



Australian Government

**Department of Innovation
Industry, Science and Research**

ABN Lookup tool

Version 3.5



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1 Getting started

The ABN Lookup tool allows you to easily and efficiently do multiple searches on ABN Lookup using the Australian Business Number (ABN).

Instead of manually entering the ABN every time you want to check the details of a business, you can enter either the ABN or associated ACN of all the entities you deal with into the ABN Lookup tool. From that point onwards, you can retrieve the latest details from ABN Lookup with the press of a button.

For the technically minded, the tool has been developed using the [ABN Lookup web services](#) which provides a SOAP/XML interface to the information stored in ABN Lookup via the internet.

1.1 Pre-requisites and system requirements

- Software - Microsoft Excel 2000 or higher with *Macro Security* set to *Medium*.
 - See [Trouble Shooting](#) for help with changing the Macro Security in Excel.
- Operating System
 - Microsoft Windows e.g. Windows XP, Vista.
- Internet
 - to use the ABN Lookup tool you must be connected to the internet.

1.2 Saving the ABN Lookup tool

If you download the tool from our web site, you need to save and open it from your hard drive rather than opening it from within the browser. Depending on the browser you are using, when you click on the link to download the tool from the web site, a *File Download* dialogue box (similar to Figure 1 below) will display prompting you to **Open or Save**. Choose **Save** and save the file to your hard drive.



Figure 1 - Save File Dialogue

Attempting to open and run the tool from within the web browser will generate a *Run Time Error* similar to Figure 2 below.

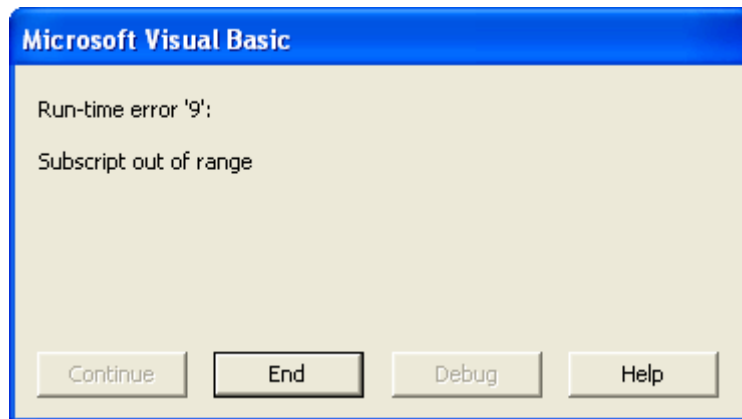


Figure 2 - Run-time error when tool is run from the browser

1.3 Launching the ABN Lookup tool

When you open the ABN Lookup tool from the saved location, the following dialog box (Figure 3) will appear, alerting you that the spreadsheet contains macros.

For the ABN Lookup tool to work you must click *Enable Macros*.



