



Australian Government

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

Super Fund Lookup tool

Version 4.0.1



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1 Using the Super Fund Lookup tool

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

Rather than manually entering individual ABNs every time you want to check the regulatory details of a super fund, this tool allows you to enter the ABNs for multiple superannuation entities into a spreadsheet. Then, with the click of a button, you can retrieve the latest details for all the ABNs you have entered. Furthermore, if you re-run the query, records that have be updated since the last time you ran it will be highlighted.

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

1.1 Prerequisites 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, such as XP.
- Internet – to use the Super Fund Lookup tool you must be connected to the internet.

1.2 Terms and conditions

By using this tool you are agreeing to the terms and conditions set out at:

<http://superfundlookup.gov.au/LookupTool.aspx?showlicence=Y>

1.3 Saving the Super Fund Lookup tool

If you download the tool from the Super Fund Lookup web site, you need to save it and open it from your hard drive rather than opening it from within the browser. When you click on the link, the File Download window (see Figure 1) will display prompting you to **Open**, **Save** or **Cancel**. Choose **Save** and save the file to your hard drive.

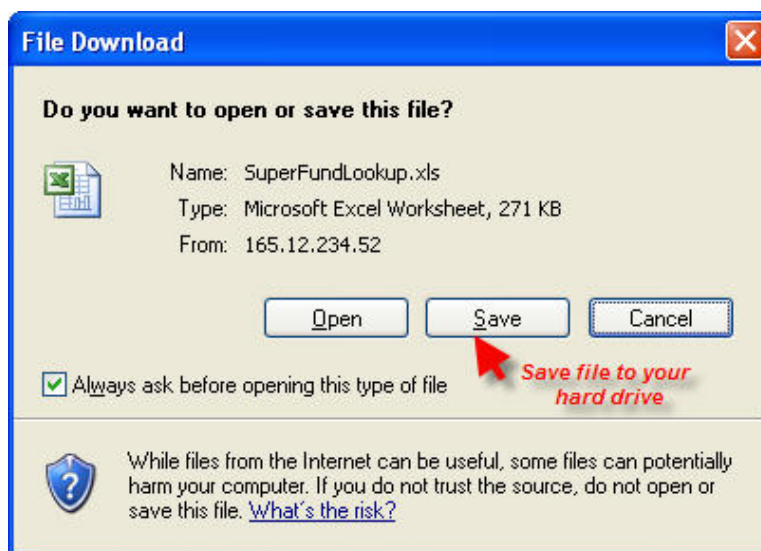


Figure 1 - File Download window

Note: Opening the spreadsheet from within the web browser will generate a *Run Time Error* and the Super Fund Lookup Tool will not function correctly.



1.4 Launching the Super Fund Lookup tool

Open the Super Fund Lookup tool from the saved location on your hard drive. The following dialog box (Figure 2) will appear, alerting you that the spreadsheet contains macros. For the Super Fund Lookup tool to work, you must select **Enable Macros**.

