



**Australian Government**

---

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

# **Name Lookup tool**

---

**Version 3.0**



## Table of Contents

1	Getting started .....	3
1.1	Introduction .....	3
1.2	Pre-requisites and system requirements .....	3
1.3	Saving the Name Lookup tool .....	3
1.4	Launching the Name Lookup tool .....	4
2	Using the Name Lookup tool .....	5
2.1	Search criteria – Criteria worksheet .....	5
2.2	Initiating the search .....	7
2.3	Search results – Matching Records worksheet .....	8
3	Trouble Shooting .....	9
3.1	Run time error .....	9
3.2	Macros security .....	9
3.3	Error connecting to the internet .....	10
3.4	Additional Support .....	10
4	ABN Lookup Web Services .....	11

# 1 Getting started

## 1.1 Introduction

The Name Lookup tool allows you to easily and efficiently do multiple searches on ABN Lookup using entity or trading names.

This tool allows you to enter names where you do not know the ABN or ACN. Then, with the press of a button, you can retrieve from the ABN Lookup website the matching names and corresponding ABNs for each of your search criteria.

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.

## 1.2 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.

## 1.3 Saving the Name 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.

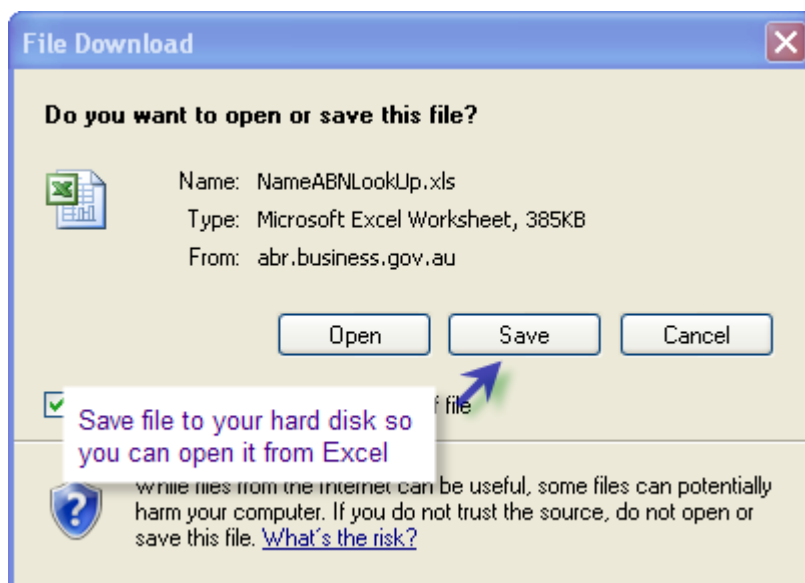


Figure 1 - Save File Dialogue

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

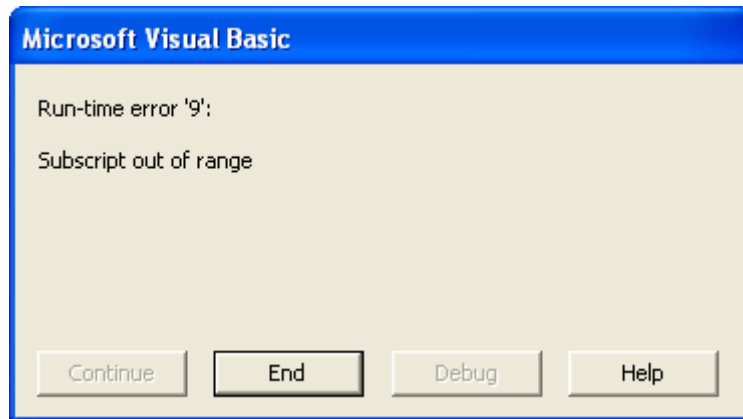


Figure 2 - Run-time error when tool is run from the browser

### 1.4 Launching the Name Lookup tool

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

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



Figure 3 – Security Warning

## 2 Using the Name Lookup tool

The Name Lookup spreadsheet contains two worksheets as shown in Figure 4 below. The worksheets are called:

- *Criteria* where you enter search criteria
- *Matching Records* where search results are displayed



Figure 4 –Name Lookup worksheets

### 2.1 Search criteria – Criteria worksheet

Use the *Criteria* worksheet to enter your search criteria as shown in Figure 5 below.