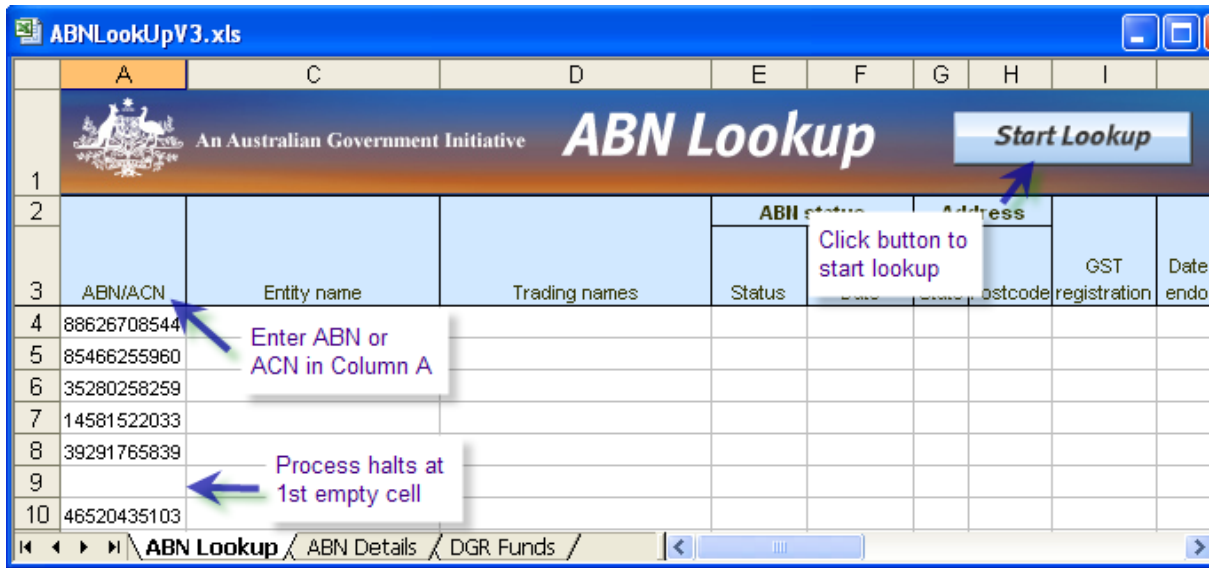
Figure 3 - Security warning

2 Using the ABN Lookup tool

For demonstration purposes the ABN Lookup tool is pre-populated with the ABNs for a number of government entities. If an ABN has an associated ACN you can also search by ACN.

To add ABN/ACNs that you are interested in, simply replace the contents of Column A (ABN/ACN), with your own list. The format of the ABN/ACN entered does not matter as the tool will recognise an ABN with spaces (e.g. 11 635 839 852) as well as an ABN without spaces (e.g. 11635839852).

NOTE: When entering ABN/ACNs into Column A, do not leave any empty rows as the lookup process terminates when it reaches the first empty row.




	A	C	D	E	F	G	H	I
1								
2				ABN status	Address			
3	ABN/ACN	Entity name	Trading names	Status	State	State	postcode	GST registration
4	88626708544							
5	85466255960							
6	35280258259							
7	14581522033							
8	39291765839							
9								
10	46520435103							

Figure 4 - Search Example

Click the *Start Lookup* button located at the top of the *ABNLookup* worksheet. The following dialogue box (Figure 5) will appear.

