Revenues for the Past Year	The entity can select up to one of the following responses on what were the entity's grove revenues in the past year: • $0 - $10,000 • $10,001 - $50,000 • $50,001 - $250,000 • $250,001 - $1M • Over $1M
Woman Owned	Owner or a member of an ownership group that self-identifies as a member of this community
Member of a Community of Color	Owner or a member of an ownership group that self-identifies as a member of this community
Veteran Owned	Owner or a member of an ownership group that self-identifies as a member of this community
Member of a Disability Community	Owner or a member of an ownership group that self-identifies as a member of this community
Member of an Immigrant Community	Owner or a member of an ownership group that self-identifies as a member of this community

Sample Data Output

Criteria Checked: NAICS Code = Contains Data (Customer is looking for Construction (Code 23) - Filter would be used to find business records with this specific NAICS code.)

Business Filing Type	Business Name	File Number	Filing Date	status	Business Address Type	Address 1	Address 2	City	Region Code	Zip Code	Zip Code Ext	Country Name	Business Party Name Type	Party Full Name	Minnesota Business Snapshot Response Date	Number of Minnesota Based Full Time Employees	NAICS Codes	Full Time or Part Time Endeavor for those Primarily Responsible for Operating this Entity	Gross Revenues for the Past Year	Woman Owned	Member of a Community of Color	Veteran Owned	Member of a Disability Community	Member of an Immigrant Community
Assumed Name	Hanson Controls	2000060-2	9/5/2006	Active	Principal Place of Business Address	26001 Miner Valley Rd		Winona	MN	55987		USA	Nameholder	David Hanson	9/20/2016	0-5	Construction (Code23)	Full time	$50,001 - $250,000			x		

Excel Formatting Features

File Number – Steps to Reformat the File Number Field

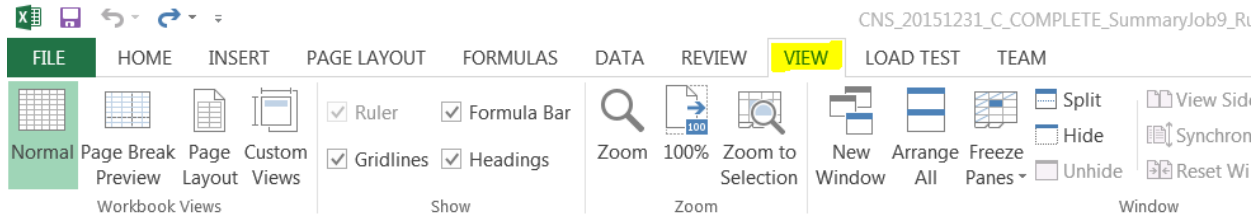Use the steps below to reformat the file number:

- Highlight column
- Right Click and Click on Format Cell
- Select Number Tab
- Select Number under Category
- Change the Decimal Places to 0 (zero) by click the down arrow
- Click Ok
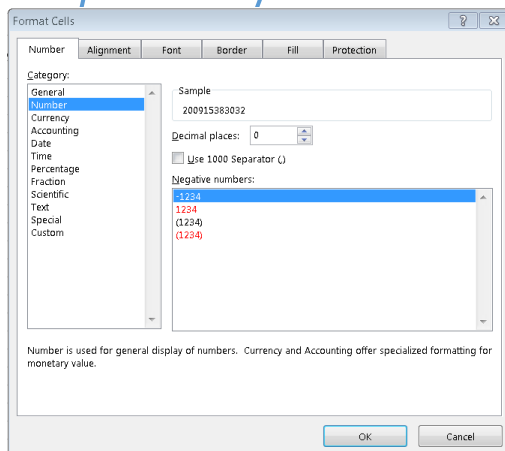
Freeze Top Row (Header Row)

Freezing the Top or Header Row allows you to keep the header row visible while scrolling through the rest of the spreadsheet.

