



## Importing DGR download files into Excel

The Deductible Gift Recipients (DGR) listings available for download from ABN Lookup are text files with fixed length columns. You can import the files into Excel for sorting, filtering etc. Instructions for importing the DGR listings into Excel are provided below.

### Download and save files

From the *Deductible gift recipients* page in ABN Lookup, use the download buttons to download and save the DGR listings to your hard disk.

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## Deductible gift recipients

### Overview

A deductible gift recipient (DGR) is an entity or fund that can receive tax deductible gifts. There are two types of DGR endorsement:

- An entity that has DGR endorsement in its own right
- An entity that is only a DGR in relation to a fund, authority or institution it operates. In this instance, only gifts to the fund, authority or institution are tax deductible

For further information on deductible gift recipients, visit the [Tax deductible donations](#) page on the ATO website.

### Download DGR listing

Use the buttons below to download the complete list of the current DGR entities and funds from ABN Lookup:

DGR endorsed entities: Download entities

DGR funds, authorities & institutions: Download funds

**Download and save the DGR files to your hard disk**

### Download file layout

The downloadable files of DGR information are text files with fixed length columns as shown below. The information is sorted by state, then postcode and finally entity name. The size of each file is approximately 5.5 MB and can be [imported into Excel](#) or opened with your favourite text editor.

layout of DGR download files		
Column name	DGR entities Start column	DGR funds Start column
ABN	1	1
ABN status (active/cancelled)	13	13
DGR status date	24	24
State	40	45



## Import text file into Excel

To import the files into Excel:

- open Excel
- select *File, Open* from the Excel tool bar
- From the *Open* dialogue box (show below), change *Files of type* to *Text Files* to list the DGR text files
- Select the downloaded DGR file and click *Open*
- Use the Excel *Text Import wizard* described below to import the DGR data