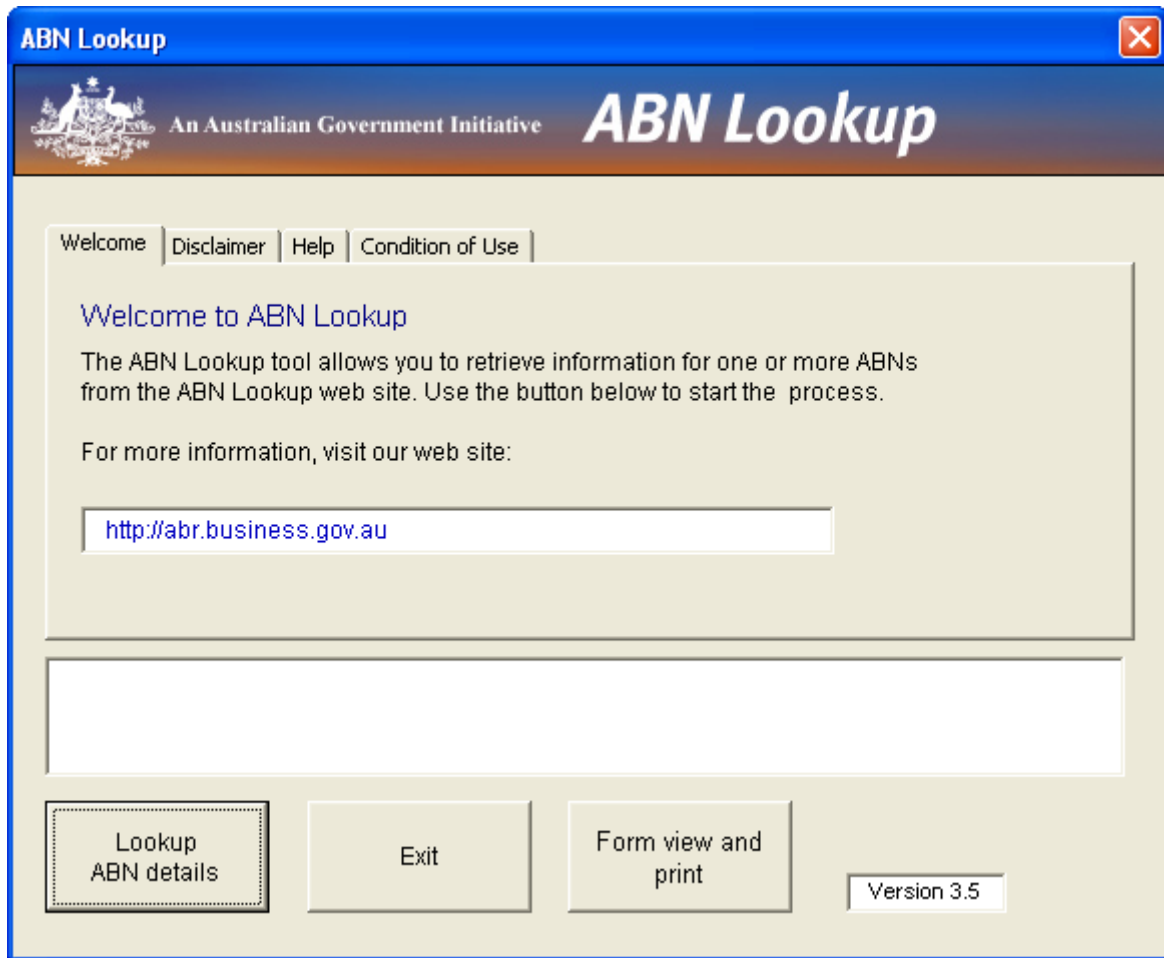


Figure 5 - Search Launcher

Please take the time to read the *Disclaimer* and *Conditions of Use* as they contain important information regarding the use of ABN Lookup data.

Provided you are connected to the internet, when you click the *Lookup ABN details* button a request will be sent to the ABN Lookup web site for each ABN/ACN listed in Column A. The current details are returned and used to populate the spreadsheet.

The process can be halted at anytime by clicking the *Cancel* button.

2.1 Search results

The ABN Lookup tool contains three worksheets into which the search results are displayed:

- ABN Lookup
- ABN Details and
- DGR Funds

The ABN Lookup worksheet contains the same information as the ABN Details worksheet but in a slightly different format. The DGR Funds worksheet contains the names of Deductible Gift Recipient (DGR) funds operated by the entity.

The following sections describe these worksheets in more detail.

