



Australian Government

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

Advanced ABN Lookup tool

Version 5.0



Table of Contents

1	Getting started	3
1.1	Pre-requisites and system requirements	3
1.2	Saving the Advanced ABN Lookup tool	3
1.3	Launching the Advanced ABN Lookup tool	4
2	Using the Advanced ABN Lookup tool	5
2.1	Entering your GUID	5
2.2	Enter and lookup known ABNs	5
2.3	ABN Lookup dialogue box	6
2.4	Specifying search criteria	6
2.4.1	Report type	6
2.4.2	Entity type groupings	7
2.4.3	Entity types	7
2.4.4	Charity type	7
2.4.5	Tax concession	7
2.4.6	Postcode	7
2.4.7	State	7
2.4.8	Update date	7
2.4.9	Registration date	7
2.4.10	Active ABNs only	8
2.4.11	Registered for GST	8
2.5	Report types	8
2.5.1	ABNs for selected postcode	8
2.5.2	New registrations for selected month/year	9
2.5.3	Updated ABNs for selected date	10
2.5.4	Charities and Tax Concessions	11
2.6	1.7 Retrieve ABNs for criteria	12
2.7	Search results	14
2.8	ABN Lookup worksheet	14
2.9	ABN Details worksheet	15
2.10	Printing ABN details	16
3	Trouble Shooting	18
3.1	Run time error	18
3.2	Macros security	18
3.3	Error connecting to the internet	18
3.4	Additional Support	18
4	ABN Lookup Web Services	19



1 Getting started

The Advanced ABN Lookup tool provides a number of different options for accessing the data in ABN Lookup. This document describes how to use this tool and the benefits it has to offer.

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 macros enabled. Please refer to the product documentation to find out how to enable macros for your version of Excel
- Operating System
 - Microsoft Windows e.g. Windows XP, Vista
- Internet
 - to use the Advanced ABN Lookup tool you must be connected to the internet

1.2 Saving the Advanced 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.

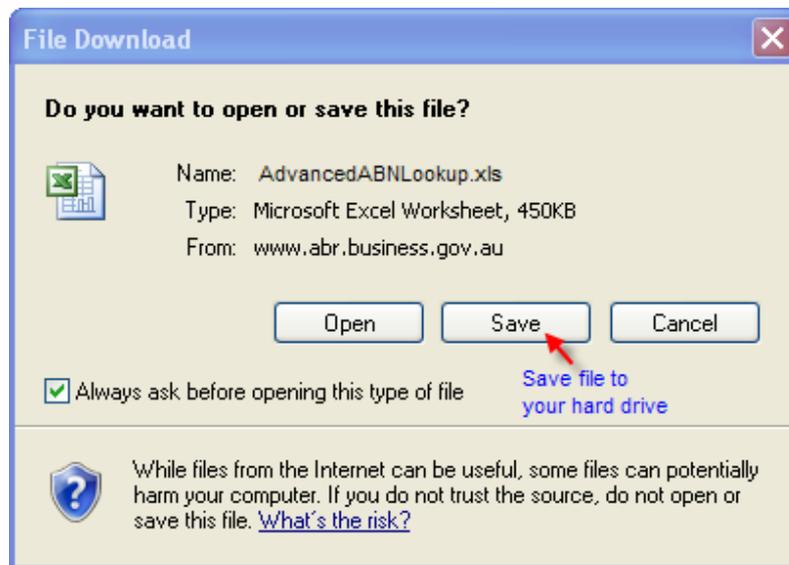


Figure 1 - Save File Dialogue

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

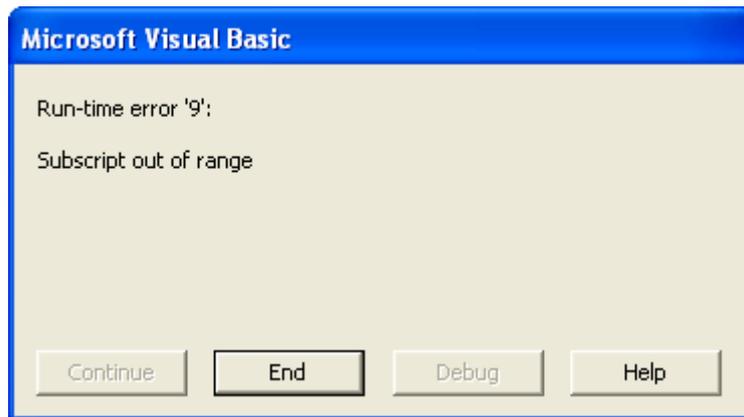


Figure 2 - Run-time error when tool is run from the browser

1.3 Launching the Advanced ABN Lookup tool

Macros must be enabled for the tool to work. Depending on the version of Excel and your macro security settings, you may need to enable macros when you first open the tool. For example, in Excel 2007 a Security Warning may be displayed. Please refer to the product documentation for more information on enabling macros for your version of Excel.



Figure 3 - Security warning

2 Using the Advanced ABN Lookup tool

The Advanced ABN Lookup allows you to either:

- enter known ABN/ACNs into Column A (ABN/ACN)
- use the advanced search features to retrieve a list of ABNs that match your criteria.

2.1 Entering your GUID

To run this tool you must provide the GUID we sent to you when you registered for access to the ABN Lookup web services. To avoid entering enter your GUID each time you run a query, save it in the *Your guid* worksheet as shown below (Figure 4). Then, any time you run a query, the GUID will automatically be populated.

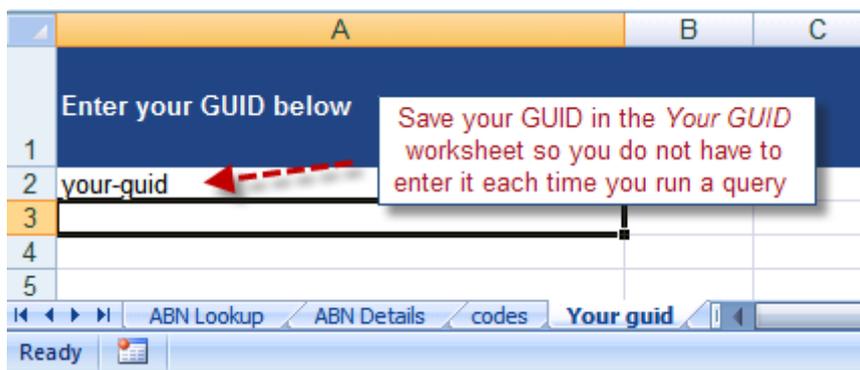


Figure 4 - Save your GUID

2.2 Enter and lookup known ABNs

If you have a list of known ABNs, you can enter them directly into Column A of the *ABN Lookup* worksheet and use the tool retrieve the details from ABN Lookup. To lookup details for known ABNs:

- enter ABN/ACNs into Column A leaving no empty rows (the process halts at the first empty row)
- click the *Start Lookup* button at the top of the ABN Lookup worksheet
- click the *Lookup ABN details* button from the dialogue box

The format of the ABN/ACN 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).