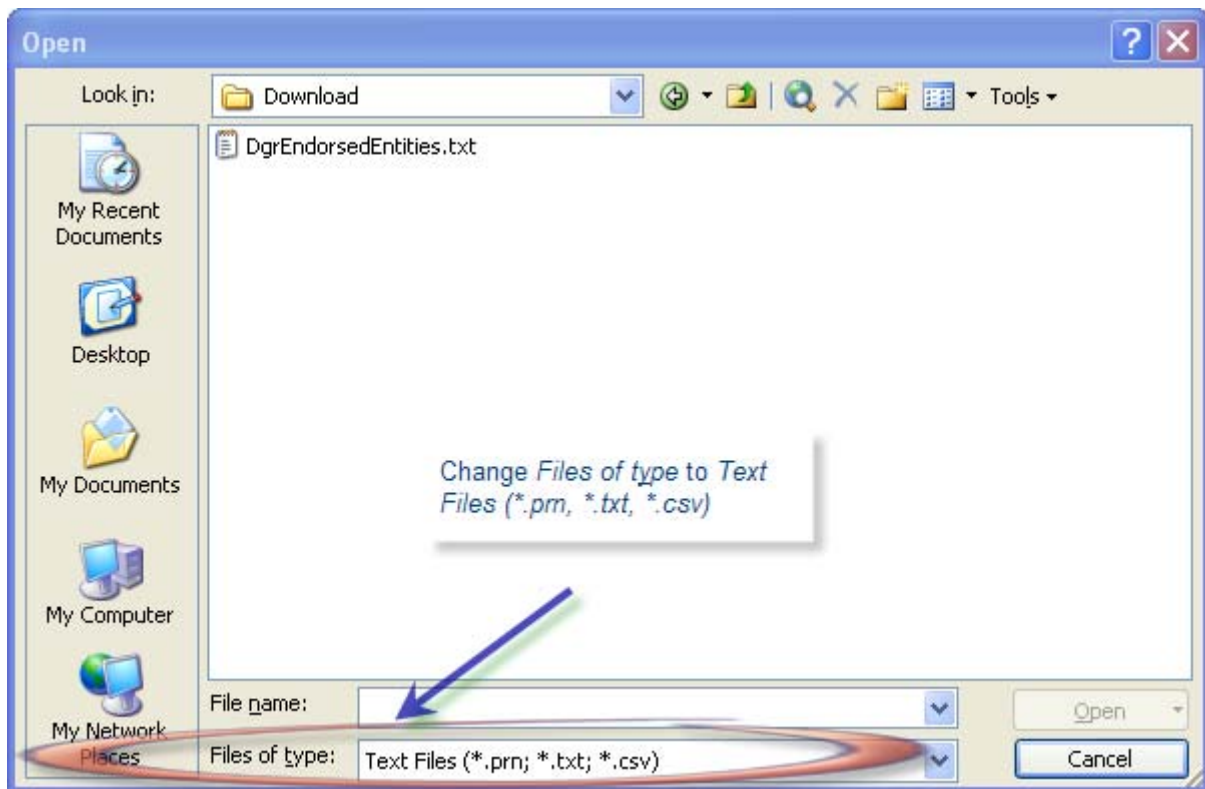


Figure 1 - Excel File Open dialogue



## Text Import Wizard - Step 1 of 3 – Set data type

- Ensure the *Original data type* is set as *Fixed width* as shown in the screen shot below
- click *Next*

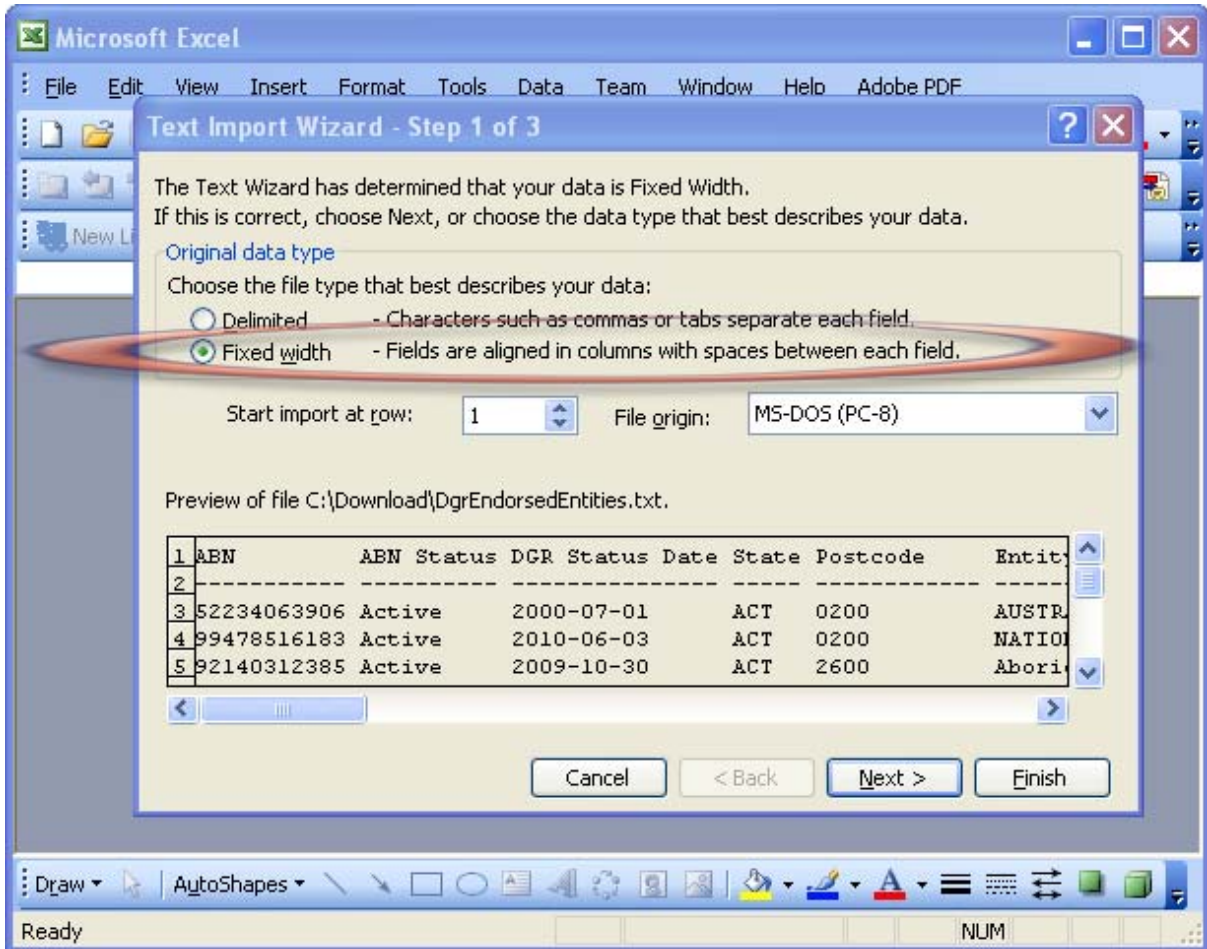


Figure 2 - Text Import Wizard - Step 1 of 3



## Text Import Wizard - Step 2 of 3 – Adjust columns

- Adjust columns by dragging the arrows to the beginning of each *column title* in the first row of data.

