

# ABC eLodgement User Guide



**Audited Media Association of Australia**

abc cab amaa

Log in to Access Data

Username Password

Find out what we do > Print

Home About Services Join Resources News Events Contact

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**We're building a stronger body.**

**Quick Find**

Access to the latest audited media data is available to everyone.

**Click Here >**

**Membership & Audit Pricing**

Audited Media offers a wide range of media audits from print and web publications to events. Simply, complete the questions below and hit 'GO.' You will receive pricing information and the opportunity to contact Audited Media by clicking 'EMAIL NOW!'

Type of Audit?

How Sold / Delivered?

Frequency / Traffic / Attendance

**Sign up for Newsletter**

your email address  **SUBMIT**

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**Ad Spend Protection Club**

People buy why you do it, not what you do. What do you think about Simon Sinek's presentation?

**Simon Sinek - Start With Why**

www.youtube.com  
www.MajorLeagueBusiness.com

30 July at 17:11


Log in to the AMAA website  
[www.auditedmedia.org.au](http://www.auditedmedia.org.au)  
using your AMAA username and password.



Home > Members


## Welcome to the Members Area

Easily access ABC or CAB data, AMAA Reports, useful audit guides and information or access your eLodgement Manager when its time to report. Click here to access Historical data and Trend Reports.




**806,576,125**  
Data for the period ended December

Newspapers sold in Australia in the last 12 months



Details of audited copy sales for publications sold to consumers, in both print and digital formats, for Australian Newspapers and Magazines. Verified according to ABC rules.


- Overview
- Quick Reports
- All Data





Details of the total distribution per issue of a publication including delivery type, across both print and digital formats. Verified according to CAB rules. Reporting covers B2B and speciality publications, community newspapers and community language publications.

- Newspaper
- B2B
- Speciality Publications
- Search

Click on ABC eLodgement link.

 CAB eLodgement

 **ABC eLodgement**

 Audit Tools



Audited Media  
Association of Australia



[ABOUT](#) | [SERVICES](#) | [RESOURCES](#) | [MEMBERS](#) | [NEWS](#) | [CONTACT](#)

## eLodgement Manager

You are currently logged in as: noverina@auditbureau.org.au

### Your eLodgement Summary

Listed here is a summary of the publications assigned to you and due for lodgement this period. Click on the Publication to activate or action the eLodgements. Please contact the [ABC](#) if there are changes to this list.

#### eLodgements in progress:

Publication	Audit Type	Date Created	Next Step	Author	Status
-------------	------------	--------------	-----------	--------	--------

#### eLodgements to be commenced this period:

Publication	Audit Type	Auditor	Status
<a href="#">This is a test</a>	Q	<a href="#">Arry Kusnadi</a>	Due
<a href="#">TEST, The</a>	H	<a href="#">Arry Kusnadi</a>	Due

#### eLodgements submitted this period:

Publication
-------------

A Summary of the publications assigned to your username are listed in this Summary page.

This page will act as your home page when you enter the ABC eLodgement screens. Listed here will be those eLodgements currently in progress and those yet to be activated.

Click on a publication to access the eLodgement.



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## eLodgement Manager

You are currently logged in as: noverina@auditedmedia.org.au | Not You? [Login with another email](#) | Audit ID: 9

### abc eLodgement: TEST, The

Status: In Progress

This is a summary of your current eLodgement file. To update data, click on the relevant edit button. Once complete, please press submit to proceed to the next stage. You can print this page at any time. A printable audit report will be available once your eLodgement has been accepted by the ABC.

You can print your current eLodgement details by clicking print below. If you encounter problems please contact [ABC](#) and quote the Audit ID: 9.