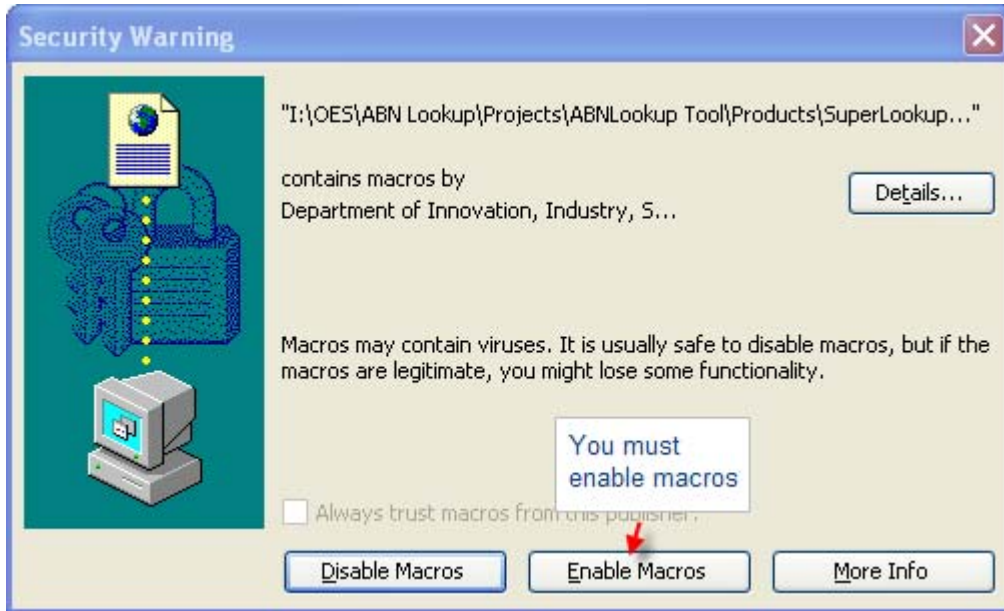


Figure 2 - Security Warning window

1.5 Lookup fund details

For demonstration purposes the tool comes pre-populated with the ABNs for a number of government superannuation funds.

To add the ABNs that you are interested in simply replace the contents of Column A - **ABN**, with your own list of ABNs (Figure 3). The format of the ABN entered does not matter as the tool will recognise an ABN with spaces (11 635 839 852) as well as an ABN without spaces (11635839852).

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

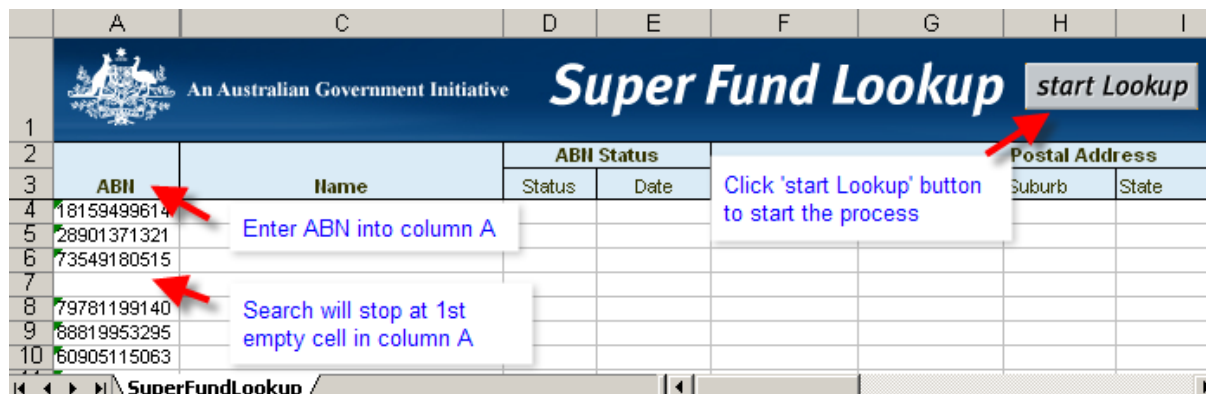


Figure 3 - Lookup Example



Click the **start Lookup** button located at the top right hand side of the worksheet. The following dialog box will appear (Figure 4).