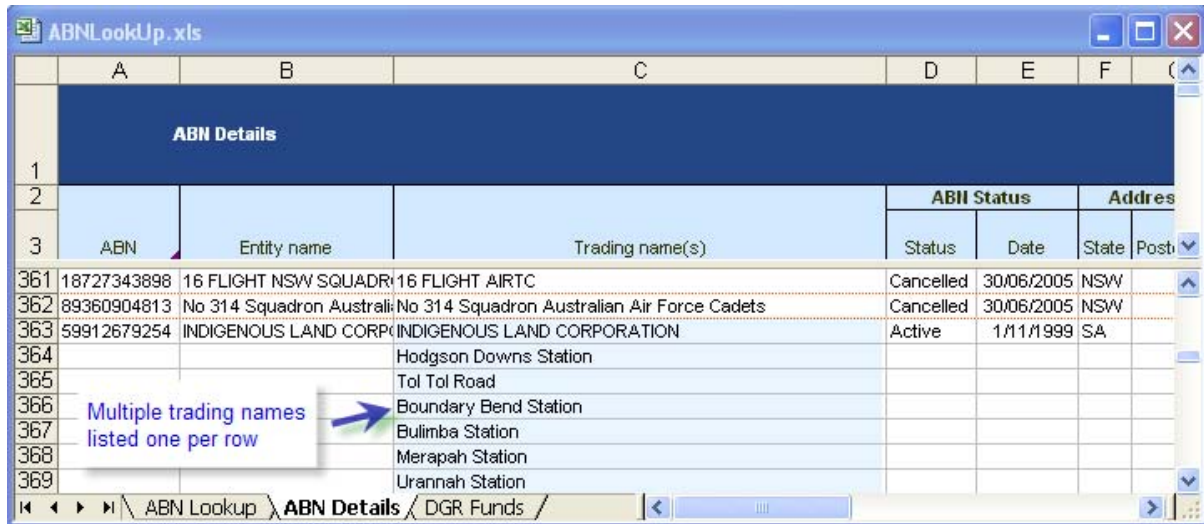
2.2 ABN Lookup worksheet

Information about each fund is recorded in the ABN Lookup worksheet as described below:

Column	Name	Description
A	ABN/ACN	<ul style="list-style-type: none"> • Australian Business Number • Australian Company Number (applicable only if ACN has an associated ABN)
C	Entity name	<ul style="list-style-type: none"> • Current entity name
D	Trading name(s)	<ul style="list-style-type: none"> • List of current trading names • Multiple trading names are separated by ^ • Column X displays the total number of trading names
E-F	ABN status	<ul style="list-style-type: none"> • Current ABN status and the date of effect • Cancelled ABNs are highlighted in red
G-H	Address	<ul style="list-style-type: none"> • State and postcode of current main business location
I	GST registration	<ul style="list-style-type: none"> • If relevant, the date of effect of GST registration • If no current GST registration, "None" is displayed.
J	Date of DGR endorsement	<ul style="list-style-type: none"> • If relevant, the date of effect of Deductible Gift Recipient (DGR) endorsement for the entity.
K	DGR funds	<ul style="list-style-type: none"> • A list of DGR funds currently operated by the entity • Multiple fund names are separated by ^ • Column Y displays the total number of fund names
L	Date ABN last updated	<ul style="list-style-type: none"> • The date the ABN details were last updated in ABN Lookup from the ATO.
M	ACN/ABN	<ul style="list-style-type: none"> • If an ABN was entered in Column A shows associated ACN, if it exists, with link to ASIC • If an ACN was entered in Column A shows associated ABN with link to ASIC
N	Entity type	<ul style="list-style-type: none"> • Entity type
O-T	Tax Concession Status	<ul style="list-style-type: none"> • Any charity tax concessions and date of effect
U	Omit (Y/N)	<ul style="list-style-type: none"> • Enter N into this column to skip the ABN during the lookup process
V	Process status	<ul style="list-style-type: none"> • Indicates whether information about the ABN stored in the spreadsheet has changed since the last time you ran it • Values are "No change" or "Updated"
W	Link to ABN Lookup	<ul style="list-style-type: none"> • Link to the record on the ABN Lookup web site
X	Trading name count	<ul style="list-style-type: none"> • Number of trading names in Column D
Y	DGR fund count	<ul style="list-style-type: none"> • Number of DGR funds in Column K
Z	Extract date/time	<ul style="list-style-type: none"> • The date and time the ABN information in the worksheet was updated from ABN Lookup

2.3 ABN Details worksheet

The ABN Details worksheet contains the same information as the ABN Lookup worksheet but, where an ABN has multiple trading names, the names appear one under each other in Column C as shown in Figure 6 below.