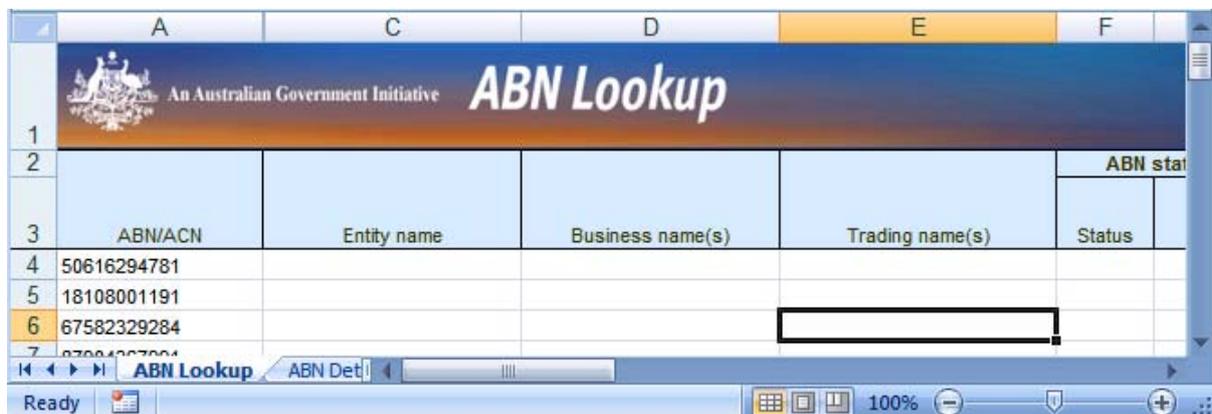


Figure 5 – Enter known ABN/ACNs

2.3 ABN Lookup dialogue box

To use the advanced search features to retrieve ABNs that match your criteria, click the *Start Lookup* button at the top of the ABN Lookup worksheet. The following dialog box (Figure 6) will appear.

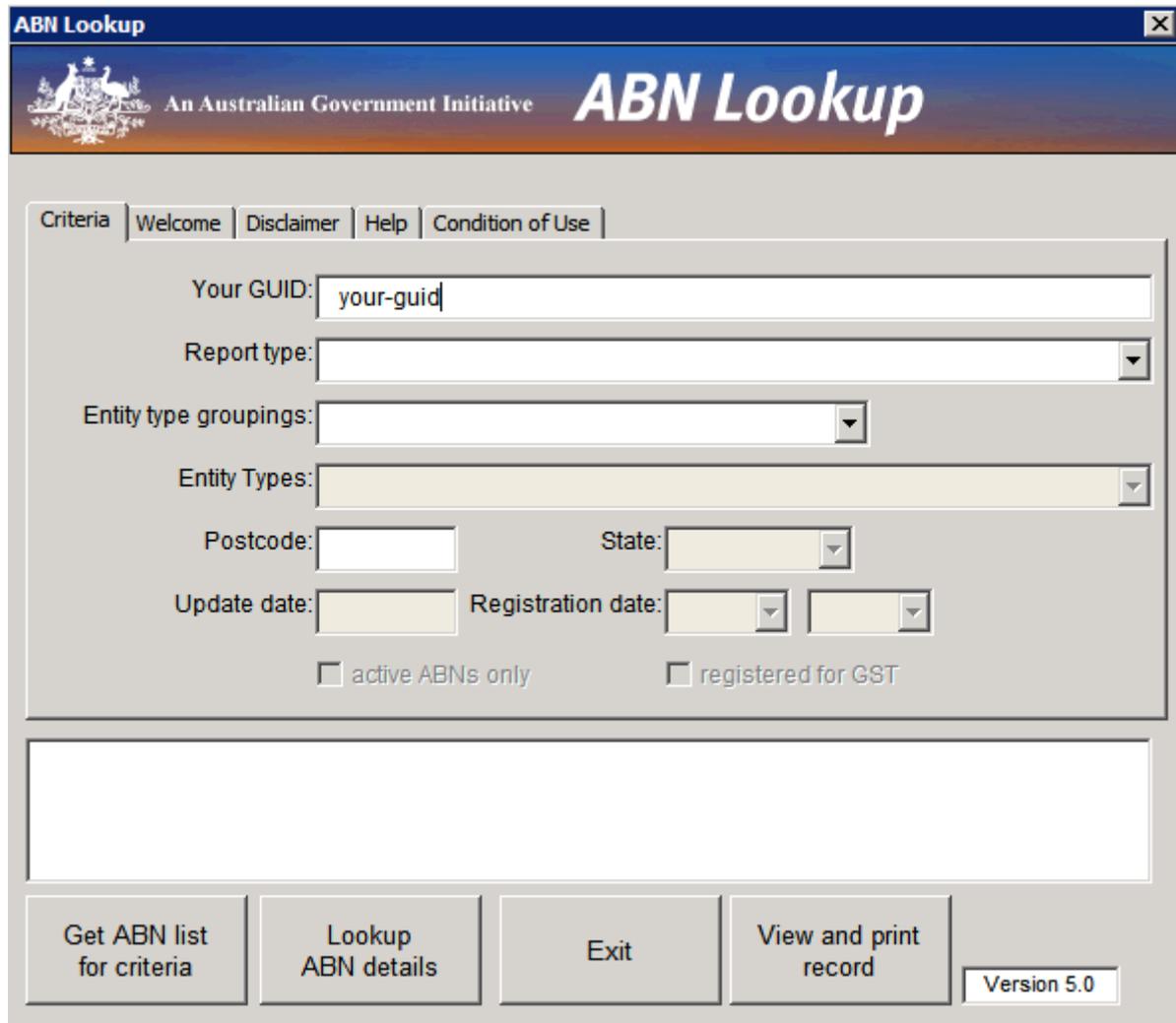


Figure 6 – Search dialogue box

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

2.4 Specifying search criteria

The *Criteria* tab contains the options available from the Advanced ABN Lookup tool. The following sections describe these options in detail.