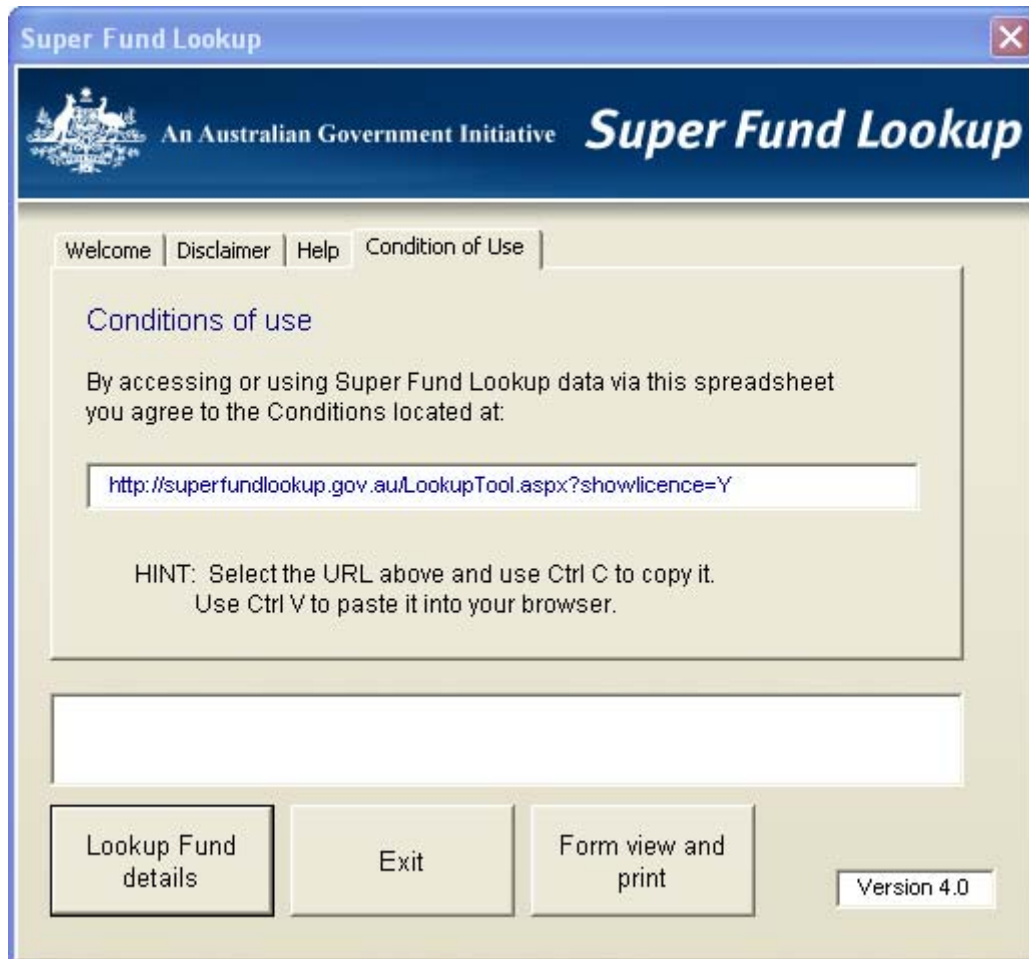


Figure 4 - Super Fund Lookup window - Search Launcher

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

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

While the lookup is in progress a **Cancel** button is displayed. The lookup can be paused at anytime by clicking the **Cancel** button or stopped completely by clicking the **Exit** button.

1.6 Search results

Information about each fund is recorded in the **SuperFundLookup** worksheet as described below:

Column(s)	Name	Description
A	ABN	<ul style="list-style-type: none"> Australian Business Number
C	Name	<ul style="list-style-type: none"> Current name of the fund
D-E	ABN Status	<ul style="list-style-type: none"> Current ABN status and the date of effect Cancelled ABNs are highlighted in red
F-K	Postal address	<ul style="list-style-type: none"> For APRA regulated funds, the postal address is retrieved directly from APRA For all other funds, the postal address is retrieved from Super Fund Lookup
L	Complying status	<ul style="list-style-type: none"> For APRA regulated funds, the complying status is retrieved directly from APRA For all other funds, the complying status is retrieved from Super Fund Lookup
M	Fund type	<ul style="list-style-type: none"> For APRA regulated funds, entity type is retrieved directly from APRA For all other funds, entity type is retrieved from Super Fund Lookup
O	Last updated	<ul style="list-style-type: none"> The date the ABN details were last updated in Super Fund Lookup from the ATO.
N	Omit	<ul style="list-style-type: none"> Enter a N into this column to skip the ABN during the lookup process
P	Update 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"
Q	More information	<ul style="list-style-type: none"> Link to the ABN record on the Super Fund Lookup web site
R	Extract date/time	<ul style="list-style-type: none"> The date and time the ABN information on the spreadsheet was updated from Super Fund Lookup



1.7 Printing fund details

To print the details of a fund use the **Form view and print** button (Figure 5) to view a printable version of each record in the spreadsheet.