Figure 5 - Search criteria

For demonstration purposes, the copy of the Name Lookup tool available for download from the ABN Lookup web site is pre-populated with the names of a number of Government agencies. To perform your own searches, simply replace the contents of *Column A (Name)* with your own list of names.

**NOTE:** When entering names into Column A, do not leave any empty rows as the Name Lookup tool terminates when it reaches an empty row.

The table below describes each column in the *Criteria* worksheet.



Column	Name	Description
A	Name	<ul style="list-style-type: none"><li>• Required</li><li>• The name to search for</li></ul>
C	Reference number	<ul style="list-style-type: none"><li>• Optional</li><li>• Enter your own Reference Number for linking the name back to your source data</li><li>• Useful if names come from a database as you can use a unique identifier from the database record</li></ul>
D	State	<ul style="list-style-type: none"><li>• Optional</li><li>• Filter by state/territory code(s) – NSW ACT VIC etc</li><li>• Enter multiple states separated with a space</li><li>• Default is all states and territories</li></ul>
E	Postcode	<ul style="list-style-type: none"><li>• Optional</li><li>• Filter by postcode</li><li>• Only one postcode can be entered</li><li>• Default is all postcodes</li></ul>
F	Search width	<ul style="list-style-type: none"><li>• Optional</li><li>• Defines how <i>broad</i> the search is - either <i>Typical</i> or <i>Narrow</i></li><li>• <i>Narrow</i> is faster than <i>Typical</i> but returns fewer matches</li><li>• Default is <i>Typical</i></li></ul>
G	Limit	<ul style="list-style-type: none"><li>• Optional</li><li>• Limit number of results displayed</li><li>• To list all results, enter a large number - e.g. 1,000 or 2,000</li><li>• Default is <i>10</i></li></ul>
H	Omit	<ul style="list-style-type: none"><li>• Enter <i>N</i> to skip the name during the lookup process</li></ul>
I	Matches found	<ul style="list-style-type: none"><li>• Populated by the search process</li><li>• Number of records returned</li><li>• Always less than or equal to <i>Limit</i> specified in Column G</li></ul>
J	Lookup status	<ul style="list-style-type: none"><li>• Populated by the search process</li><li>• Shows progress of lookup process and any error messages</li></ul>

## 2.2 Initiating the search

Click the *Start Lookup* button located at the top of the *Criteria* worksheet. The following dialogue box (Figure 6) will appear.

