

ZIP Report Call Out Tip Sheet & Proration Reset

ZIP Report Call Out Tip Sheet

County data will automatically populate based on ZIP Code reporting.

Calculate Proration button will appear by saying yes to proration in the Par 3 Survey Page. Click on button to calculate proration.

Upon completion, Submit Your ZIP Code Report to AAM.

To review, save for your records, export ZIP report to Excel

[Helpful Tips](#)

Calculate Proration

Ready for Submission

Export to Excel

THE FR... O BEE | Vida en el Valle

Zip | County

Sun | Tue

Delete ZIP Code

Zip 0-75 of 170 | Next Sun Records

	State	County	Zip	Town	Households	Paid Circulation	Qualified Circulation	Total Circulation
Delete	CALIFORNIA	LOS ANGELES	91355	VALENCIA	14530			
Delete	CALIFORNIA	SAN BERNARDINO	92346	HIGHLAND	17432			
Delete	CALIFORNIA	SAN BERNARDINO	92415	SAN BERNARDINO	5			
Delete	CALIFORNIA	ORANGE	92648	HUNTINGTON BEACH	20377			
Delete	CALIFORNIA	ORANGE	92821	BREA	14575			
Total Print Circulation						33,000	1,000	34,000
Digital Replica						500		500
Digital Non Replica						100		100
Total Circulation by Category						33,600	1,000	34,600

Digital Replica/Nonreplica will be reported in total only.

Zip 0-75 of 170 | Next Sun Records

Save | Excel | Insert New Zip

	Paid Circulation	Qualified Circulation	Digital Replica	Digital Non Replica	Total Circulation
Circ Record Total:	33,000	1,000	500	100	34,600
Difference:	0	0	0	0	0

Add New ZIP Code

Remember to Save often.

Close Window

Survey Page

Circulation Record Totals (Must be completed before submission)

There should be no differences between ZIP code and Circ Record totals. (Exception: Difference due rounding are acceptable.)

You can toggle between tabs to make any edits either in Survey or Circulation Record.

Proration Reset

If you need to update the circulation record after the ZIP Code has been prorated follow the steps below to reset the proration option.

Unable to change Circulation Record Totals due to proration calculation status. To reset and re calculate, return to survey page; select "N" and "OK" to proration question to clear data entry grid; reselect "Y" to proration question and proceed to Circulation Record Totals to make necessary changes.

OK

Member Number:
Publication: Arkansas Democrat Gazette
Drive Date: 09/30/2021
Report: 2021 Q3

One-Day Distribution

Helpful Tips

Circulation Record Totals

- Distribution by ZIP code has been consolidated to two categories: Total Paid and/or Total Qualified.
- Digital Replica and Digital Nonreplica will be reported as Total Paid and/or Total Qualified.
- Verified categories (Home Delivery, Public Access copies) will now be filed as Qualified circulation.

For the complete reporting transitions and consolidations, click on [AAM's News Media Categories](#)

One-Day Distribution Dates

Arkansas Democrat Gazette	Paid Circulation	Qualified Circulation	Digital Replica	Digital Non-Replica	Total Circulation
Sunday (09/12/2021)	5,000	1,000	75		6,175
Daily/Weekday (09/14/2021)	6,000	875	75		6,875

Close Window Survey Page Zip Code Data Entry

At the bottom of the Circulation Record Totals page, click on the Survey Page tab to return back to the One-Day-Distribution Survey page.

1.

Selecting this option will delete any data previously uploaded or entered in data entry screen. Do you wish to proceed?

OK Cancel

4. Zip Code Data may either be entered on the Zip Code Data Entry tab or here.

Choose File No file chosen Upload file

(New Upload Specification: Effective September 2020)

Important:

- Do not include digital circulation in upload. Enter manually on Zip Code Data Entry screen by circulation category.
- Make sure to include the Pub Code in the upload files as it appears on the Survey Page

5. You are eligible to prorate. Do you want to prorate?

Yes No

Last actual one-day distribution: December, 2020

Circulation Record Totals (Must be completed before submission) Zip Code Data Entry

On the Survey page, change the answer from 'Yes' to 'No' for Question #5 'Do you want to prorate?' then click 'Ok' for 'Do you wish to proceed?' This will delete any previously calculated ZIP code data.

2.

5. You are eligible to prorate. Do you want to prorate?

Yes No

Last actual one-day distribution: December, 2020

Circulation Record Totals (Must be completed before submission) Zip Code Data Entry

Go back to Question #5 'Do you want to Prorate?' and answer 'Yes'. Then click on the Circulation Record Totals tab to update.

3.

Circulation Record Totals [Helpful Tips](#)

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- Verified categories (Home Delivery, Public Access copies) will now be filed as Qualified circulation.

For the complete reporting transitions and consolidations, click on [AAM's News Media Category Map](#).

One-Day Distribution Dates

Arkansas Democrat Gazette	Paid Circulation	Qualified Circulation	Digital Replica	Digital Non Replica	Total Circulation
Sunday (09/12/2021)	9,000	1,000	175		10,175
Daily/Weekday (09/14/2021)	6,000	800	75		6,875

Close Window Survey Page Zip Code Data Entry

Update the circulation record then click on the ZIP Code Data Entry tab to re-prorate.

4.

Click on the Calculate Proration button to recalculate.

One-Day Distribution

Member Number: 101050
 Publication: Arkansas Democrat Gazette
 Drive Date: 09/30/2021
 Report: 2021 Q3

Notes:

- Effective with the September 2020 reporting period, the ZIP code report will only report Total Paid and Total Qualified for Print and Digital Replica/Nonreplica. Total Verified is now included in the Total Qualified category. For the complete reporting transitions and consolidations, click on [AAM's News Media Category Map](#)
- County distribution will be automatically calculated based on your ZIP code distribution. Counties will be defined by an aggregation of ZIP codes as determined by the USPS ZIP Codes. The circulation will be counted within the primary county as defined by USPS, eliminating the need for newspapers to recalculate the circulation based on traditional county definitions
- If you have questions about how to file your one-day distribution, please [contact AAM](#).

[Helpful Tips](#)

Calculate Proration Ready for Submission Export to Excel

5.