[<< Back to Master Summary](#) | [Print](#) | [Submit eLodgement >>](#)

#### Step 1: Publication Details

Audit Period Start	October 2013
Audit Period Finish	December 2013
Publisher	XYZ Publishing Co. Pty Ltd
Address	PO Box 123 Clancy Ave
Suburb	NORTH SYDNEY
State	VIC   Postcode 2060
Publication Type	Country Press
Audit Type	Quarterly
Area Served	SWAN HILL
Days Published	tue, fri, sun
Website	

#### Step 2: Pricing and Issues

##### Print

Cover Price	0   \$1.00
Total Issues <i>Published</i> in Audit Period*	5
Total Issues <i>Audited</i> in Audit Period*	5
Excluded Dates	
Max Publishing Dates in Period*	

##### Digital

Cover Price	
Total Issues <i>Published</i> in Audit Period*	
Total Issues <i>Audited</i> in Audit Period*	
Excluded Dates	

Edit

Summary page displays data for each publication.  
The eLodgement wizard is now ready to enter data.  
Simply click on any edit button to edit each step.

Any changes entered in the eLodgement wizard are automatically saved on exit.



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## eLodgement Manager

You are currently logged in as: noverina@auditedmedia.org.au | Not You? [Login with another email](#) | Audit ID: 9

### TEST, The

#### Step 1: Publisher Details

Audit Period Start	October 2013
Audit Period Ending	December 2013
Publisher	XYZ Publishing Co. Pty Ltd
Address	PO Box 123 Clancy Ave
Suburb	NORTH SYDNEY   Postcode 2060
Publication Type	Country Press
Audit Type	Quarterly
Category	
Days Published	tue, fri, sun
Website	

Previous

For any changes please email the [ABC](#)

Clicking Next will save

## Step 1 –

Update information about your publication, including contact details, publishing days and frequency.

The system will populate the fields with information we have about you.

If you want to update your detail. You will need to send us an email requesting a change – email: [auditor@auditedmedia.org.au](mailto:auditor@auditedmedia.org.au).



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## eLodgement Manager

You are currently logged in as: novemra@auditbureau.org.au

This is a test

### Step 2: Pricing and Issues

Print
Digital

**Retail Cover Price\***

Please select relevant day/s and corresponding Cover Price. Only days in the days published field are listed here. If you can't select the relevant day, please contact ABA ([auditor@auditbureau.org.au](mailto:auditor@auditbureau.org.au))

**Selecting Multiple Days:** Hold CTRL and click to select multiple days e.g. Mon, Tues, Wed, Thurs & Fri  
**Deselecting Days:** Hold CTRL and click on the selected day to deselect that day.

Cover Price 1

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

\$ 1.00

Cover Price 2 (If Applicable)

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

\$ 0.00

Cover Price 3 (If Applicable)

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

\$ 0.00

Cover Price 4 (If Applicable)

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

\$ 0.00

**Total Issues Published In Audit Period\*** 25

**Total Issues Audited In Audit Period\*** 25

If the number of issues audited is less than the number of issues published then issues must be reported in excluded dates.

Excluded Dates

Non Publishing Dates In Period

Example: 24-26/12, 31/12, 1-2/1

Bumper Issues ☐ Yes ☒ No

Bumper Issue Dates

Remarks

Previous
Next

Clicking Next will save your changes

## Step 2 –

Update information about this audit period, including your cover price(s) at the end of the audit period, how many issues audited and published as well as exclusion date and Bumper Issue details.

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## Test Publication 2

### Step 3: Circulation Details

Print	Digital	Day of Week - Print	Total Masthead
Average Net Paid Sales			
(a) Australia			
The Average Net Paid Sales - Australia figure above includes:			
(b) Accommodation & Hotel Sales			
(c) Airline Sales			0 <input type="text"/>
(d) School Sales			0 <input type="text"/>
(e) Tertiary Education Subscription Sales			0 <input type="text"/>
(f) Event Sales			0 <input type="text"/>
(i) Multiple Publication Sales			0 <input type="text"/>
(g) Bundled Sales			0 <input type="text"/>
The Average Net Paid Sales			
(h) New Zealand			0 <input type="text"/>
(i) Other Countries			0 <input type="text"/>
The Average Net Paid Sales figure <b>DOES NOT</b> include:			
(j) Average Other Sales - Australia			0 <input type="text"/>
<b>Save &amp; Next »</b>			

Previous

Next will remain disabled until you are on the Total Masthead tab

Next

## Step 3 – Print

Enter here the actual paid circulation or publisher's Report data that will be posted to ABC's eData portal. Please enter whole numbers where required.