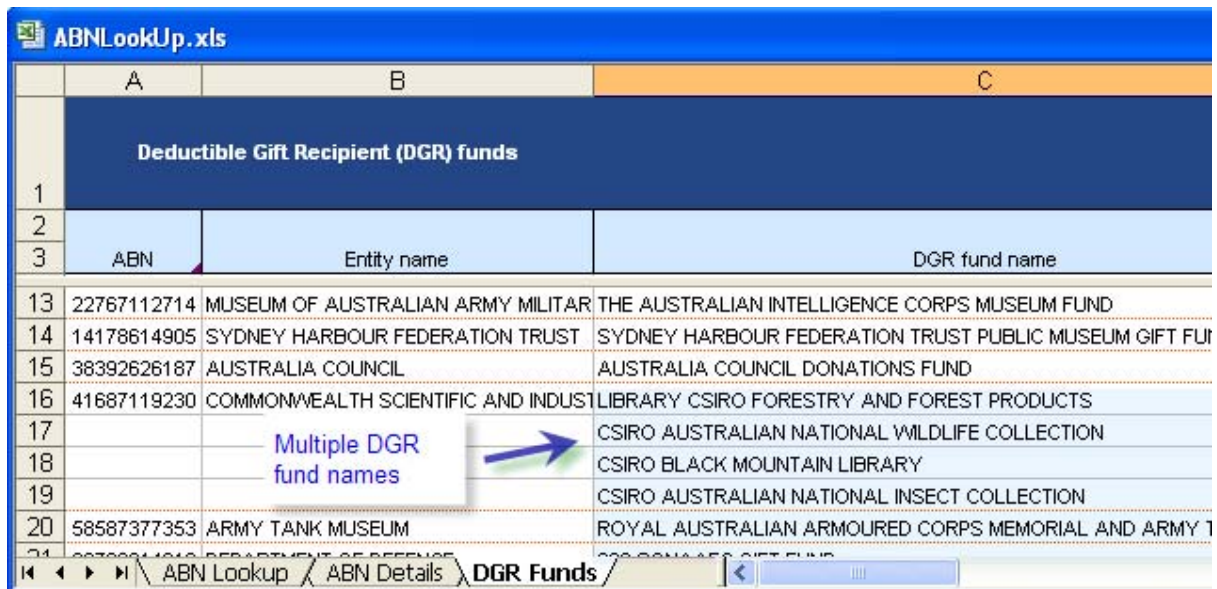


ABN Details							
	A	B	C	D	E	F	G
	ABN	Entity name	Trading name(s)	ABN Status	Date	State	Post
361	18727343898	16 FLIGHT NSW SQUADR	16 FLIGHT AIRTC	Cancelled	30/06/2005	NSW	
362	89360904813	No 314 Squadron Australi	No 314 Squadron Australian Air Force Cadets	Cancelled	30/06/2005	NSW	
363	59912679254	INDIGENOUS LAND CORP	INDIGENOUS LAND CORPORATION	Active	1/11/1999	SA	
364			Hodgson Downs Station				
365			Tol Tol Road				
366			Boundary Bend Station				
367			Bulimba Station				
368			Merapah Station				
369			Urannah Station				

Figure 6 – ABN Details worksheet

2.4 DGR Funds worksheet

Where an ABN operates Deductible Gift Recipient (DGR) funds, the funds names appear one under each other in Column C in the DGR Funds worksheet as shown in Figure 7 below.



Deductible Gift Recipient (DGR) funds			
	A	B	C
	ABN	Entity name	DGR fund name
13	22767112714	MUSEUM OF AUSTRALIAN ARMY MILITAR	THE AUSTRALIAN INTELLIGENCE CORPS MUSEUM FUND
14	14178614905	SYDNEY HARBOUR FEDERATION TRUST	SYDNEY HARBOUR FEDERATION TRUST PUBLIC MUSEUM GIFT FUI
15	38392626187	AUSTRALIA COUNCIL	AUSTRALIA COUNCIL DONATIONS FUND
16	41687119230	COMMONWEALTH SCIENTIFIC AND INDUST	LIBRARY CSIRO FORESTRY AND FOREST PRODUCTS
17			CSIRO AUSTRALIAN NATIONAL WILDLIFE COLLECTION
18			CSIRO BLACK MOUNTAIN LIBRARY
19			CSIRO AUSTRALIAN NATIONAL INSECT COLLECTION
20	58587377353	ARMY TANK MUSEUM	ROYAL AUSTRALIAN ARMoured CORPS MEMORIAL AND ARMY T
21	60300014016	DEPARTMENT OF DEFENCE	2000 COMMONWEALTH GIFT FUND