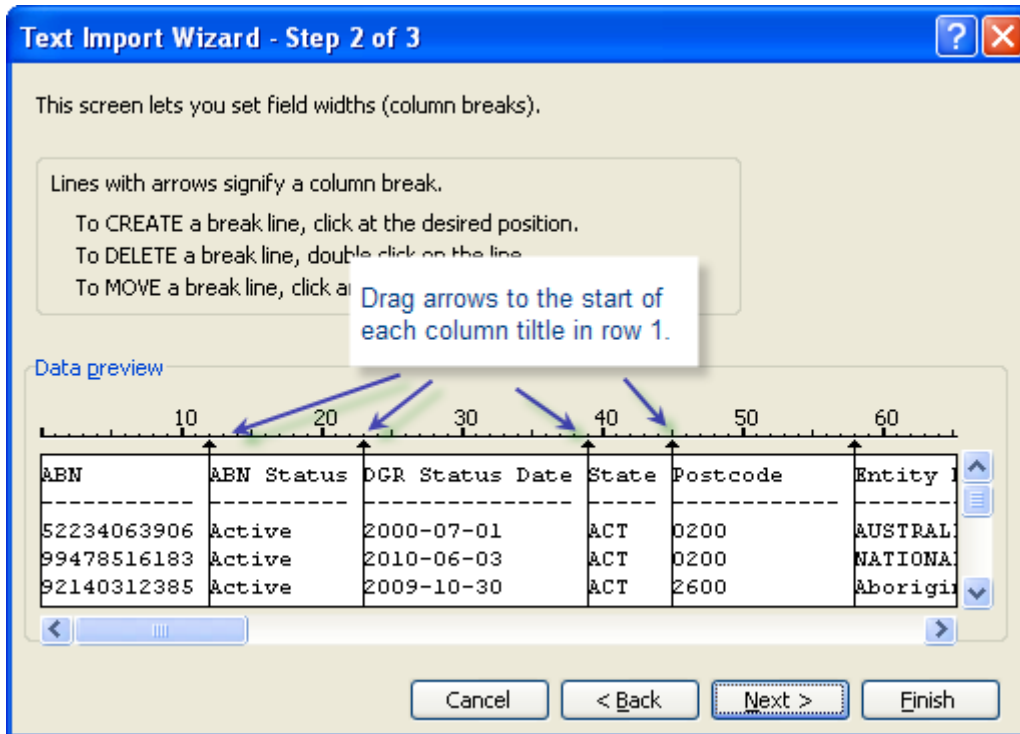


Figure 3 Text Import Wizard - Step 2 of 3

- Use the horizontal scroll bar to find and remove any extraneous arrows that appear in the middle of a column. Note: double clicking the arrow will remove it.