2.4.1 Report type

The Report type box allows you to select from the following list of available reports:

- ABNs for selected postcode
- New registrations for selected month/year
- Updated ABNs for selected date
- Charities and tax concessions

More information on each of these report types is available below.

2.4.2 Entity type groupings

The Entity type groupings dropdown box allows you to optionally filter by entity type. The *codes* worksheet shows how the entity types have been grouped into the following categories.

- Companies
- Government
- Individual/Sole Trader
- Partnerships/Joint Venture
- Superannuation
- Trusts

2.4.3 Entity types

If you select an option from Entity type groupings, the Entity types dropdown box is automatically populated with the entity types belonging to the group you selected. You can then select an entity type to filter on.

The complete list of entity types available in ABN Lookup are listed on the *codes* worksheet.

2.4.4 Charity type

The Charity types dropdown box is only displayed when you select the *Charities and tax concessions* report type. It allows you to filter by charity type.

2.4.5 Tax concession

The Tax concession dropdown box is only displayed when you select the *Charities and tax concessions* report type. It allows you to filter by tax concession type.

2.4.6 Postcode

The Postcode text box allows you filter by postcode. The *ABNs for selected postcode* report requires a postcode.

2.4.7 State

The State dropdown list allows you to optionally filter by state. This option is not available for the *ABNs for selected postcodes* report.

2.4.8 Update date

Update date is only available if you select the *Updated ABNs for selected date* report. This allows you to search for ABNs updated on a specific date.

You can enter date as either dd/mm/yyyy or dd-MMM-yyyy e.g. 1/5/2010 or 1-May-2010.

2.4.9 Registration date

Registration date is only available if you select the *New registrations for selected month/year* report. This option will retrieve ABNs that were registered or re-activated during the selected month and year.

2.4.10 Active ABNs only

The Active ABNs only option is only available if you select the *ABNs for selected Postcode* report. This option allows you to filter for ABNs that are currently active.

2.4.11 Registered for GST

The Registered for GST option is only available if you select the *ABNs for selected Postcode* report. This option allows you to filter for ABNs that are currently registered for GST.

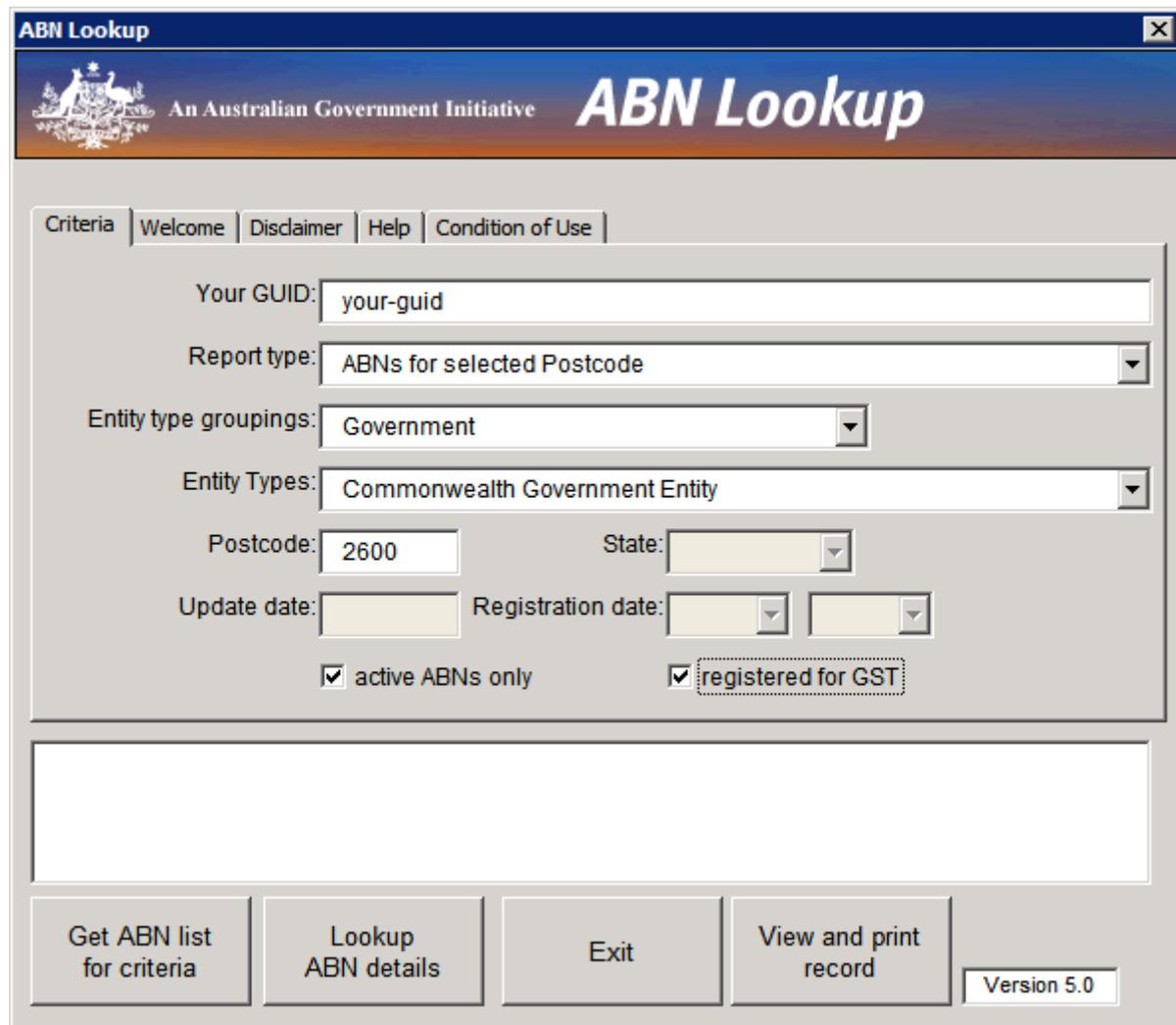
This field can be used in conjunction with active ABNs only to further refine your search.

2.5 Report types

2.5.1 ABNs for selected postcode

This report allows you to extract a list of ABNs registered to a specific postcode.

You can optionally filter by *Entity type*, *active ABNs only* and *registered for GST*. Options *State*, *Update date* and *Registration date* are disabled for this report.