Figure 7 - DGR Funds worksheet



2.5 Printing ABN details

If you need to print the ABN details, use the *Form view and print* button to view a printable version of each record in the spreadsheet.

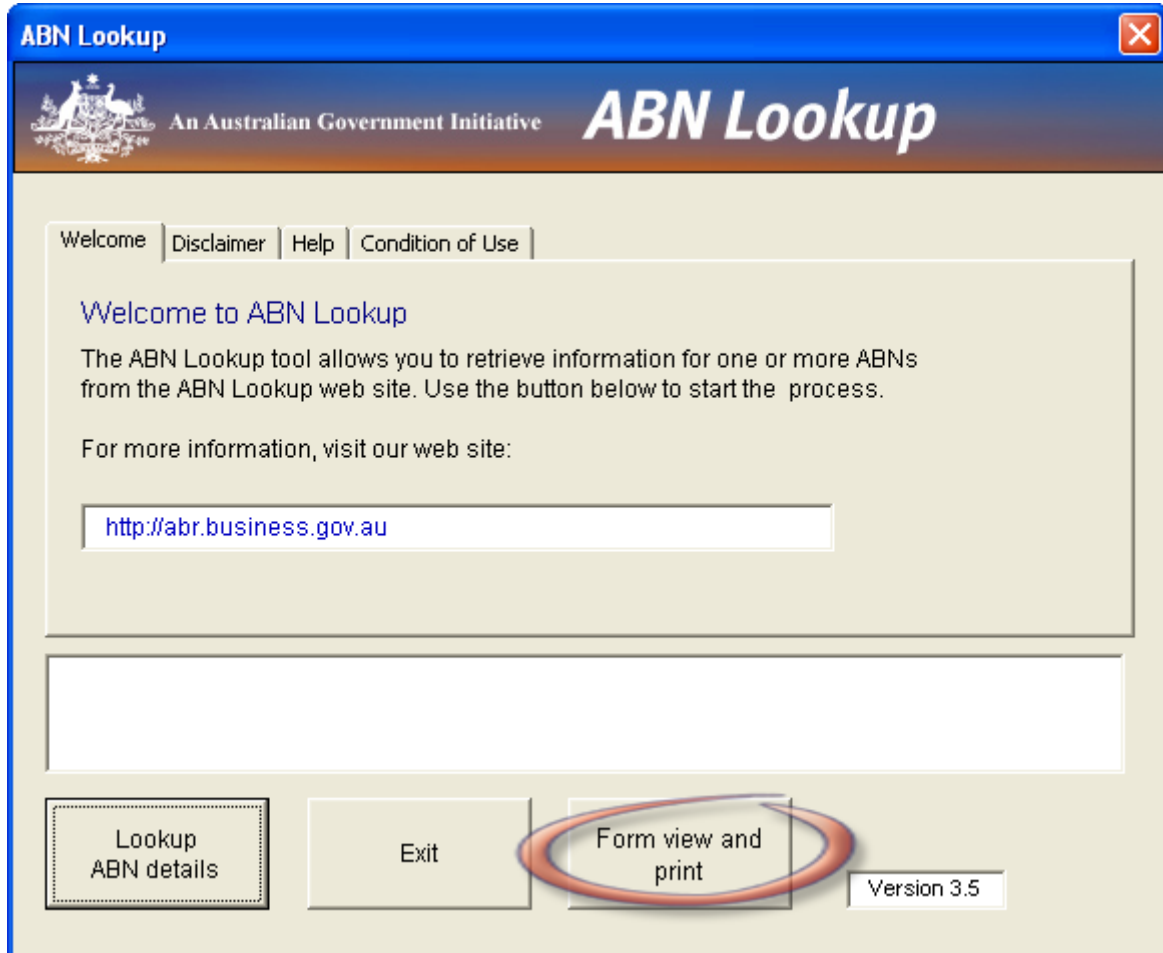


Figure 8 - Form view and print button



Due to the limitations of the tool, only the first 17 trading names and the first six DGR fund names will appear in the printout. If either of these situations occurs, the corresponding name field will change to a light grey background