Print	Digital	Day of Week - Print	Total Masthead
<b>Part 1</b>			
Cover Price*	<input type="text"/>		
Total Issue in Audit Period*	<input type="text"/>	(incl. issues at	
Total Issue Audited in Audit Period*	<input type="text"/>	(excl. issues at	
Excluded Dates	<input type="text"/>	e.g. 24-26/12,	
Non Publishing Dates in Period	<input type="text"/>	e.g. 25/12, 31	
Remarks	<input type="text"/>		
<b>Part 2</b> <a href="#">(click here to see example of how Digital works)</a>			
(a) Australia Average Net Paid Digital Sales (ANPDS) *	<input type="text"/>		
(b) Packaged Print & Digital Sales	<input type="text"/>		
(c) Other Countries Digital Sales (ANPDS)	<input type="text"/>		
<b>Part 3</b>			
Digital Format Sales <a href="#">(click here for more information)</a>	AUSTRALIA DIGITAL		
Average Net Paid Digital Newspaper Sales	<input type="text"/>		
Average Net Paid Newspaper App Sales	<input type="text"/>		
Average Net Paid Website Subscription	<input type="text"/>		
« Prev	Save & Next »	Skip	

**Step 3 – Digital**

Enter all necessary Digital data that will be posted to ABC's eData portal. If you don't have digital data, you can click on Skip button at the bottom of the page.

**Step 3 – Digital**

Click on "Click here to see example of how Digital works" to have more explanation about digital.

**Step 3 – Digital**

Click on "Click here for more information" to have more explanation about digital format sales.



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## eLodgement Manager

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### Test Publication 2

#### Step 3: Circulation Details

Print

Digital

Day of Week - Print

Total Masthead

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday (Sat's DOW  
Print must equal with  
ANPPS for Sat)\*\*\*

« Prev

Save & Next »

Skip

\*\*\*For example: Australian's Saturday DOW Print must equal with Weekend Australian's ANPPS

Note:

DOW is Day of Week

ANPPS is Average Net Paid Print Sales

Previous

Next

Next will remain disabled until you are on the Total Masthead tab



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### Step 3 – Day of Week - Print

Enter all necessary day of week data that will be posted to ABC's eData portal.

If you don't have day of week print, you can click on Skip button at the bottom of the page.

## eLodgement Manager

You are currently logged in as: noverina@auditedmedia.org.au | Not You? [Login with another email](#) | Audit ID: 1714

### Test Publication 2

#### Step 3: Circulation Details

Print	Digital	Day of Week - Print	Total Masthead
-------	---------	---------------------	----------------

Australian ABC Total Sales	<input type="text" value="30"/>
----------------------------	---------------------------------

« Prev

Previous

### Step 3 – Australian ABC Total Sales

This step is read only.

There is no manually enter for this Australian ABC Total Sales, all data will be automatically calculated.



## eLodgement Manager

You are currently logged in as: noverina@auditedmedia.org.au | Not You? [Login with another email](#) | Audit ID: 887

### eLodgement: Test Publication 2

Status: In Progress

This is a summary of your current eLodgement file. To update data, click on the relevant *edit* button. Once complete, please press submit to proceed to the next stage. You can print this page at accepted by the AMAA (ABC).

You can print your current eLodgement details by clicking print below. If you encounter

[<< Back to Master Summary](#) | [Print](#) | [Submit eLodgement >>](#)

Click on "submit elodgement" to submit your elodgement.

**Important Note:** The elodgement has been changed according to the rules changes. [Click here for more information](#)

#### Step 1: Publication Details

Audit Period Start	October 2016
Audit Period Finish	December 2016
Publisher	
Address	
Suburb	
State	Postcode
Publication Type	Consumer Magazines
Audit Type	
Area Served	
Days Published	
Website	

#### Step 2: Pricing and Issues

# SOME IMPORTANT TIPS

- On completion of the data entry, the publisher can save, review and print a copy of the certificate for checking before submission to their auditor.
- On submission, the user will receive confirmation of the submission and their auditor will be advised by email of the eLodgement waiting for their review.
- Any incomplete data entry will generate an error message on the Step.
- You will be advised by email of the successful submission.
- When the audit is completed and the data is released in our eData, an Audit Certificate can be printed from Member's Area.