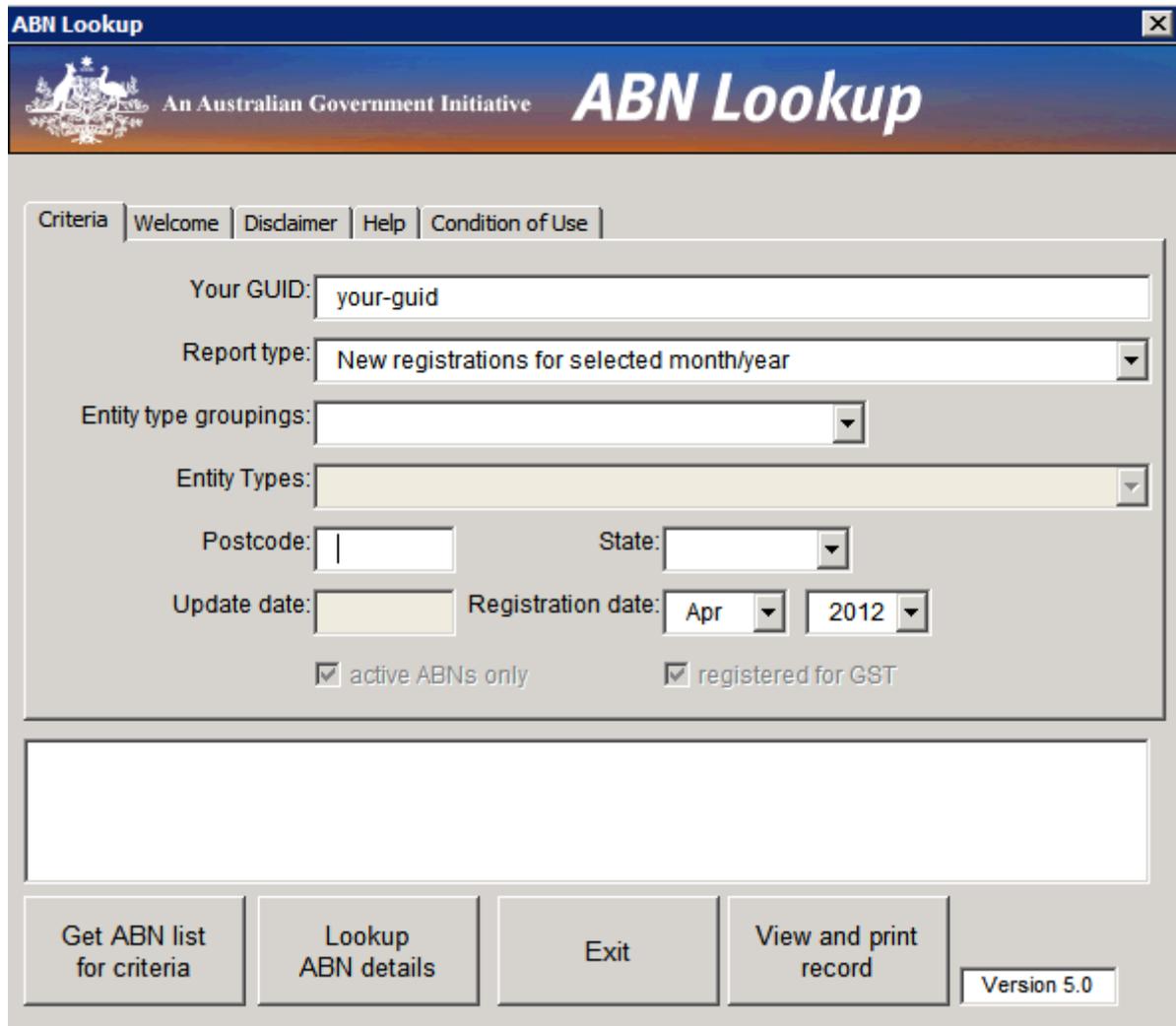
The screenshot shows the 'ABN Lookup' application window. At the top, it features the Australian Government logo and the text 'An Australian Government Initiative ABN Lookup'. Below this is a navigation bar with tabs for 'Criteria', 'Welcome', 'Disclaimer', 'Help', and 'Condition of Use'. The main search area contains several input fields and dropdown menus: 'Your GUID:' with the value 'your-guid'; 'Report type:' set to 'ABNs for selected Postcode'; 'Entity type groupings:' set to 'Government'; 'Entity Types:' set to 'Commonwealth Government Entity'; 'Postcode:' set to '2600'; 'State:' (disabled); 'Update date:' (disabled); and 'Registration date:' (disabled). At the bottom of the search area, there are two checked checkboxes: 'active ABNs only' and 'registered for GST'. Below the search area is a large empty rectangular box. At the bottom of the window, there are four buttons: 'Get ABN list for criteria', 'Lookup ABN details', 'Exit', and 'View and print record'. A 'Version 5.0' label is located in the bottom right corner.

Figure 7 - ABNs for selected postcode

2.5.2 New registrations for selected month/year

This report allows you to extract a list of new ABNs registered or reactivated for a selected month and year.

You can optionally filter by *Entity type* and/or *State* or *Postcode*. Options *Update date*, *active ABNs only* and *ABNs registered for GST* are disabled for this report.



The screenshot shows the 'ABN Lookup' application window. At the top, there is a navigation bar with 'Criteria', 'Welcome', 'Disclaimer', 'Help', and 'Condition of Use'. Below this, the 'Your GUID' field contains 'your-guid'. The 'Report type' dropdown is set to 'New registrations for selected month/year'. The 'Entity type groupings' and 'Entity Types' dropdowns are empty. The 'Postcode' field is empty, and the 'State' dropdown is empty. The 'Update date' field is empty, and the 'Registration date' is set to 'Apr' 2012. There are two checked checkboxes: 'active ABNs only' and 'registered for GST'. At the bottom, there are four buttons: 'Get ABN list for criteria', 'Lookup ABN details', 'Exit', and 'View and print record'. A 'Version 5.0' label is also present.

