AMAA (CAB) eLodgement User Guide

AMAA
Audited Media
Association of Australia

Log in to AMAA Website

Log in to Access Data

Username | Password | Login

Not registered? Then CLICK HERE   Forgotten password?

Audited Media
Association of Australia

abc cab amaa

Find out what we do ▶ Print

Home | About | Services | Join | Resources | News | Events | Contact

Search our site

We're building a stronger body.

Get Data

Quick Find

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

Click Here ▶

News | **Events**

We Love to Share Great Articles

Here at the Audited Media Association of...

READ MORE

ABC, CAB now AMAA; new Board to meet

Late last March, members of the ABC and ...

READ MORE

Find us on Facebook

Ad Spend Protection Club

👍Like 460

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

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

abc cab amaa

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Go to CAB *e*Lodgement

Audited Media Association of Australia

Log out   Reset/Change Password
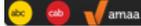
Home

Welcome to the Members' Area

Easily access ABC or CAB data, AMAA Reports, useful audit guides and information or access your *e*Lodgement Manager when its time to report. If you are an Advantage Subscriber click here to access Historical data and Trend Reports.

ABC	CAB	AMAA
View eData | Advantage Area	View eData	View eData
Print (exc NIMs)	Print	Web
Day of Week	Figures Not Received	Digital Publications
NIM's	Print Audit Certificates	Email
Digital Sales	Web	
Total Masthead Sales	Digital Publications	View AMAA Reports
Figures Not Received	Email	
Web	Search	
Search (Report Builder)		
Print Certificates		

Click on the "CAB *e*Lodgement" link.

View AMAA Reports

eLodgement
ABC eLodgement
CAB eLodgement

Audit Tools
See ABC and CAB Audit Tools

Contact Us

abc   cab   amaa

Audited Media Association of Australia

Go to *e*lodgement Manager

Audited Media
Association of Australia

« Members Area   eLodgement Manager   Summary   Wizard   Log out

Home > CAB eLodgement > eLodgement Manager

Your Queue

Last Modified	Publication	Audit Type	Author	Auditor	Status
11:08 am, 15th Aug. (less than 5 seconds ago)	TEST Homer%Times Community Language Publications	Half Yearly Audit	Noverina Noverina	Arry Kusnadi	In Progress

Your Company's Queue

Last Modified	Publication	Audit Type	Author	Auditor	Status
	TEST Hawthorn%Times Business & Professional	Yearly Audit		Arry Kusnadi	Not Started

This page will act as your home page when you enter CAB *e*Lodgement.

A summary of the publications assigned to your username, and their *e*Lodgement status, are listed in this Summary page.

Click on a publication to access the *e*Lodgement.

Legend

Not Started	The eLodgement has not yet started.
In Progress	The eLodgement is in progress. It can only be viewed by publishers. Auditors cannot view the eLodgement.
Auditor	Auditors are required to view the eLodgement and perform their audit. Publishers cannot make any edits at this point.
Rejected	The eLodgement was rejected by auditors. The reason is listed below the tag, and publisher must make amendments and re-submit.
Complete	The elodgement has been completed. Both publishers and auditors can click to view the details of the eLodgement.

abc   cab   amaa

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Go to *e*lodgement Summary

Home > CAB eLodgement > Summary

Actions

« Back   Print   Download as PDF   **Edit**   Validate   Submit eLodgement

The *e*Lodgement Summary is now available for data entry.

Simply click on any edit button to edit each step.

Validation Criteria

1. Issues In 12 Months should not be greater than 740 ✓
2. Issues In Period must be less than or equal to Issues In 12 Months ✓
3. Issues Audited must be less than or equal to Issues In Period ✓
4. Average Copies Returned from Newsagents and/or other Retail Outlets must be less than or equal to ✓

Publication Details

Title TEST Homer%Times	**Publisher** XYZ Publishing Co. Pty Ltd
Address 1 PO Box 000	**Address 2** PO BOX 001
Suburb NORTH SYDNEY	**State** NSW
Postcode 2060	**Audit Period Start Date** 01/10/2012
Audit Period End Date 31/03/2013	**Audit Year** 2013
Area Served	**Days Published**
Issues In 12 Months	**Issues In Period**
Audit Type Half Yearly Audit	**Issues Audited**

Any changes entered in the *e*Lodgement are automatically saved on exit.