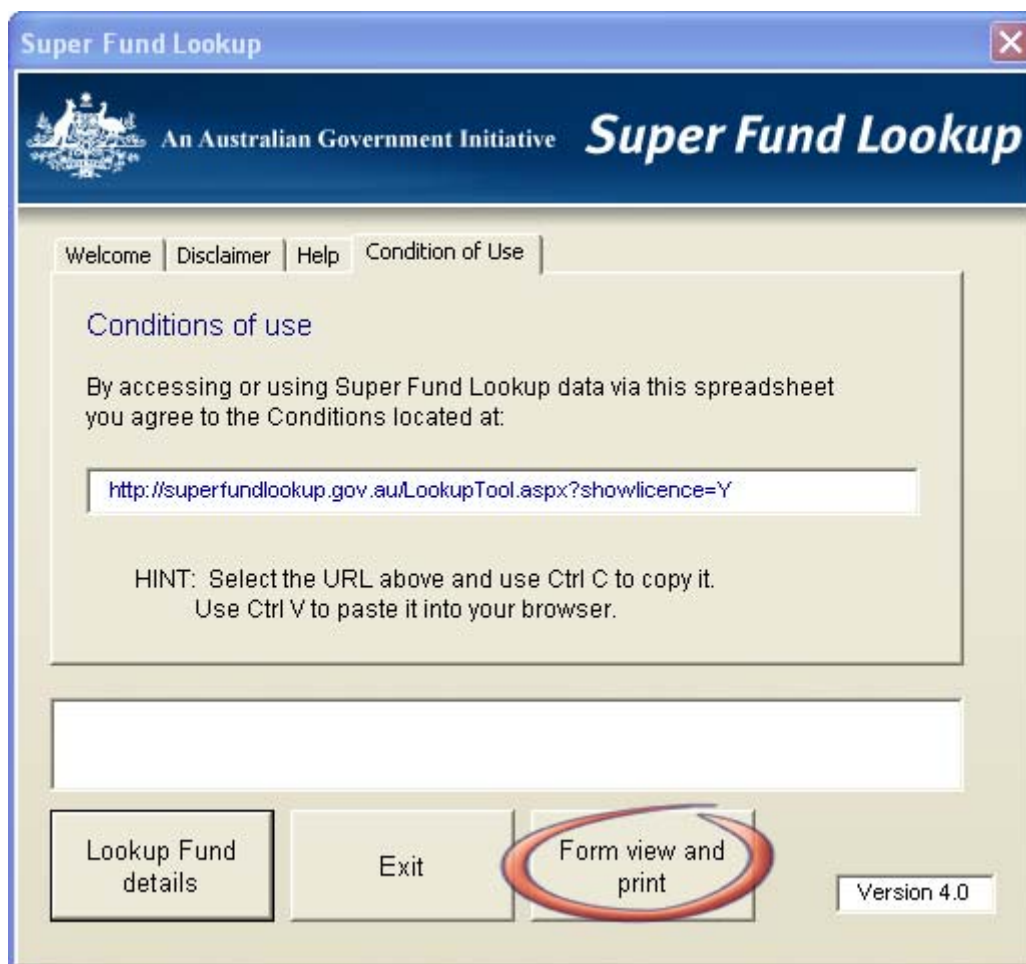



Figure 5 – Super Fund Lookup window - Form view and print button



The form view of the spreadsheet data is suitable for printing one record at a time. Use the navigation buttons at the bottom of the form to move backwards and forwards through the records (Figure 6). Use the **Print** button to print the current record.

Print record ✕

 An Australian Government Initiative **Super Fund Lookup**

ABN: 88819953295

Fund name: COMMONWEALTH FUNDS MANAGEMENT LIMITED POOLED SUPERANNUATION TRUST

ABN status: Active from 01/11/1999

Fund type: Pooled superannuation trust

Contact details: GPO Box 1907
CANBERRA CITY
ACT 2601

Complying status: APRA Registered

Last updated on Super Fund Lookup: 05/06/2009

Date retrieved from Super Fund Lookup: 2010-05-27 08:22 AM


Row 1025 of 

Figure 6 – Print record window



Use the **Print** button to print the current record. The navigation buttons are automatically hidden on the printed version as shown below (Figure 7).



An Australian Government Initiative

Super Fund Lookup

ABN: 88819953295

Fund name: **The Trustee for COMMONWEALTH FUNDS MANAGEMENT LIMITED POOLED SUPERANNUATION TRUST**

ABN status: **Active from 01/11/1999**

Fund type: **Pooled Superannuation Trust**

Contact details:

Complying status: **Not registered with APRA**

Last updated on Super Fund Lookup: 16/11/2010

Date retrieved from Super Fund Lookup: 2011-05-30 08:30 AM

Date printed: 2011-05-30 10:45 AM

Figure 7 - Printed page



1.8 Saving fund details to Portable Document Format (PDF) files

Providing you have a PDF converter application installed, you can print the fund details page to a PDF document for electronic storage. To do this you must first set your default printer to the PDF converter as you will not have the option to choose a printer from the print function (see 1.7 Printing fund details).