Figure 8 - New registrations for selected month/year



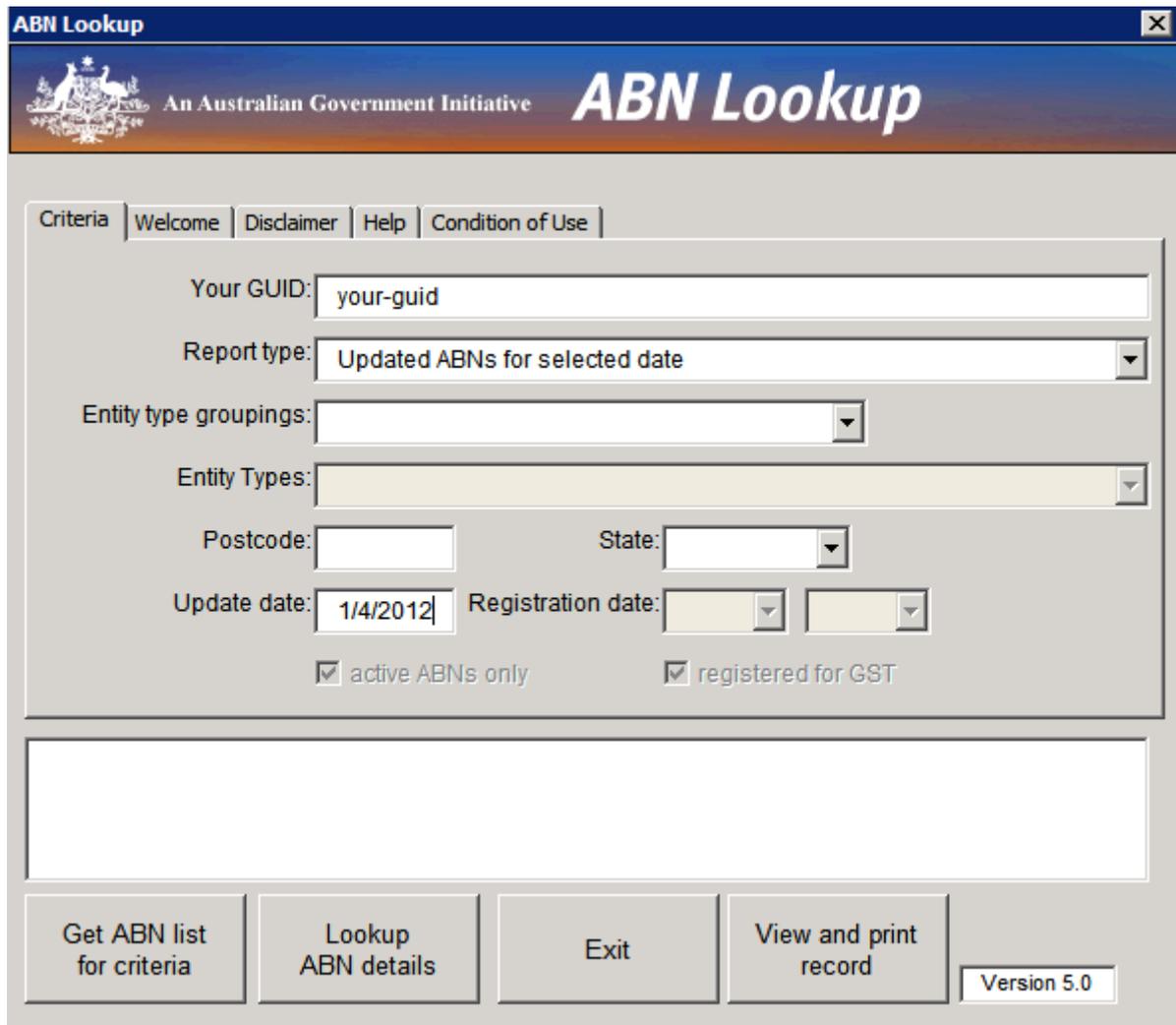
Tip: If you enter both a *state* and *postcode*, the results returned will be based on *state* only.

2.5.3 Updated ABNs for selected date

This report allows you to extract a list of ABNs updated on a particular date.

You can optionally filter by *Entity type* and/or *State* or *Postcode*. Options *Registration date*, *active ABNs only* and *registered for GST* are disabled for this report.

You must enter a valid date in the *Update date* field. Most date formats are accepted including d/m/yyyy, d-MMM-yyyy etc. For example, 1/7/2010, 23/10/2010, 1-Jul-2010.



The screenshot shows the 'ABN Lookup' application window. At the top, it features the Australian Government logo and the text 'An Australian Government Initiative' and 'ABN Lookup'. Below this is a navigation bar with tabs for 'Criteria', 'Welcome', 'Disclaimer', 'Help', and 'Condition of Use'. The main form area contains several input fields and checkboxes:

- 'Your GUID:' text box with the value 'your-guid'.
- 'Report type:' dropdown menu set to 'Updated ABNs for selected date'.
- 'Entity type groupings:' dropdown menu.
- 'Entity Types:' dropdown menu.
- 'Postcode:' text box and 'State:' dropdown menu.
- 'Update date:' text box with '1/4/2012' and 'Registration date:' dropdown menu.
- Two checked checkboxes: 'active ABNs only' and 'registered for GST'.

At the bottom of the window, there are four buttons: 'Get ABN list for criteria', 'Lookup ABN details', 'Exit', and 'View and print record'. A 'Version 5.0' label is located in the bottom right corner.

Figure 9 - Updated ABNs for selected date



Tip: If you enter both a *state* and *postcode*, the results returned will be based on *state* only.

2.5.4 Charities and Tax Concessions

This report allows you to extract a list of ABNs based on their charity or tax concession status. Charity and concession types are as follows.

Charity Types

- Charitable Fund
- Public Benevolent Institution
- Health Promotion Charity
- Charitable Institution
- Public Benevolent Institution Employer
- Income Tax Exempt Fund

Concession Types

- GST Concessions
- Income Tax Exemption
- FBT Rebate
- FBT Exemption

You can optionally filter by *State* or *Postcode*. Options *Update date*, *Registration date*, *active ABNs only* and *registered for GST* are disabled for this report.