- Click "View" located on the Tab ribbon

- Click on row 1 to select Top or Header Row

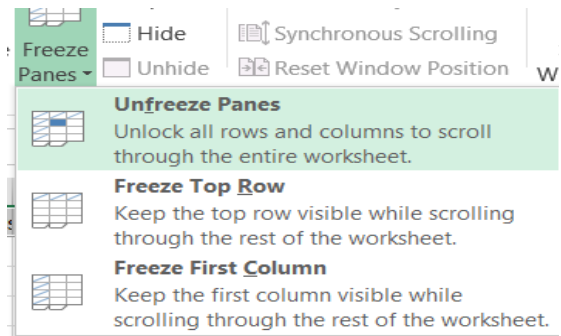- Click on "Freeze Panes"

- Select "Freeze Top Row"

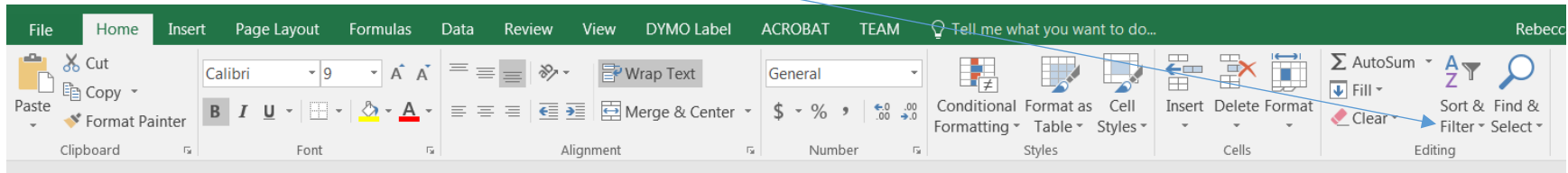**To unfreeze the top or header row:**

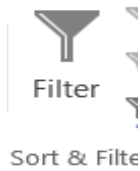- Click on "Freeze Panes"

- Select "Unfreeze Panes"

Filter Feature

Applying a Filter to the Top or Header Row allows you to display only data based on the filters that have been applied.

- Highlight Row 1 on the excel spreadsheet
- Under the Home Tab, click the drop down for Sort & Filter

- Click "Filter"

- A drop down arrow is placed at the end of each column on the Header Row

| A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Business Filing Typ	Business Name	File Numbe	Filing Dat	status	Business Address Type	Address	Address 2	City	Region Code	Zip Code	Zip Code Ext	Country Name	Business Party Name Type	Party Full Name

- Click on the drop down arrow to filter or search criteria for the column
- Click on the drop down arrow to clear the filter from the column

Example – To display all business records that have selected a specific NAICS Code, such as Construction (Code 23):
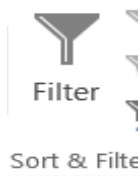
- Click the down arrow on the column labeled NAICS Codes
- Click "Select All" to unselect all items in list
- Select **"Construction (Code 23)"**
- Click "OK"
- Only business records that have selected this NAICS code will display

To remove the filter on the top or header row:

- Highlight Row 1 on the excel spreadsheet
- Under the Home Tab, click the drop down for Sort & Filter
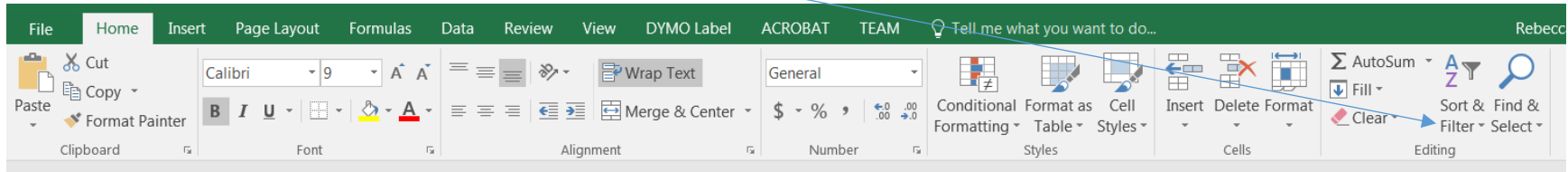
- Click "Filter"

Sort Feature

Sorting provides the spreadsheet to display in the order identified.

- Click and 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
- Click the down arrow for "Sort By" and select the filing category you wish to view from the drop down list
- Continue to click "Add Level" if you wish to add a second "Sort By" option