For example, to set the **Adobe PDF Converter** as your default printer in **Windows**:

- Choose **Printer and Faxes** from the **Control Panel**
- Right mouse click on the **Adobe PDF Converter** and select **Set as Default Printer** (Figure 8)

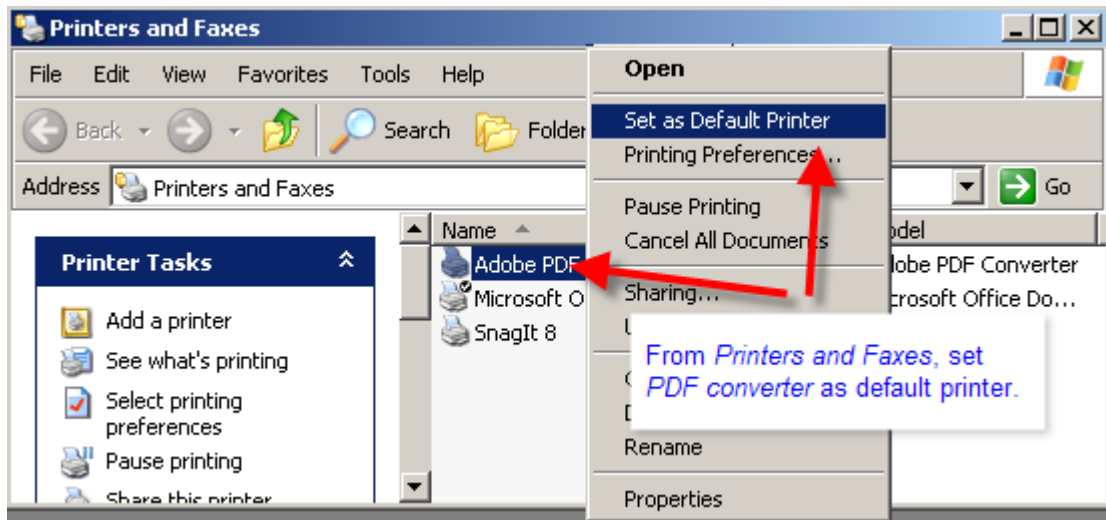


Figure 8 - Printers and Faxes window - Set PDF converter as default printer

From within the Super Fund Lookup tool, use the **Form view and print** button as described in 1.7 Printing fund details. When you click the **Print** button, you will be prompted for a file name (Figure 9).