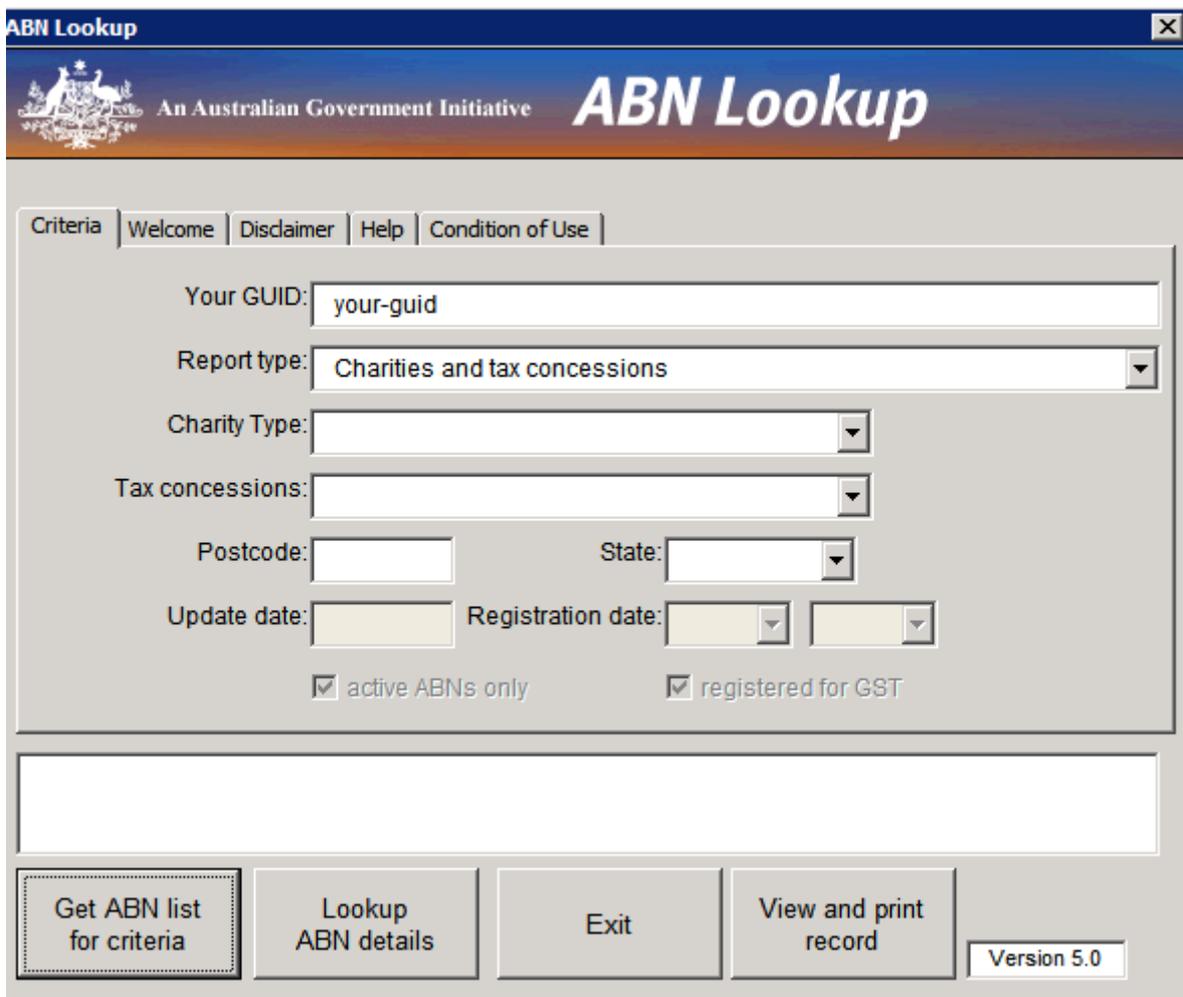


Figure 10 - Charities and tax concessions



Tip: If you enter both a *state* and *postcode*, the results returned will be based on *state* only.

2.6 1.7 Retrieve ABNs for criteria

Once you have entered your search criteria, click the *Get ABN list for criteria* button.

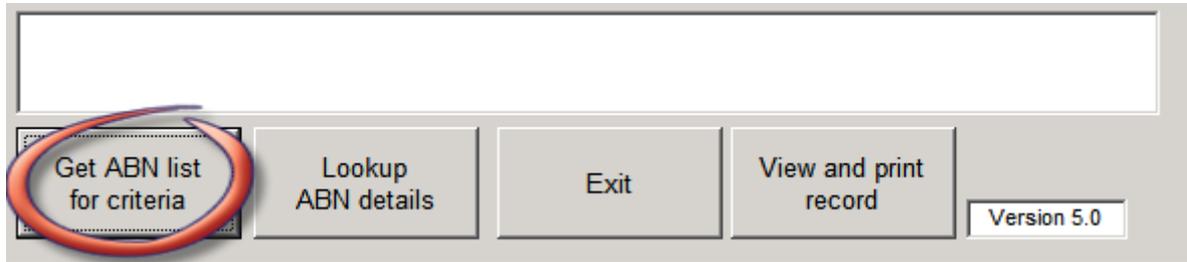


Figure 11 - Get ABN list for criteria button

This action will cause the request to pass across the internet to ABN Lookup. ABN Lookup will return a list of ABNs that matches your criteria which will be used to populate Column A of the spreadsheet.

When this step has completed, the message box will advise the extract has been completed and display the number of matching ABNs.

The message box also indicates the next step in the process - i.e. Use the *Lookup ABN details* button to retrieve the ABN details.

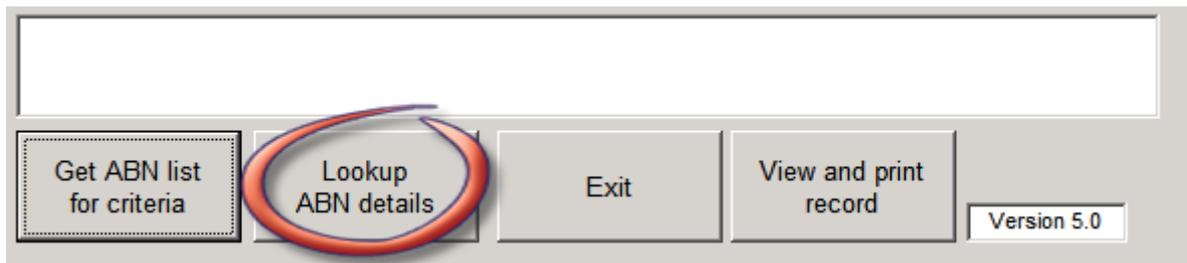


Figure 12 - Lookup ABN details button

Click the *Lookup ABN details* button. This step will retrieve the details for each ABN listed in Column A from ABN Lookup and populate the spreadsheet with the information.

The process can be halted at anytime by clicking the *Cancel* button (Figure 13).