colour and you will be given a warning when you use the print button – see *Figure 9 - Multiple trading names* and *Figure 10 - Warning for multiple trading names* below.

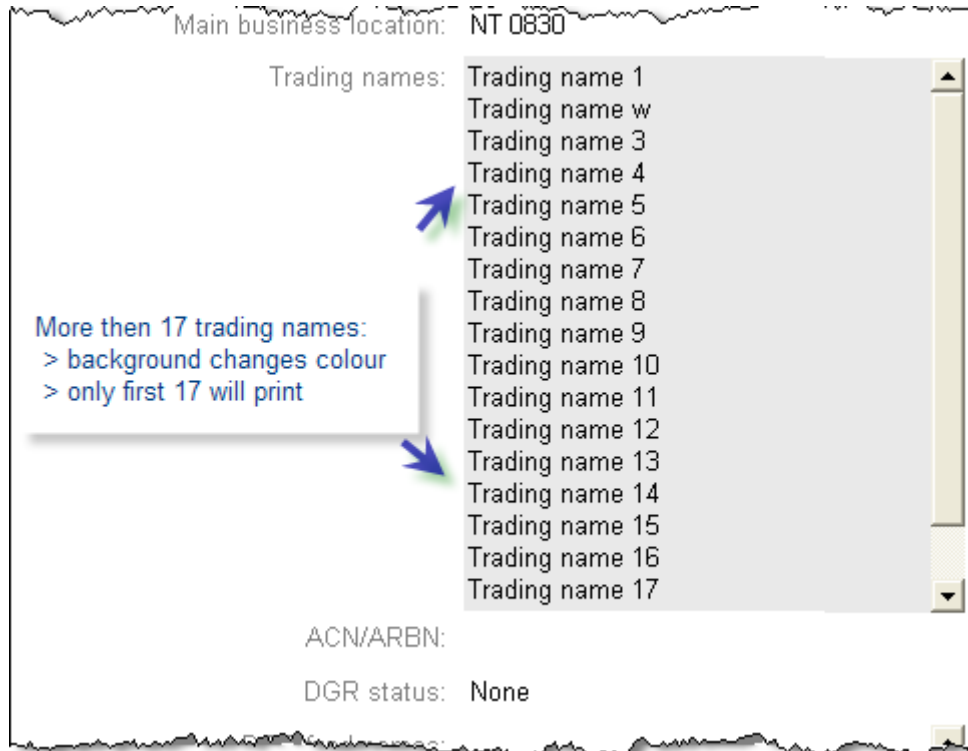


Figure 9 - Multiple trading names

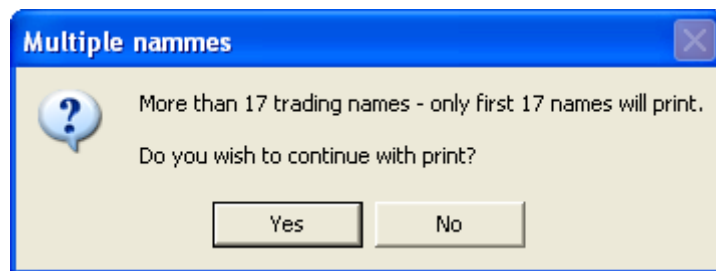


Figure 10 - Warning for multiple trading names

The best way to print ABN records with a large number of trading or fund names is to use the hyperlink in Column W to open the page on ABN Lookup and print from there.