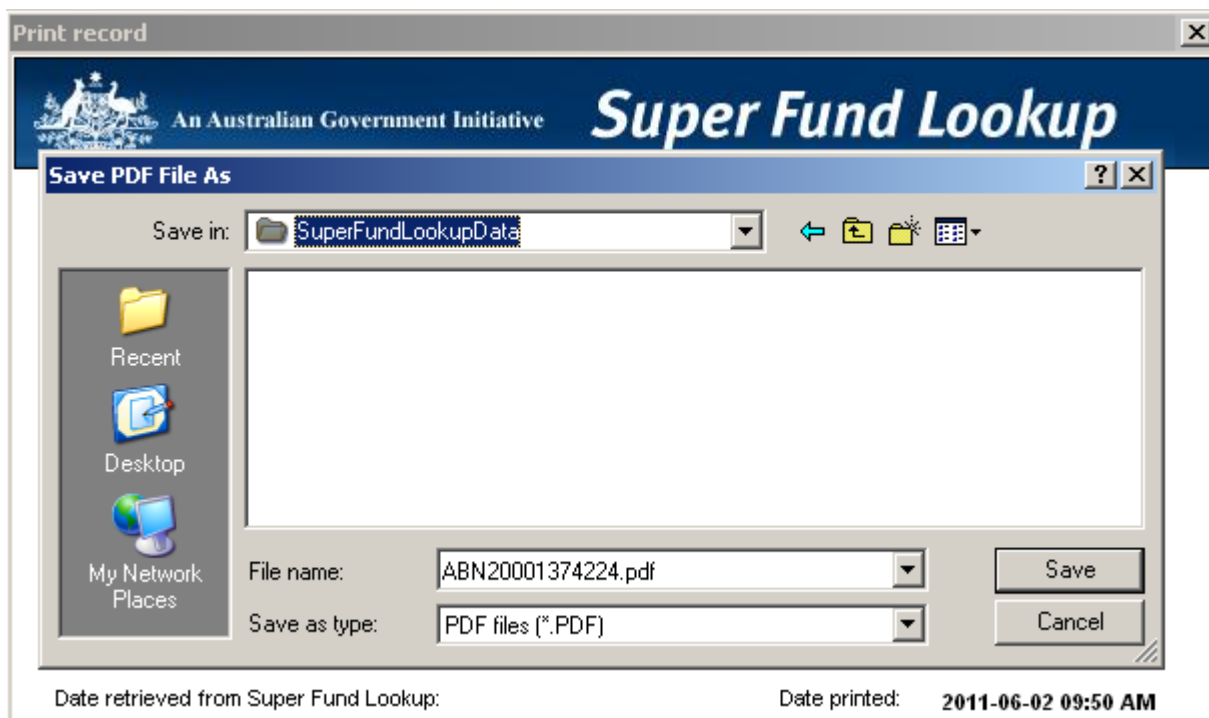


Figure 9 – Save PDF File As window - Print fund details to PDF file



The fund details will be converted and saved as a PDF file as shown below (Figure 10).