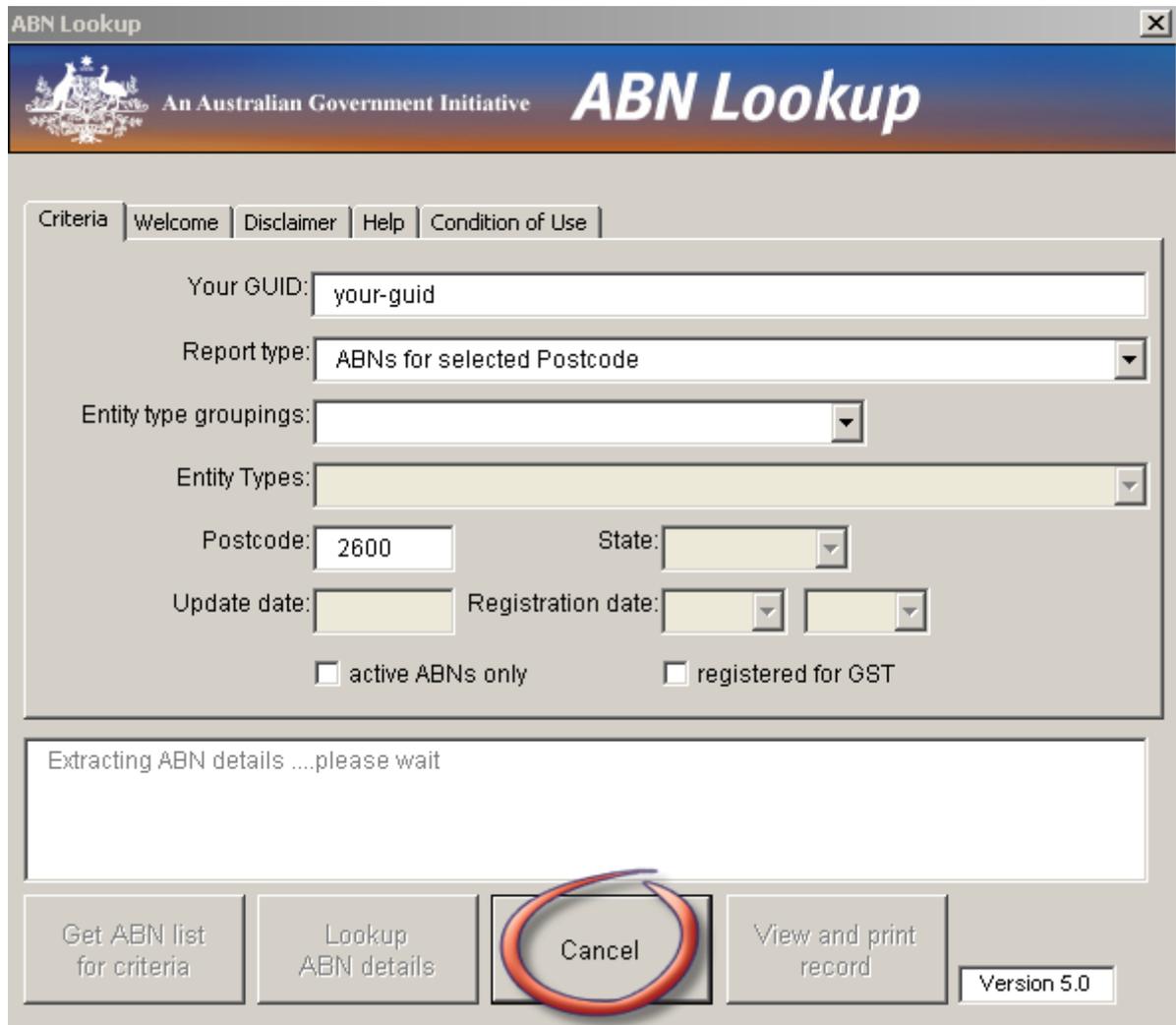


Figure 13 – Process can be cancelled at any time

When the process has been completed or cancelled, the spreadsheet will be populated with public information for each ABN.

To access the results in the spreadsheet, click the *Exit* button as shown below (Figure 14).

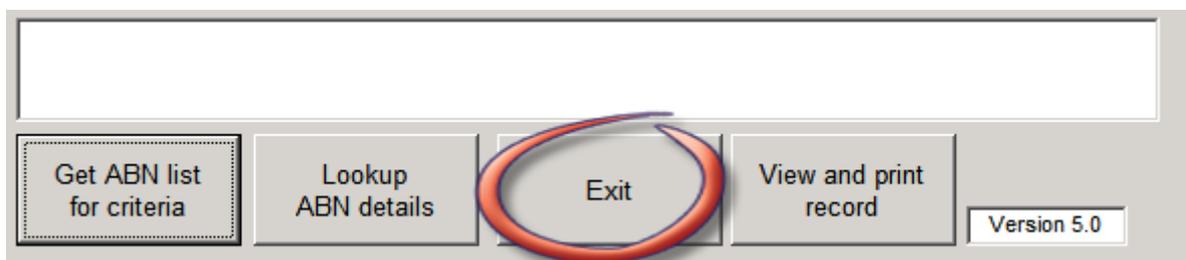


Figure 14 - Click Exit to access the results

2.7 Search results

The Advanced 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.

2.8 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	Business name(s)	<ul style="list-style-type: none"> • List of current registered business names • Multiple names are separated by ^ • Column Y displays the total number of business names
E	Trading name(s)	<ul style="list-style-type: none"> • List of current trading names • Multiple names are separated by ^ • Column Z displays the total number of trading names
F-G	ABN status	<ul style="list-style-type: none"> • Current ABN status and the date of effect • Cancelled ABNs are highlighted in red
H-I	Address	<ul style="list-style-type: none"> • State and postcode of current main business location
J	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.
K	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.
L	DGR funds	<ul style="list-style-type: none"> • A list of DGR funds currently operated by the entity • Multiple names are separated by ^ • Column AA displays the total number of fund names
M	Date ABN last updated	<ul style="list-style-type: none"> • The date the details were last updated in ABN Lookup
N	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
O	Entity type	<ul style="list-style-type: none"> • Entity type
P-U	Tax Concession Status	<ul style="list-style-type: none"> • Any charity tax concessions and date of effect

Column	Name	Description
V	Omit (Y/N)	<ul style="list-style-type: none"> Enter <i>N</i> into this column to skip the ABN during the lookup
W	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”
X	Link to ABN Lookup	<ul style="list-style-type: none"> Link to the record on the ABN Lookup web site
Y	Business name count	<ul style="list-style-type: none"> Number of business names in Column D
Z	Trading name count	<ul style="list-style-type: none"> Number of trading names in Column E
AA	DGR fund count	<ul style="list-style-type: none"> Number of DGR fund name in Column L
AB	Extract date/time	<ul style="list-style-type: none"> The date and time the ABN information in the worksheet was updated from ABN Lookup

2.9 ABN Details worksheet

The ABN Details worksheet contains the same information as the ABN Lookup worksheet but, where an ABN has multiple business or trading names, the names appear one under each other in Column C and D as shown in Figure 15 below.