3 Trouble Shooting

3.1 Run time error

The ABN Lookup tool has been developed using Microsoft Excel. Whilst you can open Excel spreadsheets from within the browser window, the functionality required to be able to run the tool is not available. If you attempt to run the lookup process from within the browser, *Run Time Errors* will be generated. Depending on how your machine is configured, these Run Time Errors will include Error '91' or Error '9'. Whilst other errors are possible, these are the most common.

In order to run the tool, you must save the file to your hard drive then open and run the spreadsheet from the saved location.

3.2 Macros security

The ABN Lookup tool contains macros. The level of macros security must be set to *Medium* or lower, enabling Excel to access the macros. To set the level of macros security:

- Open Microsoft Excel
- Select *Tools* from the menu bar
- Select *Options*

On the Options window, click the *Macro Security* button to list the currently available security settings. These settings may vary depending on what version of Excel you are using (Figure 11 - Macro Security).

Select *Medium* and click *OK* and then *OK* again. Close and then re-open Excel for these settings to take effect. The Macros Security is now set to *Medium*.

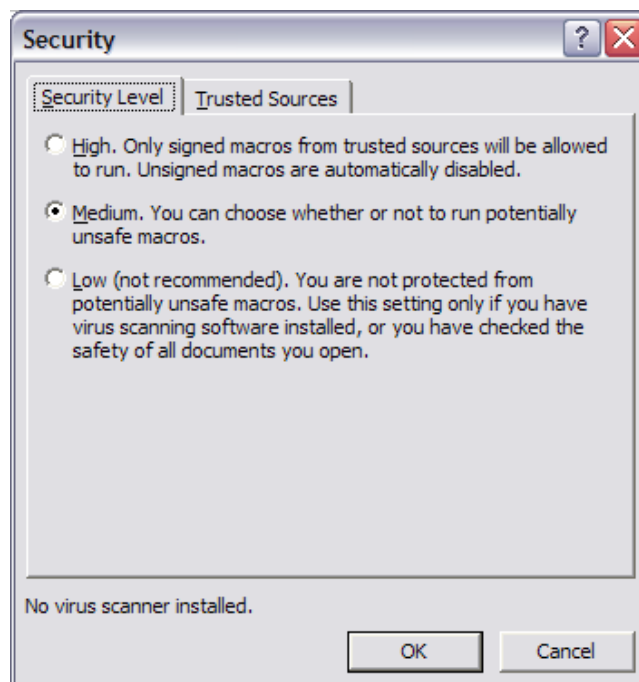


Figure 11 - Macro Security

You may need to contact your system administrator to assist with changing these settings.

3.3 Error connecting to the internet

To use the ABN Lookup tool you must be connected to the internet. The following error occurs if you try to run the search when there is no internet connection available.

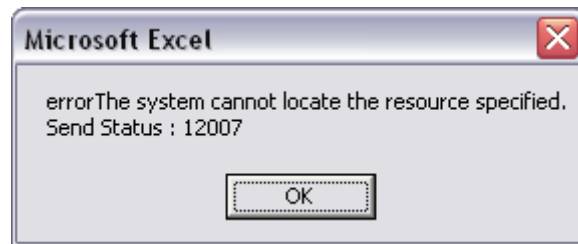


Figure 12 - No internet connection

3.4 Additional Support

If you are experiencing difficulties with the ABN Lookup tool that are not covered here, please contact the ABN Lookup team from our *Contact us* page on <http://abr.business.gov.au>.

4 ABN Lookup Web Services

The ABN Lookup tool is an example of how the ABN Lookup Web Service can be integrated into an existing application.

An XML interface to the ABN Lookup search is available to registered users. Using this facility, you can integrate ABN lookups into your own applications.

Access to the web services is free of charge.

For more information about the web services and how to register, contact the ABN Lookup team from our *Contact us* page on <http://abr.business.gov.au>.