Edit

Step 1 – Publication Details

Update information about your publication.

The system will pre-populate the fields with information we have about your publication.

If an entry is in a grey box you cannot currently change it. Email us requesting a change via:
auditor@auditedmedia.org.au

Step 2 – Print Details

Home > CAB eLodgement > Wizard

Summary

| 1 | Publication Details |

Title
TEST Homer%Times

Publisher
XYZ Publishing Co. Pty Ltd

Address 1
PO Box 000

Address 2
PO BOX 001

Suburb
NORTH SYDNEY

State
NSW

Postcode
2060

Audit Period Start Date
01/10/2012

Audit Period End Date
31/03/2013

Audit Year
2013

Print Details - TEST Homer%Times

Printing Company

Average Copies Printed *

« Prev   Next »

* Entry is mandatory.

Last Period's eLodgement

Update information about your Printing Company and Average Copies Printed.

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Step 3 – Distribution Details

Audited Media Association of Australia

« Members Area   eLodgement Manager   Summary   **Wizard**   Log out

Home > CAB eLodgement > Wizard

Summary

| **1** | **Publication Details** |

Title
TEST Homer%Times

Publisher
XYZ Publishing Co. Pty Ltd

Address 1
PO Box 000

Address 2
PO BOX 001

Suburb
NORTH SYDNEY

State
NSW

Postcode
2060

Audit Period Start Date
01/10/2012

Audit Period End Date
31/03/2013

Audit Year
2013

Distribution Details - TEST Homer%Times

Validation Criteria

1. The **8 Average Net Distribution** field (ie 5625) must be <= 1200 (ie + Average Copies Printed)

1 Average Copies Mailed to Individuals less Return Copies	20
2a Average Copies Supplied to Newsagents and/or other Retail Outlets	10
2b Average Copies Returned from Newsagents and/or other Retail Outlets *This field must be less than or equal to [2a]*	5
2 Average Copies Sold through Newsagent and/or other Retail Outlets *This field is a calculation = [2a] - [2b]*	5
	Calculate (Please Click)
3 Average Direct Cash Sales	400
4 Average Individually Distributed to Residential Locations	0

Last Period's eLodgement

If data entry is incorrect, or incomplete the user will be prompted with Validation Criteria indicating which field need to be amended or required data.

Please click on the Calculate button to auto-calculate any field with a calculation.

abc   cab   amaa

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Step 4 – Geographical Analysis
(for Business & Professional, Specialty Publication and Community Language Publication)

Summary

1	Publication Details

Title
TEST Homer%Times

Publisher
XYZ Publishing Co. Pty Ltd

Address 1
PO Box 000

Address 2
PO BOX 001

Suburb
NORTH SYDNEY

State
NSW

Postcode
2060

Audit Period Start Date
01/10/2012

Audit Period End Date
31/03/2013

Audit Year
2013

Area Served

Days Published

Issues in 12 Months
11

Issues in Period
5

Geographical Analysis - TEST Homer%Times

Average NSW	0
Average VIC	0
Average SA	0
Average QLD	0
Average WA	0
Average TAS	0
Average ACT	0
Average NT	0
Average PNG	0
Average NZ	0
Average OS	0

Total Geographical Analysis — 0
This field is a sum of above Geographical Analysis and must be equal to Average Net Distribution

Calculate

Last Period's eLodgement

eLodgement Details

> Update information about Geographical Analysis. Total Geographical Analysis should be equal to Average Net Distribution

> Please click on the Calculate button to auto-calculate any field with a calculation.