ABN		Entity name	Business name(s)	Trading name(s)	Status	Date	State	Postcode	GST registration
50 616 294	ROYAL AUSTRAL		Business name 1	Trading name 1	Active	1/11/1999	ACT	2600	1/07/2000
			Business name 2	Trading name 1					
			Business name 3	Trading name 1					
			Business name 4						
18 108 001	THE DEPARTMENT	THE DEPARTMENT	A trading name			1/11/1999	ACT	2600	1/07/2000
			Business name 2	Other Trading name					

Figure 15 – ABN Details worksheet

2.10 Printing ABN details

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

The screenshot shows the ABN Lookup application window. At the top, it features the Australian Government logo and the text 'An Australian Government Initiative' and 'ABN Lookup'. Below this is a navigation bar with tabs for 'Criteria', 'Welcome', 'Disclaimer', 'Help', and 'Condition of Use'. The main area contains several input fields and dropdown menus: 'Your GUID:' with the value 'your-guid', 'Report type:' set to 'ABNs for selected Postcode', 'Entity type groupings:', 'Entity Types:', 'Postcode:' with '2600', 'State:', 'Update date:', and 'Registration date:'. There are also two checkboxes: 'active ABNs only' and 'registered for GST'. At the bottom, there are four buttons: 'Get ABN list for criteria', 'Lookup ABN details', 'Exit', and 'View and print record'. The 'View and print record' button is circled in red. A 'Version 5.0' label is located in the bottom right corner.

Figure 16 - Form view and print button

Due to the limitations of the tool, only the first 10 business and 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 **Error! Reference source not found.** below.

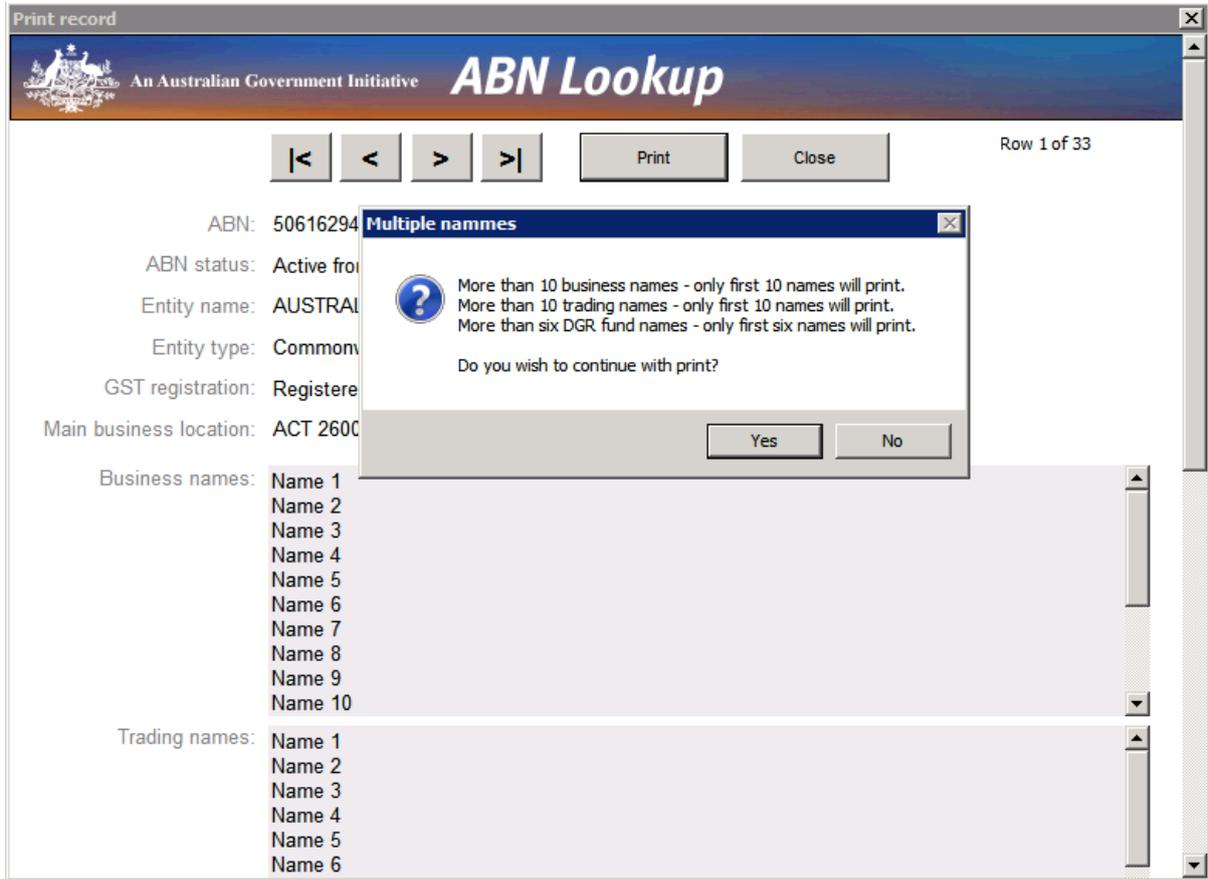


Figure 17 - Multiple names

The best way to print ABN records with a large number of names is to use the hyperlink in Column X 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 may not be available. If you attempt to run the lookup process from within the browser, *Run Time Errors* may 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, 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 macros must be enabled for the tool to work correctly. Please refer to the product documentation to find out how to enable macros for your version of Excel.

3.3 Error connecting to the internet

To use the Advanced 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.

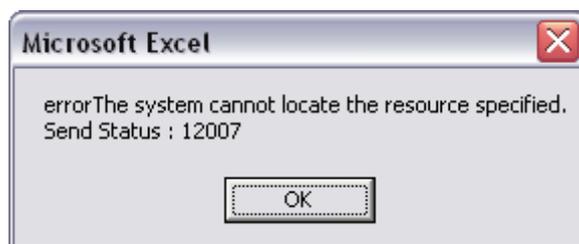


Figure 18 - No internet connection

3.4 Additional Support

If you are experiencing difficulties with the Advanced 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 Advanced 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>.