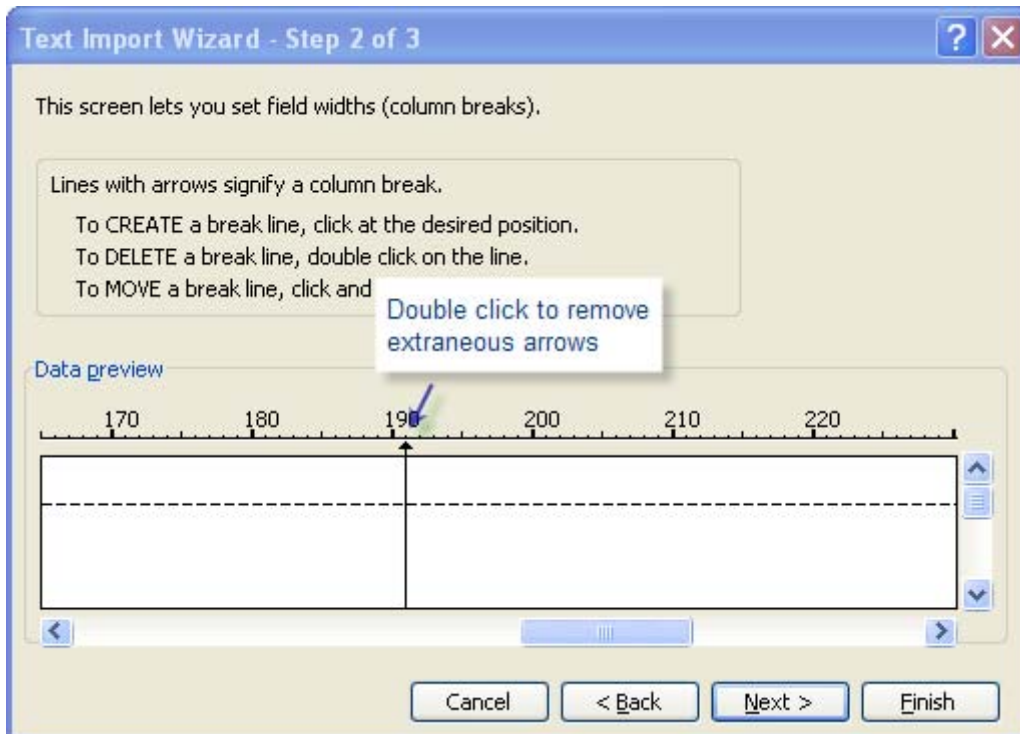


Figure 4 Text Import Wizard - Step 2 of 3 (remove extraneous arrows)

- click [Next](#)

### Text Import Wizard - Step 3 – Preview data format

- Change the *Column Data Type* of Postcode to *Text*
- Click *Finish* to complete the import. The file is now opened in Excel.

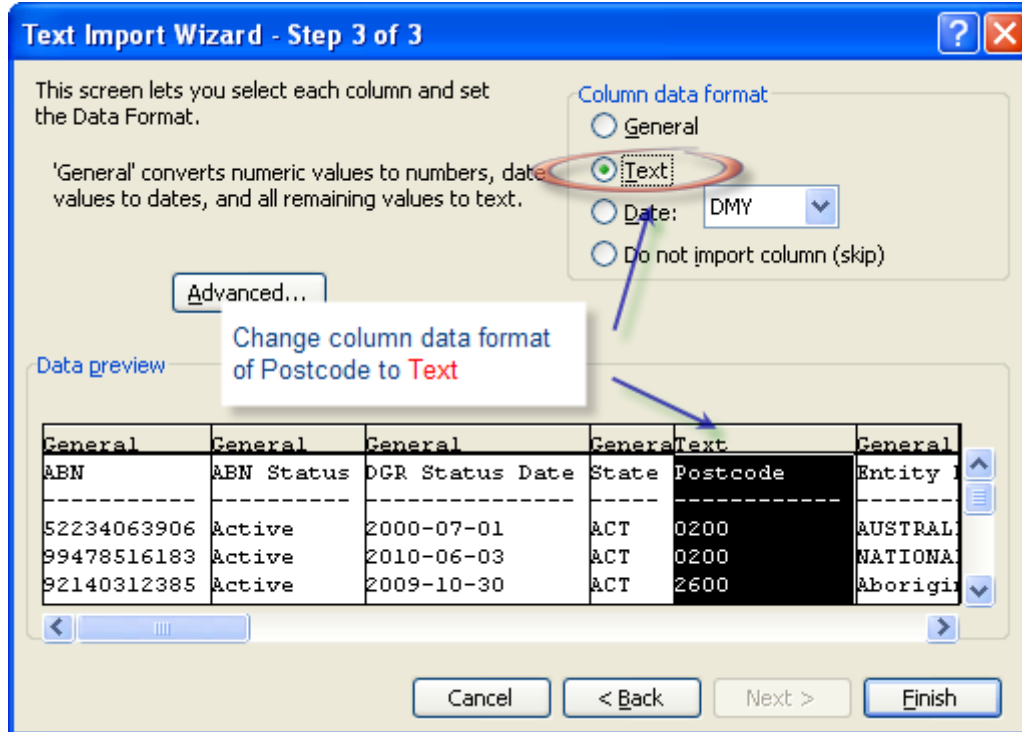


Figure 5 Text Import Wizard - Step 3 of 3

### Finalise

Adjust column widths to display the data correctly.

Use *File, Save As* to save as an Excel file.