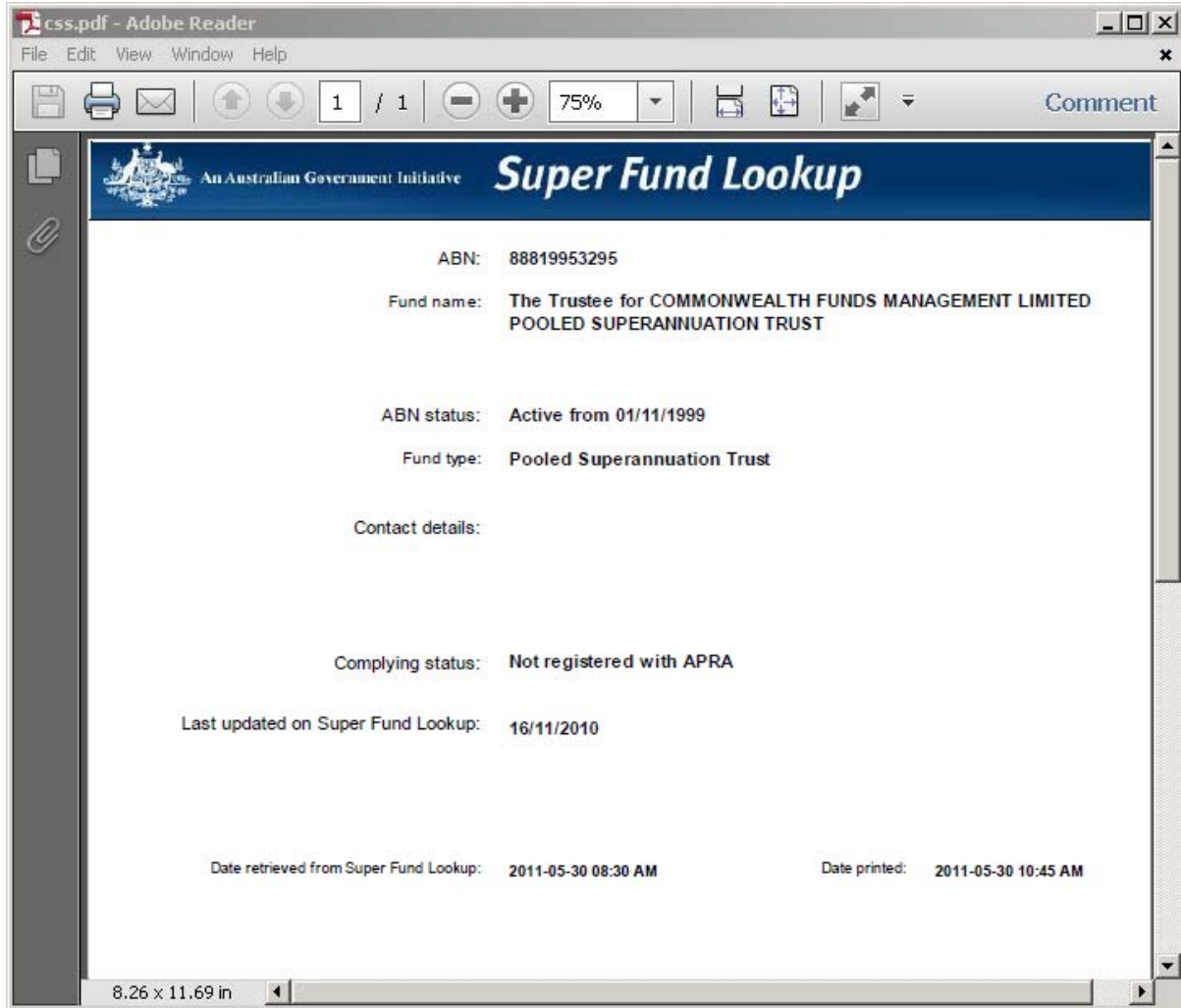


Figure 10 - Fund details saved as PDF file



2 Trouble Shooting

2.1 Run time error

The Super Fund 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 Super Fund Lookup 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, save the file to your hard drive then open and run the spreadsheet from the saved location.

2.2 Macros security

The Super Fund 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 which will then list the currently available security settings – **Low**, **Medium**, **High** and depending on what version of Excel you are using, **Very High** (Figure 11).

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

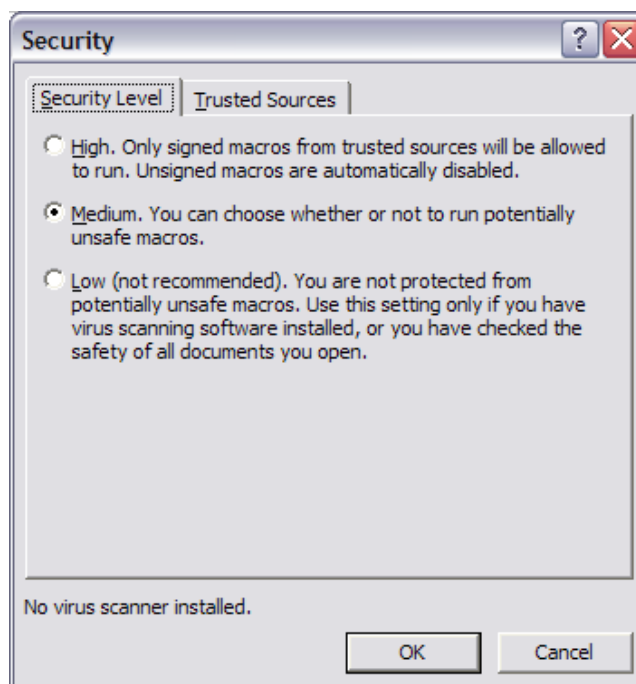


Figure 11 - Security

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



2.3 Error connecting to the internet

To use the Super Fund Lookup tool you must be connected to the internet. The following error occurs when a search is initiated when there is no internet connection available.

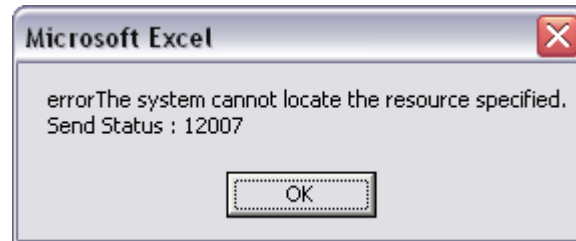


Figure 12 - No internet connection error

2.4 Additional Support

If you are experiencing difficulties with the Super Fund Lookup tool that are not covered here, please contact the Super Fund Lookup Support team:

<http://www.superfundlookup.gov.au/ContactUsForm.aspx>



3 Super Fund Lookup web services

The Super Fund Lookup Spreadsheet is an example of how the Super Fund Lookup Web Service can easily be integrated into an existing application.

An XML interface to Super Fund Lookup search is available to registered users. Using this facility, you can integrate Super Fund 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 Super Fund Lookup Support team:

<http://www.superfundlookup.gov.au/ContactUsForm.aspx>