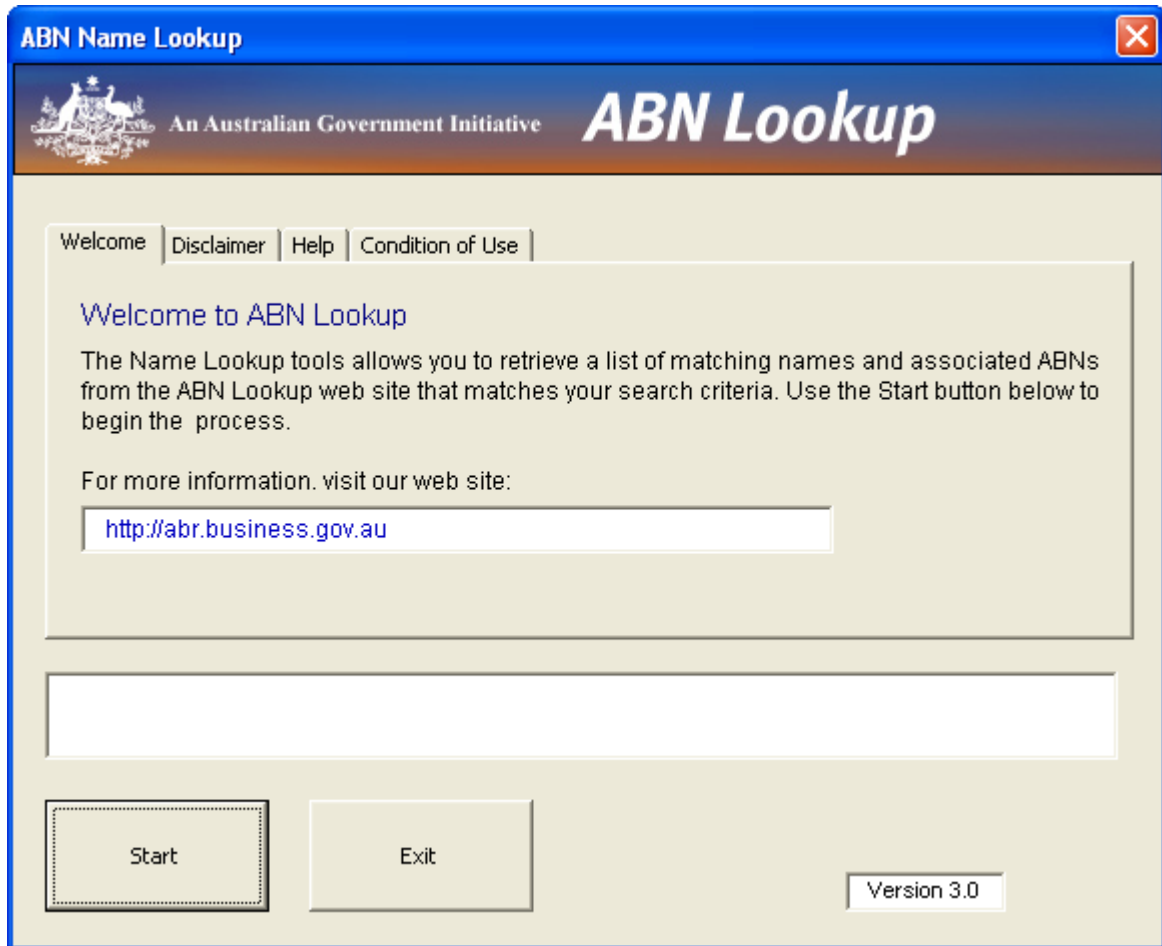


Figure 6 - Search Launcher

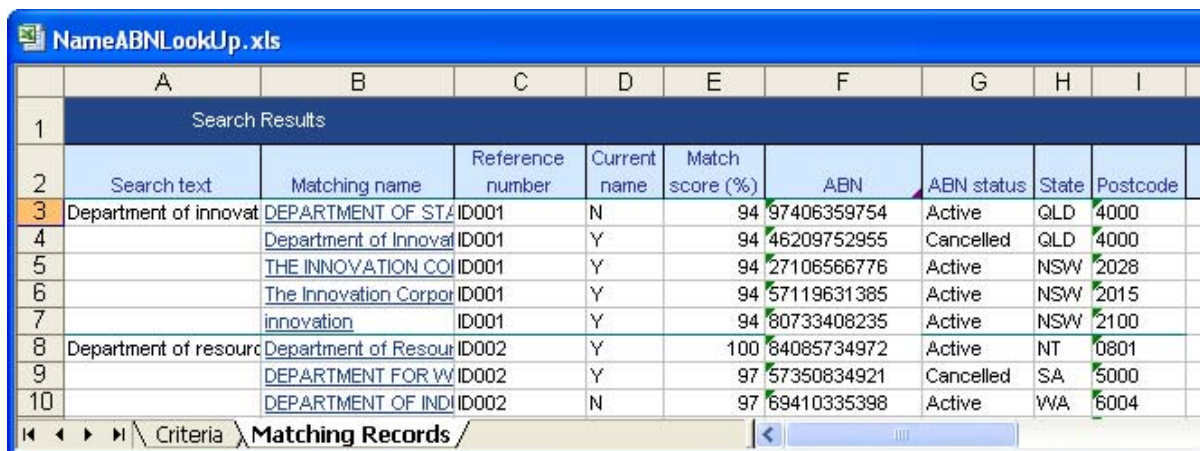
Please take the time to read the *Disclaimer* and *Conditions of Use* as they contain important information regarding the use of ABN Lookup data.

Provided you are connected to the internet, when you press the *Start* button, a request will be sent to the ABN Lookup web site for each Name listed in Column A. Matching names are returned and used to populate the *Matching Records* worksheet.

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

## 2.3 Search results – Matching Records worksheet

Search results are displayed in the *Matching Records* worksheet as shown in Figure 7 below.