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Step 5 – Optional – Verified Recipient Details

(for Business & Professional, Specialty Publication and Community Language Publication

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« Members Area   eLodgement Manager   Summary   **Wizard**   Log out

Home > CAB eLodgement > Wizard

Summary

Verified Recipient Details - TEST Homer%Times

Please note: This section will not affect [8 Average Net Distribution]

| **1** | **Publication Details** |

Title
TEST Homer%Times

Publisher
XYZ Publishing Co. Pty Ltd

Address 1
PO Box 000

Address 2
PO BOX 001

Suburb
NORTH SYDNEY

State
NSW

Postcode
2060

Industry Group
Laboratory, Science

Audit Period Start Date
01/04/2012

Audit Period End Date
31/03/2013

Average Personally Requested Copies

This number cannot be greater than the sum of [1] + [2] + [3]

Average Copies provided through Third-Party Managed Databases

This number cannot be greater than the sum of [1] + [2] + [3]

Total Verified Requested Recipients

This number is the sum of above two fields

Calculate

(Please Click)

[« Prev]   [Next »]

* Entry is mandatory.

Last Period's eLodgement

| eLodgement Details |

Update information about Verified Recipient Details.

Audited Media Association of Australia

Step 6 – Other Details

Home > CAB eLodgement > Wizard

Summary

Other Details - TEST Homer%Times

Last Period's eLodgement

| 1 | Publication Details |

eLodgement Details

Title
TEST Homer%Times

Publisher
XYZ Publishing Co. Pty Ltd

Address 1
PO Box 000

Address 2
PO BOX 001

Suburb
NORTH SYDNEY

State
NSW

Postcode
2060

Industry Group
Laboratory, Science

Audit Period Start Date
01/04/2012

Audit Period End Date
31/03/2013

Avg Copies Used as Vouchers

Avg Copies on Hand

Avg Copies Unaccounted For

Copies Not Distributed
This field is the sum of above items

0

Calculate

(Please Click)

Note to Auditor

Issues over or under 10% of Average

Issue Date
(YYYY/MM/DD)

Issue Distribution

Update information about Copies not Distributed.

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Step 7 – Signatory Details

Summary

| 1 | Publication Details |

Title
TEST Homer%Times

Publisher
XYZ Publishing Co. Pty Ltd

Address 1
PO Box 000

Address 2
PO BOX 001

Suburb
NORTH SYDNEY

State
NSW

Postcode
2060

Industry Group
Laboratory, Science

Audit Period Start Date
01/04/2012

Audit Period End Date
31/03/2013

Signatory Details - TEST Homer%Times

Signatory — Noverina Noverina

Publisher — XYZ Publishing Co. Pty Ltd

Publisher Signatory Title — database

Publisher Signatory Email — noverina@auditbureau.org.au

Date — 2013-08-15 11:50:36

« Prev   (Summary) Next »

* Entry is mandatory.

Clicking Next takes you back to the *e*Lodgement Summary.

Last Period's *e*Lodgement

eLodgement Details

Submit *e*Lodgement

Your publication is **not** yet submitted.

Click on the Submit button, your *e*Lodgement will be sent to your assigned Auditor if this is an audit or forward to CAB for a Publisher's Statement.

Actions

« Back | Print | Download as PDF | Edit | Validate | **Submit *e*Lodgement**

Validation Criteria

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Postcode	**Industry Group**
2060	Laboratory, Science
Audit Period Start Date	**Audit Period End Date**
01/04/2012	31/03/2013
Audit Year	**Frequency**
2013	Monthly
Issues in 12 Months	**Issues in Period**

Home > CAB eLodgement > Summary

« Members Area   eLodgement Manager   Summary   Wizard   Log out

Some important tips

- On completion of the data entry, the publisher can save, review and print a copy of the *e*Lodgement 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 *e*Lodgement waiting for their review.

- Any incomplete data entry will generate an error message on the relevant step.

- You will be advised by email once your Auditor approves or rejects your *e*Lodgement.

- When the audit is completed and the data is released in our eData, an Audit Certificate can be printed from Member's Area.