	A	B	C	D	E	F	G	H	I
1	Search Results								
2	Search text	Matching name	Reference number	Current name	Match score (%)	ABN	ABN status	State	Postcode
3	Department of innovat	<a href="#">DEPARTMENT OF STA</a>	ID001	N	94	97406359754	Active	QLD	4000
4		<a href="#">Department of Innovat</a>	ID001	Y	94	46209752955	Cancelled	QLD	4000
5		<a href="#">THE INNOVATION COI</a>	ID001	Y	94	27106566776	Active	NSW	2028
6		<a href="#">The Innovation Corpor</a>	ID001	Y	94	57119631385	Active	NSW	2015
7		<a href="#">innovation</a>	ID001	Y	94	80733408235	Active	NSW	2100
8	Department of resourc	<a href="#">Department of Resourc</a>	ID002	Y	100	84085734972	Active	NT	0801
9		<a href="#">DEPARTMENT FOR WI</a>	ID002	Y	97	57350834921	Cancelled	SA	5000
10		<a href="#">DEPARTMENT OF INDI</a>	ID002	N	97	69410335398	Active	WA	6004

Figure 7 - Search results

The table below describes each column in the *Matching Records* worksheet.

Column	Name	Description
A	Search text	<ul style="list-style-type: none"> <li>Name you searched for</li> <li>Copied from Column A (Name) on the <i>Criteria</i> worksheet</li> </ul>
B	Matching name	<ul style="list-style-type: none"> <li>List of matching names</li> <li>Results are ordered by relevance</li> <li>Column B has a hyperlink to the ABN record on the ABN Lookup web site</li> <li>Number of names listed is always less than or equal to figured entered in Column G (Limit) on the <i>Criteria</i> Worksheet</li> </ul>
C	Reference number	<ul style="list-style-type: none"> <li>Copied from Column C (Reference number) on the <i>Criteria</i> worksheet</li> </ul>
D	Current name	<ul style="list-style-type: none"> <li>Y if name is still current</li> <li>N is name is historical</li> </ul>
E	Match score (%)	<ul style="list-style-type: none"> <li>A measure of how well the name matches the criteria</li> <li>A score of 100 is an exact match</li> </ul>
F	ABN	<ul style="list-style-type: none"> <li>Australian Business Number associated with the matching name</li> </ul>
G	ABN status	<ul style="list-style-type: none"> <li>Current ABN status</li> <li>Either Active or Cancelled</li> </ul>
H	State	<ul style="list-style-type: none"> <li>State of current main business location</li> </ul>
I	Postcode	<ul style="list-style-type: none"> <li>Postcode of current main business location</li> </ul>

## 3 Trouble Shooting

### 3.1 Run time error

The Name 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 Name 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 the '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 8 below).

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'.

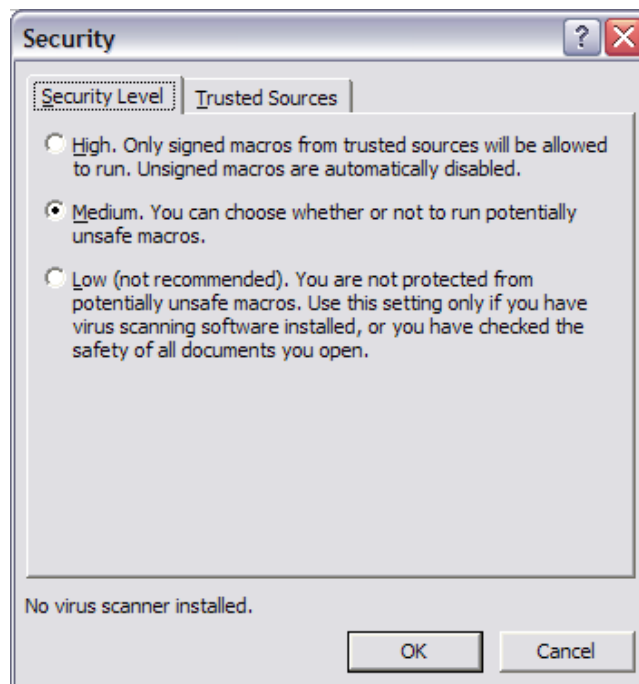


Figure 8 - Macro Security

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



### 3.3 Error connecting to the internet

To use the Name Lookup tool you must be connected to the internet. The following error (Figure 9) occurs if you try to run the search when there is no internet connection available.

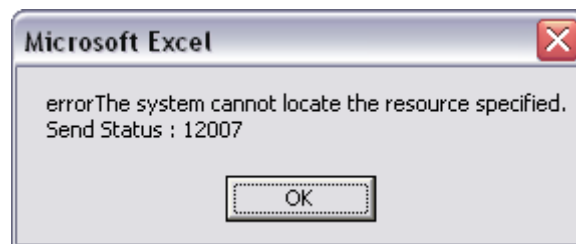


Figure 9 - No internet connection

### 3.4 Additional Support

If you are experiencing difficulties with the Name 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 Name 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>.